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M(7) – 29 JULY 2025

Ordinary Council Meeting

Minutes

The **Ordinary Council Meeting** of the **Alpine Shire Council** was held in the Bright Council Chambers, 2 Churchill Avenue, Bright on **29 July 2025** and commencing at **5:00 pm**.

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1 Recording and livestreaming of Council meetings

The CEO will read the following statement:

All council meetings are filmed with both video and audio being recorded.

Video is focused on a specific area however audio from the entire room is captured.

In common with all narrative during Council meetings, verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes. By submitting a question, you consent to your question being read aloud at the meeting.

The reasoning behind recording council meetings is to hold us more accountable and improve transparency of Council's decision-making to our community.

The full meeting is being streamed live on Council's YouTube channel which is "Alpine Shire Council" and will also be available on the YouTube channel shortly after this meeting.

2 Acknowledgement of Traditional Custodians and recognition of all people

All to stand, the Mayor will read the following statement:

Alpine Shire Council acknowledges the Taungurung peoples as the Traditional Owners of the lands on which we are meeting today. Council also acknowledges all of the Traditional Owners of the wider lands of the area known as the Alpine Shire.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

3 Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING M(6) 24 JUNE 2025

Cr Andersen

Cr Graham

That the minutes of M(6) 24 June 2025 as circulated be confirmed.

Carried Unanimously

4 Apologies

Cr Peter Smith - Deputy Mayor

5 Obituaries / Congratulations

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au for its YouTube live-streaming recording for responses to obituaries and congratulations.

6 Declarations by Councillors of Conflict of Interest

Report 9.3.1 2025/26 Event Funding Program Report

Cr Jean-Pierre Ronco declared a general conflict of interest in relation to all events held across the Alpine Shire.

Cr John Andersen declared a general conflict of interest in relation to the Brighter Days Festival.

Cr Dave Byrne declared a general conflict of interest in relation to the Myrtleford Lions Golden Spurs Rodeo and Mental Wellbeing Week 2026.

Cr Noah Tanzen declared a general conflict of interest in relation to the Mount Beauty Oktoberfest & Dachshund Derby.

Report 9.3.2 2025/26 Community Grants Program Report

Cr Gareth Graham declared a general conflict of interest in relation to the Myrtleford RSL community grant application.

Cr Peter Smith declared a general conflict of interest in relation to the Bright Football and Netball Club community grant application.

Cr John Andersen declared a general conflict of interest in relation to the Bright Football and Netball Club community grant application.

Cr Dave Byrne declared a general conflict of interest in relation to the Myrtleford RSL Sub-Branch community grant application.

Cr Jean-Pierre Ronco declared a general conflict of interest in relation to Alpine Cycling Club and the Bright and District Chamber of Congress community grant application.

Cr Sarah Nicholas declared a general conflict of interest in relation to the Upper Ovens Valley Landcare Group community grant application.

7 Public Questions

Public Question time will be held in accordance with the following provisions of Council's Governance Rules:

G5 Public Question Time

GS3. Questions submitted to Council may be:

Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or

During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.

GS4. No person may submit or ask more than two questions at any one meeting.

GS7. Questions should be limited to items of public interest, and are not intended to replace Council's ordinary Customer Request process. A question may be disallowed by the Chairperson if the Chairperson determines that it:

- is not related to an item on the agenda;
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to confidential information as defined in s3 of the Act;
- relates to the personal hardship of any resident or ratepayer; or
- relates to any other matter which the Council considers would prejudice the Council or any person.

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au for its YouTube live-streaming recording for responses to questions.

Will Jeremy Chief Executive Officer and vacated Council Chambers at 5.38pm to allow Councillors to discuss agenda item 8.1 and 8.2 in relation to his Employment and Remuneration.

8 Mayor's Report

8.1 Chief Executive Officer - Performance Plan

INTRODUCTION

The purpose of the report is to consider the Chief Executive Officer (CEO) Annual Performance Plan 2023/24 and to adopt the Annual Performance Plan 2025/26 which is aligned with the draft Council Plan 2025-2029.

Cr Graham

Cr Ronco

That Council:

- 1. Notes the assessment of the CEO's performance against the Key Performance Indicators in the Annual Performance Plan 2024/25 carried out the CEO Employment and Remuneration Committee;*
- 2. Adopts the Chief Executive Officers Annual Performance Plan 2025/26 and*
- 3. Reviews the CEO's Annual Performance Plan in May 2026 with recommendations being presented to the June Ordinary Council Meeting for consideration.*

Carried Unanimously

BACKGROUND

Council's CEO Employment and Remuneration Policy was adopted at the December 2021 Council Meeting. The Policy sets out the responsibilities for ensuring that the CEO's Annual Performance Plan and KPI's are in place in accordance with the CEO Employment and Remuneration Committee (the Committee):

That Council will adopt an Annual Performance Plan for the CEO, which will include KPIs. [Key Performance Indicators]. The Performance Plan must be developed collaboratively between the CEO and the Committee.

The Committee is an advisory committee to Council, and is tasked with considering and making recommendations to Council in relation to:

- Performance monitoring of the CEO, including with respect to achievement of the Key Performance Indicators (KPIs); and
- Annual Review of the CEO's performance, including against the KPIs
- CEO's remuneration.

All Councillors are invited to be involved in assessing the performance of the CEO.

The CEOs performance was rated against each Key Performance Indicator (KPI) on the following scale:

1. Exceeds Performance Requirements
2. Meets Performance Requirements
3. Does not meet Performance Requirements
4. Unable to Rate

Key Performance Area	Focus	Average Score
KPA 1	Leadership and Culture	1.9
Lead a high-performing organisation with a strong focus on effectiveness, accountability, and continuous improvement.		
KPA 2	Engagement and Communication	2.4
Deliver consistently high-quality engagement and communication with Council, the community and other key stakeholders.		
KPA 3	Governance	1.90
Ensure good governance practices to fulfil legislative obligations, improve decision making and promote community confidence in Council.		
KPA 4	Delivery Performance	2.2
Execute Council resolutions, policies, and plans using resources and managing risks effectively and efficiently.		

Councillors are confident in the CEO's ability and capacity to lead the organisation and to continue to make improvements to customer service and planning as part of delivering the Council Plan 2025 -2029.

ISSUES

Performance Monitoring

Part 4.5 "Performance Monitoring" of Council's CEO Employment and Remuneration Policy states that:

Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed collaboratively between the CEO and the Committee [being the CEO Employment and Remuneration Committee].

CEO Employment and Remuneration Committee

Councillors and the CEO participated in a discussion on 8 July 2025, to finalise the CEO Annual Performance Plan 2025/26 which was developed by the members of the Committee in collaboration with the CEO. The Committee consists of an Independent Chairperson, and at least three Councillors, one of whom must be the Mayor.

Following this meeting, the Annual Performance Plan 2025/26 is now presented to Council for consideration and adoption.

Functions of the Chief Executive Officer

In accordance with section 46 of the *Local Government Act 2020*, the CEO is responsible for ensuring the effective and efficient management of the day-to-day operations of the Council, ensuring that decisions of the Council are implemented without delay, and that Council receives timely and reliable advice, and is responsible for all staffing matters including appointing, directing, and managing members of Council staff.

Key Performance Indicators

Key Performance Indicators in the CEO Annual Performance Plan are linked closely to the draft Council Plan 2025-2029.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications associated with the recommendations contained within this report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Poor performance by the CEO in delivering for Council in accordance with section 46 of the Local Government Act.	Unlikely	Major	- Adoption of the CEO Employment and Remuneration Policy - Establishment of an Annual Performance Plan and periodic assessment and reporting against this Plan.

CONSULTATION

The CEO Employment and Remuneration Committee is responsible for ensuring that the CEO Annual Performance Plan and KPIs are in place in accordance with the CEO Employment and Remuneration Policy.

The CEO Employment and Remuneration Committee is required to submit an Annual Review Report to Council, following a meeting with the CEO to discuss the Committee's proposed recommendations.

CONCLUSION

The CEOs performance through the period June 2024 to June 2025 has been reviewed in accordance with section 4.6 of the CEO Employment and Remuneration Policy, and the results of the review are summarised in this report for noting.

The CEO Annual Performance Plan 2025/26 sets out the Key Performance Indicators for the period 1 July 2025 to 30 June 2026. Adoption of this plan will enable performance monitoring to occur in accordance with Council's CEO Employment and Remuneration Policy.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Mayor
- Governance Officer
- Executive Assistant (CEO)

ATTACHMENT(S)

1. **8.1.1** Alpine CEO Key Performance Indicators 2025-26 (Final)

8.2 Chief Executive Officer - Employment And Remuneration

INTRODUCTION

This report relates to the findings of the Chief Executive Officer (CEO) Employment and Remuneration Committee annual review in relation to the CEO's remuneration.

Cr Graham

Cr Byrne

That:

- 1. The Chief Executive Officer be offered a 3.00% increase to his base salary; and*
- 2. The payment takes effect from 1 July 2025.*

Carried Unanimously

BACKGROUND

The CEO Employment and Remuneration Committee (Committee) comprises of an independent chair and at least three councillors, one of whom must be the Mayor.

The Committee is responsible for the review and performance of the CEO against a set of formulated Key Responsible Performance Indicators (KPI's). Meetings are held on a quarterly basis. The CEO's total remuneration package forms part of the Committee's annual review in accordance with section 3 of the Act.

There is no clear formula or agreed sector-wide approach to establishing CEO salaries and annual increases to guide the Committee. In the development of the recommendations regarding the CEO remuneration, the following factors have been taken into consideration:

- CEO's performance
- CEO salaries for similar sized councils
- 2025/26 Rate Cap set by the Victorian Government at 3%.
- In July 2024 the Victorian Independent Remuneration Tribunal Determination M. 01/2024 determined to apply an increase of between 4 - 4.5% to the notional salary component of the remuneration bands for executives employed in public service bodies.

Council at its Ordinary Council Meeting held in June 2025 noted the assessment of the CEO's performance against KPIs documented in the CEO Annual Performance Plan 2024/2025 and adopted the CEO Annual Performance Plan 2025/2026.

The Committee endorses the proposed variation to the CEO's Remuneration Package and presents this recommendation to Council for consideration.

ISSUES

Nil.

POLICY IMPLICATIONS

Employment of the Chief Executive Officer is governed by Part 3, Division 7 of the *Local Government Act 2020*, and further by Council's CEO Employment and Remuneration Policy.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

The Remuneration Package provided to the CEO is in accordance with Section 45(3) of the Act.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Poor performance by the CEO in delivering for Council in accordance with Section 46 of the Local Government Act.	Unlikely	Major	- Review and amend the CEO Employment and Remuneration Policy - Establishment of an Annual Performance Plan and periodic assessment and reporting against this Plan.

CONSULTATION

The CEO Employment and Remuneration Committee is responsible for ensuring that the CEO Annual Performance Plan and KPIs are in place in accordance with the CEO Employment and Remuneration Policy.

The CEO Employment and Remuneration Committee submits an Annual Review Report in June each year and makes recommendations for any variation to the CEO's Remuneration Package at that time.

CONCLUSION

That Council considers the recommendations of the Committee to increase the CEO's Remuneration Package in accordance with Council's CEO Employment and Remuneration Policy.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Mayor
- Governance Officer
- Executive Assistant (CEO)

ATTACHMENT(S)

Nil

Will Jeremy Chief Executive Officer re-entered Council Chambers at 5.49pm.

9 Presentation of reports by officers

9.1 CHIEF EXECUTIVE OFFICER - WILL JEREMY

9.1.1 Contracts approved under delegation by the CEO

Cr Byrne
Cr Andersen

That the Capital Project Contracts approved under delegation by the CEO be noted.

<i>Contract No:</i>	CQ26127	<i>Process:</i>	QRR
<i>Title:</i>	Repairs to Level 2 Bridge Defects		
<i>Tenderer:</i>	West Pacific Group		
<i>Budget (\$ excl GST):</i>	\$130,000		
<i>Contract (\$ excl GST):</i>	\$111,250		

Carried Unanimously

9.1.2 Community Satisfaction Survey 2025

INTRODUCTION

This report shares the results of the 2025 Community Satisfaction Survey for Alpine Shire Council.

Cr Tanzen
Cr Ronco

That Council notes Alpine Shire Council's results for the 2025 Community Satisfaction Survey.

Carried Unanimously

BACKGROUND

Alpine Shire Council participates in the annual Community Satisfaction Survey coordinated by Local Government Victoria. The survey is optional for councils across Victoria, noting that three (3) of the measures in the survey are required under the Local Government Performance Reporting Framework (LGPRF).

The survey consisted of phone interviews with 400 residents selected to match the demographic profile of the Alpine Shire according to the most recently available Australian Bureau of Statistics estimates. Up to 60% of the survey calls were made to mobile phone numbers. Surveying was carried out quarterly, with 100 surveys conducted in each of June 2024, September 2024, November 2024 and February 2025, totalling 400 surveys by the end of the year.

Results are summarised through an 'Index Score' which is a weighted average of how many respondents responded against each possible survey response to each question, including 'very good', 'good', 'average', 'poor' and 'very poor'. Survey responses of 'can't say' were excluded from the Index Score. A higher index score indicates a more positive weighted response.

RESULTS

Measures	Alpine 2025	Alpine 2024	Alpine 2023	Small Rural 2025	State-wide 2025
OVERALL PERFORMANCE	47	50	52	54	53
VALUE FOR MONEY	43	45	47	47	47
OVERALL COUNCIL DIRECTION	38	39	41	46	46
CUSTOMER SERVICE	55	59	62	65	66

Measures	Alpine 2025	Alpine 2024	Alpine 2023	Small Rural 2025	State- wide 2025
% respondents having contact with Council	65%	65%	65%	63%	61%
WASTE MANAGEMENT	60	56	62	66	65
COMMUNITY DECISIONS	45	45	51	50	49
CONSULTATION AND ENGAGEMENT	46	46	50	51	50
SEALED LOCAL ROADS	45	41	49	44	45

ISSUES

State-wide results

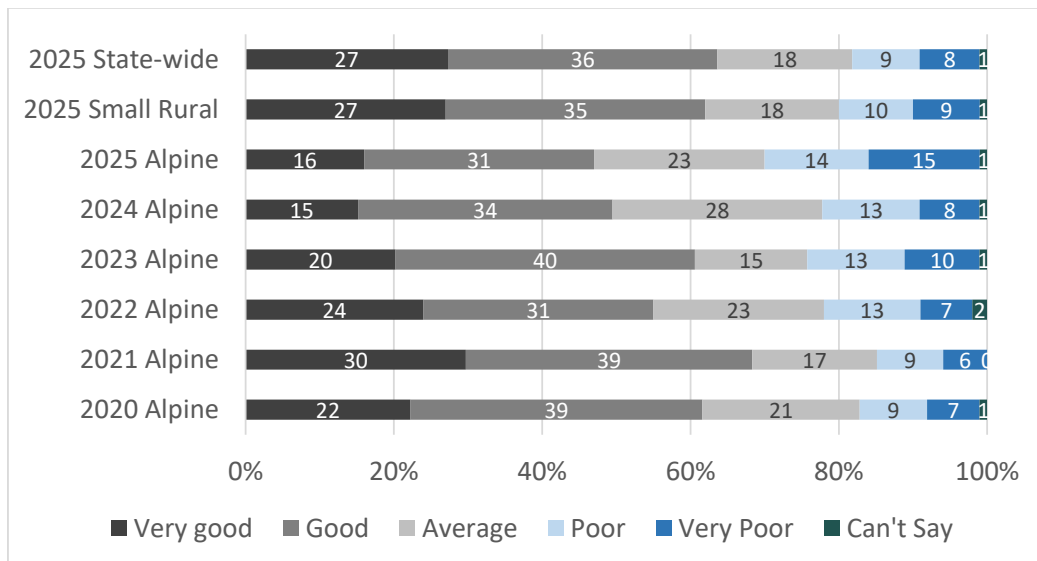
The State-wide report (see link in attachments) compiles Community Satisfaction Survey (CSS) results across all participating councils. The report states that in 2025 around half of the councils that participated received lower *overall performance* index scores than in 2024. This continues a trend seen in previous years, however performance of the Small Rural group (which Alpine forms part of) has improved compared to 2024.

The report suggests that external factors affecting individual councils or the local government sector more broadly may be driving some of this downward trend, including: rate increases, changes to delivery of council services, negatively viewed decisions and actions on infrastructure and development, or perceived poor value for money for council services in the context of high and worsening cost of living pressures.

Alpine Shire Council results

Customer Service

Satisfaction with *customer service* decreased from 59 in 2024 to 55 in 2025 and was significantly lower than the State-wide and Small Rural Council averages. Two-thirds of residents have had contact with Council in the past 12 months, relatively steady on the previous year. 47% of residents considered customer service to be 'very good' or 'good' in 2025, which was a decrease compared to 49% in 2024.



Other results

Two areas where Council's results improved were *waste management* (up from 56 in 2024 to 60 in 2025) and *sealed local roads* (up from 41 in 2024 to 45 in 2025).

Consultation and engagement, and *community decisions* remained static, while all other indicators were lower than in 2025.

Areas for focus

The report notes that Council's *overall performance* is now the lowest overall rating in 10 years, with more than four times as many residents feeling that the direction of Council's *overall performance* has deteriorated than improved in the last 12 months.

While perceptions of *consultation and engagement*, and *community decisions*, have stabilised in 2025, performance still remains significantly lower than the Small Rural Council average. Residents of the Upper Ovens (Porepunkah - Dinner Plain) rate Council significantly lower than average in both areas, which is consistent with previous year results.

Council elected to continue a process of quarterly surveying (undertaken for the first time in 2023/24), rather than the single period of January-March. This aimed to reduce seasonal / single issue impacts on the results. This practice will be reviewed before the 2026 survey commences.

Full reports

- Council's full report and more in-depth analysis of results can be found in the attachments to this report.
- A link to State-wide comparative results can be found in the attachments to this report.

POLICY IMPLICATIONS

While undertaking the Community Satisfaction Survey is not mandatory, the linkage between results for *consultation and engagement*, *community decisions* and *sealed local roads* with the Local Government Performance Reporting Framework (LGPRF) has meant that undertaking it not only gives Council an insight as to how the community thinks it is performing but means that Council is able to meet its annual reporting requirements.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

5.1 Effective communication and engagement

FINANCIAL AND RESOURCE IMPLICATIONS

The annual cost to Council for the Community Satisfaction Survey was \$9,000 excluding GST.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Failure to report on three LGPRF measures in Council's annual report	Unlikely	Minor	• Council undertakes the Community Satisfaction Survey at least annually.
Failure to respond to results	Possible	Moderate	• Council considers the results of the annual Community Satisfaction Survey and updates performance metrics as appropriate.

CONSULTATION

Four hundred residents were surveyed on behalf of Alpine Shire Council to gather the data for this survey. All interviews were conducted by phone. Surveys were conducted across four quarters in June 2024, September 2024, November 2024, and February 2025.

CONCLUSION

Perceptions of Council's overall performance continued to decline in 2025. The report suggests that Council will need to focus on decisions made in the interest of the community, community consultation and engagement, and customer service in 2025/26 to address the decline in performance this year.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Governance Officer

ATTACHMENT(S)

1. **9.1.2.1** Community Satisfaction Survey Report 2025 - Alpine Shire Council
2. **9.1.2.2** [Community Satisfaction Survey Report 2025 - State-wide Results](#)

9.2 DIRECTOR ASSETS - SARAH BUCKLEY

9.2.1 Sealing of Unsealed Roads Policy

INTRODUCTION

The Sealing of Unsealed Roads Policy No.38 (Version 4) has been developed and, following public exhibition, can be considered for adoption by Council.

Cr Andersen

Cr Byrne

That Council:

- 1. Notes that following the release of the draft Sealing of Unsealed Roads Policy for public exhibition, four external submissions were received which did not impact the intent of the Policy;*
- 2. Adopts the Sealing of Unsealed Roads Policy No.38 (Version 4);*
- 3. Revokes the Sealing of Unsealed Roads Policy No. 38 (Version 3); and*
- 4. Signs and Seals the Sealing of Unsealed Roads Policy No.38 (Version 4) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

The proposed Sealing of Unsealed Roads Policy aims to provide a clear framework for the prioritisation, selection, and management of unsealed roads to be sealed within the municipality. The Policy is necessary to ensure a consistent, transparent and equitable approach to the prioritisation of road sealing projects for potential inclusion in Council's Road Upgrade Program.

The draft Policy was placed on public exhibition at the 29 March 2025 Ordinary Council Meeting. After a four-week period, feedback was collated and considered prior to the final development of the Policy for adoption by Council.

ISSUES

This policy applies to all road sealing requests relating to roads listed in Council's Register of Public Roads, including requests received from individuals, businesses and other Government organisations. Council will also identify segments of roads as part of the Council Road Inspection Program.

The Sealing of Unsealed Roads Policy enables Council to assess and establish if a road meets the minimum requirements to be considered for sealing on Council's Road Upgrade Program Prioritisation List. The assessment of road sealing requests is based predominantly on the principle that the standard to which a road is to be constructed and maintained is directly related to the amount and type of traffic using the road.

A three-step process is used to assess road sealing requests and to prioritise eligible road sealing projects for future delivery. The steps in this process are:

1. Establish whether the traffic volumes on the road exceed the minimum comparative score of 100.
2. For road sealing requests where the comparative score exceeds 100, establish a provisional prioritisation for the delivery of the road upgrade program relative to the existing projects in the Road Upgrade Program Prioritisation List.
3. Validate the prioritisation of the road upgrade program in the Road Upgrade Program Prioritisation List.

The projects listed on the Road Upgrade Program Prioritisation List will always be subject to availability of funding and Council discretion through the annual Capital Works budgeting process.

A total of four submissions were received during the public consultation period with the key requests and responses summarised as follows:

Submission Number	Request Summary	Response Summary
Submission 1	What is the point of traffic Counts in the Low Season. Measuring in the low season is benefiting Council. 100 cars should not be the maximum it is dust that is the issue.	Council undertakes traffic counts in accordance with the Unsealed Roads Manual-Guide to Good Practice which outlines the key principles for assessment traffic counts. Council will consider reviewing its methodology in the future to ensure it is recording the most accurate data possible.
	Signage to go slower is not a deterrent. Traffic calming devices have been suggested previously.	Council does not support the installation of speed humps as they are difficult to maintain and may be hazardous due to loose shifting gravel. This makes it harder for Councils grading maintenance team to grade the road.
	It is inappropriate to seek contributions from residents for the sealing of their roads.	Sealing an unsealed road is considered as an upgrade rather than maintenance. The Policy allows for residents to make a financial contribution towards upgrading, sealing or addition of dust suppressant as an option.

Submission Number	Request Summary	Response Summary
	Council's Policy has changed to suit your budget.	A full review of the Sealing of Unsealed Roads Policy was undertaken on an objective basis and to allow Council to prioritise road upgrades / requests to ensure maximum benefit for the whole community and to assess requests according to a three step process in accordance with the Road Project Prioritisation List.

Submission Number	Request Summary	Response Summary
Submission 2	Request for sealing of roads in Bright and Wandiligong region.	General Process • The assessment within the Policy is a three step process and is utilised to assess road sealing requests and to prioritise eligible internal road sealing projects for future delivery. • Those roads that score greater than 100 points are moved onto a Road Project Prioritisation List where a further assessment is completed that includes a cost-benefit analysis in order to establish the provisional prioritisation of the road upgrade project relative to existing projects in the Road Project Prioritisation List. • The Road Project Prioritisation List includes all roads across the municipality that require an upgrade. This list not only includes unsealed roads but additionally sealed roads that may require widening drainage etc. As Council has a limited annual budget for these road prioritisation 'Upgrade' projects they need to be ordered in highest to lowest priority. • The Road Project Prioritisation List is scored and prioritised utilising a cost benefit analysis (detailed in the feedback).

Submission Number	Request Summary	Response Summary
	Specific request of a road in Wandiligong - Morses Creek Road. Concerns of dust and reducing the risk of silicosis, road safety. Sealing roads provides an increase in liveability and it will reduce the ongoing maintenance.	Morses Creek Road has a total score of 115. This score of greater than 100 resulted in the road transferring to the Road Project Prioritisation List. It is currently sitting at number 12 on the priority list against all other roads across the municipality for upgrade. Council generally achieves 1-2 road upgrade projects (funding dependent) each year with its annual road upgrade program.
Submission 3	Can we ensure cars don't deliberately increase the amount they drive up and down the road when traffic counters are placed out.	It is challenging to ensure this doesn't happen, but Council generally implements the surveys without notifying the public. Council also reviews the data in comparison with previous surveys and any changes in circumstance to gain confidence that there is not an unrealistic increase in traffic numbers.
	Would it be helpful for residents to understand the economics of sealing a road and the maintenance costs that may or may not be saved in comparison to an unsealed road.	This varies considerably depending on the individual circumstances and condition of the subject road. Once the Policy is adopted Council will consider providing generalised examples of a cost benefit analysis on its Council Road webpage which will form part of the explanation.

Submission Number	Request Summary	Response Summary
	What are some ballpark costs for sealing an existing gravel road to a single lane sealed road? Is there a rule of thumb/ballpark cost for this to inform people's thinking (if they wanted to pay for sealing a section of road). I understand that costs change over time so it may be difficult to do this but even some indications in 2025 dollars might be useful, with appropriate disclaimers.	As per the Policy the cost benefit analysis process is outlined, and this is applied on a case by case basis. The costs vary considerably, as the true cost is not just a m2 rate for sealing a pavement. Depending on a number of factors, a higher level of preparation, including upgrades to drainage or pavement may be required for some roads and not others. In 25/26 FY Council will be publishing a new Projects Dashboard that will include each Capital Works Project, the location, timeline, progress and total cost. Council will consider publishing a m2 rate (where relevant) for the total project of the Policy.

Submission Number	Request Summary	Response Summary
Submission 4	Vehicle is not defined in the Policy. Please consider creating sealed road riding routes for example Quinns Gap.	- The definition of vehicle is a standard definition considered to mean "a thing used or capable of being used for transportation on land." - Council does not delineate between cars, trucks and bicycles as part of this policy. Bicycles are included as part of the traffic counts on roads when being assessed. - Additionally, if it were a major cyclist route being considered this is taken into account when calculating the comparative score F1 "known seasonal traffic". For major on road bicycle routes this will influence the score. - Additionally in 2022 Council adopted the Bright Strategic Road and Movement Strategy Action Plan which lists specific actions relating to on road cycling and Council committed to develop minimum standards for road repairs on roads subject to high cyclist volumes.

POLICY IMPLICATIONS

Gender Impact Assessments are a requirement under the *Gender Equality Act 2020* and are an important way for Council to ensure all people have equal access to opportunities and resources.

The implications of this policy were assessed in accordance with the requirements of the *Gender Equality Act 2020*. As a result of the assessment, gender and intersectional issues are not seen to either limit or change the way in which all persons are affected by the Policy. No further gender or intersectional analysis was deemed to be required.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Council has limited funds to spend on upgrading its road network, and road sealing projects will always be subject to availability of funding and the support of Council through the annual capital works budgeting process.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Not having a Policy in place could mean roads are sealed when it is not a viable investment for Council.	Unlikely	Moderate	Implement a Policy that establishes a clear framework for the prioritization, selection of roads to be upgraded.
The cost of a road upgrade is too expensive for Council to achieve annually.	Very Likely	Moderate	The Council will prioritize roads based on the established criteria and seek external funding where available.

CONSULTATION

The current policy was developed through consultation with adjacent councils and has been reviewed by key members of Council's Assets and Waste Department who hold responsibility for assessing road sealing requests and delivering road sealing/upgrade projects.

This Sealing of Unsealed Roads Policy No.38 (Version 3.1) was on public exhibition for four weeks and received four submissions which did not impact the intent of the Policy.

CONCLUSION

The Sealing of Unsealed Roads Policy has been developed for consideration by Council for adoption. The Policy outlines the process to be followed when assessing road sealing requests, and for roads where traffic volumes exceed the minimum threshold to be considered for sealing, to establish the relative priority compared to other projects in the Road Upgrade Program Prioritisation List.

It is recommended Council adopts the Sealing of Unsealed Roads Policy No.38 (Version 4)

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Assets and Waste

ATTACHMENT(S)

1. **9.2.1.1** 038 Sealing of Unsealed Roads V 4 for adoption

9.2.2 Road Management Plan

INTRODUCTION

The Road Management Plan 2025 (Version 6) has been developed and following public exhibition, can be considered for adoption by Council.

Cr Byrne

Cr Andersen

That Council:

- 1. Notes that following the release of the draft Road Management Plan for public exhibition, one external submission was received which did not impact the intent of the Plan;*
- 2. Adopts the Road Management Plan 2025 (Version 6);*
- 3. Revokes the Road Management Plan 2021 (Version 5); and*
- 4. Signs and seals the Road Management Plan (Version 6) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

The Victorian Government introduced the *Road Management Act (the Act)* in 2004. The Act provides the legislative framework for road management plans including the purpose, contents and the review requirements.

A Road Management Plan (RMP) sets out the broad management system and standards for the inspection, maintenance and repair of public roads. It is an important document to provide road authorities with a statutory defence against litigation provided they can demonstrate compliance with their adopted Plan.

Development of a RMP is voluntary under the Act, however, is considered best practice for effective management of a road network in accordance with the legislation.

In December 2004, Council adopted its first Road Management Plan (RMP) which was subsequently reviewed in 2009, 2013, 2017 and 2021.

The Alpine Shire Council RMP:

- Details the management system that Council employs in its duty to inspect, maintain and repair its public road infrastructure.
- Describes Council's Road infrastructure and sets out a classification hierarchy for each of the assets.
- Lists road asset inspection frequencies, defect intervention standards and response times required for different types of road infrastructure.
- References Council's Register of Public Roads.

A review of the RMP and the Register of Public Roads, must be completed by 31 October in the year following a general election. Council's last updated Road Management Plan was adopted in the June 2021 Ordinary Council Meeting.

The draft Road Management Plan was placed on public exhibition at the 27 May Ordinary Council Meeting. After four-week period of public exhibition feedback was collated and considered prior to the final development of the Policy for adoption by Council.

ISSUES

Road Management Plan Review

Council's current RMP 2021 (Version 5) has been reviewed against the new Municipal Association of Victoria (MAV) Insurance Road Management Plan Template which has been developed to address the following:

- Ensure all content aligns with current best practice and legal requirements against the Act.
- To set a measurable set of standards so compliance with defect inspections and repairs can be clearly demonstrated.
- Ensure Council can determine its own standards with respect to available resources whilst still ensuring the defect inspection and repairs meet the minimum requirements against the Act.

Council's review of the current RMP against the MAV Insurance Road Management Plan Template will see the following changes:

- Road categories updated to align with MAV, ensuring consistency and clear service levels.
- Inspection frequencies reduced across some asset classes.
- Defect inspections introduced for kerb and channel located along high use pathways/footpaths (16kms).
- Defect repair response times in some categories reduced to align with best practice requirements.
- Unclassified roads classified to appropriate road categories (39.76kms).
- Limited access roads with existing residences reclassified to minor access roads (11kms).
- Defect response times defined for each defect type for roads.

Kerb and Channel Inclusion

Trip hazards on footpaths, kerbs, and channels pose risks to pedestrians. Proactively implementing prescribed inspection and remediation strategies aligns with the *Road Management Act 2004*, which emphasises the importance of road safety and the duty of road authorities to manage their assets responsibly.

The current review of Council's RMP proposes the inclusion of kerb and channel that exists alongside high use footpaths/pathways. While this integration will necessitate additional inspections overall, the MAV has advised Council it is crucial to meet our obligations under the Road Management Act. Council proposes to exclude kerb and channel that exists

alongside normal use footpaths/pathways (129kms) until the next review of the RMP when there are available resources.

Inspection Frequency and Response Times

The review of Council's RMP has aligned the inspection frequencies and defect response times with the maximum possible compliant obligations under the Road Management Act. This has resulted in less frequent defect inspections in some instances and shorter response times to repair defects.

The standards documented in the RMP are the benchmarks Council has chosen and will be legally obliged to meet however, this does not prevent Council from responding more efficiently when resources allow or from setting internal targets to rectify defects sooner. By prescribing the longest legally compliant times, Council maintains control over priorities while still ensuring that service levels and risk management remain at the forefront.

Register of Public Roads Review

Council is legislated under the *Road Management Act 2004* to keep a Register of Public Roads specifying the public roads of which it is the coordinating road authority and where a decision is made that the road is 'reasonably required for general public use'. The register is required to be reviewed in conjunction with Council's RMP by 31 October following a general election (held in October 2024).

The Register is a live document which is periodically updated. Council has the authority to add to the Register or to remove from the Register roads which it has determined are no longer reasonably required for public use.

The Register details the classification of each public road. The classification provides the link to the RMP, which defines the level of service that each classification of road will receive.

As a result of the review, Council will be registering a further 39.7kms of road that was previously unclassified and unregistered.

Proposed RMP Changes

All changes to Council's RMP are summarised in the table below.

Section of RMP	Description	Proposed Change	Explanation
Whole document	Template review	Updated to Municipal Association of Victoria (MAV) standardised RMP template	Administrative change to align with MAV's recommended format, improving consistency and reducing legal ambiguity across Victorian councils.
Road hierarchy references	Level of service clarification	Aligned terminology with MAV hierarchy language and clarified extent of managed networks	Increases transparency and helps distinguish between assets that are actively managed under the RMP and those maintained reactively.
Attachment 1 & 2	Road hierarchy	Road category structure revised to align with MAV rural and urban definitions	Reflects current best practice and provides clearer hierarchy for managing risk, maintaining defensibility, and supporting efficient resourcing.
Attachment 3	Footpaths and Shared/Bicycle Pathways	Reclassified hierarchy into two categories (High Use and Low–Moderate Use)	Simplified from MAV's original three categories. Supports a scalable inspection approach while maintaining compliance with the Road Management Act.

Section of RMP	Description	Proposed Change	Explanation
Attachment 3	Kerb & Channel	Introduced prescribed hierarchy, inspection, and intervention levels for high-use kerb only	Focus placed on high-exposure, higher-risk kerb assets. Remaining assets are maintained reactively. This balances legal responsibility with resource realities.
Attachment 3	Bridges	Removed legacy bridge hierarchy classifications	Assessment found previous levels of service to be excessive. Current risk profile supports a more appropriate and efficient management model.
Maintenance considerations	Bogong High Plains Road	Removed from managed network	Council is no longer the coordinating authority. Removal clarifies responsibilities and eliminates unnecessary obligations.
Attachment 5	Inspection timetables	Updated proactive, reactive, and night inspection timeframes	Reflects MAV recommendations. Adjustments support a risk-based approach and enable better resource planning without compromising safety.

Section of RMP	Description	Proposed Change	Explanation
Attachment 6	Intervention levels and response times	Updated tables to reflect revised service levels and asset coverage	Clearer response frameworks enable defensible decision-making and prioritisation of critical infrastructure.
Section 4	Road register review	Identified and reviewed additional road segments	Standalone review corrected mapping and classification inconsistencies. Public consultation supported transparent adoption process.

POLICY IMPLICATIONS

The requirements of the Road Management Plan are specified under the *Road Management Act 2004* and the Road Management (General) Regulations 2016.

Gender Impact Assessments are a requirement under the *Gender Equality Act 2020* and are an important way for Council to ensure all people have equal access to opportunities and resources.

The Road Management Plan template provided by the Municipal Association of Victoria did not provide for a section requiring a gender impact assessment. Therefore, Council will be completing the Gender Impact Assessment as part of its draft Road Asset Plan currently being developed. This will ensure all road investments Shire wide will be considered with a gender lens into the future as part of the process adopted in the Road Asset Plan.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Roads

In total Council is classifying 39.76 kms of previously unclassified roads to the appropriate road category. The associated costs of these newly classified roads are:

- Minor Local Access (19.24 kms unsealed)** - the first two financial years (2025/26 and 2026/27) will be reforming works that will be delivered from within Council's typical unsealed road renewal budget allocations. In 2029/30 an additional

budget allocation of \$90,000 will be required for grading of these additional minor local access roads. This additional grading cost will then be incurred every three years.

- **Access Lane (1.55 kms sealed)** - a total additional budget of \$7,500 will be required in the 2026/27 financial year to complete sealing and then the resealing costs will be incurred again in approximately 25 years.
- **Limited Access (18.97 kms unsealed)** - **there is no associated cost predicted as these** roads will only generate reactive requests and if this occurs the works will be delivered from Council's maintenance budget. No residents live on these roads.

It is assumed that the classification of a further 39.76 kms of roads for inclusion on Council's road register will result in further funding from the State Government (Local Roads Grants) and Australian Government (Roads to Recovery) Road Funding Programs. It is difficult to determine the likely funding increase from each program's calculations, however, as they use a formula that considers length of road, volumes and population.

Kerb and Channel

The requirement to now include defect inspections of kerb and channel located along high use footpath/pathways (16 kms) will likely result in the identification of defect repairs. Council has reviewed previous condition assessments of its kerb and channel, and it is estimated there will be a cost of approximately \$14,000 required in the 2025/26 FY to complete these outstanding defects. This amount is likely to drop in the following financial years after the initial repairs however the ongoing budget required will be estimated at the end of the 2025/26 FY.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Resource requirement not available to meet increased defect repairs	Possible	Moderate	• Resource/budget planning built into Council's long term financial plan.
Council does not approve the changes recommended in the RMP review.	Possible	Major	• Council Officers provide significant details on the requirement to align with the Road Management Act and ramifications of non-compliance.

CONSULTATION

The equivalent RMP documents of neighbouring councils and other small rural councils have been reviewed as part of the update of Council’s RMP. Council officers have consulted with MAV and the Northeast Asset Management Group, with feedback and recommendations included in the review of the RMP.

Relevant Council Officers have been consulted and have provided feedback which has been incorporated into the updated plan.

This review of the RMP has been undertaken in accordance with the *Road Management Act 2004* and the *Road Management (General) Regulations 2016*. In accordance with these regulations this version of the RMP was released for a 28-day public exhibition period following the May 2025 Council Meeting, and submissions closed on Friday 27 June 2025.

One submission was received regarding the Road Management Plan, summarised as follows:

Summary	Comments
The unsealed section of Growlers Creek Road does not meet the criteria outlined in the infrastructure design manual adopted by Alpine Shire Council. The road does not comply to the IDM for two-way traffic. The road does not comply to the current CFA guidelines for emergency access. The road has an extreme steep drop off along one side of it, unsealed with sharp curves, blind corners, potholes and narrow access not suitable for two-way traffic and no pull over bays. The road has heavy waste vehicles weekly visiting this road. There have been occasions of vehicles meeting head on resulting in cars required to reverse blindly around corners. There are three (3) properties on the unsealed section and one operating a commercial accommodation business. Beyond the residential properties there is a frequently visited campground in state forest. It is a great safety risk to the residents, public road users and waste truck operators that frequently use the road.	The submitter has been informed that this enquiry sits outside the Road Management Plan in relation to the upgrade of the road. This enquiry is being dealt with as a separate matter with Council's Engineering Team and the Director Assets.

CONCLUSION

The review of Council's RMP has been developed with careful consideration of Council's obligations under the *Road Management Act 2004*, as well as internal operational capability and known areas of risk.

It is recommended that the review of the Alpine Shire Council Road Management Plan (Version 6) is now complete, and the revised plan presented to Council for adoption.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Assets and Waste
- Asset Management Coordinator

ATTACHMENT(S)

1. **9.2.2.1** Alpine Shire Council Road Management Plan 2025 Version 6
2. **9.2.2.2** Register of Public Roads 2025
3. **9.2.2.3** Register of Footpath 2025
4. **9.2.2.4** Register of Kerb & Channel 2025

9.2.3 Lease of Hangar at Porepukah Airfield

INTRODUCTION

This report relates to a new lease for Site 7 at the Porepukah Airfield on Lot 1 of Plan of Subdivision PS612929, 266 Buckland Valley Road, Porepukah. A lease has previously been prepared for any aircraft hangar on these sites for a 10-year term with an option for an additional 10 years.

Cr Tanzen

Cr Graham

That Council:

- 1. Approves and executes a lease for Site 7 of Lot 1, Plan of Subdivision PS612929, 266 Buckland Valley Road, Porepukah for an aircraft hangar; and*
- 2. Signs and seals the lease of Site 7 of Lot 1, Plan of Subdivision PS612929, 266 Buckland Valley Road, Porepukah at the appropriate stage of the meeting.*

Carried Unanimously

BACKGROUND

The Porepukah Aerodrome Master Plan was considered by Council at the Ordinary Council Meeting held in June 2006. A recommendation of the Master Plan was that Council negotiates with the adjoining landowner of the airfield with the intention to acquire land to allow for the relocation of existing aircraft hangars and the construction of new hangars.

Following investigations, at the Ordinary Council Meeting held in July 2007, Council resolved to proceed with the acquisition of an adjoining strip of land at the Porepukah Airfield. The land was subsequently acquired in 2008. A new entrance to the airfield was created on this land with the remaining land set aside for hangars and taxi way. Site 7 is contained on Lot 1 of Plan of Subdivision PS612929, 266 Buckland Valley Road, Porepukah.

Lease documentation was previously prepared for the purpose of entering into long term hangar leases on this land. The length of each lease is 10 years, plus an option for a further 10 years. Commencement rent for each of the attached leases will be \$1,294 (GST exclusive) per annum calculated based on the square meterage of the sites.

This report sets out the proposals for issuing the proposed future leases for hangars consulted on in September 2018 with 10 (plus 10) year terms.

ISSUES

Under Section 115 of the *Local Government Act 2020* (the Act):

- (1) A Council's power to lease any land to any person is limited to leases for a term of 50 years or less.

- (2) Subject to any other Act, and except where Section 116 applies, if a Council leases any land to any person subject to any exceptions, reservations, covenants and conditions, it must comply with this section.
- (3) A Council must include any proposal to lease land in a financial year in the budget, where the lease is—
 - (a) for one year or more and -
 - (i) the rent for any period of the lease is \$100 000 or more a year; or
 - (ii) the current market rental value of the land is \$100 000 or more a year; or
 - (b) for 10 years or more.
- (4) If a Council proposes to lease land that is subject to subsection (3) and that was not included as a proposal in the budget, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease.

In September 2018, and in accordance with Section 190 of the *Local Government Act 1989*, Council posted public notices notifying of proposed future leases at the airfield and invited submissions in accordance with Section 223 (Section 190(3b) & (4)) of the *Local Government Act 1989* against such future leases. No submissions were received.

The intent and terms of these leases have not changed (save for Consumer Price Index (CPI) adjustments to annual rents). Council has, therefore, previously communicated its intention to enter into leases for aircraft hangars at the site and met its obligation under the *Local Government Act 1989*, which applied at the time.

POLICY IMPLICATIONS

The process adopted by Council for the awarding of future leases at the Porepunkah Airfield was in accordance with obligations under the *Local Government Act 1989* and the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land June 2009 at that time. This lease is to be awarded as a result of these processes.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The commencement annual lease income for a lease will be \$1,294 (GST exclusive).

Forward lease charges are indexed to CPI annually and subject to a market review after the first 10 years of the lease. Income collected from aircraft hangar rentals at the airfield is paid to the Porepunkah Airfield Association to assist it in fulfilling its responsibilities to operations and day-to-day maintenance of the airfield.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Non-Compliance of Lease requirements	Unlikely	Minor	Termination of lease

CONSULTATION

In accordance with Section 190 of the *Local Government Act 1989*, public notices were posted in September 2018 notifying of the proposed future leases at the site and inviting submissions in accordance with Section 223 (Section 190(3b) & (4)) of the act. No submissions were received at that time.

Council has, therefore, previously communicated its intention to enter into leases for aircraft hangars at the site and met its obligation under the *Local Government Act 1989*, which applied at that time. The current lease has been developed under the same terms (save for CPI adjustments to annual rent) and, therefore, it is not considered necessary to undertake further community engagement relating to such leases at the airfield.

The Porepunkah Airfield Association was consulted with and is supportive of the issuing of the lease.

CONCLUSION

Having previously met Council's obligations under the *Local Government Act 1989*, Council, in relation to issuing leases at the airfield, does not require further community engagement and this lease (Site 7 of Lot 1 of Plan of Subdivision PS612929), is executed by Council under the terms of Section 115 of the *Local Government Act 2020*.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020* and Chapter 7 section A6 of Council's Governance Rules, the following Council officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Growth and Future
- Property and Contracts Coordinator

ATTACHMENT(S)

Nil

9.2.4 Draft Back Porepunkah Road Safety Strategy 2025

INTRODUCTION

The Draft Back Porepunkah Road Strategy 2025 is a safety strategy for the Back Porepunkah Road, which connects the townships of Bright and Porepunkah. This report recommends that Council notes the draft Strategy and endorses an engagement process for community consultation. Once consultation is complete, Council will be asked to consider any feedback received ahead of adopting a final Back Porepunkah Road Strategy.

Cr Ronco

Cr Tanzen

That Council:

- 1. Notes that the Draft Back Porepunkah Road Safety Strategy 2025 has been developed in accordance with the Victorian Government's Safe Systems principles;*
- 2. Endorses an engagement process to seek community feedback on the Draft Back Porepunkah Road Safety Strategy 2025 for a period of four weeks; and*
- 3. Notes that Council officers will consider community feedback and report back to Council at a future council meeting.*

Carried Unanimously

BACKGROUND

Back Porepunkah Road is the key secondary connector road between Bright and Porepunkah that serves as an alternative route to the Great Alpine Road. It sees around 1,970-2,200 vehicle movements per day and is a key thoroughfare for cyclist movements between the townships. While most cyclists use the adjacent Murray to Mountains Rail Trail, the road does cater for on-road cyclists and is identified as the preferred secondary route for cyclists in the Alpine Shire Cycling Safety Strategy 2019.

Traffic volumes are likely to grow on Back Porepunkah Road in the future given the continued growth in tourism, and the planned for future population growth for Bright and Porepunkah identified in the Alpine Shire Land Development Strategy 2024.

Council officers identified the poor on-road infrastructure along Back Porepunkah Road, including the lack of shoulders, footpaths and other segregated infrastructure. This creates a safety hazard for vulnerable road users such as pedestrians and cyclists, with the potential for accidents involving vehicles at high speeds.

Back Porepunkah Road has had four recorded incidents between 2014 and 2024, including one between a motor vehicle and a cyclist.

ISSUES

The TAC Local Government Grant Program supports Victorian councils to enhance road safety within their local road networks. The grant focuses on identifying road safety issues affecting pedestrians and cyclists, and developing concepts for speed management and infrastructure improvements in alignment with the Victorian Government's Safe Systems principles.

Council received a grant of \$13,500 (excluding GST) under the Local Government Grant Program's Analysis stream to prepare the Back Porepunkah Road Safety Strategy.

The objectives of the draft strategy are to:

- assess Back Porepunkah Road and its alignment with Safe System principles;
- document concerns that do not align with Safe System principles; and
- identify recommendations that will produce or move Back Porepunkah Road toward a Safe System outcome.

The draft strategy provided a series of recommendations for safety improvements along Back Porepunkah Road, which can be found in Appendix A of the document.

A final strategy with clear recommendations, that has demonstrated community and referral agency and authority consultation, will ensure Council is well placed to apply for road safety grant funding opportunities to implement the outcomes of any final strategy in the future.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.2 Planning and development that reflects the aspirations of the community
- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The Draft Back Porepunkah Road Safety Strategy 2025 is being funded through a \$13,500 (excluding GST) grant under the TAC's Local Government Grant Program. Undertaking community engagement on this draft strategy will not result in any financial implications for Council.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Lack of community feedback on the draft strategy or safety issues on Back Porepunkah Road.	Possible	Minor	Create an engagement plan with appropriate tools for the community to provide feedback, including through the Engage Alpine website and drop-in sessions.
Community opposition to the recommendations for the Draft Back Porepunkah Road Safety Strategy 2025	Possible	Minor	Manage community expectations during the engagement process in accordance with the engagement plan. Council officers will consider all feedback received.

CONSULTATION

Council officers are proposing to undertake a targeted community engagement process for four weeks. After engagement, Council officers will consider feedback and update the strategy where appropriate. Community feedback and the final Back Porepunkah Road Safety Strategy will be considered by Council at a future council meeting.

This engagement process will take one month, and will include a mailout, survey and feedback box on the Engage Alpine website, and a community pop-up session.

CONCLUSION

It is recommended that Council notes the draft Back Porepunkah Road Safety Strategy 2025 and supports proceeding to community consultation.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020* and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Growth and Future
- Strategic Planning Coordinator Senior Strategic Planner

ATTACHMENT(S)

1. **9.2.4.1** Draft Back Porepunkah Road Safety Strategy 2025

Cr Jean-Pierre Ronco declared a general conflict of interest with respect in respect to all events held across the Alpine Shire and vacated Council Chambers at 6.29pm.

9.3 DIRECTOR CORPORATE AND COMMUNITY - NATHALIE COOKE

9.3.1 2025/26 Event Funding Program

INTRODUCTION

This report relates to the allocation of funding through Council's 2025/26 Event Funding Program.

Cr Andersen

Cr Byrne

That Council:

- 1. Endorses the recommendation of the Event Funding Assessment Panel to allocate funding to events as follows:*

Table 1: Events recommended for funding

<i>Event Name</i>	<i>Applicant</i>	<i>Total funding request</i>	<i>Panel recommendation sponsorship</i>
<i>ACC Gravity Enduro</i>	<i>Alpine Cycling Club</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Alpe de Buffalo</i>	<i>Alpine Cycling Club</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Alpine Brass Festival</i>	<i>Skunkworks Community Limited</i>	<i>\$4,659</i>	<i>\$2,000</i>
<i>Bright Alpine Climb - 4 Peaks</i>	<i>Thought Sports Pty Ltd</i>	<i>\$10,000</i>	<i>\$5,000</i>
<i>Bright Autumn Festival</i>	<i>Bright Autumn Festival - sub-committee of the Bright and District Chamber of Commerce</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Bright Cabaret & Comedy Festival</i>	<i>Bright Cabaret & Comedy Festival Inc.</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Bright Fun Run - Trail Fest 2026</i>	<i>The Bright Fun Run - Bright P-12 College</i>	<i>\$5,000</i>	<i>\$5,000</i>

<i>Event Name</i>	<i>Applicant</i>	<i>Total funding request</i>	<i>Panel recommendation sponsorship</i>
<i>Bright Make it Bake it Grow it Market</i>	<i>Bright and District Chamber of Commerce</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Bright Open 2026</i>	<i>North East Victoria Hang Gliding Club</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Bright Rotary Markets</i>	<i>The Rotary Club of Bright</i>	<i>\$8,500</i>	<i>\$3,000</i>
<i>Bright Twilight Tastings</i>	<i>Bright Twilight Tastings - part of Bright and District Chamber of Commerce</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Bright Winter Festival 2026</i>	<i>Bright and District Chamber of Commerce</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Buffalo Stampede Festival 2026</i>	<i>Single Track Events Pty Ltd</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Christmas Market 2025</i>	<i>Bright Lights Winter Nights</i>	<i>\$3,050</i>	<i>\$1,000</i>
<i>Great Alpine Classic</i>	<i>Myrtleford Golf Club</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Harrietville Bush Markets</i>	<i>Harrietville Historical Society</i>	<i>\$3,000</i>	<i>\$2,000</i>
<i>Harrietville Half</i>	<i>Harrietville Primary School</i>	<i>\$3,000</i>	<i>\$3,000</i>
<i>La Fiera Italian Festival Myrtleford</i>	<i>Myrtleford Chamber of Commerce & Industry Inc</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Mount Beauty Running Festival</i>	<i>Kangaroo Hoppet Inc</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Mount Beauty Writers Festival</i>	<i>Upper Kiewa Valley Regional Arts Inc</i>	<i>\$5,000</i>	<i>\$2,000</i>
<i>Myrtleford Bush Market</i>	<i>Myrtleford Chamber of Commerce & Industry Inc</i>	<i>\$2,000</i>	<i>\$2,000</i>

<i>Event Name</i>	<i>Applicant</i>	<i>Total funding request</i>	<i>Panel recommendation sponsorship</i>
<i>Myrtleford DEKA Trifecta Weekend</i>	<i>Spartan Aus 3.0</i>	<i>\$10,000</i>	<i>\$5,000</i>
<i>Myrtleford Farmers Market</i>	<i>The Tobacco & Associated Farmers Co-operative Ltd</i>	<i>\$3,000</i>	<i>\$2,000</i>
<i>Myrtleford Show</i>	<i>Myrtleford and Districts Agriculture and Pastoral Society</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Myrtleford Summer Series</i>	<i>The Myrtleford Chamber of Commerce & Industry Inc</i>	<i>\$6,601</i>	<i>\$5,000</i>
<i>Quad Crown - Mystic Yak</i>	<i>Quad Events Pty Ltd</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Ride Her Way - Come and Try Day</i>	<i>Alpine Cycling Club</i>	<i>\$1,000</i>	<i>\$2,000 *</i>
<i>Tour of Bright Criterium</i>	<i>Alpine Cycling Club Inc</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Twilight Christmas Carols '25</i>	<i>Into Our Hands Community Foundation</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Victorian Downhill Series Round Mount Beauty</i>	<i>Team Mount Beauty</i>	<i>\$5,000</i>	<i>\$3,000</i>
<i>Victorian Veterans 4BBB Championship</i>	<i>Myrtleford Golf Club</i>	<i>\$1,500</i>	<i>\$1,500</i>
<i>Wandi Cross</i>	<i>Wandi Trail Runners Inc</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Wandiligong Nut Festival</i>	<i>Wandiligong Nut Festival</i>	<i>\$10,000</i>	<i>\$10,000</i>

** Recommended amount higher than funding request to support women's participation in sport.*

Carried

Cr Dave Byrne declared a general conflict of interest with the two events listed below and vacated Council Chambers 6.32pm.

Cr Andersen

Cr Tanzen

Table 2: Events recommended for funding

<i>Event Name</i>	<i>Applicant</i>	<i>Total funding request</i>	<i>Panel recommendation sponsorship</i>
<i>Mental Wellbeing Week 2026</i>	<i>Myrtleford Football Netball Club</i>	<i>\$5,000</i>	<i>\$2,000</i>
<i>Myrtleford Lions Golden Spurs Rodeo</i>	<i>Myrtleford Lions Golden Spurs Rodeo</i>	<i>\$10,000</i>	<i>\$5,000</i>

Carried

Cr Dave Byrne re-entered Council Chambers at 6.33pm.

Cr Noah Tanzen declared a general conflict of interest with respect to the event listed below and vacated Council Chambers at 6.33pm.

Cr Graham

Cr Andersen

Table 3: Events recommended for funding

<i>Event Name</i>	<i>Applicant</i>	<i>Total funding request</i>	<i>Panel recommendation sponsorship</i>
<i>Mount Beauty Oktoberfest & Daschshund Derby</i>	<i>West Peal Pty Ltd T/A Mountain Mont Brewers</i>	<i>\$5,000</i>	<i>\$5,000</i>

Carried

Cr Noah Tanzen re-entered Council Chambers at 6.34pm.

Cr Byrne
Cr Graham

Table 4: Events recommended for in-kind funding

<i>Event Name</i>	<i>Applicant</i>	<i>Total funding request</i>	<i>Panel recommendation in-kind (up to)</i>	<i>Comments</i>
<i>Bright Rod Run</i>	<i>Bright Rod & Kustom Club Inc</i>	<i>\$10,000</i>	<i>\$8,000</i>	<i>In-kind; traffic management (up to \$5000), waste (up to \$3000)</i>
<i>Dederang Picnic Races</i>	<i>Dederang Picnic Race Club</i>	<i>\$5,000</i>	<i>\$5,000</i>	<i>In-kind; traffic management and slashing</i>
<i>Mountaingrass</i>	<i>Australasian Bluegrass and Old Time Music Association</i>	<i>\$5,000</i>	<i>\$1,000</i>	<i>In-kind; facility hire fees</i>
<i>Myrtleford Lawn Tennis Club Easter Tournament</i>	<i>Myrtleford Lawn Tennis Club</i>	<i>\$5,000</i>	<i>\$1,000</i>	<i>In-kind; waste</i>

2. *Supports the provision of financial assistance to community volunteer-run, not-for-profit events to cover the cost of their event waste management for the 2025/26 financial year;*
3. *Delegates authority to the Chief Executive Officer to distribute residual or unspent funds from the Event Funding Program;*
4. *Notes that a further \$60,000 is budgeted for the implementation of the Bright Rod Run Central Business District Traffic and Safety Management Plan to mitigate risks to the public;*
5. *Notes that \$2,500 of the \$5,000 allocation in the 2025/26 round for the Bright Chamber of Commerce, 2026 Bright Winter Festival, is to be available in 2026/27; and*
6. *Allocates \$4,000 from the Dinner Plain budget for the Dinner Plain Community Association event, It's A Long Way To The Top.*

Carried Unanimously

BACKGROUND

The Event Funding Program was open for submissions between 5 May 2025 to 16 June 2025. A total of 46 applications were received with a total request of \$224,860 in funding, along with one application for the Dinner Plain Event Funding program requesting \$5,000 in sponsorship.

Council adopted the Alpine Shire Events Strategy in November 2021, including the Events Permitting and Funding Framework. This framework came into effect on 1 July 2022. The Strategy identifies the needs and priorities of the community and provides a clear and realistic framework for Council.

Council's Event Officers carried out a preliminary assessment of each application against event eligibility criteria listed in the framework, including considerations of the anticipated social, environmental, and economic impact of the event.

Guided by the preliminary assessment, the applications were then reviewed by an assessment panel comprising:

- A representative of the Bright and District Chamber of Commerce
- A representative of the Myrtleford Chamber of Commerce
- A representative of the Mount Beauty Chamber of Commerce
- Three Councillors
- Chief Executive Officer
- Manager Customer Experience

The panel recommended that 40 applicants receive support through the Event Funding Program, totalling \$143,500 of funding and \$15,500 of in-kind support; and one applicant receive support through the Dinner Plain Event Funding Program, totalling \$4,000 in funding. Six applicants were not recommended for funding.

ISSUES

The applications in the table below have not been recommended for funding through the Event Funding Program:

Table 3: Events not funded through the Events Funding Program

Event Name	Applicant	Funding request	Comments
Bright Criterium Market	Bright and District Chamber of Commerce	\$1,050	Not supported; funded through Tour of Bright Criterium
Bright Running Festival	Perseverance Events Pty Ltd	\$2,000	Not supported; lack of growth
Brighter Days Festival	Brighter Days Festival	\$5,000	Not supported; strong event budget and income

Event Name	Applicant	Funding request	Comments
Darker Days 2026	Bright Brewery	\$5,000	Not supported; out of seed funding
Myrtleford Community Christmas	The Myrtleford Chamber of Commerce	\$2,500	Not supported; funded through Myrtleford Farmers Market
Mystic Trail Wake	Elevation Mystic Operations	\$5,000	Not supported; for-profit event.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

2.1 Diverse reasons to visit

FINANCIAL AND RESOURCE IMPLICATIONS

Council's 2025/26 budget includes provision of \$247,000 to support the annual Event Funding Program. This includes \$170,000 for events in general, \$60,000 for the Bright Rod Run CBD Traffic and Safety Management, and \$17,000 for Civic Events. Dinner Plain events have a separate budget of \$30,000. This includes an allocation of \$17,000 for events coordinated by Council and \$13,000 for events in general held at Dinner Plain.

The total of \$159,000 is recommended to support the delivery of events through the 2025/26 Event Funding Program. Of this total, \$2,500 must be held for distribution in 2026/27 due to the scheduling of the Bright Winter Festival in July 2026. A total of \$4,000 is recommended to support the delivery of events in Dinner Plain through the 2025/26 Dinner Plain Event Funding Program, with a second round to be offered later in 2025.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Events unsupported by funding may not operate	Unlikely	Minor	Fund local and community events

Risk	Likelihood	Impact	Mitigation Action / Control
Funds are spent outside the parameters of the grant guidelines	Unlikely	Minor	• Applicants must provide evidence of their progress before grant payments are made • Applicants are required to provide an acquittal reporting on the completion and outcomes of their grant • Applicants will be required to repay any unused grant funds • Applicants are not eligible for future grants until previous grant has been fully acquitted.

CONSULTATION

The Event Funding Program was advertised in the local media, on Council's website and social media, and the details were emailed directly to all existing event organisers. Event organisers had the opportunity to engage with Council's Events Team for support and advice through the application period.

An assessment panel including three Councillors, the Chief Executive Officer, one Manager, one Coordinator, two Council Officers and three representatives from the community assessed the applications and provided the recommendations contained in this report.

CONCLUSION

Events are important to the Alpine Shire, providing an economic injection, cultural enrichment, and promoting community connection and well-being.

The recommendations put forward by the assessment panel support events that align with the regional tourism brand and Council's Events Strategy, encourage repeat visitation, contribute to a diverse events calendar, have a positive impact for the community and may be sustainable over a long period of time.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate and Community

- Manager Customer Experience
- Events Coordinator
- Development Officer (Event Operations)

Declarations of Conflict of Interest were made by assessment panel members. Panel members removed themselves from assessment of the relevant event funding applications and any panel discussions relevant to the applications.

Cr Andersen declared a general conflict of interest in relation to the Brighter Days Festival.

Cr Byrne declared a general conflict of interest in relation to the Myrtleford Lions Golden Spurs Rodeo and Mental Wellbeing Week 2026.

Cr Tanzen declared a general conflict of interest in relation to the Mount Beauty Oktoberfest and Dachshund Derby.

ATTACHMENT(S)

Nil

Cr Jean-Pierre Ronco re-entered Council Chambers at 6.35pm

9.3.2 2025/26 Community Grants Program

INTRODUCTION

This report relates to the allocation of funding through Council's 2025-26 Community Grants Program.

Cr Tanzen

Cr Graham

That Council:

1. Endorses the recommendation of the Community Grants Assessment Panel to allocate funding as follows:

<i>Applicant</i>	<i>Project Title</i>	<i>Total cost of Project</i>	<i>Grant Request</i>	<i>Grant Recommended</i>
<i>Albury Wodonga Regional FoodShare</i>	<i>FoodShare Hub Planning</i>	<i>\$100,500.00</i>	<i>\$5,360.00</i>	<i>\$2,500.00</i>
<i>Alpine Valleys Autism Community</i>	<i>Improving Autistic Wellbeing Learning Sessions</i>	<i>\$13,885.00</i>	<i>\$8,950.00</i>	<i>\$8,950.00</i>
<i>Bright Food Co-op</i>	<i>Cultivating Community - volunteer engagement</i>	<i>\$8,325.00</i>	<i>\$6,125.00</i>	<i>\$5,325.00</i>
<i>Bright P/12 College</i>	<i>Bright P12 Hydroponics and Aeroponics educational resource</i>	<i>\$6,378.00</i>	<i>\$4,778.00</i>	<i>\$2,300.00</i>
<i>Bright Theatre Company Incorporated</i>	<i>Enhancing Community Theatre</i>	<i>\$6,417.43</i>	<i>\$4,767.43</i>	<i>\$4,767.43</i>
<i>Gapsted Public Hall - Committee of Management Inc</i>	<i>Gapsted Hall - Heating Upgrade</i>	<i>\$6,690.40</i>	<i>\$4,990.40</i>	<i>\$4,990.00</i>
<i>Gapsted Recreation Reserve</i>	<i>Growing Gapsted Recreation Reserve: Groundwork for Generations</i>	<i>\$6,322.00</i>	<i>\$4,052.00</i>	<i>\$4,052.00</i>

<i>Applicant</i>	<i>Project Title</i>	<i>Total cost of Project</i>	<i>Grant Request</i>	<i>Grant Recommended</i>
<i>Havilah Cemetery Trust</i>	<i>Havilah Cemetery Visitor Information</i>	<i>\$12,187.00</i>	<i>\$7,947.00</i>	<i>\$7,947.00</i>
<i>Little Stitches MTB Inc</i>	<i>Little Stitches Sewing Club</i>	<i>\$6,321.99</i>	<i>\$4,701.99</i>	<i>\$2,000.00</i>
<i>Lodge Of Unity No. 54</i>	<i>Improved carpark access</i>	<i>\$8,549.00</i>	<i>\$6,412.00</i>	<i>\$2,100.00</i>
<i>Mount Beauty Golf Club Inc</i>	<i>Ability Based Tee Boxes</i>	<i>\$6,690.00</i>	<i>\$4,790.00</i>	<i>\$4,790.00</i>
<i>Mount Beauty Market Inc</i>	<i>Mount Beauty Market Revitalisation Project</i>	<i>\$4,623.75</i>	<i>\$3,423.75</i>	<i>\$1,066.27</i>
<i>Mount Beauty Playgroup</i>	<i>Mount Beauty Playgroup on the Move</i>	<i>\$2,824.00</i>	<i>\$1,792.00</i>	<i>\$1,792.00</i>
<i>Mount Beauty Toy Library</i>	<i>New Shed for Outdoor Toys</i>	<i>\$11,700.00</i>	<i>\$6,000.00</i>	<i>\$6,000.00</i>
<i>Myrtleford & District Historical Society Inc</i>	<i>Upgrading display units</i>	<i>\$5,853.02</i>	<i>\$4,389.76</i>	<i>\$3,200.00</i>
<i>Myrtleford Golf Club Inc</i>	<i>Golf Club New Workshop Enclosure</i>	<i>\$7,590.00</i>	<i>\$5,240.00</i>	<i>\$5,240.00</i>
<i>Myrtleford Savoy Soccer Club Inc</i>	<i>Turf Maintenance Equipment</i>	<i>\$18,000.00</i>	<i>\$6,750.00</i>	<i>\$6,750.00</i>
<i>St Paul's Hall (Lillis Community Hall)</i>	<i>Sustainable Hot Water Supply</i>	<i>\$5,952.00</i>	<i>\$4,452.00</i>	<i>\$4,152.00</i>
<i>Sustainable Upper Ovens Inc</i>	<i>Social media video promotions</i>	<i>\$9,607.00</i>	<i>\$7,147.00</i>	<i>\$4,600.00</i>
<i>U3A Myrtleford and District Inc</i>	<i>Myrtleford Senior Citizens Centre Acoustics</i>	<i>\$16,644.00</i>	<i>\$7,500.00</i>	<i>\$6,000.00</i>

Carried Unanimously

Cr Jean-Pierre Ronco declared a general conflict of interest with respect to the community grant listed below and vacated Council Chambers at 6.39pm.

Cr Andersen

Cr Byrne

2. Endorses the recommendation of the Community Grants Assessment Panel to allocate funding as follows:

<i>Applicant</i>	<i>Project Title</i>	<i>Total cost of Project</i>	<i>Grant Request</i>	<i>Grant Recommended</i>
Bright and District Chamber of Congress	World Chamber Congress	\$10,454.00	\$6,454.00	\$3,000.00

Carried Unanimously

Cr Jean-Pierre Ronco re-entered Council Chambers at 6.39pm.

Cr Dave Byrne and Cr Gareth Graham declared general conflicts of interest with respect to community grant listed below and vacated Council Chambers at 6.40pm.

Cr Tanzen

Cr Andersen

3. Endorses the recommendation of the Community Grants Assessment Panel to allocate funding as follows:

<i>Applicant</i>	<i>Project Title</i>	<i>Total cost of Project</i>	<i>Grant Request</i>	<i>Grant Recommended</i>
Myrtleford RSL Sub-Branch Inc	Securing Historic Memorabilia	\$6,456.22	\$4,563.64	\$4,563.64

Carried Unanimously

Cr Dave Byrne and Cr Gareth Graham re-entered Council Chambers at 6.41pm.

Cr John Andersen declared a general conflict of interest with respect to the community grant below and vacated Council Chambers at 6.41pm.

Cr Tanzen
Cr Graham

4. Endorses the recommendation of the Community Grants Assessment Panel to allocate funding as follows:

<i>Applicant</i>	<i>Project Title</i>	<i>Total cost of Project</i>	<i>Grant Request</i>	<i>Grant Recommended</i>
United Bright Football and Netball Club	Netball Court wifi	\$3,435.17	\$1,717.57	\$1,717.57

Carried Unanimously

Cr John Andersen re-entered Council Chambers at 6.42pm.

Cr Sarah Nicholas declared a general conflict of interest with respect to community grant below and vacated Council Chambers at 6.42 pm.

The CEO assumed role as Chair for table 5 as listed below.

Cr Byrne
Cr Andersen

5. Endorses the recommendation of the Community Grants Assessment Panel to allocate funding as follows:

<i>Applicant</i>	<i>Project Title</i>	<i>Total cost of Project</i>	<i>Grant Request</i>	<i>Grant Recommended</i>
Upper Ovens Valley Landcare Group	Threatened Species and Fire Recovery Workshop	\$9,500.00	\$2,000.00	\$2,000.00

Carried Unanimously

Cr Sarah Nicholas re-entered Council Chambers at 6.42pm.

The Mayor resumed as Chair.

Cr Graham
Cr Tanzen

6. Delegates authority to the Chief Executive Officer to distribute residual or unspent funds from the Community Grant Program.

Carried Unanimously

BACKGROUND

Council's Community Grants Program is a long-established funding program supporting community groups and organisations to deliver community focussed projects, programs and initiatives in the Alpine Shire.

Twenty-seven eligible applications were received for the 2025-26 Community Grants Program, with a cumulative funding request of \$162,853.54.

The assessment panel has recommended that 24 applicants receive funding, with 13 applications to receive the full amount of funding requested and 11 to receive funding at a reduced level.

Applications for the 2025-26 Community Grants Program were open between 10 May and 16 June 2025.

Applications were assessed against the following criteria:

- the degree of benefit to the community;
- the degree to which projects can be maintained and are sustainable;
- the impact on environmental, economic, social, built, recreational and wellbeing criteria;
- the geographical spread of funding allocation across the Shire.

Applications were also assessed for their alignment to the Council Plan and Municipal Public Health and Wellbeing Plan.

ISSUES

Three applications have not been recommended for funding through the Community Grants Program:

Applicant	Project Title	Grant Request	
Alpine Cycling Club	Developing a pathway for inclusion at Gravity Enduro 2026	\$24,350.00	Project outside the scope of this funding round.
Gapsted Public Hall Committee of Management Inc.	Purchase of commercial dishwasher	\$4,200.00	Applicant has been successful for another grant application.
Tawonga & District Community Association	Realising the ABP - Tawonga Play space	\$10,000.00	Project will be referred to Council's Capital Project Team.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 1.1 A community that is active, connected and supported
- 1.3 A caring community

FINANCIAL AND RESOURCE IMPLICATIONS

The 2025-26 Council budget contains a budget allocation of \$100,000 for the Community Grants Program.

The recommended allocation of \$99,802.91 for Community Grants fits within the allocated budget.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Funds are spent outside the parameters of the grant guidelines	Unlikely	Minor	- Applicants must provide evidence of their progress before grant payments are made - Applicants are required to provide an acquittal reporting on the completion and outcomes of their grant - Applicants will be required to repay any unused grant funds - Applicants are not eligible for future grants until previous grant has been fully acquitted.

CONSULTATION

The Community Grants Program was advertised in the local media, on Council's website and social media and emailed directly to community groups. Community groups had the opportunity to engage with Council's Community Development Team for support and advice through the application period.

Applications were reviewed by an assessment panel comprising:

- Two members of the Kiewa Valley community;
- Two members of the Myrtleford community;
- One member of the Bright community;

- Two Councillors; and
- Acting Director Customer and Community.

CONCLUSION

The recommendations proposed by the assessment panel support strategic objectives of the Council Plan 2021-25 incorporating the Municipal Public Health and Wellbeing Plan, community participation, contribute to the building of healthy and strong communities and represent a diversity of projects across the Shire.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate and Community
- Manager Community Development
- Community Development Coordinator

Declarations of Conflict of Interest were made by assessment panel members. Panel members removed themselves from assessment of the relevant funding applications and any panel discussions relevant to those applications.

Cr Smith declared a general conflict of interest in relation to the United Bright Football and Netball Club funding application.

Cr Graham declared a general conflict of interest in relation to the Myrtleford RSL funding application.

ATTACHMENT(S)

Nil

9.3.3 Councillor Gift Policy Review

INTRODUCTION

The Councillor Gift Policy is an important means of ensuring that Councillors are appropriately managing conflicts of interest associated with the offer and receipt of gifts, benefits, and hospitality. The policy is a requirement of the *Local Government Act 2020*, and was first adopted in 2021. This report provides for the review and update of the Councillor Gift Policy.

Cr Andersen

Cr Tanzen

That Council:

- 1. Notes that a review of the Councillor Gift Policy (V1) was undertaken, with several additions proposed that improve the processes associated with the offer and receipt of gifts;*
- 2. Adopts the Councillor Gift Policy (V2);*
- 3. Revokes the Councillor Gift Policy (V1); and*
- 4. Signs and seals the Councillor Gift Policy (V2) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

Council first adopted the Councillor Gift Policy in 2021, meeting the requirements of section 138 of the *Local Government Act 2020*. This replaced the previous policy, which had applied to both Councillors and employees.

The Councillor Gift Policy provides for:

- All gifts offered to Councillors valued greater than \$50 be declared in the Councillor Gift Register, whether accepted or declined.
- All gifts offered to Councillors valued greater than \$200 be declared in the Councillor Gift Register, but must be submitted to the Mayor for consideration before they may be accepted. The gift offer must be declared and registered in the Councillor Gift Register, whether accepted or declined.
- A Councillor Gift Register must be maintained, and made available on Council's website (which will be made available once a declaration has been made in the current financial year).

The Councillor Gift Policy also provides additional definitions and guidance for Councillors to assist them in determining whether a gift is acceptable or must be declined. It is important that where a Councillor considers that accepting a gift may constitute a conflict of interest, that the gift is declined. The policy requires that any gift offered to Councillors that they believe is an attempt to bribe is declined and reported immediately to the Mayor and CEO.

ISSUES

Officers have undertaken a desktop review of policies adopted by other councils to determine what is considered best practice amongst the sector. There is a range in how councils deal with the offer of gifts, with some councils only allowing 'token gifts' valued <\$50, while others take an approach similar to Alpine in that they allow 'non-token' gifts valued >\$50 but require them to be declared and appear in a Councillor Gift Register.

It is noted that there was an Independent Broad-based Anti-corruption Commission (IBAC) report commissioned in 2019 that reviewed Local Government Integrity Frameworks. The report identified that the acceptance of gifts, benefits, and hospitality can create perceptions that the recipient's integrity has been compromised.

Improvements proposed

The following improvements have been proposed to the Councillor Gift Policy (V2):

- Part 3.3.2: Addition of gifts that must be refused to include:
 - Cash equivalents including gift vouchers.
 - Gifts from parties involved in a regulatory or compliance process (including but not limited to planning permit applications, building permit applications, VCAT proceedings, infringement appeals).
 - Gifts from property developers or persons or organisations involved in the prospective or current development of land or property within the Alpine Shire.
 - Gifts from persons or organisations with a primary purpose to lobby Council, Councillors, or staff.

These items are in addition to items already in the policy which include cash, supplier goods at no cost, gifts from current or potential suppliers who are in the process of tendering for provision of goods / services to Council, invitations to supplier Christmas parties or functions, and gifts extended to family that could constitute a conflict of interest.

- Part 3.4.1: Determining whether to accept a gift
 - Councillors should make the person or organisation offering the gift aware that the Councillor is bound by this policy, and that a written declaration of the gift offer will be made in accordance with parts 3.4.3 and 3.5 of the policy.
- Part 3.5: Gifts register
 - Requirement that an extract of the Councillor Gift Register be presented annually to the Audit and Risk Committee (which is in addition to an extract being placed on Council's website).

- Part 3.6: Disposal of gifts
 - Clarification of process for surrendering gifts (anonymous gifts; gifts that don't meet the policy; or gifts the Councillor feels uncomfortable about) to the CEO for appropriate and transparent disposal – which will be recorded in the gift register.

While not included expressly in the Councillor Gift Policy, Council has also ensured that the offer and receipt of gifts is included as a risk in Council's Risk Register.

POLICY IMPLICATIONS

Council is required to adopt and maintain a Councillor Gift Policy in accordance with section 138 of the *Local Government Act 2020*.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The policy scope applies to Councillors of the Alpine Shire Council, and therefore does not impact on the finances of Council. Resource implications include the oversight and recording of gifts by Council officers, and the newly introduced oversight by the Audit and Risk Committee.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Councillors are not aware of the Councillor Gift Policy and accept gifts that constitute a conflict of interest.	Possible	Moderate	• Ensure that the management of gifts is covered as part of the annual Councillor Professional Development program to keep the awareness of gifts and the potential for conflicts of interest at the forefront of Councillor minds.

CONSULTATION

Councillors have been briefed on the Councillor Gift Policy review and proposed new additions. There is no requirement to consult with the community, as the policy affects only Councillors, and the proposed changes are improving the processes and transparency involved in the management of gifts offered to Councillors. Once the policy is adopted, it will be made available on Council's website.

CONCLUSION

Council is required to maintain a Councillor Gift Policy, and review and update it regularly. The adoption of version 2 of the policy will provide increased levels of scrutiny when it comes to management of gifts and their associated conflicts of interest.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate and Community
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

1. **9.3.3.1** Councillor Gift Policy (V2)

9.3.4 P.2020.153 - 1 Riverside Avenue, Bright

Application number:	<i>P.2020.153</i>
Proposal:	<i>Use and development of land for a Food and drink premises (café) and staged development (3 stages) of land with fourteen (14) dwellings on a lot.</i>
Applicant's name:	<i>Human Habitats</i>
Owner's name:	<i>Alpine Spa Resorts Pty Ltd</i>
Address:	<i>1 Riverside Avenue and 4 Star Road, Bright VIC 3741</i>
Land size:	<i>4,327 square metres (approximate)</i>
Current use and development:	<i>Accommodation (dwellings/units)</i>
Site features:	<i>Discussed in report - see Subject land and surrounds</i>
Why is a permit required?	<i>Under clause 32.08 (GRZ):</i> <i>A permit is required to use the land for a 'Food and drink premises' (section 2 use)</i> <i>A permit is required for buildings and works associated with the 'Food and drink premises' (as a section 2 use)</i> <i>A permit is required to construct two or more dwellings on a lot</i> <i>A development must meet the requirements of Clause 55. This does not apply to a development of four or more storeys, excluding a basement.</i> <i>Under clause 44.06 (BMO):</i> <i>A permit is required to construct a building or construct or carry out works associated with use of the land for 'Accommodation' (which includes 'Dwelling') and for 'Retail premises' (which includes 'Food and drink premises')</i>
Zoning:	<i>General Residential Zone (GRZ)</i>
Overlays:	<i>Bushfire Management Overlay Schedule 1 (BMO1)</i>
Restrictive covenants on the title?	<i>Nil</i>
Date received:	<i>1 October 2020</i>
Statutory days:	<i>182 days (as of 13 July 2025)</i>
Planner:	<i>Matt Novacevski, Statutory Planning Coordinator</i>

Cr Ronco

Cr Andersen

That a Notice of Refusal to Grant a Planning Permit be issued on the following grounds:

- 1. The proposal includes poorly sited and designed buildings that will reduce the quality of views from scenic lookout and vantage points along the Ovens River corridor and other public land, and it fails to protect the significance, attractiveness and environmental qualities of the Ovens River corridor, in contravention of clause 02.03-2 Environmental and landscape values.*
- 2. The proposal fails to provide high quality architectural standards that will protect and improve the aesthetics and streetscape in this locality, in contravention of clause 02.03-5 Built environment and heritage.*
- 3. The proposal fails to maintain and enhance the natural environment of waterway systems by minimising the visual intrusion of development on the natural landscape views from public open space, recreation trails and within waterway systems themselves; fails to ensure development is visually subordinate to the local landscape setting, including through the use of vegetation to filter views of development; and fails to ensure development adjacent to waterways adopts high quality materials and respectful design and siting, in contravention of clause 12.03-1S River and riparian corridors, waterways, lakes, wetlands and billabongs.*
- 4. The proposal includes a design, siting, scale, form, and materiality that will cause visual intrusion and will detract from the values of Ovens River corridor and adjacent public land in contravention of clause 12.05-1L Public and private land interfaces.*
- 5. The proposal will detract from the natural qualities and aesthetic values of the landscape, does not demonstrate a high level of visual management, does not ensure that all structures blend in with the surrounding environment, and does not retain mature vegetation which provides a backdrop for any development, in contravention of clause 12.05-2S Landscapes and clause 12.05-2L Landscapes.*
- 6. The proposal fails to ensure the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, are of a high standard and create a safe environment for users and enables easy and efficient use; fails to limit the height of buildings to reflect the current character and urban design and to maintain rural and mountain vistas, and fails to respond to the scale, mass, form, roof pitch, height, materials and colour of surrounding buildings, in contravention of clause 15.01-1S Urban design and Clause 15.01-1L Urban design.*
- 7. The proposal fails to ensure the form, scale, and appearance of development enhances the function and amenity of the public realm, fails to ensure the development is designed to protect and enhance valued landmarks, views and vistas, and does not retain existing vegetation, in contravention of clause 15.01-2S Building design.*
- 8. The proposal will introduce an architectural form that fails to respond to the site's context, the important sense of place established along the Ovens River corridor*

and adjacent public land, and the valued features and characteristics of the Bright township, in contravention of clause 15.01-5S Neighbourhood character.

- 9. The proposal is not consistent with the first purpose and second purpose of the General Residential Zone at clause 32.08.*
- 10. The proposal does not meet the Objectives of clause 55.02-1 Street setback, clause 55.02-2 Building height, clause 55.02-3 Side and rear setbacks, clause 55.02-4 Walls on boundaries, clause 55.02-7 Tree canopy, clause 55.03-3 Street integration, clause 55.03-7 Functional layout, clause 55.03-8 Room depth, clause 55.03-11 Storage, and clause 55.05-5 Waste and recycling.*

Carried

PROPOSAL

The proposal is to use and develop the land for a Food and drink premises, and to develop the land in three (3) stages for fourteen (14) dwellings. The use and development is proposed to occur on two adjoining allotments totalling 4233m², at 4 Star Road and 1 Riverside Avenue, Bright. While the site is suitable for redevelopment, the proposal before Council is not considered to respond appropriately to the riverfront context or offer an appropriate urban design response in recognition of the location and local character.

The proposed development is shown in the plans that form Attachment 1 to this report.

Key features of the proposal follow:

Overall development plan

- The development comprises a building area of 1230 square metres, 1155 square metres dedicated to car parking and driveways (excluding areas under buildings), and 36 square metres of impermeable walkway. The total area covered by buildings is to be 2421 square metres equating to 56% of the site (the remaining 44% is to be permeable).
- The development includes three new buildings to be constructed in three (3) stages.
 - Stage one includes three (3) dwellings (units 1-3) in the location of an existing one-storey dwelling on 4 Star Road. The new building would be constructed across three levels and will include a new vehicle access from Star Road, car parking at ground level, and three (3) two-storey dwellings above the car parking.
 - Stage two includes nine (9) dwellings (units 4-12), to be located partly on vacant land and partly in the location of two existing dwellings (1 x double-storey, 1 x single-storey) and associated recessed, undercroft car parking. The new building would be constructed across three levels, comprising car parking at ground level and nine (9) two-storey dwellings above the car parking. Units 4-9 are to be constructed on the Star Road allotment. Units 10-12 are to be constructed on the Riverside Avenue allotment.

- Stage three is the building to be used for a cafe and two (2) apartments, to be located on the southeastern corner of the Riverside Avenue allotment and facing on to the Ovens River walking trail. The café would measure approximately 335 square metres, combining indoor (145 square metres floor area) and outdoor dining areas (decking). The cafe will be located on a podium-level accessible to the public and will include a large deck area. Two (2), two-storey apartments will be constructed above the café (units 13 and 14), and a car park will be constructed below the cafe, at ground level.
- Decking is to be constructed as follows:
 - On the northeastern frontage of units 1-3, built within private land.
 - On the southern frontage of units 4-8, built within private land.
 - On the southern frontage of unit 9, built partly within private land and partly over public land.
 - On the southern frontage of units 10-12, built over public land.
 - On the northern side of the café building, built over private land.
 - On the southern side of the café building, built over public land.
- A private walkway is to be constructed between Units 1-3 and walkway is proposed to be constructed on public land along the Star Road frontage, in front of Units 4-6.
- A public walkway is to be constructed between Star Road and the café at the eastern end of the Riverside Avenue allotment, entirely within public land.

New dwellings (summary)

The fourteen (14) dwellings include nine (9) two-bedroom dwellings, two (2) three-bedroom dwellings and three (3) four-bedroom dwellings.

New land use - Food and drink premises (café)

- Internal floor area of 145 m² (approximate)
- Hours of operation – 8:00 am till 10:00 pm Monday to Sunday
- Maximum of 108 patrons at any one time
- Maximum of three staff at any one time

Vehicle access

Vehicles would access the site via an upgraded crossover and driveway onto the Riverside Avenue frontage, in the southern corner of the subject land (just east of the Star Road intersection).

Car parking

- Provision of thirty five (35) car parking spaces including:
 - Twenty nine (29) car spaces for residential use, including two (2) disabled car spaces and two (2) visitor car spaces.
 - Six (6) car spaces for the cafe

- All car parking to be located internal to the site and within recessed, undercroft areas below the buildings.

Associated works

- Demolition of existing buildings on-site (no permit required).
- Vegetation removal to provide defensible space (no permit required, subject to operation of Clause 52.12-5).
- Landscaping in accordance with a submitted plan.

SUBJECT LAND AND SURROUNDS

The subject land comprises two adjoining allotments: 4 Star Road, and 1 Riverside Avenue, Bright.

No. 4 Star Road comprises of an area of 2,995 metres (Lot 1 on Title Plan 744564). It is currently used for tourism accommodation and contains a two-storey brick building comprising four (4) units and a single-storey building comprising three (3) units. The buildings are set around a large, landscaped garden that contains a variety of exotic mature trees. There is provision of existing parking for each unit as well as ancillary facilities.

No. 1 Riverside Avenue comprises of an area of 1,332 square metres (Lot 1 on Title Plan 119249K). It is currently used for a manager's residence associated with the tourism accommodation. The manager's residence is a two-storey brick building with a balcony on the north side. An outbuilding is located in the northeast corner of the lot.

The combined area of the two allotments is 4,327 square metres. It is irregularly shaped, with road frontages to Star Road to the west and Riverside Avenue to the south, and access to the Ovens River corridor and parkland to the north and east.

The land fall drops approximately six (6) metres from the southern boundary to the northern boundary, towards the Ovens River. It features dense patches of remnant and introduced vegetation, and there has been significant ground disturbance.

Access is currently gained via Riverside Avenue (one crossover to each parcel). Reticulated services are connected.

The subject land is in the General Residential Zone (GRZ). Land abutting to the north and east is zoned in the Public Park and Recreation Zone (PPRZ) and forms the Ovens River riverside and Centenary Park. On the north side of the Ovens River is the Bright Riverside Holiday Park, which is in the General Residential Zone 1. To the west, across Star Road and along the continuation of Riverside Avenue, land is zoned General Residential and is developed with detached dwellings and units with river frontages.

Land to the south, south-east and south-west is zoned Commercial 1 Zone and forms Bright's main commercial area. It includes a number of retail premises (shops, food and drink premises) and a small number of existing dwellings.

The subject land is affected by the Bushfire Management Overlay Schedule 1 (BMO1). It is also located within:

- A Bushfire Prone Area (BPA) under the *Building Act 1993*;
- The Ovens River (Wangaratta) special water supply catchment area under the Catchment and *Land Protection Act 1994*; and
- An area of identified Aboriginal cultural heritage sensitivity under the *Aboriginal Heritage Act 2006*.

Figure 1: Aerial image of the subject land and surrounding area (Source: Metromap)



Figure 2: Existing conditions



Figure 3: Zoning map showing subject land (centre)



PUBLIC NOTIFICATION

The application was advertised in accordance with section 52 of the *Planning and Environment Act 1987*. Notice was provided to adjoining and adjacent landholders and occupiers, and a sign was placed on the subject land.

Three objections were received during the notice period. As summary of the objections follows:

- Objection 1: Concerned about congestion and safety; car parking; loss of trees; loss of amenity; accuracy and detail on architectural plans.
- Objection 2: Concerned about increased traffic and congestion; lack of traffic impact assessment in application; overdevelopment of site; visual bulk; loss of amenity; poor design interfaces; impact on river corridor; car parking; noise from café; overlooking and loss of privacy.
- Objection 3: Concerned about vehicle access to the site; increased traffic in the area; impacts of traffic on pedestrians and riders.

On 16 November 2022, Council facilitated a Planning Forum involving the applicant and the objectors. There was no change to any objection as a consequence of the forum.

REFERRALS

The application was referred in accordance with section 55 of the *Planning and Environment Act 1987* to the following authorities:

Referrals / Notice	Authority	Advice / Response / Conditions
Section 55 referrals	Country Fire Authority	Consent with conditions
	Department of Transport and Planning	Consent with conditions
	Goulburn Murray Water	Consent with conditions
Section 52 notice	AusNet (Transmission)	No response
	North East Catchment Management Authority	Consent with conditions
	North East Water	Consent with no conditions
	Department of Energy, Environment and Climate Action (formerly DELWP)	Consent with conditions
Council / Internal advice	Engineering	Consent with conditions
	Environmental Health	Consent with conditions

Referrals / Notice	Authority	Advice / Response / Conditions
	Governance	As the Public Land Manager, Council does not consent to buildings and works in Crown Land being managed by Council.

ABORIGINAL HERITAGE ACT 2006

The subject land is in an area of Aboriginal cultural heritage sensitivity under the *Aboriginal Heritage Act 2006*.

Under Division 5 Regulations 46 of the *Aboriginal Heritage Regulations 2018*, the use and development of land for a retail premises (includes food and drink premises) is a high impact activity.

Under Division 5 Regulation 48, the construction of three (3) or more dwellings on a lot or allotment is a high impact activity.

Under Division 5 Regulation 58(1), use of the land for a purpose specified in regulation 46(1)(b) is a high impact activity if a statutory authorisation is required to change the use of the land for that purpose. This Regulation applies to the proposed new retail (Food and drink premises) use.

Under Division 5 Regulation 58(3), the use of a lot or allotment for three (3) or more dwellings is a high impact activity if a statutory authorisation is required to use the lot or allotment for 3 or more dwellings. This Regulation applies to the proposed new dwellings.

Under Division 3 Regulation 26(1), a waterway or land within 200 metres of a waterway is an area of cultural heritage sensitivity. However, under Regulation 26(2), if part of a waterway or part of the land within 200 metres of a waterway has been subject to significant ground disturbance, that part is not an area of cultural heritage sensitivity.

Regulation 7 of the Aboriginal Heritage Regulations 2018 states:

A cultural heritage management plan is required for an activity if—

- a. all or part of the activity area for the activity is an area of cultural heritage sensitivity and*
- b. all or part of the activity is a high impact activity.*

In accordance with section 52(1) of the *Aboriginal Heritage Act 2006*, if a cultural heritage management plan (CHMP) is required, Council cannot issue a statutory authorisation (planning permit) until it receives a copy of an approved CHMP.

In addition, subject to section 52(3) of the *Aboriginal Heritage Act 2006*, if a planning application is inconsistent with an approved CHMP, a planning permit cannot be granted.

The proponent submitted a Preliminary Aboriginal Heritage Assessment Test (PAHT 488) which was certified by the Secretary Department and Cabinet on 27 December 2024. The PAHT was submitted to Council on 13 January 2025.

The PAHT encompassed the area contained within the freehold parcels of land only and did not extend to the footprint proposed within the area of crown land to the south.

WORKS ON PUBLIC LAND

Plans submitted with the permit application indicate public land will be developed to provide decking to some dwellings and for the purpose of a walkway between different parts of the development site.

Specifically, the development plans indicate that decking will be constructed:

- On the southern frontage of unit 9, partly over public land.
- On the southern frontage of units 10-12, entirely over public land.
- On the northern side of the café building, entirely over private land.
- On the southern side of the café building, entirely over public land.

The development plans also indicate that a walkway will be constructed along the entire southern edge of the development, within public land that forms the Riverside Avenue road reserve. This walkway will extend from Star Road at the western end of the property to the cafe at the eastern end of the property.

The proponent has not submitted a formal request to Council to use and develop public land for these purposes. Council has become aware of the proposal to use and develop public land only through notations included on development plans.

The land is also subject to the Taungurung Land Use Activity Agreement. Public Land Manager Consent has not been provided nor have the necessary steps in response to the LUAA been undertaken to facilitate development on the crown land.

Any proposed use of public land to facilitate private development must be carefully considered by Council, with consideration given to questions of public benefit and how the private use of public land will either contribute to, or detract from, the public realm.

The Alpine Planning Scheme also includes policies that manage the interface between public and private land and discourage private developments spilling onto public land. As is discussed in the next section of this report, the proposed interfaces and use of public land do not provide an acceptable level of community benefit.

PLANNING SCHEME ASSESSMENT

MUNICIPAL PLANNING STRATEGY (MPS)

The proposal is to be assessed against the following policies contained in the Municipal Planning Strategy of the Alpine Planning Scheme:

CLAUSE 2

Clause 02.03-1 Settlement includes strategic directions for the Shire's townships, settlement and growth. It states:

- *Opportunities for development within the shire are limited by the environmental capacity of the surrounding land and influenced by proximity to road infrastructure and community, health and recreational opportunities.*

Clause 02.03-2 Environmental and landscape value includes strategic directions for the Shire's river corridors and waterways, public and private land interfaces, and landscapes.

With respect to the Shire's river corridors and waterways, the clause notes that the Ovens River is one of Victoria's major rivers. It states:

- *The continued health of these catchments is not only important to the long term sustainability of the Shire and the economic wellbeing of the Shire's industry, agriculture, and settlements, but also other downstream communities.*

With respect to the Shire's public and private land interfaces, the clause states:

- *Avoid private land uses, pest plants and animals spilling or merging into adjacent public land.*

With respect to the Shire's landscapes, the clause states:

- *There is a significant variety of landscapes across the Shire from the fertile valleys and terraces along the Kiewa, Ovens and Buffalo Rivers to the spectacular mountain ranges and alpine areas of the Great Dividing Range.*
- *The quality and appearance of the natural environment has a major impact on the prosperity and well-being of the community. Many people choose to live, invest or visit the Alpine Shire because of the spectacular rural and mountain scenery, as well as proximity to clean rivers, forests and open space.*
- *Key landscapes across the Shire can be regarded as being of the highest level of public concern for visual management. Such areas are highly sensitive to visual intrusion by poorly sited development that interrupts the landscape (such as development on ridgelines) or sight lines from key viewing points (such as along major roads).*

Landscape strategic directions include:

- *Protect the significance, attractiveness and environmental qualities of the Shire's natural landscapes from inappropriate located use and development that detracts from these qualities.*
- *Avoid poorly sited and designed buildings and changes in land management practices that reduce the quality of views from the Shires' various scenic lookout and vantage points.*

Clause 02.03-5 Built environment and heritage notes that:

- *Bright is characterised by deciduous European alpine and avenue plantings including significant avenues in Delany Avenue, Cobden Street and Wood Street which create strong linear spaces within the public realm in the town centre.*
- *The pedestrian scale of Bright is a legacy of the township's settlement in the mid 1800's.*

Strategic directions for the Shire's built environment and heritage include:

- *Ensure new development responds to built and natural landscapes, high quality architectural standards to protect and improve the aesthetics and liveability of the Shire.*
- *Avoid development that undermines the existing character of townships and settlements.*
- *Promote environmentally sustainable development.*

Clause 02.03-7 Business includes the following relevant strategic directions:

- *Maintain active and attractive retail centres in townships.*
- *Encourage economic diversity and emerging shifts in economic activity.*

Planning assessment against clause 2 of the MPS

The subject land is centrally located in Bright with very good access to existing road and community infrastructure and proximity to recreational opportunities, particularly along the Ovens River corridor. As the subject land is zoned General Residential and adjoins commercially-zoned land, it is a good location for an intensive, mixed use-type development. However, the site context and environs demand a more contextually appropriate design response.

The accommodation buildings are designed to take advantage of the large lot size and sloping land form:

- Units 1-3 will be contained in one building in the northern section of the subject land, with recessed, undercroft car parking provided at ground level and the dwellings constructed above, over two levels.
- Units 4-12 will be contained in one building along the southern boundary of the subject site. The dwellings will be oriented on a north-south axis, with recessed, undercroft car parking at ground level and accessible from the north, and decking constructed to the property boundaries - and in some cases, exceeding the property boundaries and protruding into public land - to the south.

- A third building will contain the new food and drink premises (cafe), with units 13 and 14 to be constructed on the two floors above the cafe. This building will be one floor taller than the other two buildings: the cafe will be accessible from a deck area on the southern boundary; the dwellings will be above the cafe; car parking will be below the cafe, in a recessed, undercroft area accessible from the north.

The subject land presents a number of sensitivities and developmental constraints: it is in a very prominent location in central Bright, with high pedestrian and vehicle traffic on Star Road and Riverside Avenue, and along the river frontage and adjoining parkland. The land is currently heavily vegetated and forms part of a green corridor along the southern bank of the Ovens River and this proposal seeks to remove mature trees that form part of the area's landscape character. The land has a direct interface with the river corridor and adjoining park land; and the land falls approximately 6 metres from the southern boundary to the northern boundary, in the direction of the river.

Any intensive redevelopment of this site needs to strike a careful balance between optimising the central location while preserving important natural features (tree canopy, topography), sensitively managing the interface between private and public land, and introducing an architectural style and built form that positively contributes to the township, landscape and established neighbourhood character.

While the proposal offers potential settlement benefits in terms of housing supply and diversity, and a new retail development to activate the Riverside Avenue frontage, key elements of the current design, particularly those relating to built form expression, ground-level integration, and the interaction between private and public land, require significant improvement to achieve a more contextually responsive outcome, befitting a site of this significance.

PLANNING POLICY FRAMEWORK (PPF)

CLAUSE 12

The proposal is to be assessed against the following policies contained in the Planning Policy Framework (Note – 'S' is state policy, 'R' is regional policy, 'L' is local policy) of the Alpine Planning Scheme:

Clause 12.03-1S River and riparian corridors, waterways, lakes, wetlands and billabongs has the objective to protect and enhance waterway systems including river and riparian corridors, waterways, lakes, wetlands and billabongs. Relevant strategies include:

- Protect the environmental, cultural, landscape values of all waterway systems as significant economic, environmental and cultural assets.
- Sensitively design and site development to maintain and enhance the waterway system and the surrounding landscape setting, environmental assets, and ecological and hydrological systems.
- Enhance a sense of place and landscape identity by:

- Protecting existing topographic features and maintaining a sense of naturalness through sensitive design and siting.
- Retain and enhance the recreation and amenity values along waterway systems by:
 - Discouraging privatisation of spaces that interface with or provide access to waterway systems.
 - Avoiding overshadowing of waterway systems, their banks and adjacent public open space.
 - Promoting safety by maximising visibility and passive surveillance and providing good connections and access.
- Design and site development to maintain and enhance the natural environment of waterway systems by:
 - Minimising the visual intrusion of development on the natural landscape views from major roads, bridge crossings, public open space, recreation trails and within waterway systems themselves.
 - Ensuring development is visually subordinate to the local landscape setting, including through the use of vegetation to filter views of development.
 - Ensuring development adjacent to waterways adopts high quality materials and respectful design and siting.
 - Directing growth to established settlements where water and wastewater can be managed.

Clause 12.05-1L Public and private land interfaces applies to all areas where publicly owned or managed land and privately owned land interface. It has the objective to ensure development of private land adjacent to public land minimises impacts on environmental values of public land.

Relevant strategies include:

- *Ensure development is compatible with and does not detract from the values of and management plans for the national park or nature reserve.*
- *Ensure development is designed and sited to minimise visual intrusion when viewed from vantage points within the national park or nature reserve.*
- *Ensure environmental risks that may arise from the proposed development are identified and strategies for managing the risk are prepared.*

Clause 12.05-2S Landscapes has the objective to protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.

Relevant strategies include:

- *Ensure development does not detract from the natural qualities of significant landscape areas.*
- *Recognise the natural landscape for its aesthetic value and as a fully functioning system.*

Clause 12.05-2L Landscapes has the objective to protect the Shire's significant valley and alpine landscapes by minimising visual impacts landscapes, especially from major viewing areas.

Relevant strategies include:

- *Maintain the scenic landscapes throughout the valley.*
- *Support development that maintains scenic qualities and landscape qualities of the area and demonstrates high levels of visual management.*
- *Minimise the impact of development on private land on the landscape values of adjacent national parks.*
- *Locate developments so rooflines do not protrude above ridgelines when viewed from any road or public land.*
- *Ensure that all structures blend in with the surrounding environment.*
- *Retain mature vegetation which provides a backdrop for any development.*
- *Ensure external finishes are non-reflective and of colours that blend with the surrounding landscape.*
- *Ensure that external cladding of buildings is in a muted tone except in instances where the buildings are not readily visible from roads, public land or adjoining properties due to the topography or existing vegetation.*

Planning assessment against clause 12 of the PPF

As noted, the subject land is centrally located in Bright and adjoins the Oven Rivers corridor to the north and parkland to the east. This area is very popular with residents and visitors who walk and ride on pathways, swim in the river, visit local shops and explore local sites. Star Road carries a considerable amount of vehicle traffic, connecting the township to residential areas and accommodation facilities on the north side of the river; Riverside Avenue is a local road that connects Star Road to sites further to the east along the river, including the Bright brewery, a number of cafes and retail shops, and on some weekends, markets held in the public park.

The development plan includes the construction of three new buildings that are designed and oriented to take advantage of the sloping land form and views towards the river corridor.

Units 4-12 (in one building) and units 13-14 (in a separate building) are designed for access at ground level from the southern frontage, via decking and a public walkway to be constructed over public land. When viewed from the south, these buildings have a boxy, industrial form that is not consistent with the existing built form or materials used in adjoining commercial or residential areas. The elevated walkway further contributes to this disconnect, removing opportunities for meaningful interaction and activation at ground level.

When viewed from the north, at the riverfront and interface between public and private land, the full height, mass and materials of the three buildings becomes most apparent and is most concerning.

Within the development, the ground-level environment is dominated by accessways and undercroft parking, resulting in a visually inactive and car-oriented internal realm.

This configuration limits opportunities for a comfortable, human-scale experience and weakens the connection between private dwellings and communal spaces. The ground plane lacks activation and amenity, giving it a utilitarian and uninviting character. To soften the dominance of vehicle circulation, additional landscaping could have been incorporated to provide visual relief and support a more welcoming residential setting.

Landscape

The proposal appears to involve the removal of 29 trees. The number of replacement trees indicated does not appear to match the scale of this removal, resulting in a net loss of canopy coverage. Further, many of the trees are currently located near the edges of the site, softening interfaces to the riverfront. This outcome is inconsistent with planning objectives that seek to retain and enhance vegetation as part of new development and policies that seek to protect landscape character.

Given the site's location adjacent to the Ovens River, the preservation and reinforcement of its green, vegetated character is particularly important. A stronger landscape response would help to maintain the natural setting and visual amenity of the river corridor. The landscape plan could also have included a greater number of canopy trees to offset tree loss and to ensure the development contributes to long-term landscape quality and environmental resilience.

CLAUSE 13

Clause 13.02-1S Bushfire planning has the objective to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Relevant strategies include:

- *Prioritising the protection of human life over all other policy considerations.*
- *Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.*
- *Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process.*

Clause 13.02-1L Bushfire planning requires Council to avoid residential development of land that is identified as Bushfire Prone Land where residential development and use of land will intensify the risk or require a Bushfire Attack Level rating in excess of 29.

Clause 13.05-1S Noise has the objective to assist the management of noise effects on sensitive land uses.

Relevant strategies include:

- *Ensure that development is not prejudiced and community amenity and human health is not adversely impacted by noise emissions.*

- *Minimise the impact on human health from noise exposure to occupants of sensitive land uses (residential use, child care centre, school, education centre, residential aged care centre or hospital) near the transport system and other noise emission sources through suitable building siting and design (including orientation and internal layout), urban design and land use separation techniques as appropriate to the land use functions and character of the area.*

Clause 13.07-1S Land use compatibility has the objective to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

Relevant strategies include:

- *Ensure that use or development of land is compatible with adjoining and nearby land uses.*
- *Avoid locating incompatible uses in areas that may be impacted by adverse off-site impacts from commercial, industrial and other uses.*
- *Avoid or otherwise minimise adverse off-site impacts from commercial, industrial and other uses through land use separation, siting, building design and operational measures.*
- *Protect commercial, industrial and other employment generating uses from encroachment by use or development that would compromise the ability of those uses to function safely and effectively.*

Planning assessment against clause 13 of the PPF

The application included development plans and a bushfire management statement and plan that demonstrate compliance with the requirements of clause 13.02-1S and clause 13.02-1L. This information was referred to the Country Fire Authority, and the CFA has consented to the development subject to the bushfire management plan (prepared by Mountain Planning, Rev A, 30 March 2022) being endorsed to any permit issued by Council.

With respect to noise and land use compatibility, consideration needs to be given to the close proximity of living areas and bedrooms in units 13 and 14 and the cafe and car parking areas to be constructed below these two units.

Units 13 and 14 are proposed to include one bedroom and a living area on the first floor above the cafe, along with a balcony constructed directly above the cafe deck. A loft room and two further two bedrooms are to be located on the second floor of each unit.

The development plans indicate the cafe will have an internal floor area of 145 square metres, but will also include a large deck area with external seating on the north side. Access to the cafe will be via a deck constructed over public land on the south side.

The proposed cafe will accommodate over 100 patrons and is proposed to trade each day of the week, from 8 am to 10 pm. The operating hours, and the location of the cafe, raise concerns that noise and other amenity issues may arise for residents occupying units 13 and 14.

It is considered generally appropriate that a cafe be included within this proposed development scheme; the subject site is centrally located and adjoins the commercial area, it is a highly visible and heavily visited tourist area, and the planning scheme encourages investment in new retail and tourism business in such locations.

Mixed use developments - where retail and residential uses are co-located, often in the same building - are inherently more likely to raise noise and other amenity issues for residents, and it is assumed that potential residents consider these issues before entering into leases or contracts of sale.

That notwithstanding, Council must consider the amenity impacts future residents and provide protection against unreasonable noise and amenity impacts arising from the cafe.

If the use and development is approved, it is recommended that strict conditions be placed on the permit to limit the cafe's operating hours to those proposed in the permit application; to ensure the cafe operators have an appropriate management plan to ensure patrons and staff entering and exiting the cafe premises early and late in the day do so with the awareness that people reside directly above the cafe; to ensure deliveries to the cafe are limited to reasonable business hours only; and to ensure that storage areas associated with the cafe can be readily accessed by staff without causing unreasonable noise impacts on nearby residents.

CLAUSE 15

Clause 15.01-1S Urban design has the objective to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Relevant strategies include:

- *Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.*
- *Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.*
- *Ensure the interface between the private and public realm protects and enhances personal safety.*
- *Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.*
- *Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.*
- *Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*

Clause 15.01-1L Urban design has strategies including:

- *Limit the height of buildings to reflect the current character and urban design and to maintain rural and mountain vistas.*
- *Ensure new housing development responds to:*
 - *The scale, mass, form, roof pitch, height, materials and colour of surrounding buildings.*
 - *Surrounding landscape features.*
 - *Maintaining view lines from the local environs.*
 - *Incorporate landscaping into commercial development where there are setbacks provided.*

Clause 15.01-2S Building design has the objective to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.

Relevant strategies include:

- *Ensure a comprehensive site analysis forms the starting point of the design process and provides the basis for the consideration of height, scale, massing and energy performance of new development.*
- *Ensure development responds and contributes to the strategic and cultural context of its location.*
- *Minimise the detrimental impact of development on neighbouring properties, the public realm and the natural environment.*
- *Improve the energy performance of buildings through siting and design measures that encourage:*
 - *Passive design responses that minimise the need for heating, cooling and lighting.*
 - *On-site renewable energy generation and storage technology.*
 - *Use of low embodied energy materials.*
- *Restrict the provision of reticulated natural gas in new dwelling development.*
- *Ensure the layout and design of development supports resource recovery, including separation, storage and collection of waste, mixed recycling, glass, organics and e-waste.*
- *Encourage use of recycled and reusable materials in building construction and undertake adaptive reuse of buildings, where practical.*
- *Encourage water efficiency and the use of rainwater, stormwater and recycled water.*
- *Minimise stormwater discharge through site layout and landscaping measures that support on-site infiltration and stormwater reuse.*
- *Ensure the form, scale, and appearance of development enhances the function and amenity of the public realm.*
- *Ensure buildings and their interface with the public realm support personal safety, perceptions of safety and property security.*

- *Ensure development is designed to protect and enhance valued landmarks, views and vistas.*
- *Ensure development considers and responds to transport movement networks and provides safe access and egress for pedestrians, cyclists and vehicles.*
- *Encourage development to retain existing vegetation.*
- *Ensure development provides landscaping that responds to its site context, enhances the built form, creates safe and attractive spaces and supports cooling and greening of urban areas.*

Clause 15.01-5S Neighbourhood character has the objective to recognise, support and protect neighbourhood character, cultural identity, and sense of place.

Relevant strategies include:

- *Support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.*
- *Ensure the preferred neighbourhood character is consistent with medium and higher density housing outcomes in areas identified for increased housing.*
- *Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by respecting the:*
 - *Pattern of local urban structure and subdivision.*
 - *Underlying natural landscape character and significant vegetation.*
 - *Neighbourhood character values and built form that reflect community identity.*

Planning assessment against clause 15 of the PPF

Urban design, building design, and neighbourhood character

The proposed buildings adopt an architectural style with a strong commercial aesthetic that borders on industrial, characterised by a boxy built form and limited articulation, particularly along the Riverside Avenue frontage. This contrasts with the low-scale, more articulated forms that define the surrounding residential context. The southern façade of the rear apartments presents more like a back elevation than a primary street frontage, with unsheltered and undefined entries that create a poor interface with the street.

The space beneath the café deck on the southern side creates a void that appears unusable and may be difficult to maintain, collect debris, and detract from the café's presentation to the street.

The recessed undercroft parking areas diminish passive surveillance, as they are visually and physically separated from habitable rooms. This lack of oversight may reduce perceptions of safety and contribute to a poorly monitored space.

The location of bin enclosures and storage cages for individual units is not shown on the plans. These are critical to the day-to-day functioning of the development and should be clearly identified and sensitively integrated into the design to avoid negative impacts on circulation and amenity.

Overall, there is no clear narrative demonstrating how the proposed architectural form responds to the existing neighbourhood character, which weakens the justification for the design response. Further, the car dominance of the interior of the site compromises internal amenity in a way that would require a redesign to address. A more contextually sensitive approach is required to better integrate the development with its surroundings and support a more sympathetic built form outcome.

Given the site's prominent location adjacent to the Ovens River, a valued public asset known for its natural beauty and recreational use, it is especially important that the development achieves a high standard of architectural resolution and visual integration with both the natural and built environment. The proposed development fails to meet this high standard.

Roof pitch

Due to its location in the foothills of the Victorian Alps, Bright experiences higher than average annual rainfall and occasional snowfall. In this context, the proposed 2-degree roof pitch is considered marginal in terms of its functional performance, as such a shallow pitch is not well suited to climates with prolonged rainfall and freeze / thaw conditions. It increases the likelihood of:

- Water ponding and slow runoff during heavy rain;
- Leaf litter buildup, particularly given the prevalence of surrounding deciduous tree cover, which may lead to blocked drainage and increased maintenance.

To mitigate some of these risks, roof drainage systems should be designed with high-capacity gutters and incorporate overflow provisions to manage blockages or excessive runoff.

A steeper roof pitch of 5 to 7 degrees would offer significantly better performance in terms of runoff and snow shedding. However, this would increase overall building height which may present further challenges in balancing design functionality with sensitivity to neighbourhood character and scale. Most dwellings in the area are low-scale residential buildings with pitched roofs. The proposed low-pitch roof form therefore diverges from the prevailing roof character and is inconsistent with the established built form. Any approval of the development would require conditions to revise the roof pitch.

Materials and finishes

The material palette, comprising off-form concrete, Matrix panels, and glazing, reinforces the commercial character of the design. This contrasts with the predominantly brick and timber materials used in surrounding dwellings, which contribute to a warmer and more traditional residential character.

Off-form concrete requires careful detailing and high construction standards, as its visual quality depends heavily on the formwork material and workmanship. Detailing of tie holes, joints, and service penetrations will be critical to achieving a high-quality finish.

Matrix panels, which rely on expressed joints as part of their design, can be vulnerable to poor sealing, inadequate flashing, and thermal movement. These issues may affect the long-term durability and appearance of the façade.

If the proposed development is approved, clarification is required regarding the cladding material proposed for the south elevation of the café/apartment building. A full coloured materials schedule for the entire development should also be provided to support a more comprehensive assessment of visual impact, material consistency, and alignment with the surrounding character.

CLAUSE 16

Clause 16.01-S Housing supply has the objective to facilitate well-located, integrated and diverse housing that meets community needs.

Relevant strategies include:

- *Increase the proportion of housing in designated locations in established urban areas (including under-utilised urban land) and reduce the share of new dwellings in greenfield, fringe and dispersed development areas.*
- *Encourage higher density housing development on sites that are well located in relation to jobs, services and public transport.*
- *Identify opportunities for increased residential densities to help consolidate urban areas.*
- *Facilitate diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types.*
- *Encourage the development of well-designed housing that:*
 - *Provides a high level of internal and external amenity.*
 - *Incorporates universal design and adaptable internal dwelling design.*
- *Support opportunities for a range of income groups to choose housing in well-serviced locations.*
- *Plan for growth areas to provide for a mix of housing types through a variety of lot sizes, including higher housing densities in and around activity centres.*

Planning assessment against clause 16 of the PPF

As has been established, the site is centrally located, zoned appropriately for residential development, and is of an appropriate size and location to support a high-density mixed use-type development.

The proposal includes fourteen (14) new dwellings clustered in separate three buildings, configured as 9 x 2-bedroom dwellings, 2 x 3-bedroom dwellings (above the cafe) and 3 x 4-bedroom dwellings.

There is significant policy support for an increase in housing supply and diversity in Bright; however, as is being communicated, the design raises concerns relating to urban design, building design and neighbourhood character, along with concerns relating to interface between private land and public land in the Ovens River Corridor. While additional housing should generally be supported, it is vital that the project in

this location is supported by high quality urban design and building design. In its current configuration, the project stands to contribute housing while subtracting considerably from the natural landscape, built form, and amenity of the area.

Internal planning and amenity

The house designs present compromises in amenity, particularly in bedrooms, some of which lack natural light and storage. At approximately 8 square metres, the single bedrooms on the upper floor of the rear units (drawing A304) are very small and lack built-in storage, which will limit functionality and amenity.

In Units 9, 10 and 11, the bedrooms appear to have no access to natural daylight due to the way the dwellings abut one another along the full length of the building. The amount of daylight access for the upper-floor single bedrooms in the other rear units is also unclear based on the information provided.

The section drawing for the apartments above the cafe (drawing A303.5.1) indicates that the internal ceiling height of the loft-level apartment bedrooms may fall below the minimum height required for habitable rooms. Habitable rooms, including bedrooms, must have a ceiling height of not less than 2.4 metres over at least two-thirds of the floor area.

In general, the development is consistent with strategies that seek to encourage infill development, but if approved, design changes (via amended plans) will be required to ensure greater compliance with internal planning and amenity standards, particularly relating to natural daylight to bedrooms and ceiling heights.

CLAUSE 17

Clause 17.01-1S Diversified economy has the objective to strengthen and diversify the economy.

Relevant strategies include:

- *Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region.*
- *Improve access to jobs closer to where people live.*

Clause 17.01-1L Diversified economy has strategies including:

- *Protect the unique tourism attributes of the Shire from impacts from inappropriate commercial and industrial land use and development.*
- *Reinforce the important commercial, service and employment roles played by large townships.*

Clause 17.02-1S Business has the objective to encourage development that meets the community's needs for retail, entertainment, office and other commercial services.

Relevant strategies include:

- *Ensure commercial facilities are aggregated and provide net community benefit in relation to their viability, accessibility and efficient use of infrastructure.*

- *Locate commercial facilities in existing or planned activity centres.*
- *Provide new convenience shopping facilities to provide for the needs of the local population in new residential areas and within, or immediately adjacent to, existing commercial centres.*
- *Provide small scale shopping opportunities that meet the needs of local residents and workers in convenient locations.*

Planning assessment against clause 17 of the PPF **Clause 17.04-1S Facilitating tourism** has the objective to encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.

Relevant strategies include:

- *Encourage the development of a range of well-designed and sited tourist facilities, including integrated resorts, accommodation, host farm, bed and breakfast and retail opportunities.*
- *Seek to ensure that tourism facilities have access to suitable transport.*
- *Promote tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions.*
- *Encourage investment that meets demand and supports growth in tourism.*

Clause 17.04-1L Tourism has the objective to enhance and expand the tourism industry, while protecting the environmental, landscape and cultural values of the Shire and the lifestyle of its residents.

Relevant general strategies include:

- *Encourage a diverse range of tourist activities, accommodation, eating establishments and facilities in appropriate locations to:*
- *Meet changing visitor needs.*
- *Generate increased visitation, yield, length of stay, and visitation dispersal.*
- *Spread tourism activity across the Shire more evenly, both geographically and seasonally.*
- *Locate tourist development in areas with support services and facilities where possible.*
- *Minimise the transport impact of proposed development on the amenity of the area and the operation of any agricultural uses nearby.*

A primary intent of clause 17 is to strengthen and diversify the regional and local economy, improve access to jobs, and support rural economies to grow and diversify. More specifically, Clause 17.01-1L seeks to reinforce the important commercial, service and employment roles played by large townships, such as Bright.

Bright plays an important service role to the tourism industries of the municipality. As identified in the Municipal Planning Strategy, tourism is a major driver of the economy and encompasses year-round nature; adventure based activities, and the area's environmental values, scenic landscape qualities, high quality wine and food

establishments, and a wide range of accommodation offerings, act as significant draw cards for tourism expenditure.

The proposal includes a new café that will assist in supporting the local tourism industry and economy more broadly. The proposal will contribute to the economic diversity and growth of Bright and the surrounding Alpine region as well as provide jobs and services to the local community.

The site is adjacent to the activity centre and surrounded by complementary land uses, and would provide greater accommodation options and choice, as sought by Clause 17.02-1S.

The development therefore supports implementation of each of the relevant clause 17 policies.

SUMMARY - COMPLIANCE WITH MPS AND PPF

The table below provides a snapshot summary of this proposal’s compliance with the MPS and PPF.

Complies		Does not Comply
MPS	Clause 02.03 - 1 Settlement	Clause 02.03-2 Environmental and landscape value
		Clause 02.03-5 Built environmental and heritage
	Clause 02.03-7 Business	
PPF		Clause 12.03-1S River and riparian corridors, waterways, lakes, wetlands and billabongs Clause 12.05-1L Public and private land interfaces Clause 12.05-2S Landscapes Clause 12.05-2L Landscapes

Complies		Does not Comply
	Clause 13.02-1S Bushfire Planning Clause 13.02-1L Bushfire Planning Clause 13.05-1S Noise Clause 13.07-1S Land use compatibility	
		Clause 15.01-1S Urban Design Clause 15.01-1L Urban Design Clause 15.01-2S Building Design Clause 15.01-5S Neighbourhood character
	Clause 16.01-S Housing Supply Clause 17.01-1S Diversified economy Clause 17.01-1L Diversified economy Clause 17.02-1S Business Clause 17.04-1S Facilitating tourism Clause 17.04-1L Tourism	

ZONE, OVERLAY AND PARTICULAR PROVISIONS

The proposal is to be assessed against the following zone, overlay and particular provisions in the Alpine Planning Scheme:

Clause 32.08 General Residential Zone

The subject land is located within the General Residential Zone. The purposes of this zone are to:

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

Land use

Under clause 32.08-2 (Table of uses), a 'Food and drink premises' is a section 2 use that requires a planning permit.

Development

Under clause 32.08-10, a permit is required for buildings and works associated with the 'Food and drink premises' (as a section 2 use).

Two or more dwellings on a lot

Under clause 32.08-7, a permit is required to construct two or more dwellings on a lot. A development must meet the requirements of Clause 55.

Planning assessment against the GRZ

The proposal has been assessed against the relevant clauses of the MPS and PPF.

The site is an appropriate location for a high density residential and retail development.

The proposal is consistent with MPS and PPF policies relating to urban consolidation, housing supply, economic and tourism development, and land use compatibility and noise.

The proposal is inconsistent with MPS and PPF policies relating to environmental and landscape values, private and public land interfaces, urban design, building design and neighbourhood character. In addition, the design response falls significantly short of achieving high quality urban design and high quality building design outcomes, and does not make a strong, positive contribution to the Ovens River corridor landscape and or to Bright's township neighbourhood character.

On balance, the proposal fails to implement the first purpose and second purpose of the General Residential Zone.

As required by the zone, the proposal must be assessed against the relevant provisions of clause 55. A full assessment is provided in Attachment 2.

Clause 44.06 Bushfire Management Overlay

The subject land is located in the Bushfire Management Overlay Schedule 1. The purpose of the BMO is to:

- *Implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *Ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.*
- *Identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.*
- *Ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.*

Permit requirement

Under clause 44.06-2, a permit is required to construct a building or construct or carry out works associated with use of the land for 'Accommodation'.

An application must be accompanied by:

- *A bushfire hazard site assessment*
- *A bushfire hazard landscape assessment*
- *A bushfire management statement*

An application must meet the requirements of Clause 53.02 unless the application meets all of the requirements specified in a schedule to this overlay.

A schedule to this overlay may specify substitute approved measures, additional alternative measures and additional or substitute decision guidelines for the purposes of Clause 53.02.

BMO Schedule 1 – additional requirements

Under clause 4 of Schedule 1, an application under the BMO1 must include a bushfire management plan that:

- *Shows all of the required bushfire protection measures specified in this schedule,*
- *Includes written conditions that implement the required bushfire protection measures,*
- *Identifies water supply including the location of any fire hydrant within 120 metres of the rear of the building, and*
- *Details vehicle access.*

Under clause 8 of Schedule 1, an application must also include the mandatory conditions as specified in Clause 44.06-5 (for buildings and works).

Clause 53.02 Bushfire planning applies to an application under Clause 44.06 - Bushfire Management Overlay, unless the application meets all of the requirements specified in a schedule to Clause 44.06.

Applications under clause 44.06 are referred to the Country Fire Authority for assessment. It considers relevant provisions in the clause, including:

- *Objectives*
- *Approved measures*
- *Alternative measures*
- *Decision guidelines*

Planning assessment against clause 44.06 and clause 53.02

The proponent submitted information to address the requirements of the BMO and clause 52.03.

All assessments and plans were referred to the CFA, and the CFA has consented to the development proceeding subject to one condition.

The proposal complies with clause 44.06 and clause 53.02.

Clause 52.06 Car parking

Under clause 52.06-2, before a new use commences, the number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay must be provided to the satisfaction of the responsible authority in one or more of the following ways:

- *on the land; or*
- *in accordance with a permit issued under Clause 52.06-3; or*
- *in accordance with a financial contribution requirement specified in a schedule to the Parking Overlay.*
- *If a schedule to the Parking Overlay specifies a maximum parking provision, the maximum provision must not be exceeded except in accordance with a permit issued under Clause 52.06-3.*

Under clause 52.06-5, the number of car parking spaces to be provided is as follows:

Use	Car parking rate required by Alpine Planning Scheme	Proposed car parking to be provided
Dwelling	1 car parking space to each one or two bedroom dwellings, plus 2 car parking spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedroom) plus 1 car parking space for visitors to every 5 dwellings for developments of 5 or more dwellings $9 + 10 + 3 = 22$ spaces required	29 for residential use, including two (2) disabled car spaces and two (2) visitor spaces Complies
Food and drink premises	4 car parking space to each 100 sqm of leasable floor area 4 spaces required	6 Complies

Under clause 52.06-8, plans must be prepared to the satisfaction of the responsible authority before any of the following occurs:

- *a new use commences; or*
- *the floor area or site area of an existing use is increased; or*
- *an existing use is increased by the measure specified in Column C of Table 1 in Clause 52.06-5 for that use.*

The plans must show, as appropriate:

- *All car parking spaces that are proposed to be provided (whether on the land or on other land).*
- *Access lanes, driveways and associated works.*
- *Allocation of car parking spaces to different uses or tenancies, if applicable.*
- *Any landscaping and water sensitive urban design treatments.*
- *Finished levels, if required by the responsible authority.*
- *Any other matter specified in a schedule to the Parking Overlay.*

Plans must be provided to the responsible authority under Clause 52.06-8 wherever Clause 52.06 applies, whether or not a permit application is being made under Clause 52.06-3 or any other provision of the planning scheme.

Where an application is being made for a permit under Clause 52.06-3 or another provision of the planning scheme, the information required under Clause 52.06-8 may be included in other plans submitted with the application.

Clause 52.06-8 does not apply where no car parking spaces are proposed to be provided.

Under clause 52.06-9, plans prepared in accordance with clause 52.06-8 must meet the design standards at clause 52.06-9 unless the responsible authority agrees otherwise. Design standards apply for:

- *Accessways*
- *Car parking spaces*
- *Gradients*
- *Mechanical parking*
- *Urban design*
- *Safety*
- *Landscaping*

Under clause 52.06-11, where a plan is required under Clause 52.06-8, the car parking spaces, access lanes, driveways and associated works and landscaping shown on the plan must be:

- *constructed and available for use in accordance with the plan approved by the responsible authority; and*
- *formed to such levels and drained so that they can be used in accordance with the plan; and*
- *treated with an all-weather seal or some other durable surface; and*
- *line-marked or provided with some other adequate means of showing the car parking spaces,*

before any of the following occurs:

- *the new use commences; or*
- *the floor area or site area of the existing use is increased; or*

- *the existing use is increased by the measure specified in Column C of Table 1 in Clause 52.06-5 for that use.*

Planning assessment against clause 52.06

The proposal generates a requirement for twenty two (22) car spaces for the accommodation and four (4) car spaces for the Food and drink premises.

The development plans indicate that thirty five (35) car parking spaces will be provided on site, including twenty nine (29) for the accommodation (inclusive of two disabled spaces and two visitor spaces) and six (6) car spaces for the Food and drink premises.

This over-provision of car parking is largely made possible by utilising land underneath each of the accommodation buildings (for recessed, undercroft car parking) and comprises internal amenity.

In support of its proposal, the applicant provided a Traffic Impact Assessment Report by Impact Traffic Engineering Pty Ltd (dated 23/05/2023). This report was referred to Council's Engineering department, which advised that the car parking plan meets the requirements of clause 52.06-7.

In addition, an assessment must be undertaken against the design standards for car parking contained at Clause 52.06-9:

Design Standard	Compliance
Design Standard 1 – Accessways	Complies with conditions Vehicles would be able to enter and exit the site in a forward direction. The accessway is at least 3 m wide and would provide a minimum trafficable width of 6.4 m for a length of 90.0 m (approx.). There is no passing area at the entrance at least 6.1 metres wide and 7 metres long that is within the subject land. The application proposes this within the road reserve (outside of the subject land), which is not satisfactory. A condition of permit will require the requisite passing area to be shown on the subject land as required by this Clause. The plans do not demonstrate that pedestrian sight line / corner splay requirements have been met. However, upon inspection of the plans, it is found that the pedestrian sight line / corner splay requirements can be met sufficiently.

Design Standard	Compliance
Design Standard 2 – Car parking spaces	Complies The proposed car parking space dimensions and associated accessway widths are satisfactory.
Design Standard 3 – Gradients	Complies
Design Standard 4 – Mechanical Parking	Not applicable No mechanical parking is proposed.
Design Standard 5 – Urban Design	Complies The design and layout of the car parking areas is not visually dominant from the streetscape, which is considered to be a positive urban design outcome.
Design Standard 6 – Safety	Complies The design and layout of the car parking areas would allow for passive surveillance to be generally achieved whilst also recessing it from the streetscape – which is considered to be a positive safety and urban design outcome. Lighting detail has not been provided with the application. Conditions will be included on any permit issued for lighting details along the accessway to ensure a reasonable level of safety and amenity for residents. All car parking spaces are located in a close and convenient location relative to the dwellings and commercial premises.
Design Standard 7 – Landscaping	Complies Sufficient landscaping would be afforded to the site, including the car parking and accessway areas (although within the limitations imposed by the relevant bushfire provisions) to soften the appearance of hard paved surfaces and assist with climate control.

If the use and development is approved, conditions will be applied to the planning permit at the request of Council's Engineering department (requiring minor design changes).

Subject to those changes being made, the proposed car parking plan and detailed design can be shown to comply with the requirements of clause 52.06.

Clause 55 Two or more dwellings on a lot and residential buildings has as its purposes:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage residential development that provides reasonable standards of amenity for existing and new residents.*
- *To encourage residential development that responds to the site and the surrounding area.*

The clause contains Objectives that describe an outcome to be achieved in the completed development, and Standards which contain the requirements to meet the corresponding objectives. A development must meet all of the applicable objectives contained in this clause.

If a development meets a standard:

- *The corresponding objective is deemed to be met;*
- *The responsible authority is not required to consider the corresponding decision guidelines.*

If a development does not meet a standard, the responsible authority must consider the applicable decision guidelines in determining whether the corresponding objective is met.

Planning assessment against clause 55

A detailed assessment against the requirements of clause 55 is provided in Attachment 2.

ANALYSIS OF ISSUES RAISED BY OBJECTORS

Three objections were received in response to the application. An assessment of these is provided as follows:

Summary of concerns	Council Officer response
Congestion and safety	Council’s Engineering team have reviewed the application and determined that it is an acceptable response having regard to road safety and the capacity of existing road infrastructure, subject to appropriate permit conditions being included on any permit issued. While traffic volumes along the surrounding road network would increase by virtue of the proposed use and development, the expected total traffic volumes would be lower than the nominal maximums considered appropriate for these streets.

Summary of concerns	Council Officer response
Car parking	The proposed designs make provisions for the required number of car spaces in accordance with the requirements of clause 52.06. Note, in the Tribunal decision of Phoenix 9403 Pty Ltd v Latrobe CC [2016] VCAT 275 (26 February 2016), Member Watson contended that, where car parking was provided in accordance with the Scheme, there is no ambit of discretion to provide more than what the Scheme requires. As the proposal complies with car parking requirements in the Scheme, there is no discretion for Council to require the proponent provide more parking or a different car parking design.
Vegetation and river / riparian impact	Pursuant to clause 52.12-5 of the Alpine Planning Scheme, the application is exempt from the requirement to obtain a planning permit to remove, destroy or lop native vegetation (that would otherwise trigger the need for a planning permit under Clause 52.17 of the Scheme) to enable the construction of a dwelling, or the alteration or extension of an existing dwelling, and create its defensible space where it is in the BMO, zoned in a residential zone (i.e. the GRZ1), and complies with the requirements of Table 1 to Clause 53.02-3 of the Scheme (or as otherwise determined by the relevant building surveyor). It is noted that no planning controls apply to this site under the Alpine Planning Scheme which would otherwise trigger the requirement to obtain a planning permit for any removal, destruction or lopping of planted and/or non-indigenous (native) vegetation that does not require a planning permit. That notwithstanding, the proposal involves removal up to 29 trees from the site and does not include a plan to vegetate the site to mitigate the loss of canopy trees. The application has been assessed as not complying with relevant State and Local policy relating to Landscapes (clauses 12.05-2S and 12.05-2L), and also does not comply with the Tree Canopy requirements at Standard B2-7 (clause 55.02-7). With respect to waterways and riparian environments, the application was referred to GMW, NEW and NECMA, each of which consented to the development subject to conditions.

Summary of concerns	Council Officer response
Construction issues	A condition of any permit issued will require the submission of a construction management plan post-permit and prior to the commencement of any buildings and works. Any consideration outside of this is beyond the ambit of discretion.
Visual bulk / over-development	As discussed throughout this report, the proposed design does not comply with relevant State and Local planning policies relating to urban design, building design, landscapes, and neighbourhood character.
Café is not a Section 1 Use in the GRZ1 and should be refused	A Food and drink premises is a section 2 Use (Permit Required) under the GRZ1. Accordingly, a permit can be sought for that land use, and Council cannot outright prohibit the use. Council has considered whether it is appropriate to locate a non-residential land use in this location; on balance, Council finds that the site is suitable, and a cafe could operate alongside a high density development (while also noting that, separately, the overall design of the development is inappropriate and not an acceptable outcome in this location).
Amenity (noise)	Council is concerned that the proposed cafe includes an outdoor deck that will be located directly underneath two dwellings, and that noise from the cafe - including patrons, staff entering and exiting the building (and setting up the outdoor dining area), and deliveries - will generate noise and that noise may impact occupants above the cafe. If a permit is approved, conditions will be applied to ensure operating hours are as proposed, and that measures are taken to monitor and manage noise levels in accordance with relevant Codes and legislation.
Amenity (views)	As has been noted earlier in this report, Council staff hold serious concern about the architectural character, built form, materials and finishes, and proposed landscaping included in this development proposal. Council staff are not satisfied that this proposal achieves an appropriately high quality of urban design and high quality of building design befitting the significance of the site, and it is not satisfied that the development will make a strong, positive contribution to the Bright streetscape.

Summary of concerns	Council Officer response
Amenity (overlooking)	The proposal has been assessed against Clause 55 - which includes detailed design requirements for multi-unit development - and it complies with the Overlooking objective and standard in clause 55.05-4 (Standard B4-4).
Property devaluation	Property values are not a relevant planning consideration and cannot factor into Council's decision on this application.
Likely occupation of housing for short term rentals (e.g. AirBnB)	The proponent has applied for a planning permit to use and develop the land for 14 dwellings. Group accommodation (e.g. AirBnB) is a separate land use that requires planning approval.

Clause 65 Decision guidelines

Planning assessment against clause 65

Decision Guideline	Planning assessment
The matters set out in Section 60 of the Act.	These matters have been considered.
Any significant effects the environment, including the contamination of land, may have on the use or development.	Significant environmental issues include bushfire risk and the proximity of the Ovens River corridor to the site. These issues have been fully considered in this report.
The Municipal Planning Strategy and the Planning Policy Framework.	The application has been assessed against all applicable clauses in the MPS and PPF. On balance, the site is found to be suitable for a high density development of the type proposed, but the development proposal falls short of satisfying numerous State and Local planning policies relating to environments and landscapes, built environments and heritage, riparian environments, public-private land interfaces, urban design, building design, landscapes, and neighbourhood character.
The purpose of the zone, overlay or other provision.	The purpose of the GRZ, BMO and relevant particular provisions has been considered. The proposal does not comply with the purposes of the GRZ; it does comply with the purposes of the BMO; it partly complies

Decision Guideline	Planning assessment
	with the purposes of the relevant particular provisions.
Any matter required to be considered in the zone, overlay or other provision.	Matters raised in the GRZ, BMO and particular provisions have been considered and detailed in this assessment report.
The orderly planning of the area.	Council finds that, on balance, the development proposal does not represent orderly planning for the area. The development will not achieve a high quality urban design or high quality building design outcome; it will have unacceptable impacts on the Ovens River corridor landscape, unacceptable impacts on the interface between public and private land, and does not integrate with the prevailing neighbourhood character.
The effect on the environment, human health and amenity of the area.	The development's design has an unacceptable impact on the environment and amenity of the area. There is potential for some impacts on human health arising from the cafe being located below two dwellings, but these issues could be managed via permit conditions.
The proximity of the land to any public land.	The proposal seeks to use public land for the purpose of private decking and a walkway. This is an unacceptable proposal that is not supported by Council. The development's design is generally poorly conceived in respect of its interface with the Ovens River corridor and adjoining parkland.
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	These matters have been considered.
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	Stormwater has been considered and can be appropriately managed if the use and development is approved.

Decision Guideline	Planning assessment
The extent and character of native vegetation and the likelihood of its destruction.	No native vegetation is to be removed.
Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	Not applicable.
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.	The site is affected by the BMO1 - appropriate analyses were undertaken and assessed by the CFA, and consent for the development has been provided.
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	These matters were considered as part of the traffic management plan assessed by Council's Engineering department.
The impact the use or development will have on the current and future development and operation of the transport system	If the use and development is supported, the impacts on the transport system will be negligible.

CONCLUSION

Permit application P.2020.153 has been assessed against the relevant clauses of the Alpine Planning Scheme, including the Municipal Planning Strategy, the Planning Policy Framework, the General Residential Zone, the Bushfire Management Overlay, and the Particular Provisions and General Provisions.

The proposed land use and development is consistent with planning policies relating to urban consolidation, housing supply, economic and tourism development, land use compatibility, and noise.

The proposed use and development is inconsistent with planning policies relating to environmental and landscape values, built environment and heritage, riparian environments, private and public land interfaces, urban design, building design, and neighbourhood character.

The proposed use and development is inconsistent with the first and second purposes of the GRZ, and fails to meet numerous objectives in clause 55.

While Council finds that the subject site is an appropriate location for a residential and retail development, the proposal:

- Does not achieve a high quality of urban design or building design;
- Does not appropriately integrate with the site, the landscape, or the prevailing neighbourhood character in Bright's commercial area;

- Does not achieve an acceptable public-private land interface and will detrimentally impact public land access in this location;
- Does not protect important and sensitive environments, view lines and tree canopy in the Ovens River corridor; and
- Does not overall represent a good planning outcome for Bright.

It is on this basis that Council should determine to issue a Notice of Refusal to Issue a Planning Permit.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate and Community
- Manager Regulatory Services
- Statutory Planning Coordinator

ATTACHMENT(S)

1. **9.3.4.1** P 2020153 Attachment 1 Development Plans
2. **9.3.4.2** P.2020.153 Attachment 2 Clause 55 Assessment

10 Informal Meetings of Councillors

INTRODUCTION

In accordance with Chapter 8, section A1 of Council's Governance Rules, if there is a meeting of three or more 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 are recorded in the minutes of that Council meeting.

Cr Byrne
Cr Graham

That the summary of informal meetings of Councillors for June / July 2025 be received.

Carried Unanimously

BACKGROUND

The written records of the informal meetings of Councillors held during the previous month are summarised below. Detailed records can be found attached to this report.

Date	Meeting
24 June	Briefing Session
1 July	Events Grants Funding Panel
1 July	Community Grants Funding Panel
1 July	Briefing Session
8 July	Briefing Session
15 July	Briefing Session
22 July	Briefing Session

ATTACHMENT(S)

1. **10.1.1** Informal Meeting of Councillors - 20250624(F)
2. **10.1.2** Informal Meeting of Councillors - EGFP 20250701(F)
3. **10.1.3** Informal Meeting of Councillors - CGFP 20250701(F)

- 4. **10.1.4** Informal Meeting of Councillors - 20250701 (F)
- 5. **10.1.5** Informal Meeting of Councillors - 20250708 (F)
- 6. **10.1.6** Informal Meeting of Councillors - 20250715 (F)
- 7. **10.1.7** Informal Meeting of Councillors - 20250722 (F)

11 Presentation of reports by delegates

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording for responses to reports by delegates.

12 General business

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording for responses to general business.

13 Motions for which notice has previously been given

Nil.

14 Reception and reading of petitions

Nil.

15 Documents for signing and sealing

Cr Graham

Cr Tanzen

That the following documents be signed and sealed.

- 1. Councillor Gift Policy (Version 2)*
- 2. Sealing of Unsealed Roads Policy No. 038 (Version 4)*
- 3. Road Management Plan (Version 6)*
- 4. Lease of Site 7 on Lot 1, Plan of Subdivision PS612929, 266 Buckland Valley Road, Porepunkah.*

Carried Unanimously

16 Closure of meeting

There being no further business, the Chairperson declared the meeting closed at 6:55pm.

Notice of an application for determination of native title in Victoria

Notification day: 2 July 2025



National Native Title Tribunal

This is an application by a native title claim group which is asking the Federal Court of Australia (Federal Court) to determine that the group holds native title in the area described below.

If you want to become a party to this application, you must file a Form 5 (Notice of Intention to become a Party) with the Federal Court, **on or before 1 October 2025**. Further information regarding how to file a Form 5 is available from www.fedcourt.gov.au. After **1 October 2025**, you will need to seek leave from the Federal Court to become a party.

Under the *Native Title Act 1993* (Cth) there can be only one determination of native title for a particular area. If a person with native title rights and interests does not become a party to this application, there may be no other opportunity for the Federal Court, in making its determination, to take into account those native title rights and interests in relation to the area concerned.



Application name: Joanne Layton & Ors on behalf of the Dhudhuroa, Waywurru and Ngurai Illum People and State of Victoria

Federal Court File No: VID945/2023

Date filed: 9 November 2023

Registration test status: The Native Title Registrar has ***not accepted*** this application for registration. Although this application has not been registered, the Federal Court may still refer the application for mediation and/or make a determination in relation to it

Description of area: The application area covers about 24,315 sq km and is located in the area extending east of Bendigo to the Victoria High Country bordering New South Wales

Relevant LGAs: The Cities of Greater Bendigo, Greater Shepparton and Wodonga, the Rural Cities of Benalla and Wangaratta, the Shires of Alpine, Campaspe, East Gippsland, Indigo, Mansfield, Mitchell, Murrindindi, Strathbogie, Towong and Wellington and the Unincorporated Alpine Resorts of Falls Creek and Mount Hotham

For assistance and further information about this application, call Claire Smith on 08 6317 5333 or visit www.nntt.gov.au.



COUNCIL DOCUMENT

Draft Asset Plan

2025-2035

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DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
	Status Endorse Draft Asset Plan	To be approved by Council
Presented to Council 26 August 2025	Next review date 30 June 2029	
Directorate Assets	Department Assets & Waste	External

REVISION RECORD

Date	Version	Revision description
2022	1.0	Original Alpine Shire Council Asset Plan
2025	1.1	Draft Alpine Shire Council Asset Plan 2025-2029 Review

1. Introduction and Background

1.1 ALPINE SHIRE

Alpine Shire is situated in Victoria's north-east approximately 300km north of Melbourne and is located with the regional centres of Wodonga 50km to the north and Wangaratta 40km to the north-west. The Shire covers an area of approximately 4,800 sq km with a population of 13,182 (2023) and is readily accessible via key transport routes including the Kiewa Valley Highway and the Great Alpine Road.

The Shire includes significant natural assets, most notably Alpine National Park and Mount Buffalo National Park, which drives visitation and contributes to the natural amenity that makes Alpine Shire popular for residential lifestyle attraction, with approximately 92% of Alpine Shire being public land.

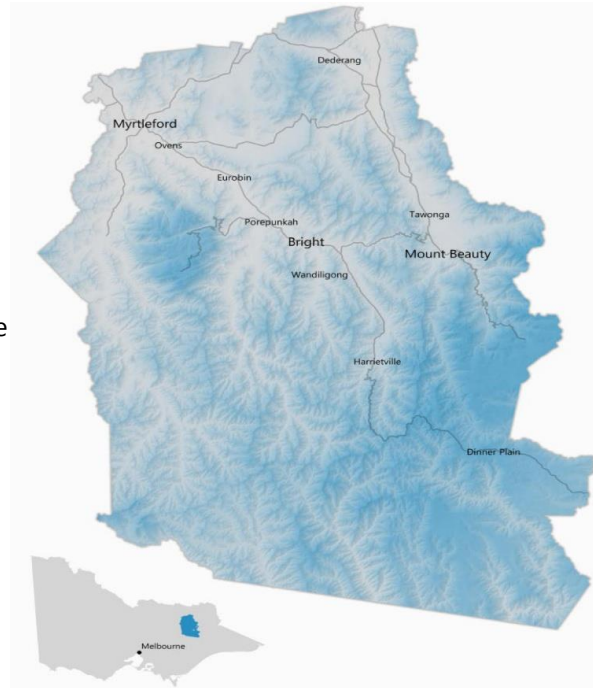
There are several key towns and population nodes within the region that drive residential, employment and economic growth, including Bright (administrative centre), Mount Beauty, Myrtleford, and Dinner Plain (service centres). These towns represent distinct regional areas, each of which has unique strengths, specific community needs, and economic priorities.

Alpine Shire's population is projected to grow slowly, reaching approximately 13,658 by 2041. The region has an older age profile than the Victorian average, with a median age of 49 compared to 38 for the state. This reflects its popularity as a retirement destination.

Over the past decade, the Shire has added 770 new local jobs, bringing the total to 5,561 jobs (2023), reflecting a steady growth of around 1.5% per year. While this is slightly below the state average, most of these jobs (about 90%) are filled by people who live locally. As more residents earn income within the Shire, it helps support local businesses and strengthens the economy.

Alpine's natural beauty and strong domestic tourism appeal are expected to support continued growth in the tourism sector. Healthcare services are also set to expand, driven by an ageing population with higher incomes and longer life expectancy. While manufacturing and agriculture have faced challenges, including COVID-19, bushfires, and rising costs, there are emerging opportunities. In particular, food and beverage manufacturing has been identified by Council as a key area for future economic development.

The region is subject to extreme bushfire and flooding events with event frequency expected to increase with the effects of climate change.



1.2 INFRASTRUCTURE COUNCIL MANAGE

Council manages \$375.7 million in infrastructure assets on behalf of the community. These assets include local roads, bridges, major culverts, pathways, land, buildings, stormwater systems, parks, and recreational and sporting facilities. Under the Local Government Act, councils are required to develop an Asset Plan to clearly communicate priorities and guide the responsible and efficient management of these assets. These assets are essential to delivering the services its community relies on every day.

The Asset Plan represents one of the keystones in the way Council manages its community's assets. It provides a strategic and financial view of how Council will manage the assets over the next ten (10) years and beyond. It defines Council's high-level strategic asset management priorities and addresses all aspects of the lifecycle management of its assets.

Council also manages other non-infrastructure assets, such as land, land under roads, plant and equipment and waste, which are not included in the scope of this Asset Plan but managed through separate Asset Management Plans and internal operational plans and processes.

Table 1.1 Gross Replacement Costs of Assets

Asset Category	Gross Replacement Cost
Land	\$67.4 million
Land Under Roads	\$32.4 million
Infrastructure Assets (including Buildings)	\$375.7 million
Plant and Equipment	\$10.2 million
Waste	\$2.2 million
Total	\$487.9 million

1.3 THE PURPOSE OF THE PLAN

This Asset Plan has been developed to meet the requirements of Section 92 of the *Local Government Act 2020*. The Victorian *Local Government Act 2020* states that the Asset Plan must:

- Include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of Council, and
- Be developed, adopted and kept in force in accordance with the Council's deliberative engagement practices.

More importantly, it serves as a tool to highlight the scale and significance of the infrastructure managed by Alpine Shire Council. Its purpose is to support informed community engagement and build a shared understanding of how its assets can be used most effectively to deliver services to the community and visitors.

This Asset Plan outlines how Alpine Shire Council will manage its assets responsibly to support community service delivery, now and into the future. It aims to:

- Demonstrate how assets will be maintained in a cost-effective and sustainable way.
- Define the services provided, the standards expected, and how performance will be measured.
- Summarise forecasted operating and capital investment needs.
- Ensure alignment between asset planning, the Council Plan, Financial Plan, and Budget.
- Align asset management practices with relevant local, regional, and state strategies and policies.
- Ensure compliance with legislative requirements.

The Plan is based on Councils current understanding of asset performance and includes key assumptions that will be refined over time as Councils knowledge improves, and external factors evolve.

This is a living document that will be regularly reviewed and updated to ensure assets continue to meet community needs and support long-term strategic goals.

1.4 SCOPE OF THE ASSET PLAN

While Council manages an extensive portfolio of assets, this Asset Plan only covers infrastructure that are recognized as an asset of the Alpine Shire Council. Council infrastructure assets include:

- Roads and car parks
- Bridges and major culverts
- Pathways and shared trails
- Open space assets (e.g., playgrounds, sporting fields, parks, and reserves)
- Stormwater drainage
- Buildings

2. Council Assets

2.1 ASSET VALUE

All Council infrastructure assets, with a collective replacement cost of close to **\$375.7 million**, belong to its ratepayers and are cared for by Council on their behalf. Ensuring assets are appropriate for the community's needs enables Council to deliver the services that make the Shire a great place to live, work, and visit. This Asset Plan provides guidance on all Council's infrastructure assets, which are categorised into the following key asset classes:

Asset Class	Quantity	Gross Replacement Cost (\$,000)
Road & Car Parks	340.6 km of sealed roads, 319.8 km of gravel roads, 145.5 km of kerb and channel	\$148,785
Buildings	457 buildings including public halls, libraries, public toilets (amenities), sports centres, pavilions & grandstands, minor structures (such as shade sails and public shelters), sheds etc.	\$73,855
Open Space	69 Sporting infrastructure set ups, including tennis and netball courts, sporting ovals, etc., 19 playground locations with park furniture, and 31 irrigation assets	\$21,623
Drainage	93km of underground stormwater pipes and 4,343 stormwater drainage pits, including side entry, double sided entry, grates, litter traps, and junction pits.	\$40,720
Pathways	191.4 km of sealed and gravel pathways and trails	\$16,796
Bridges	59 bridges, 38 major culverts (drainage structures), and 104 footbridges	\$73,909
Total		\$375,688

Table 2.1 Infrastructure Asset Summary

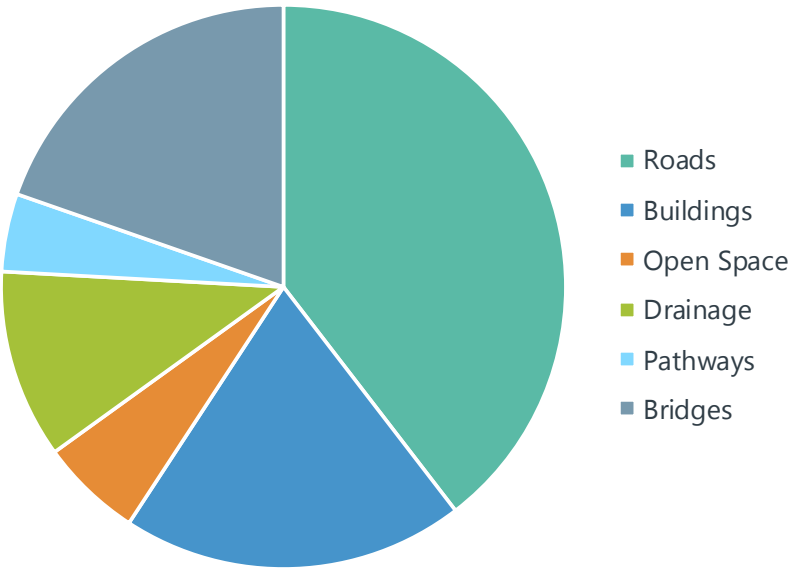


Figure 2.1 Infrastructure Asset Summary – by Replacement Value

2.2 STATE OF COUNCIL’S ASSETS

Council measures the state of its assets through ongoing condition assessments, combined with other performance information. The information below gives an overview of the current state of these assets according to the average condition of each asset class. Council’s aim is to maintain the current performance of its infrastructure over the period of this Asset Plan.

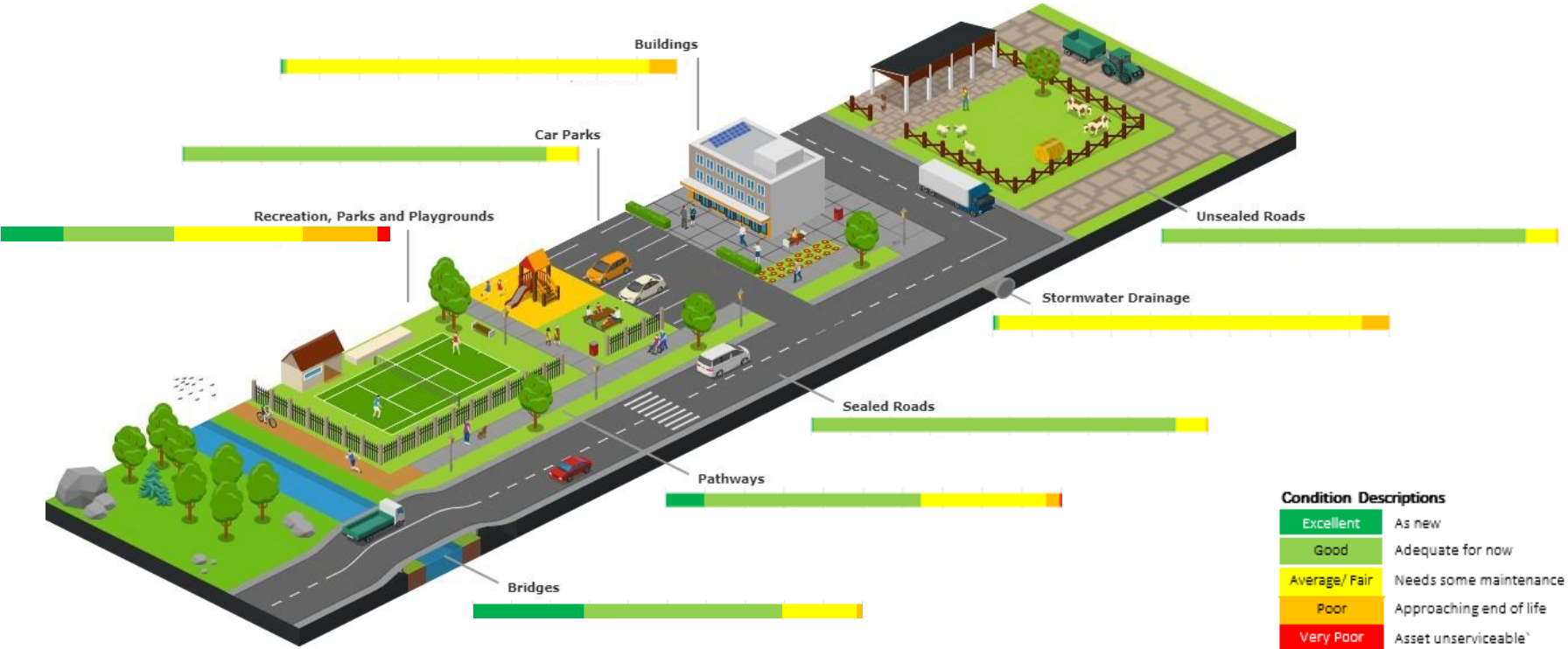


Figure 2.2 State of Council’s Assets

2.3 CONDITION OF COUNCIL'S ASSETS

The Condition of Council's Assets is demonstrated in Figure 2.3, with an overview provided in the following table.

Asset Class	Excellent (\$'000)	Good (\$'000)	Average (\$'000)	Poor (\$'000)	Very Poor (\$'000)	Total GRC (\$'000)
Roads and Car Parks	\$1,141	\$51,311	\$83,898	\$12,083	\$352	\$148,785
Buildings	\$7,273	\$40,387	\$23,342	\$2,567	\$286	\$73,855
Pathways	\$238	\$3,859	\$7,379	\$5,176	\$145	\$16,796
Open Space	\$3,500	\$6,163	\$7,127	\$4,137	\$696	\$21,623
Drainage	\$297	\$418	\$37,194	\$2,812	\$0	\$40,720
Bridges	\$21,102	\$37,545	\$14,125	\$1,138	\$0	\$73,909
Total	\$33,550	\$139,682	\$173,064	\$27,912	\$1,480	\$358,637
% based on GRC	9%	37%	46%	7%	0%	100%

Table 2.3 Condition Profile of Council's Infrastructure Asset Classes

While only 7% of Council's assets are currently rated in poor or very poor condition, there are known limitations in the accuracy of condition data for both drainage and bridges. Bridge condition data is being reviewed at the time of writing this Plan, and a detailed condition assessment is scheduled for the oldest part of the drainage network next financial year.

Additionally, many assets currently in average condition are expected to deteriorate to poor or very poor condition over the next 10 years if planned renewal investments are not delivered.

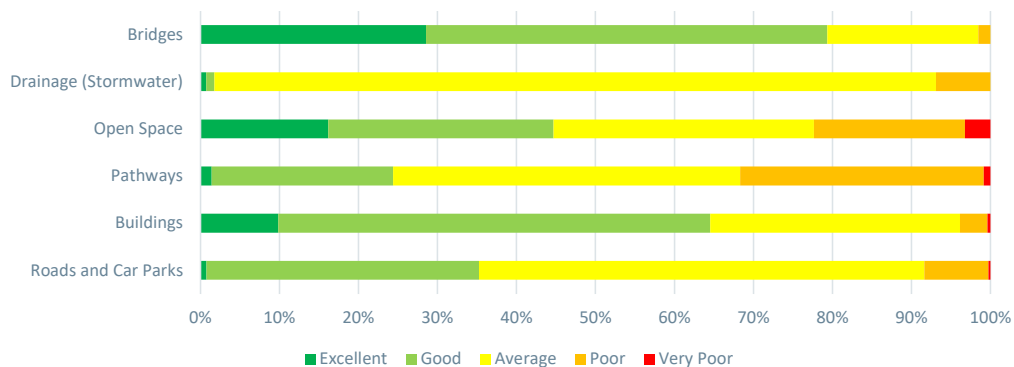


Figure 2.3 Condition Profile of Council's Infrastructure Asset Classes

2.4 ASSETS PERFORMANCE AND GAPS

Assessing the performance of Council's infrastructure is critical to ensuring that assets continue to meet current and future community needs. While many of Alpine Shire Council's assets are currently in average or fair condition, there are performance gaps and shortcomings across several asset classes that may limit their ability to meet future demands without targeted investment and strategic improvement.

Roads and Car Parks

There is growing concern over the condition of road assets owned and managed by VicRoads, which significantly impacts the local transport network and community satisfaction. Council will continue to advocate to the State Government for improvements and will engage the community to build support for required upgrades.

Buildings

Several community halls are no longer fit for purpose, do not meet current building standards, reflect outdated designs and provide limited flexibility in capacity and functionality of the building. There is a particular lack of modern multipurpose facilities that can support a variety of community activities. Council will explore opportunities through grant funding and partnerships to repurpose or upgrade these buildings to meet evolving community needs.

Pathways

Pathways and shared trails are increasingly important to support active and safe transport of residents and visitors, however there are some gaps in the network, with missing links reducing usability and connectivity. Council will consider new pathway projects to address missing links, extend the existing tracks and trails network and enhance the attractiveness of the region to tourists as part of future investment planning.

Open Space

Open space assets enhance the liveability and attraction of the region for residents, visitors and tourists. Some sporting facilities are not suitable for hosting regional events due to inadequate amenities, and lighting at sports fields and ovals is often insufficient.

Drainage

Ongoing maintenance challenges have led to blockages and reduced effectiveness in drainage systems. More frequent cleaning is needed, and future planning will need to address increased capacity to handle higher-intensity rainfall and flooding events. This is essential to build resilience in a changing climate.

Bridges

Some bridges across the Shire have load limitations that do not align with the needs of the agricultural sector, which relies heavily on transport infrastructure. As agriculture is a key economic driver for Alpine Shire, addressing these constraints will be vital for supporting local industry and freight movements.

3. Asset Management

3.1 WHAT IS ASSET MANAGEMENT?

Asset management is the coordinated approach to monitoring, maintaining, and optimising physical assets. It involves balancing cost, risk, and performance to ensure assets deliver the best value and support the organisation's strategic goals over their full lifecycle.

The key Asset Management principles outlined in ISO 55000 (the international standard for Asset Management), provide a structured foundation for effective asset management, guiding organisations to achieve value, sustainability, and continuous improvement through their asset-related decisions.

Asset Management in short

The right assets, in the right place, at the right time, managed by the right people.

3.2 WHY IS ASSET MANAGEMENT IMPORTANT?

Infrastructure is central to the delivery of essential community services, shaping how people live, work, and connect. Because assets typically serve the community over decades, the decisions Council make today directly affect future generations.

Asset management helps Council to make informed decisions that balance cost, risk, and performance across the asset lifecycle. It ensures that its infrastructure continues to meet community expectations in a sustainable and cost-effective way.

Effective asset management is built on three interconnected pillars, Governance & Leadership, Asset Management System and Asset Portfolios.

Leadership & Governance

Asset Management starts with strong leadership, clear accountability, and a shared organisational commitment. Strategic direction, good governance, and risk-informed decision-making frameworks ensure assets are managed responsibly and aligned with the Community Vision and Council Plan. Leadership fosters a culture of continuous improvement and stewardship of public infrastructure.

Asset Management System

The Asset Management System includes the policies, plans, processes, data, and tools that support effective management of assets. It enables informed, evidence-based decisions and ensures consistency in how assets are planned, maintained, and improved over time.

Asset Portfolio

At the asset level, Councils focus is on maximising value to the community. This means operating and maintaining assets to meet defined service levels, managing risk, and minimising whole-of-life costs. By understanding asset condition, performance, and

criticality, Council can prioritise investment where it is needed most and ensure long-term sustainability.

3.3 COUNCIL'S ASSET MANAGEMENT MATURITY

Council has set a clear goal to achieve a Core Maturity (Level 3) in all areas of Asset Management, based on the National Asset Management Assessment Framework (NAMAF), developed by IPWEA specifically for Local Government.

For most areas, such as long-term planning, budgeting, reporting, governance, and service levels, a higher aspirational target of Level 4 has been set. This reflects Council's commitment to improving its practices and ensuring strong alignment with strategic planning and community expectations. In some areas, like asset management plans, data and systems, staff skills, and evaluation, Level 3 remains the relevant target maturity, meaning Council believes the current approach meets its needs.

Overall, the assessment shows that while Council are on the right path, there are clear opportunities to improve and reach its desired standards. Council will continue to invest in better processes, planning, and systems to responsibly manage community assets now and into the future.

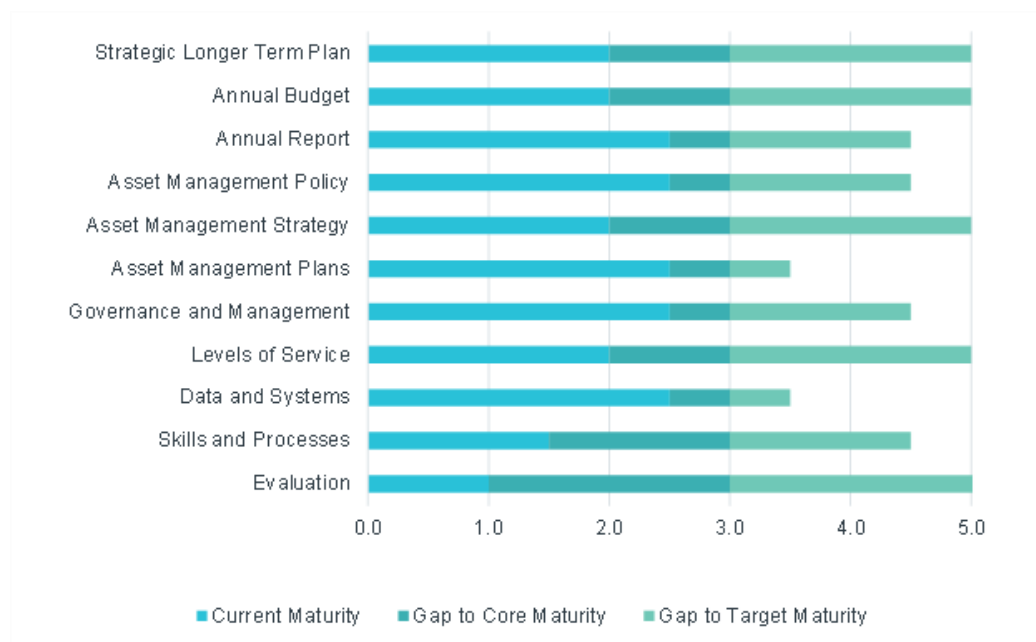


Figure 3.3 Council's Maturity Assessment Results - April 2025

Council's Asset Management Vision is:

Council will lead with clear strategy and strong governance to build a mature, fit-for-purpose Asset Management System that delivers long-term value to the Community.

Council is committed to ensuring that its strategy and values led culture shape the way Council manage assets, not the other way around. To support this, Council have developed clear Asset Management Strategies (outlined in Section 7 of this Plan) and an Improvement Plan to strengthen how Council plan, maintain, and invest in community assets across the organisation.

3.4 ASSET PLANNING FRAMEWORK

Council's Asset Planning Framework is the structured approach Council use to ensure its infrastructure assets are managed sustainably, strategically, and in line with the needs and expectations of the community. It forms the foundation for how Council plan, prioritise, fund, and deliver infrastructure and services now and into the future. The primary objective of the framework is to deliver agreed levels of service in the most cost-effective manner, supporting the wellbeing of its community today while safeguarding long-term value for future generations.

The framework begins with understanding the needs of its community, stakeholders, and regulatory requirements. These inform Councils corporate planning priorities, and levels of service, which guide the development of asset management policies, strategies, and detailed asset plans.

Asset management plans identify required maintenance, renewal, and capital investment needs across its asset portfolios, based on quality cost, condition, performance and utilisation data in its asset register. This planning then informs Councils long-term Financial Plan and Annual Budget, ensuring that investment decisions are financially sustainable and aligned with Council's strategic direction, while managing risks aligned to Council's risk appetite.

A critical part of the framework is Project Delivery, the implementation of approved asset works programs and new infrastructure projects. Project delivery translates the priorities and actions identified in Council Asset Management Plans into real-world outcomes. It involves design, procurement, construction, and commissioning of infrastructure, ensuring projects are delivered on time, within budget, and to the required standard.

By integrating asset management planning with project delivery, financial planning, and community engagement, Council's framework ensures that assets continue to support the services its community depends on, while managing risk, cost, and performance over the asset lifecycle.

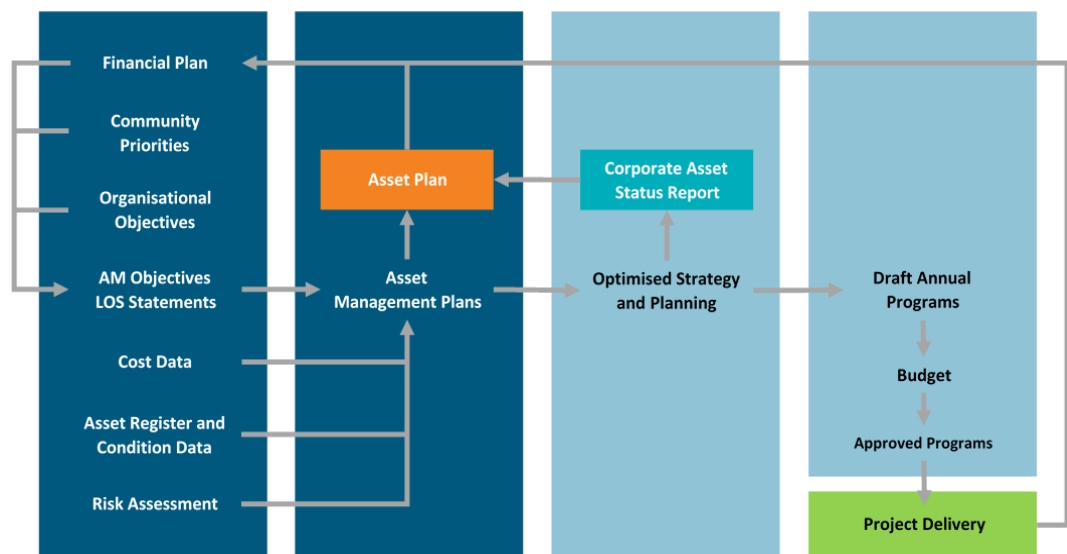


Figure 3.4: Council's Asset Planning Framework

3.5 ASSET MANAGEMENT PLANS

Council's Asset Management Plans cover all infrastructure assets under its control and are prepared in accordance with the *Local Government Act 2020* and associated Planning and Reporting Regulations. These Plans support the delivery of sustainable services by linking the investment of community resources in infrastructure with desired service outcomes.

Each plan covers a 10-year horizon and is developed at the asset class level, including roads, bridges, buildings, open space, stormwater, pathways and plant and equipment (although plant and equipment is not part of this Asset Plan). They outline the condition, performance, and lifecycle requirements of assets and inform how Council manages, maintain, renew, upgrade, or dispose of them.

Key features of the Asset Management Plans include:

- A scenario that aligns affordable service levels with available funding in the Long-Term Financial Plan, which is currently also perceived to be the optional lifecycle scenarios for the majority of asset types.
- Analysis of risks related to delivering services within financial constraints, including how these risks will be monitored and mitigated.
- Cash flow forecasts for acquisition (new, upgraded, or expanded assets), operations, maintenance, renewal, and disposal.

These plans are internal working documents that form a critical part of Council's integrated planning framework. They ensure that long-term infrastructure planning supports strategic goals and provides transparency around the trade-offs between cost, service levels, and risk. The outcomes of the individual Asset Management Plans directly

inform this overarching Asset Plan, helping guide the Financial Plan, Annual Budget, and ongoing service and project delivery.

4. Levels of Service

Providing the right level of service, now and into the future, is a cornerstone of effective asset management. To ensure Council meet community expectations, Council first need to agree on what those service levels should be. These decisions are shaped by:

- Council's strategic mission and objectives.
- Legislative requirements.
- Technical constraints.
- Financial and practical constraints.

Levels of service define the quality of services, and the assets that support them, that the community can expect, providing a clear benchmark for measuring Council's performance.

Asset planning helps us understand the balance between the quality of services and the cost to deliver them. By analysing this relationship, and consulting with its community, Council can identify service levels that meet expectations and are financially sustainable.

Levels of service form the foundation of Council's asset lifecycle management strategies and work programs, allowing it to allocate resources efficiently and plan maintenance, renewals, and upgrades where they are needed most. Councils uses a metrics-based approach to guide its renewal programs, aligning investment decisions with asset condition, criticality, and performance data. This helps ensure Council prioritise the right projects at the right time.

Levels of service are also essential for managing assets over their full lifecycle. They help Council plan, prioritise, and invest wisely, ensuring Council continues to meet community needs today while preparing for tomorrow. The refinement and monitoring of actual service levels will be one of the foundations of future improvement to Council's asset management planning processes.

5. Council's Community and Stakeholders

Alpine Shire's assets support the daily lives of residents, businesses, and visitors. While many people directly use and depend on these assets, others, including community groups, government agencies, and service providers, have a shared interest in how they are managed. Understanding these needs is essential to ensuring that Councils infrastructure continues to deliver meaningful value, now and into the future.

5.1 COMMUNITY ENGAGEMENT

Council is committed to engaging the community in the planning and management of its assets. Councils Community Engagement Policy outlines the principles it follows to ensure meaningful, inclusive, and transparent engagement. This includes open dialogue, shared decision-making, and fostering a culture of participation.

During the development of the Council Plan 2025-2029, Council undertook a robust deliberative engagement process that involved diverse community voices to shape the Community Vision and strategic direction. Feedback gathered through this process has informed not only the Council Plan but also the priorities and service expectations that underpin this Asset Plan.

Council used a range of tools and platforms to engage with the community, from online surveys and workshops to public forums and targeted stakeholder discussions. This ensured that Council heard from a broad cross-section of residents when developing strategies, policies, and capital works plans.

Future updates to this Asset Plan will continue to follow the principles of deliberative engagement, ensuring the community has an active role in shaping how Council's infrastructure is planned and managed.

5.2 COUNCIL'S APPROACH TO MEETING COMMUNITY NEEDS

Council's approach to meeting community needs is guided by a suite of strategic plans, with the Council Plan playing a central role in setting service and infrastructure priorities for the four-year term. These plans guide how Council respond to emerging challenges, embrace new opportunities, and build on the strengths of the Alpine community.

Service managers, planners, and designers work collaboratively across Council to ensure its assets and services are responsive to changing needs. This includes considering shifts in population, tourism, climate, and technology, while maintaining a strong focus on long-term sustainability, affordability, and community benefit.

6. Council's Challenges and Opportunities

6.1 CHALLENGES AND OPPORTUNITIES

Local, national, and global trends can all influence the future of the Shire. To ensure a strong and resilient community, Council must understand these trends, adapt to challenges, and embrace opportunities that support its health, vibrancy, and long-term sustainability.

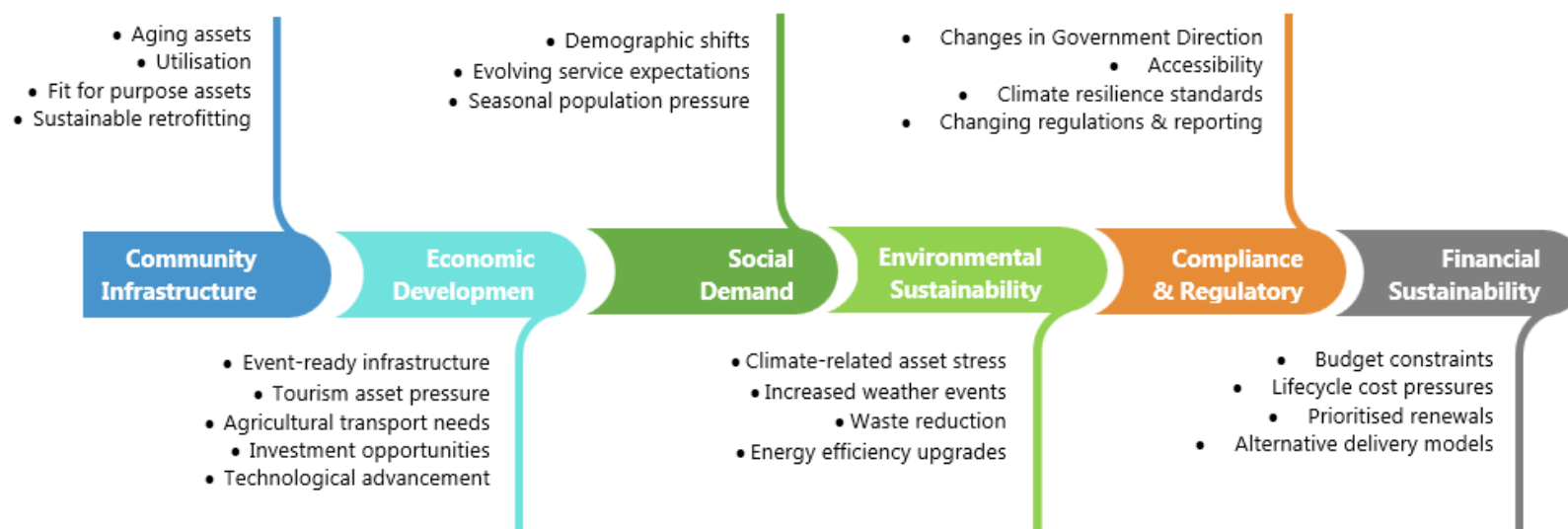


Figure 6.1 Challenges & Opportunities

Council have identified several key areas that may impact its ability to meet the community's needs. These areas present both challenges and opportunities, which Council can leverage to improve outcomes. They are outlined in the table below.

Table 6.1 Challenges and Opportunities

Challenge / Opportunity	What does this mean for asset management and service delivery?
Community Infrastructure	
Aging assets: Many of the Council's infrastructure assets were constructed decades ago and are approaching their expected useful life. These aging assets are increasingly prone to failure, require more frequent and costly maintenance, and may no longer meet contemporary standards for safety, accessibility, or functionality. Without timely renewal or replacement, these assets risk service interruptions, increased operational costs, and diminished community satisfaction.	Increased need for maintenance and renewal expenditure to maintain current service levels. Requires optimised asset spending and proactive renewal programs to prevent service disruption and asset failure.
Utilisation: Community infrastructure usage patterns vary significantly across different areas and over time, influenced by demographic shifts, economic changes, and evolving community preferences. Some assets may be underutilised, such as some community halls, resulting in inefficient resource allocation, while others face overuse and accelerated deterioration. Balancing infrastructure capacity with actual and projected demand is critical to avoid wasteful spending and to maintain service effectiveness.	Variable demand across different communities requires flexible asset management to match asset provision to actual use, avoiding underutilisation or overburdening (for example buildings may be consolidated with a main building upgraded to provide multi-purpose facilities
Fit for purpose assets: Many existing assets were designed for past community needs and may not align with current or future expectations. Changes in population demographics, technology, and community priorities require infrastructure to be adaptable and fit for multiple purposes. Failure to ensure assets remain fit for	Need to ensure assets meet evolving community expectations and changing demographics (e.g., ageing population, youth growth), necessitating asset upgrades, repurposing, or replacement to remain relevant and useful.

Challenge / Opportunity	What does this mean for asset management and service delivery?
purpose can lead to underperformance, reduced community value, and escalating upgrade or replacement costs.	
Sustainable retrofitting: There is a growing imperative to reduce the environmental impact of infrastructure through sustainable design, construction, and maintenance practices. Retrofitting existing assets to improve energy efficiency, reduce waste, and enhance resilience to climate impacts poses challenges in terms of upfront costs, technical feasibility, and operational disruption, yet is essential for long-term sustainability and compliance with emerging environmental standards.	Incorporate sustainability principles in renewals and upgrades (e.g., energy efficiency, climate resilience) to reduce operational costs and environmental impact, while complying with evolving standards and community values.

Challenge / Opportunity	What does this mean for asset management and service delivery?
Economic Development	
Event-ready infrastructure: The community to seeking the opportunity to host more festivals, concerts, sporting events, and civic gatherings that bring high volumes of people together.	Assets such as parks, community centres, showgrounds, and transport facilities must be designed and managed to support large crowds and quick turnarounds. This requires adaptable infrastructure, strong scheduling systems, responsive maintenance, event-based cleaning services, and reliable utilities to ensure safety, accessibility, and positive user experience.
Tourism asset pressure: Tourism is a key industry for the Alpine Shire, and growth in regional and domestic tourism can increase the seasonal and ongoing strain on local infrastructure, especially in areas with iconic natural or cultural attractions.	Roads, carparks, public toilets (amenities), walkways, and recreational facilities may need increased investment to cope with demand, as Alpine shire has over a million visitors each year. Asset management systems must plan for peak loads, prioritise resilience, and ensure timely maintenance. Service delivery must focus on enhancing visitor experience while protecting local amenity and environmental sustainability.
Agricultural transport needs: Agriculture is a key industry for the Shire, relying on efficient road and freight infrastructure to move produce and materials to market, particularly during harvest seasons, forestry operations in warmer months, and other critical supply periods.	Road networks must accommodate heavy vehicles and endure seasonal wear and tear. Asset managers need to monitor road conditions closely, schedule preventative maintenance during off-peak seasons, and design upgrades that reflect agricultural use. Service delivery must support logistical efficiency, safety, and continuity of access. It will also be important for Council to advocate to VicRoads to ensure main transport links are suitable to support efficient transport for the industry.

Challenge / Opportunity	What does this mean for asset management and service delivery?
Investment opportunities: New industrial, commercial, or residential developments offer opportunities to grow the local economy and population but also demand coordinated infrastructure and service planning.	Asset management must engage early with planners and developers to forecast infrastructure needs. This includes roads (& other transport related networks), drainage, and community amenities. Strategic planning is essential to ensure assets are scalable, cost-effective, and aligned with long-term service goals. Delivery models may need to adapt through partnerships, co-funding, or staged development, investigating industry partnerships.
Technological advancement: Emerging technologies such as smart sensors, drones, digital twins, and automation are changing how infrastructure is monitored, maintained, and upgraded.	Asset management must integrate new tools to enhance efficiency, accuracy, and predictive maintenance. Workforce training, data systems, and cybersecurity become critical. Service delivery can improve responsiveness, reduce downtime, and optimise resource allocation, but requires initial investment and strategic digital adoption.

Challenge / Opportunity	What does this mean for asset management and service delivery?
Social Demand	
Demographic shifts: Changes in the demographics of the shire, such as ageing populations, youth migration, or cultural diversity, require responsive service planning.	Asset managers must consider future usage patterns and design adaptable infrastructure. For example, an ageing population may require more accessible buildings, public seating, and health support services, while younger demographics might need recreational or digital spaces.
Evolving service expectations Community expectations continue to evolve, with greater emphasis on quality of life, inclusion, and accessible public services.	Assets need to support both in-person and digital engagement. Investment in technology, modern amenities, and sustainability features is important. Service models should be agile and responsive to changing community needs, with expectations managed through Council's deliberative engagement process. Council will seek to form strategic alliances with service delivery partners to enhance non-asset-based service delivery solutions.
Seasonal population pressure: Tourism, seasonal workforces, and holiday periods can significantly increase local population temporarily.	Infrastructure must be resilient and where possible, scalable to accommodate population spikes. Services such as waste collection, transport, and emergency response require flexible resourcing and proactive planning for peak times.

Challenge / Opportunity	What does this mean for asset management and service delivery?
Environmental Sustainability	
Climate-related asset stress: Rising temperatures, and other climate impacts are increasing wear and risk across asset types.	Materials and design must be climate resilient. Asset managers must assess vulnerabilities and adapt maintenance and renewal schedules to account for environmental stressors. Long-term planning must include adaptation strategies, such as assets that support reduced reliance on water supply.
Increased weather events: More frequent storms, floods, fires, and heatwaves can disrupt infrastructure and service continuity.	Assets must be designed to withstand extreme weather. Emergency response protocols, redundancy in critical systems, and improved drainage, shelter, and access routes are vital for safety and recovery.
Waste reduction: Governments and communities are demanding stronger action on waste reduction and resource recovery.	Service delivery models must shift toward circular economy practices, such as the sourcing of more local, recycled materials, minimising the use of virgin materials and therefore reducing the amount of waste entering landfill. Assets such as waste facilities, public bins, and event operations need to support recycling, composting, and waste education initiatives.
Energy efficiency upgrades: There is increasing pressure to reduce operational emissions and energy costs through upgrades and renewable energy.	Retrofitting buildings with energy-efficient systems (e.g., LED lighting, solar, insulation) to reduce long-term costs and environmental impact. Asset plans will include energy audits and investment pathways for sustainable upgrades.

Challenge / Opportunity	What does this mean for asset management and service delivery?
Compliance & Regulatory	
Changes in Government Direction: Policy shifts at state or federal levels can influence funding allocations, planning priorities, and asset compliance requirements. There is an increasing expectation that Councils will continue to deliver essential services, even when State and Federal funding structures change or reduce.	Asset planning must therefore remain flexible and responsive to evolving government priorities. Regular reviews of asset strategies, service delivery models, and funding frameworks are essential to ensure alignment with current policy settings and to maintain eligibility for government grants and support. This will be a critical focus moving forward, particularly in strengthening the quality of grant applications and securing external funding for key infrastructure and service initiatives. Strong advocacy is also vital to ensure that the needs of the community are clearly communicated to higher levels of government. Council will actively engage in regional, state, and national forums to influence policy, shape funding programs, and champion projects that reflect local priorities. Any cost shifting by the Victorian and Federal Governments to the Victorian local government sector will place greater reliance on rates and charges to fund existing and new services and programs.
Accessibility: Legislative and moral obligations are driving higher standards for accessibility across public spaces and services.	Infrastructure upgrades are required to meet accessibility codes (e.g., ramps, signage, toilets, pathways). Services must also adapt to provide inclusive programming, digital accessibility, and staff training as required.
Climate resilience standards: Climate resilience standards New standards require assets to withstand future climate risks and meet emissions reduction goals.	Asset designs must include climate risk assessments, passive design features, and low-emission technologies. Service planning must

Challenge / Opportunity	What does this mean for asset management and service delivery?
	integrate climate adaptation actions and monitor regulatory compliance.
Changing regulations & reporting: Increased emphasis on governance, risk, financial transparency, and evolving regulations are placing greater demands on data accuracy, auditability, and reporting requirements.	Asset Management System must provide accurate, real-time data to support evidence-based decision-making. Over the next 2-3 years, Council will focus on maximising the functionality of Univerus Assets (Council’s Asset Management Information System). This includes implementing planned maintenance schedules aligned with legislative and regulatory obligations, with automating work order processes to capture timely, reliable data. These enhancements will improve asset planning, increase reporting transparency, and ensure Council meets growing regulatory and audit expectations.

Challenge / Opportunity	What does this mean for asset management and service delivery?
Financial Sustainability	
Budget constraints: Council is under growing financial pressure to maintain service delivery with constrained resources. A lower overall rate environment, driven by rate capping, and the stagnation of Financial Assistance Grants relative to inflation, limits the revenue available to Council. Additionally, Council's Financial Hardship Policy supports pensioners and ratepayers experiencing financial difficulty, a demand amplified by the Council's ageing population. Combined with rising cost-of-living pressures and reduced community capacity to pay, these factors significantly impact Council's long-term financial sustainability.	Asset planning must focus on cost-effectiveness, prioritisation, and risk-based decision-making. Value-for-money principles and optimisation of existing assets are essential.
Lifecycle cost pressures: Ongoing maintenance and renewal costs often exceed available funding, especially for ageing assets.	Asset managers must take a whole-of-life approach to planning, ensuring maintenance is proactive and replacement cycles are accurately forecast. Deferred maintenance and renewals risks service disruption and higher long-term costs.
Prioritised renewals: Limited budgets require careful selection of which assets to renew, upgrade, or dispose of.	Data-driven asset condition assessments, criticality ratings, and community value indicators must inform renewal programs. Stakeholder engagement through deliberative engagement is key to justify priorities.
Alternative delivery models: There is increasing interest in partnerships, shared use, or outsourcing to reduce asset and service delivery costs.	Service models may include shared facilities, leasing arrangements, public-private partnerships, or community-managed spaces. Asset managers must evaluate risks, governance, and performance outcomes to ensure value and accountability.

6.2 RESILIENCE IN CHALLENGING TIMES

Council's infrastructure assets form the foundation of Council's service delivery, and it is important that the challenges and opportunities in a rapidly evolving landscape of environmental, social, financial, and regulatory pressures, are considered.

As outlined in the previous Challenge/ Opportunity tables, Council faces diverse and interconnected challenges, from climate-related asset stress, demographic shifts, and evolving service expectations to financial constraints and changing government policy directions. These external pressures reinforce the need for robust, flexible, and forward-thinking asset management practices.

Risks such as inadequate planning and the increasing frequency of extreme weather events highlight the critical need for resilient infrastructure and responsive service delivery systems. Recent events, including bushfires and the COVID-19 pandemic, have demonstrated Council's ability to adapt, not only within Council but across all levels of government. These challenges have driven innovation in how services are delivered, with a strong focus on maintaining community wellbeing. One notable example is the rapid expansion of virtual care, particularly telehealth consultations via phone and video, which has been widely adopted by Victorian healthcare providers since the onset of the pandemic.

Good asset management is a cornerstone of long-term financial sustainability. Through improved lifecycle planning, data-driven decision-making, and a focus on compliance and regulatory readiness (such as changes in climate resilience standards and reporting requirements), Council ensures that assets continue to meet community needs now and into the future. Council emphasis on technological advancement, including enhanced use of systems like Univerus Assets, will further support responsiveness and operational efficiency.

Council's adaptive capability also extends to responding to tourism asset pressure, seasonal population fluctuations, and agricultural transport needs, which require ongoing investment and service flexibility. Asset strategies are being reviewed and refined regularly to align with new funding models and strategic frameworks, ensuring continued access to grants and other investment opportunities.

Transparent governance, effective leadership, strong advocacy, and meaningful and timely engagement remain central to how Council operate. Council is committed to improving awareness of its programs and initiatives, and to enabling broader community participation in shaping the services and assets that matter most to them.

Looking ahead, Council will continue to build resilience by advancing the asset management improvements outlined in this Plan. These efforts will ensure that its infrastructure and services are not only maintained, but strengthened, prepared to meet future shocks, stresses, and opportunities with confidence.

7. Asset Management Strategies

To ensure Council’s asset management is effective, the three interconnected pillars of Governance & Leadership, Asset Management System and Asset Portfolios have been used to define Council strategies, aligned to its Asset Management vision.

Council will lead with clear strategy and strong governance to build a mature, fit-for-purpose Asset Management System that delivers long-term value to its community.

Governance & Leadership
Strategy 1: Strengthen Asset Governance through Integrated Planning • Establish mandatory integration of asset planning into all corporate planning documents, including the Council Plan, Asset Plan, Financial Plan, and Workforce Plan. • Formally adopt the requirement for lifecycle modelling and scenario analysis to guide decisions on asset renewal, rationalisation, and service provision. • Improve the financial sustainability of the Council by ensuring investment decisions in assets provide lowest whole of life costs and enable affordable services for current and future generations.
Strategy 2: Enhance Council Leadership and Oversight • Ensure that the role of the Steering Committee includes monitoring progress against asset management initiatives, promoting whole-of-organisation approach to Asset Management, and engagement across multiple teams, and oversee integration with budgeting and strategic planning. • Assign clear accountability to senior executives for leading asset optimisation and reporting outcomes to Council quarterly.
Strategy 3: Build Asset Management Capability and Culture • Conduct a gap analysis of roles, responsibilities, and skill sets across all departments and update position descriptions accordingly. • Deliver a structured training program for staff and Councillors, covering financial literacy, asset lifecycle planning, service planning integration, and risk-based decision-making. • Embed asset management performance expectations into staff position descriptions, work plans and performance reviews.

Asset Management System
Strategy 1: Improve Portfolio Transparency and Accountability • Include a comprehensive "State of the Assets" report annually, outlining condition, risk, capacity, and proposed actions for each asset class. • Define asset custodian responsibilities by portfolio in a referenced framework to ensure accountability across planning, maintenance, and renewal.
Strategy 2: Optimise the Configuration and Use of the Asset Management Information System (AMIS) • Investigate integrating AMIS (currently Univerus Assets) with finance, and GIS, to enable cross-functional data sharing and improved decision-making. This should also include any further information system acquisitions such as a Fleet Management System. • Complete and implement lifecycle-based forecasting tools within the AMIS to project condition-based maintenance, renewal, and replacement needs.
Strategy 3: Enhance Data Quality and Standards • Prioritise data quality improvement initiatives, focusing on high-value asset classes and operationally critical datasets. • Establish data confidence levels for asset condition ratings in the Annual Report to inform planning accuracy. • Incorporate results from community engagement and satisfaction monitoring into AMP updates to better reflect user expectations.
Strategy 4: Enable Predictive and Scenario-Based Decision-Making • Develop predictive functionalities within the AMIS to assess asset deterioration and model intervention options. • Implement optional lifecycle scenario modelling to support strategic decisions and optimise long-term cost efficiency. • Use scenario outputs to inform asset renewal, disposal, and service level adjustment proposals.

Asset Portfolio
Strategy 1: Apply Lifecycle and Risk-Based Management by Asset Class - Transition from reactive, historical-spend based planning for operations and maintenance, to activity-based planning, with defined maintenance activities and frequencies, enabling planned maintenance programming. - Embed lifecycle optimisation approaches (e.g., extending useful life, optimal intervention timing, rationalisation) in each Asset Management Plan (AMP).
Strategy 2: Plan for Climate Related Asset Stress & Capacity Concerns - Expand climate change considerations across all AMPs, ensuring that risk profiles, financial impacts, and resilience strategies are embedded in asset decision-making. - Model the capacity and performance limitations of drainage infrastructure in flood-prone areas, using climate projections to assess adequacy under increased rainfall intensity and frequency. - Undertake vulnerability assessments for Council buildings and facilities, modelling the likely effects of extreme weather events (e.g. bushfires, heatwaves, storms, flooding) on structure, materials, and ongoing maintenance demands. - Use climate risk modelling to inform long-term renewal strategies and prioritise investment in more resilient infrastructure.
Strategy 3: Identify Rationalisation and Optimisation Opportunities - Require each AMP to evaluate opportunities for consolidation, disposal, or change of use, particularly where assets are under-utilised or have excessive costs. - Develop and test multiple lifecycle investment scenarios, including status quo, minimum service levels, and enhanced levels, to guide decisions.

7.1 FUNDING FOR LONG TERM SUSTAINABILITY

The core theme of Council's Asset Plan, and the broader asset management principles that support it, is the responsible stewardship of community assets to meet the needs of both current and future generations.

This approach recognises the wide range of factors that shape the planning and delivery of community infrastructure. Some challenges stem from legacy issues, such as historical design standards, others arise from the evolving expectations of a progressive and growing society.

Regardless of origin, Council is committed to ensuring that its infrastructure enables affordable, high-quality service delivery, supports community wellbeing, and remains fit for purpose. This means assets must be safe, well-maintained, forward-looking, cost-effective, and sustainably funded to meet both present needs and long-term aspirations.

7.2 ASSET INVESTMENT STRATEGY

Looking ahead over the next 10 years, Councils approach to asset and service investment will be grounded in sustainability and long-term value. Council is committed to a holistic

lifecycle approach to asset management, planning, operating, maintaining, renewing, and disposing of assets in a way that supports quality of life, economic development, and environmental integrity across the Shire.

To optimise long-term cost efficiency and inform strategic decision-making, Council will explore and assess *optional lifecycle scenarios*. This will allow us to compare different investment pathways, timing strategies, and service levels, helping to balance performance, risk, and cost over the asset's life.

In planning and providing infrastructure for the next 10 years, Council will implement the following asset investment strategies as outlined in the tables below.

Infrastructure Investment Strategies
Ensure infrastructure is affordable, fit-for-purpose, safe, and responsive to community needs. • Regular engagement with service users and stakeholders to understand evolving needs. • Designing and renewing assets that meet current and projected service demands, accessibility standards, and safety requirements. • Embedding universal design and inclusive infrastructure principles into all projects to serve a broad cross-section of the community. • Ensuring that infrastructure enables delivery of services that contribute to quality of life, wellbeing, and equity across the Shire.
Align asset investment with population growth, industry change, and land use planning • Coordinating asset planning with land use strategies, housing supply, and employment growth forecasts. • Ensuring infrastructure capacity and location aligns with areas of residential and industrial expansion. • Collaborating with planning, economic development, and environmental teams to identify emerging needs early and avoid reactive investment. • Embedding asset investment logic in growth area structure planning and precinct development frameworks.
Prioritise Asset Renewal and Maintenance to Extend Useful Life and Avoid Costly Failures • Shifting from reactive and renewal-only planning to integrated lifecycle planning. • Prioritising timely renewal of ageing or at-risk assets before performance drops below acceptable standards. • Developing and maintaining accurate condition data and intervention models for each asset class. • Ensuring that maintenance activities are adequately resourced, with service levels defined and reviewed regularly for sustainability.
Consider environmental and climate resilience in all stages of the asset lifecycle • Modelling climate risks (e.g., flood, heat, storm events) and embedding them into asset lifecycle planning. • Upgrading design standards to improve resilience of critical infrastructure, especially

Infrastructure Investment Strategies
in known risk zones. Assessing vulnerability of drainage and building assets and adapting capital and maintenance plans accordingly.
Maintain current levels of service - Using service level planning and performance monitoring to align expectations with funding capacity, ensuring a whole-of-lie approach in all investment decisions. - Undertaking regular cost and level-of-service reviews to ensure they remain feasible and relevant. - Identifying and planning for service-level risks such as over-utilisation, under-utilisation, or aging infrastructure. - Communicating transparently with the community about service delivery standards and investment decisions, aligning to Councils financial strategy and the need to balance rate payer affordability (capacity to pay) against community needs and aspirations.
Leverage Technology and Data to Improve Forecasting, Monitoring, and Decision Making - Invest in Councils Asset Management Information System (AMIS) capability to support predictive modelling and scenario planning. - Implementing IoT and smart monitoring for critical assets where feasible (e.g., sensors in stormwater infrastructure, real-time usage data for community facilities).
Maximise funding opportunities and explore alternative delivery models to reduce financial burden. - Proactively identifying and applying for state and federal grants aligned to Councils priorities. - Exploring co-investment models, partnerships, and service contracts with other levels of government, industry, and community organisations. - Investigating shared-use models, long-term leases, and infrastructure agreements to unlock private or third-party funding - Evaluating total cost of ownership in all investment decisions to avoid stranded or unsustainable assets

Table 7.2 (a) Infrastructure Assets Investment Strategies

Through this approach, Council will strengthen the resilience and financial sustainability of its infrastructure, ensuring it continues to serve the community well into the future.

Expenditure Categories

For the purposes of this Asset Plan, spending on Council infrastructure is categorised as demonstrated in the following table.

Expenditure Category	Activity	Description
Recurrent	Maintenance	Ongoing work required to keep an asset performing at the required level of service.
	Operations	Recurrent expenditure that is continuously required to provide a service.
Renewal	Renewal	Returns the service potential or the life of the asset up to that which it had originally.
Acquisition	Upgrade	Enhancements to an existing asset to provide a higher level of service.
	Expansion	Extends or expands an existing asset at the same standard as is currently enjoyed by residents, to a new group of users.
	New	Creates a new asset that provides a service that does not currently exist.

Table 7.1 (b) Expenditure Categories

Investment Evaluation

Council follow an investment philosophy that:

- **Strategic Alignment:** All capital investments are assessed for their contribution to the achievement of Council's strategic objectives and service delivery outcomes.
- **Service-Led Planning:** Investments are driven by clearly identified service needs, supporting the development of a robust long-term capital works program that directly informs Councils Financial Plan.
- **Best Value:** Capital projects must demonstrate value-for-money outcomes, balancing cost, quality, risk, and long-term community benefit.
- **Whole-of-Life Sustainability:** Investment decisions are underpinned by asset management principles, considering the full lifecycle costs and ensuring financial sustainability over the long term.
- **Prioritised and Impartial Allocation:** Council apply a transparent, priority-based assessment methodology to allocate funding, ensuring decisions are objective, evidence-based, and responsive to the most pressing community needs.
- **Accountability and Confidence:** Councils approach enhances transparency, enabling clear, consistent, and justifiable investment decisions that strengthen public trust and stakeholder confidence.

Investment decisions on Councils infrastructure will be based on whole of life modelling.

Project Pipeline – Grant Funding Opportunities

When a major upgrade or new Capital Works project is proposed as a result of an internal strategic plan or community budget submission it is assessed to determine its appropriateness for inclusion on Council's Project Pipeline. If the project is validated, it moves onto Council's project pipeline.

Each project is evaluated against five criteria, including asset priority rating, urgency, impact on operational revenue and/ or expenditure, economic value and community significance. From this a prioritised list is developed based on total score and timing considerations.

Projects in the pipeline are subject to Council support and available funding. These projects are not listed in this Asset Plan as this presents a more conservative and realistic view based on current ongoing Council funding available for upgrades and new projects (acquisitions).

7.3 FINANCIAL PROJECTIONS

This section outlines the projected expenditure requirements for Councils infrastructure over the next 10 years.

This investment has been determined based on the affordability assessments made in Councils Financial Plan and represent the investment that is required to maintain its existing levels of service.

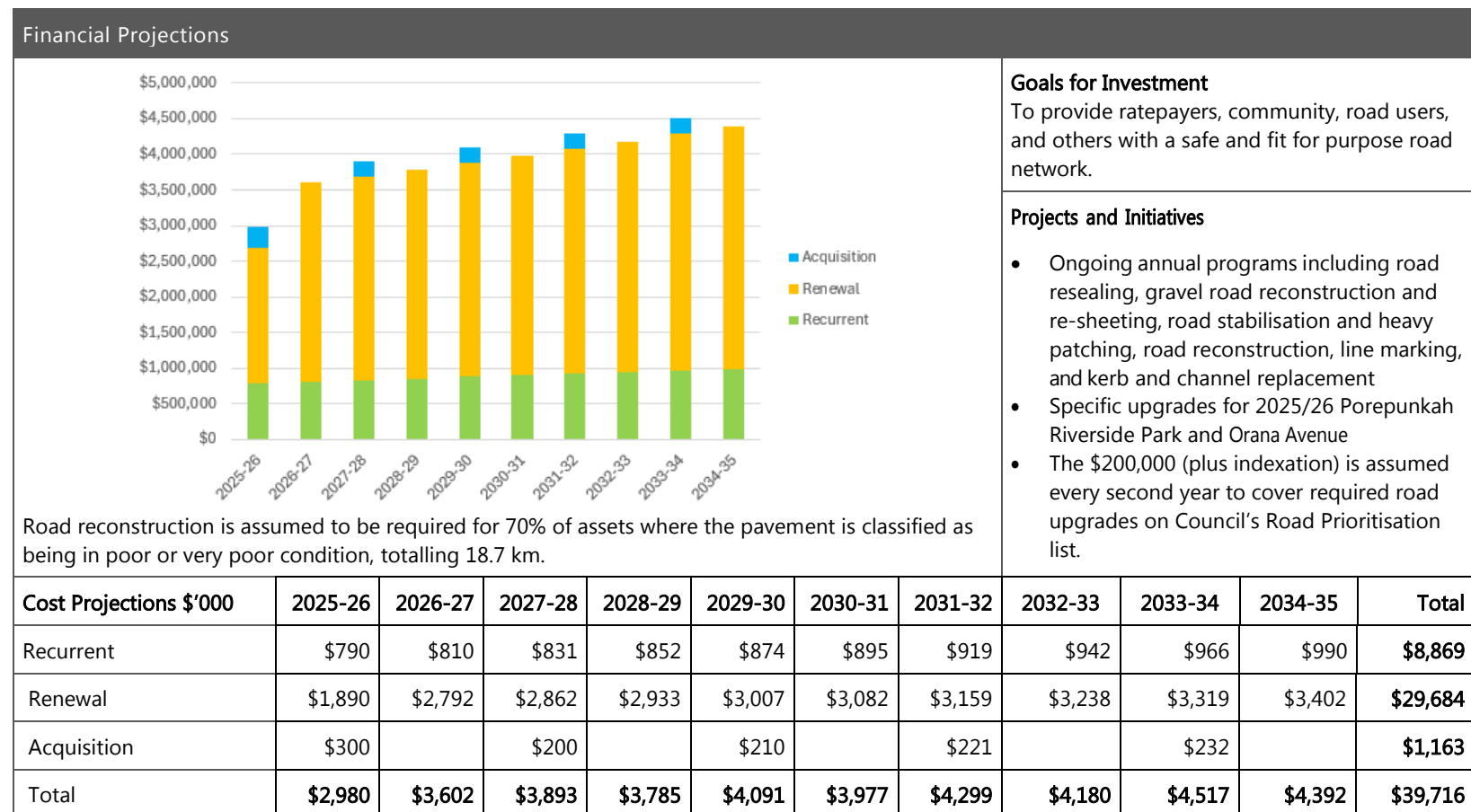
Actual funding will be guided by the Financial Plan and determined in Councils Annual Budget. Council's Asset Plan outlines a picture of the future demand on its assets so that Council can make informed decisions around prioritisation of its finite funding resources.

The Asset Plan presents a more conservative and realistic view based on current funding availability and Council's long-term financial forecasts.

Council has developed a set of individual asset plans for internal use that include a broader list of potential new and upgrade projects, from the project pipeline. The majority of these projects are contingent on securing external funding or future budget allocations. These are only included in the individual asset plans to show the full scope of need or opportunity across each asset class and will provide supporting documentation when applying for grant funding.

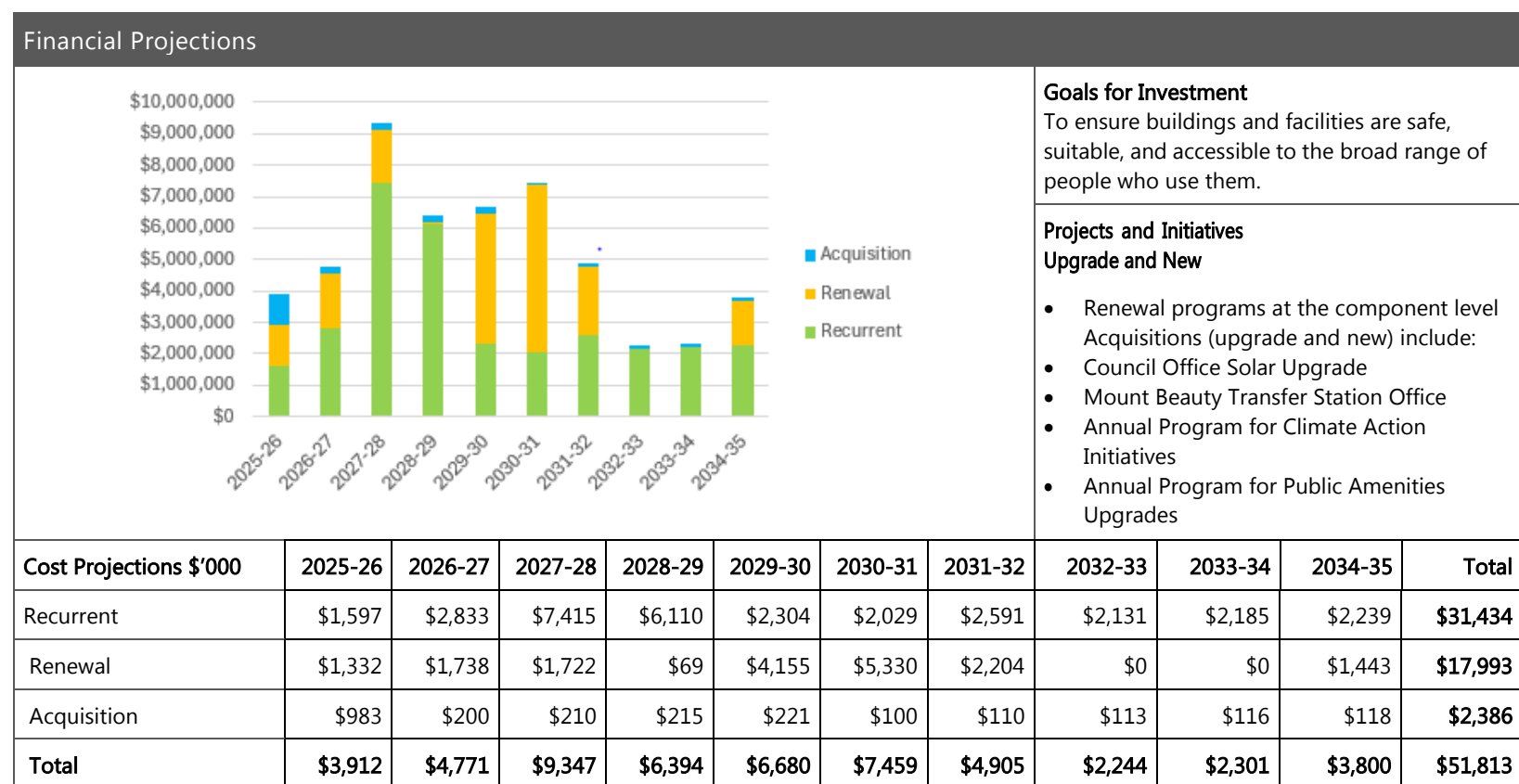
Roads and Car Parks

The projected capital and recurrent expenditure associated with Council roads and car parks over the next 10 years is summarised as follows.



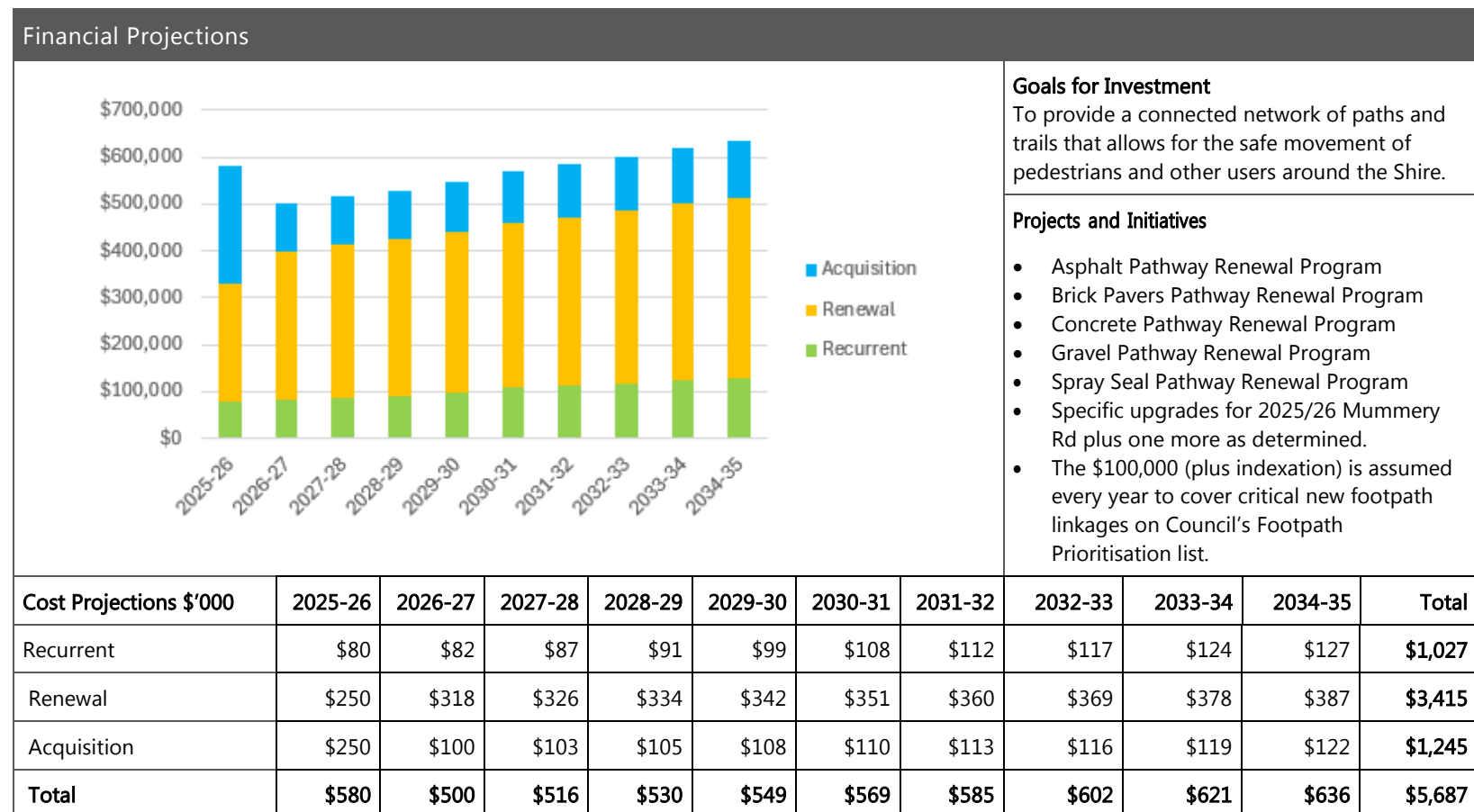
Buildings

The projected capital and recurrent expenditure associated with Council buildings and facilities over the next 10 years is summarised as follows.



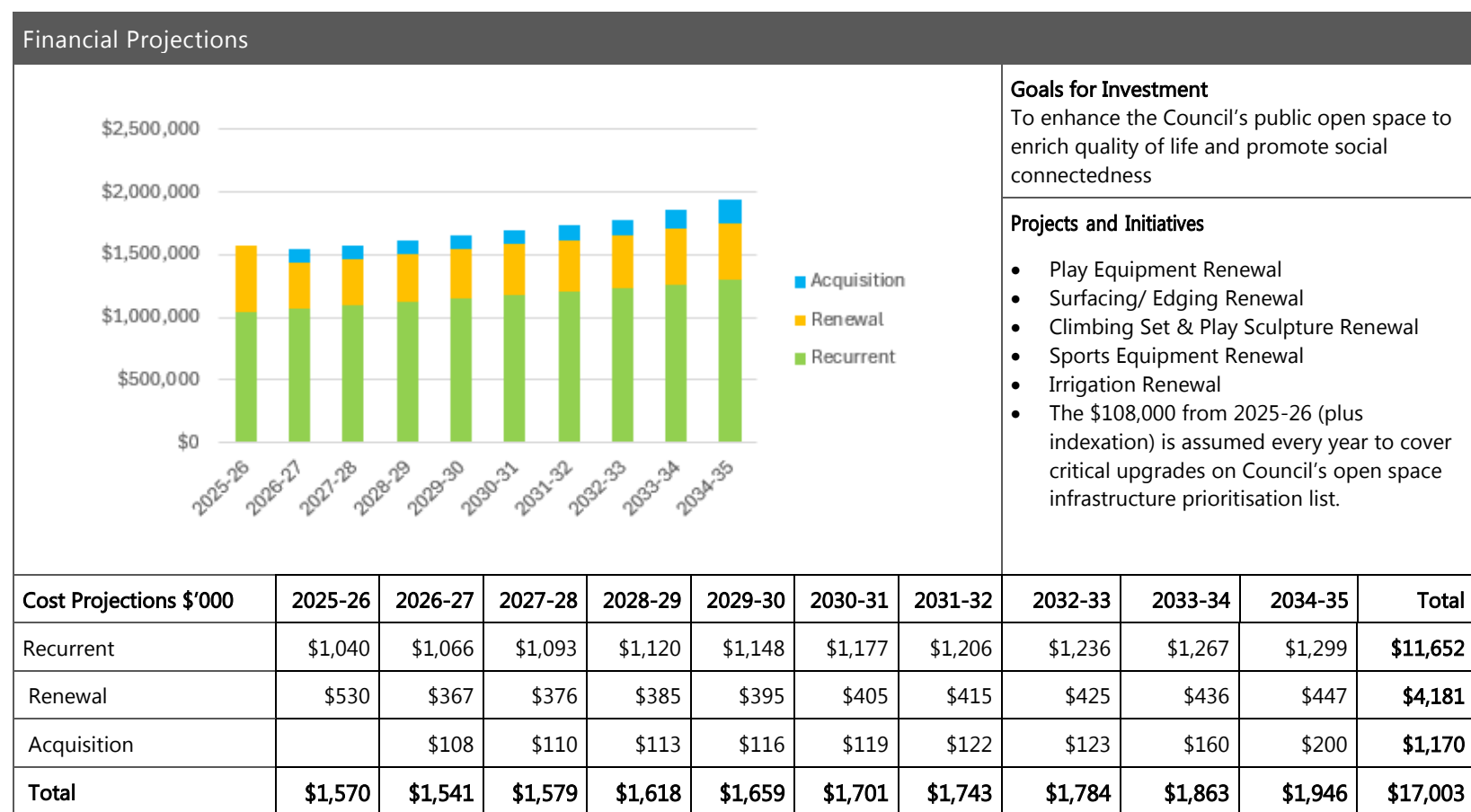
Pathways

The projected capital and recurrent expenditure associated with Council pathways over the next 10 years is summarised as follows.



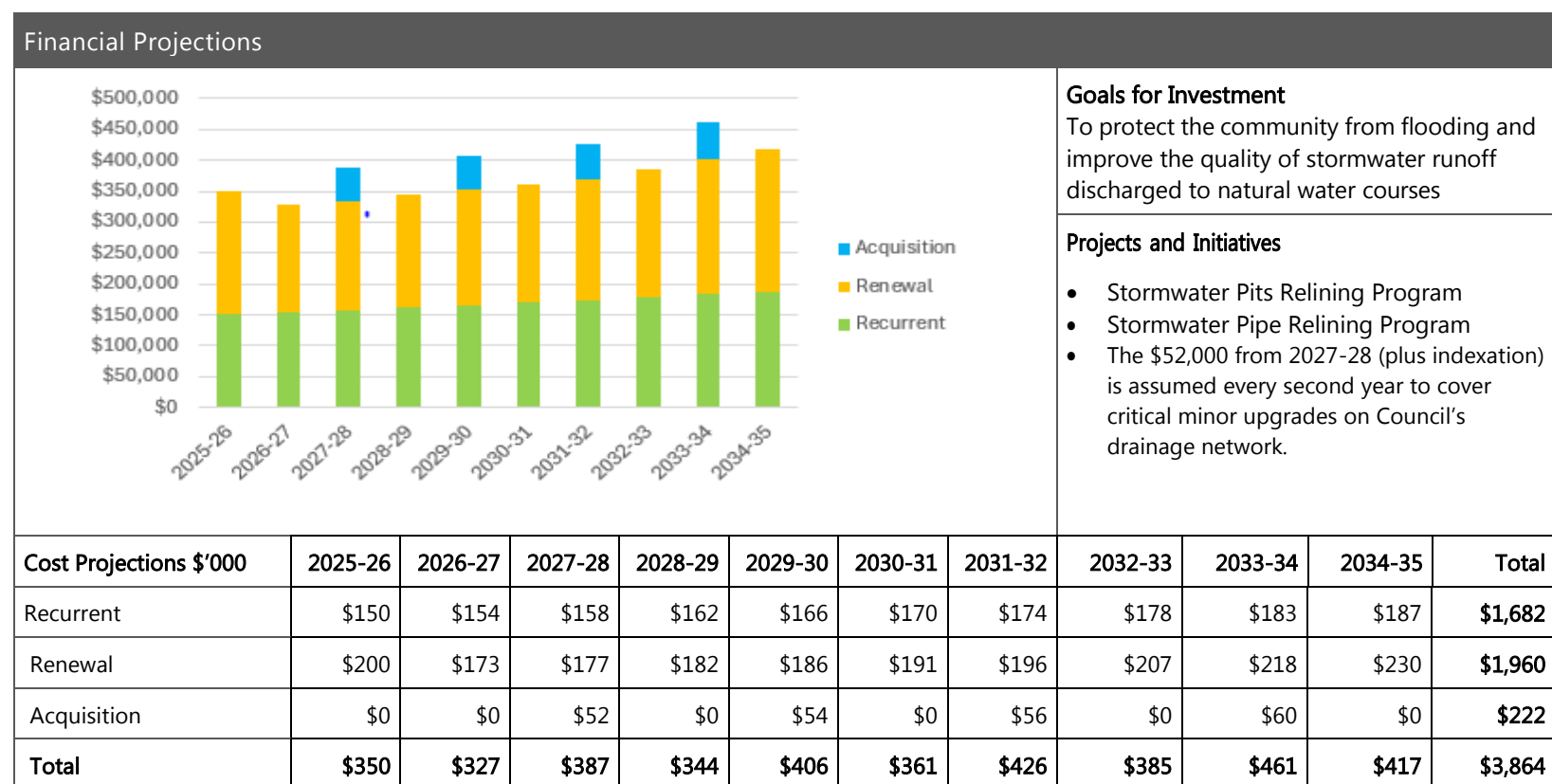
Open Space

The projected capital and recurrent expenditure associated with Council open spaces including parks, reserves, playgrounds, sports fields, etc. over the next 10 years is summarised as follows.



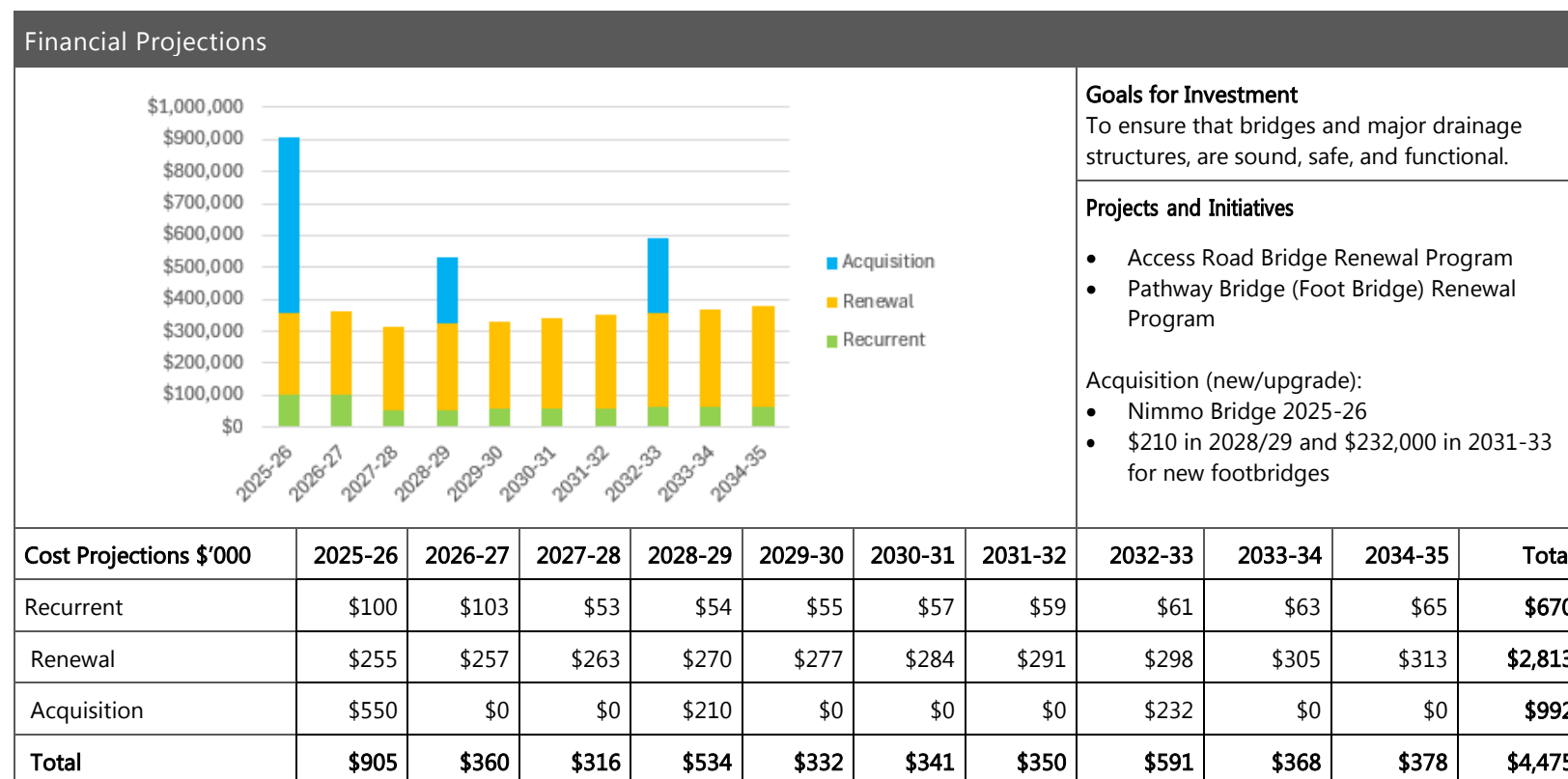
Drainage

The projected capital and recurrent expenditure associated with Council stormwater drainage network over the next 10 years is summarised as follows.



Bridges

The projected capital and recurrent expenditure associated with Council bridges and major drainage structures over the next 10 years is summarised as follows.



7.4 FINANCIAL SUMMARY

The figure below shows Councils planned expenditure across the infrastructure assets included in this Asset Plan over the next 10 years.

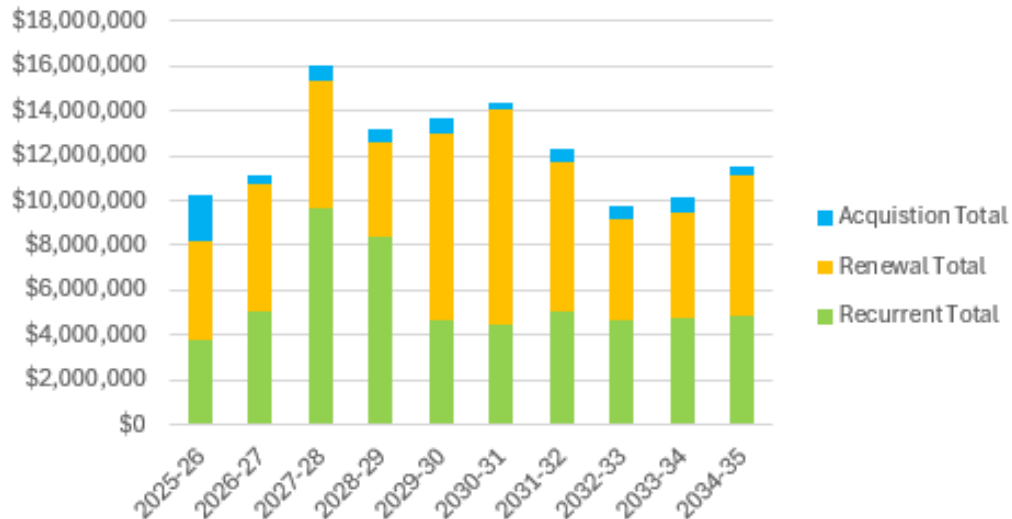


Figure 7.4 Total Projected Asset Expenditure

This is further summarised in the following table which shows the total planned expenditure related to renewal, growth, and recurrent activities over the next ten (10) years for each asset class.

Asset Class	Recurrent (\$'000)	Renewal (\$'000)	Acquisition (\$'000)	Total (\$'000)
Road & Car Parks	\$8,869	\$29,684	\$1,163	\$39,716
Buildings	\$31,434	\$17,993	\$2,386	\$51,813
Open Space	\$11,652	\$4,181	\$1,170	\$17,003
Pathways	\$1,027	\$3,415	\$1,245	\$5,687
Drainage	\$1,682	\$1,960	\$222	\$3,864
Bridges	\$670	\$2,813	\$992	\$4,475
Total	\$55,334	\$60,046	\$7,178	\$122,558

Table 7.4 Total Projected Asset Expenditure, by Asset Class

Council plans to spend an estimated total of **\$122.56 million** on its assets over the next 10 years, predominantly in the renewal of its assets. The expenditure split is projected to be:

- 45% (\$55.3 million) is related to day-to-day management of Council assets through ongoing operations and maintenance activities to ensure they remain safe and functional.
- 49% (\$60 million) is renewal expenditure for the replacement of assets that are reaching or have surpassed the end of their useful life.
- 6% (\$7.1 million) of the expenditure is allocated to meeting growth or future demand, with the majority expected to come from developer-contributed assets.

The investment projections outlined in this Asset Plan are guided by the affordability assessments embedded in Councils Financial Plan and reflect the level of funding required to maintain existing service levels.

Based on the current understanding of asset condition and service delivery requirements, Council anticipate being able to adequately fund lifecycle costs over the next 10 years. These forecasts are primarily based on current replacement costs with appropriate indexation applied. Where significant shifts in projected costs occur, Council will implement a prioritisation framework to ensure available funding is allocated to the most critical assets.

It is important to note that this version of the Asset Plan assumes a reduced level of investment in new or upgraded assets, with a deliberate focus on maintaining and renewing existing infrastructure. Future major projects regarding upgrade and new assets will only proceed when grant funding is obtained, and it has been determined that Council can afford the ongoing operating and maintenance costs, as well as future renewals, and disposal if required.

As Councils asset data and planning processes continue to improve, future iterations of both the Asset Plan and Financial Plan will incorporate more refined forecasts for renewal, upgrade, and maintenance needs.

8. Monitoring and Review

This Asset Plan will be reviewed following Council elections in accordance with the *Local Government Act 2020*.

Intermediary reviews of the Asset Plan may be undertaken from time to time as improvements are implemented or major financial decisions are made. This is to make sure that it retains consistency with Councils strategic goals and objectives. having regard to:

- Its available financial resources.
- Long term works programs that are reviewed annually.
- The consideration of any external factors that are likely to influence the Asset Plan.

8.1 REPORTING

Council Asset Management Plans are continuously monitored and are formally reviewed and updated every few (4) years.

Reporting on service levels and other performance measures will be undertaken as part of Council Annual Report, and specific review projects approved.

8.2 IMPROVING COUNCIL EVIDENCE BASE

This Asset Plan has been developed based on existing processes, practices, data, and standards.

Council is committed to striving towards best asset management practices and are always working to improve what Council knows about its assets and enhance the tools Council use to manage them.

As Council data and systems improve, so too will the analysis and information on which this Asset Plan is based. It is intended that Councils Asset Plan should always reflect as closely as possible the actual practices Council use in managing its assets. Only in this way will Council be best able to ascertain the long-term needs for its infrastructure.

The approach to the implementation of Council capability improvements is discussed in its respective Asset Management Plans.

9. Gender Impact Assessment

The implications of this plan were assessed in accordance with the requirements of the *Gender Equality Act 2020*. The Gender Impact Assessment showed

- The Asset Plan is directly linked to the Council Plan, which guides service delivery and community engagement; however, a gender lens was not explicitly applied during its development.
- There is limited evidence of disaggregated data analysis or intersectional approaches informing community engagement or asset decision-making processes.
- References to the Gender Equality Act are absent from key strategic documents, including the Asset Plan and Council Plan, presenting compliance and reputational risks.
- Gender Impact Assessments (GIAs) have been completed retrospectively rather than integrated into planning stages, limiting their effectiveness in shaping policy and service delivery.

Opportunities

- Strengthen leadership and governance by embedding gender equity principles at all levels, including steering committees and consultant briefings.
- Build internal capacity through tailored training on intersectional gender equity, GIAs, and gender-responsive budgeting.
- Improve data quality by consistently collecting and analysing disaggregated data to inform asset priorities and community engagement.

- Integrate gender considerations into risk management frameworks, design processes, and capital works programs.

Recommendations

1. Strategic Integration

- Embed GIAs as a standard planning tool in all new and renewed asset projects. Include gender-responsive budgeting and a standing GIA agenda item in governance meetings. Alpine Shire Asset Plan 2022 – 2034 Gender Impact Assessment Report
Page 3 of 26

2. Capability Building

- Deliver targeted training to asset teams and leadership.
- Include gender equity responsibilities in role descriptions and performance plans.
- Provide practical resources and briefing tools to the Assets Team to support implementation.

3. Monitoring and Continuous Improvement

- Align efforts with the Gender Equality Action Plan (GEAP) and establish clear reporting processes.
- Evaluate progress, incorporate feedback, and adapt strategies accordingly.

Conclusion

By combining strategic integration and capacity building, Alpine Shire Council can shift from compliance-focused GIAs to a proactive, inclusive approach that better serves all community members. This work will strengthen Council's leadership in gender equity and create more equitable, accessible, and future-ready infrastructure.

10. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

Local Government Act 1989 [Vic]

Local Government Act 2020 [Vic]

11. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this XX day of XXX
20XX in the presence of:

_____	_____
COUNCILLOR	SIGNATURE

_____	_____
COUNCILLOR	SIGNATURE

_____	_____
CHIEF EXECUTIVE OFFICER	SIGNATURE

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CROWN LANDS
SURVEY INFORMATION
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COVENANT BENEFICIARIES

Date:30/06/2025

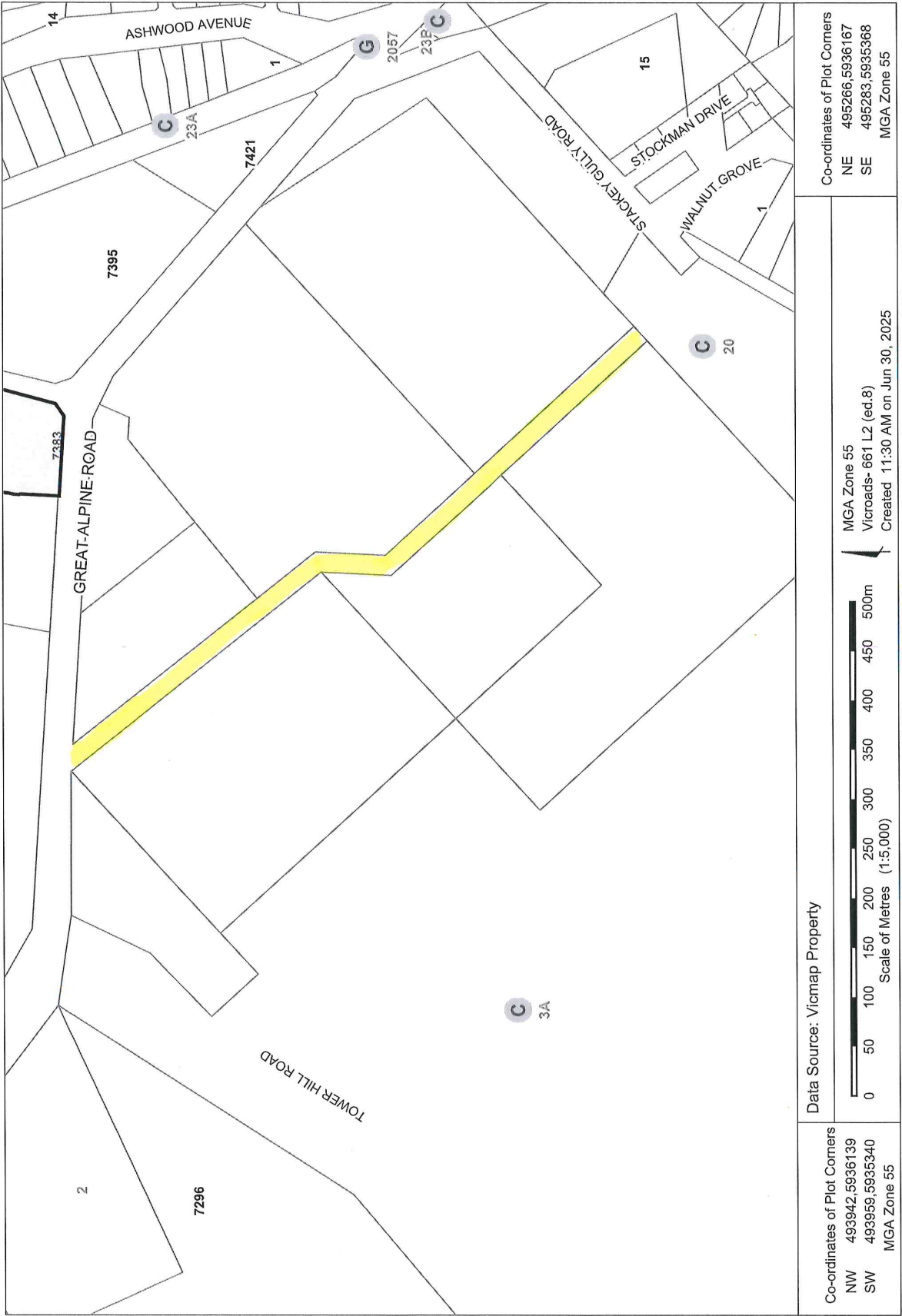
YOUR REF: UNNAMED ROAD, BRIGHT

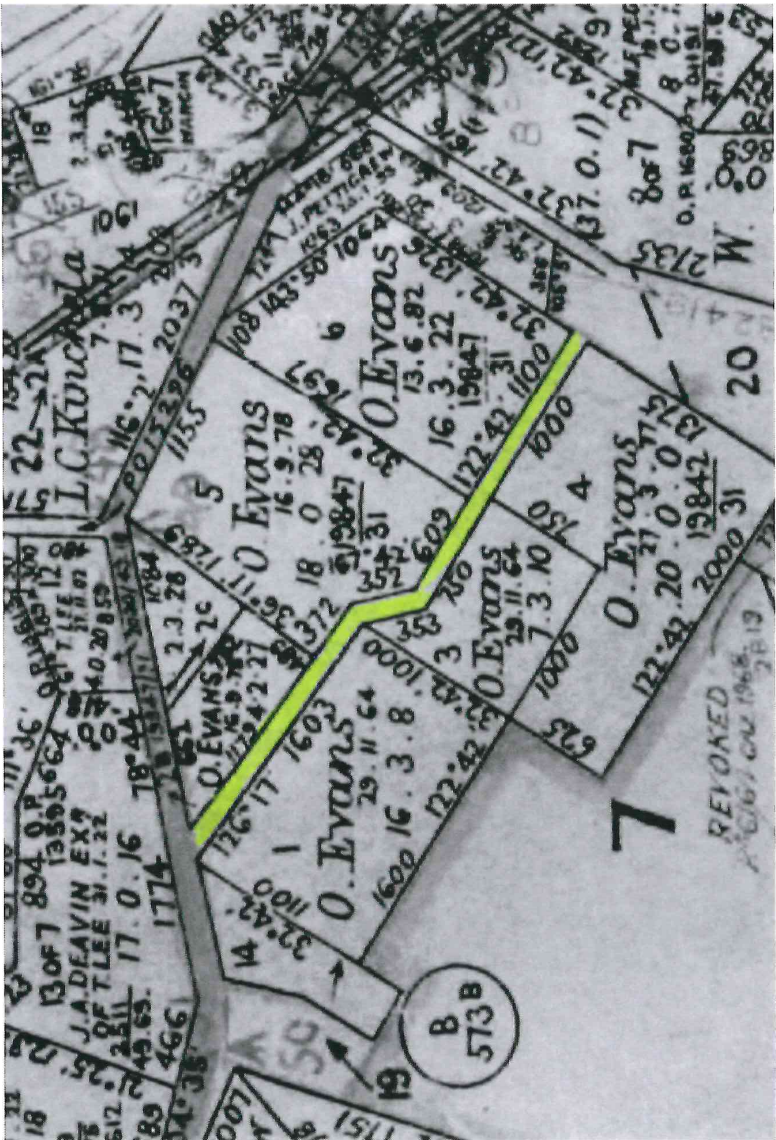
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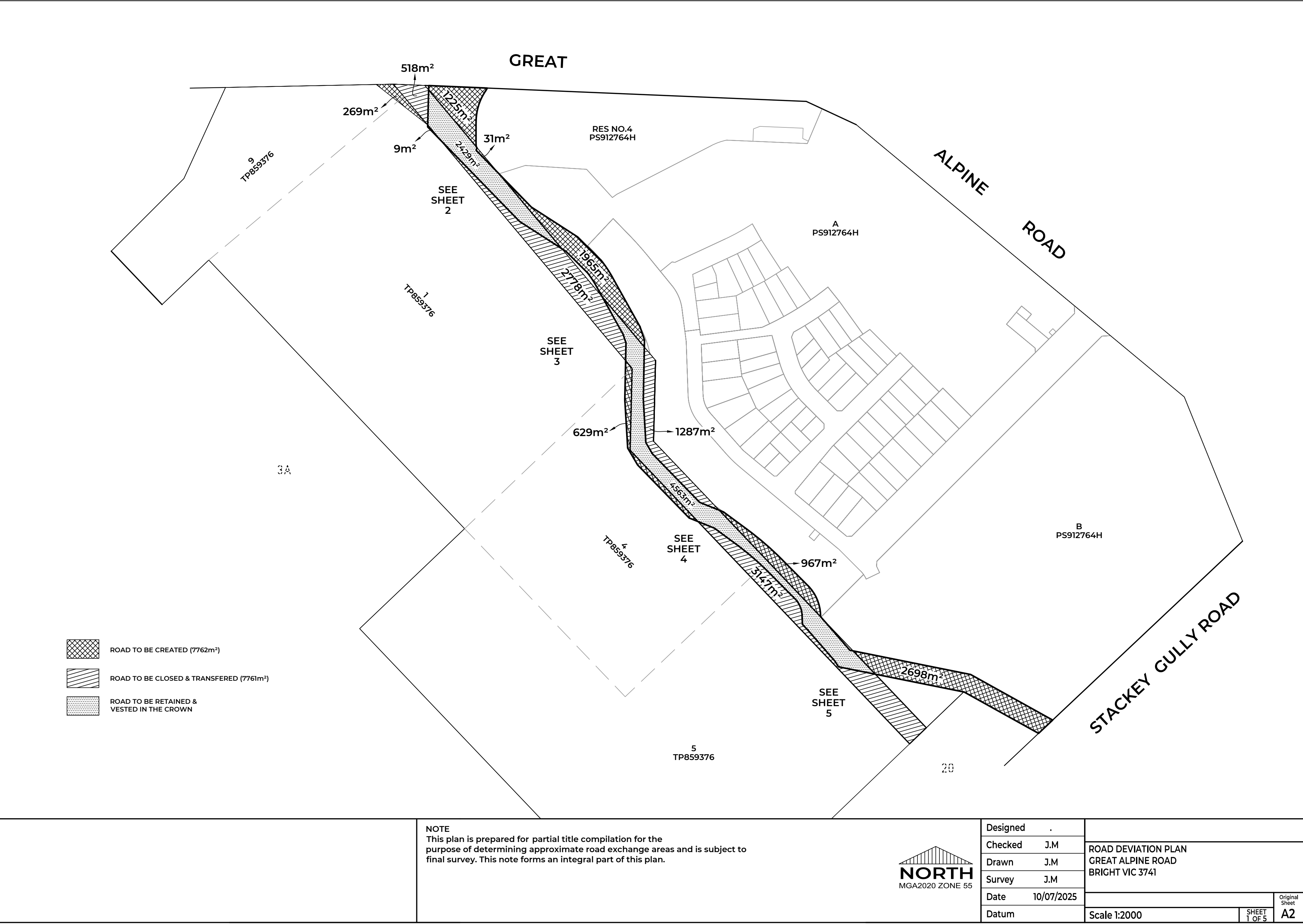
Yours sincerely,

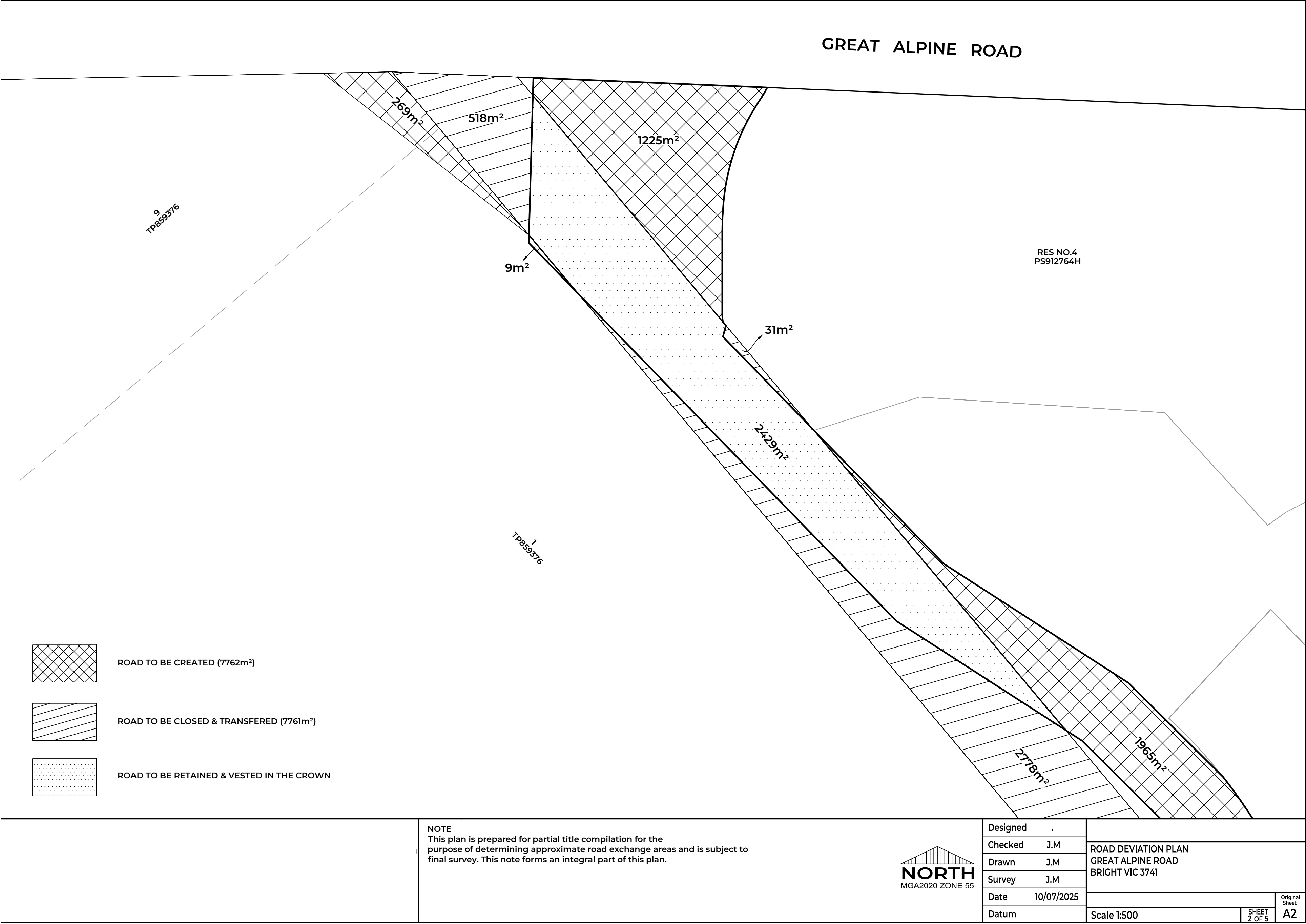


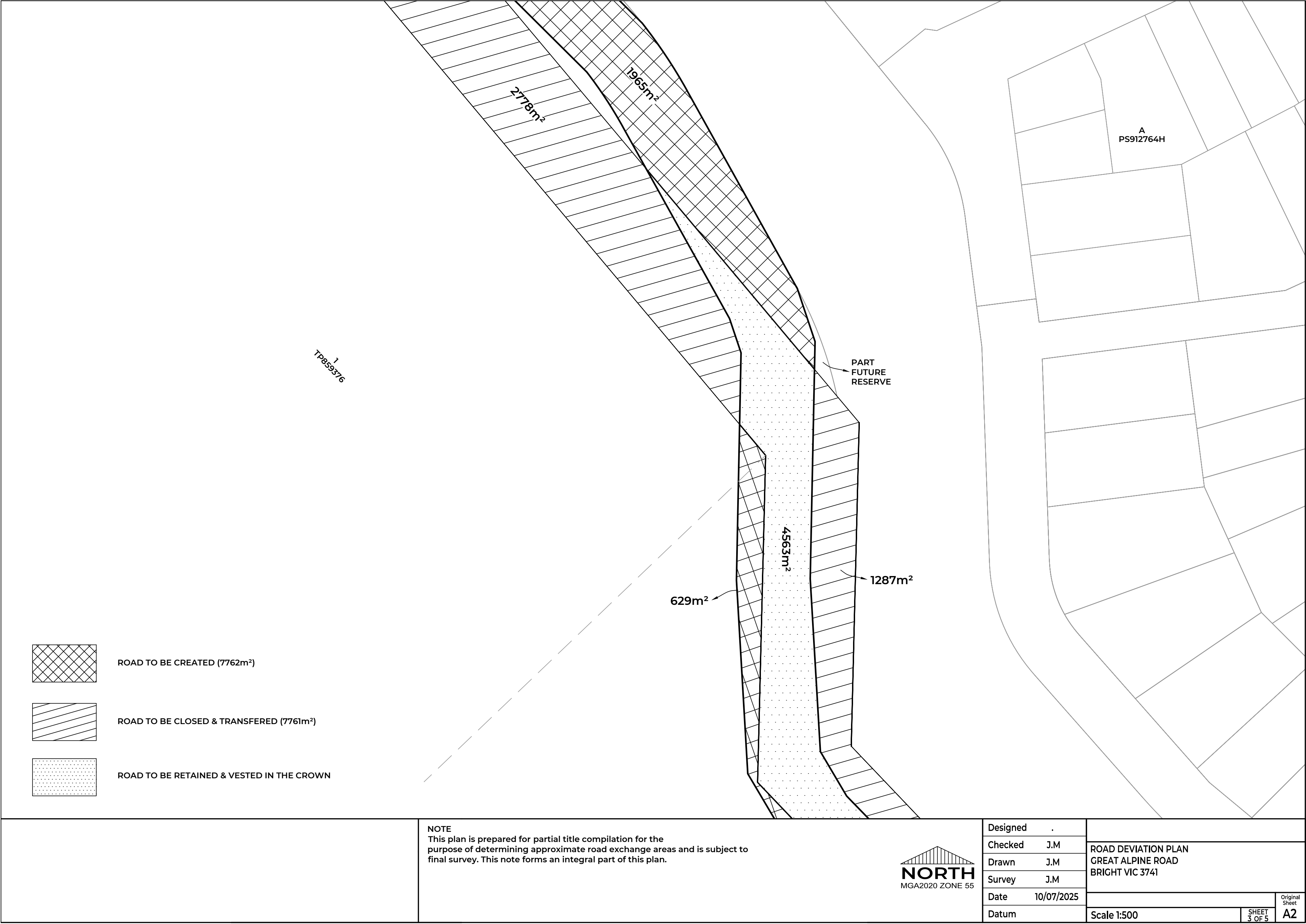
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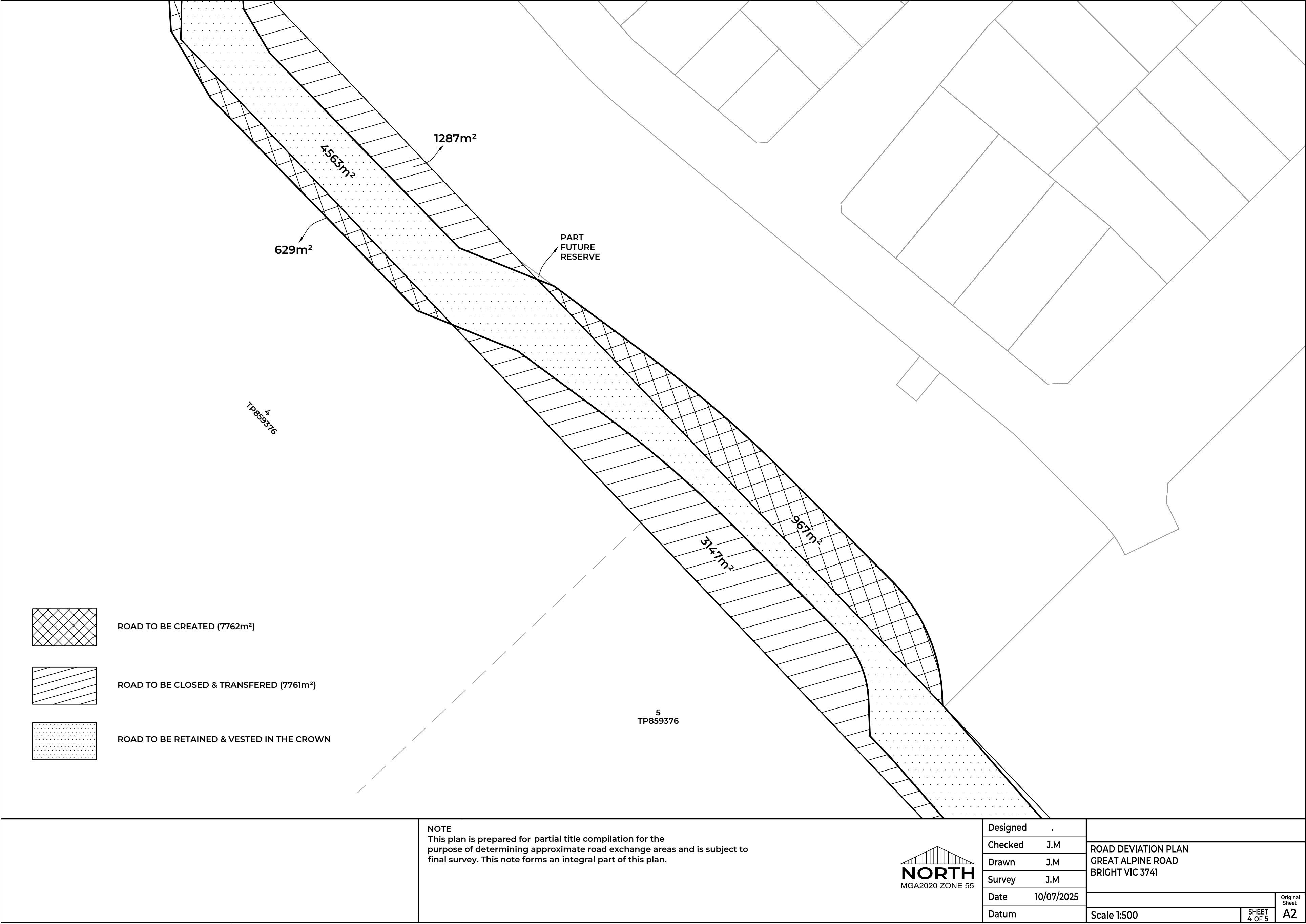


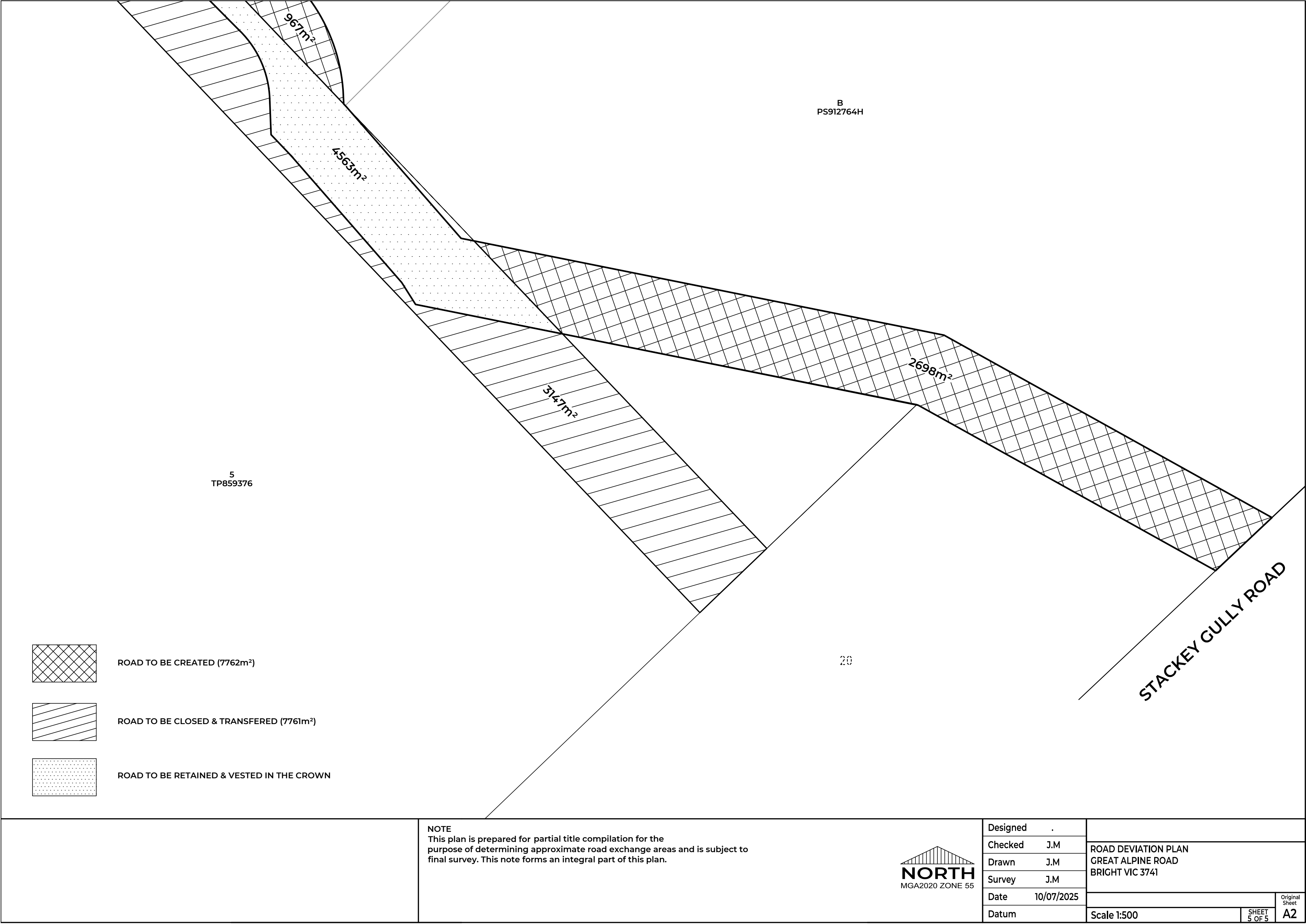














Department of Energy, Environment
and Climate Action

CONSENT FOR ROAD DEVIATION LOCAL GOVERNMENT ACT 1989

Under Clause 2 (2) of Schedule 10 of the *Local Government Act 1989*, I, [REDACTED], Program Manager Land and Built Environment Hume, as delegate of the Minister for Environment, hereby consent to the deviation of a government road on Crown land in the Parish of Porepunkah, shown hatched on the attached plan (J21018 V07), which is government road, to the land shown cross hatched on the plan, which is not Crown land.

Department reference: 1101898



Program Manager, Land and Built Environment, Hume
(As delegate for the Minister for Environment)

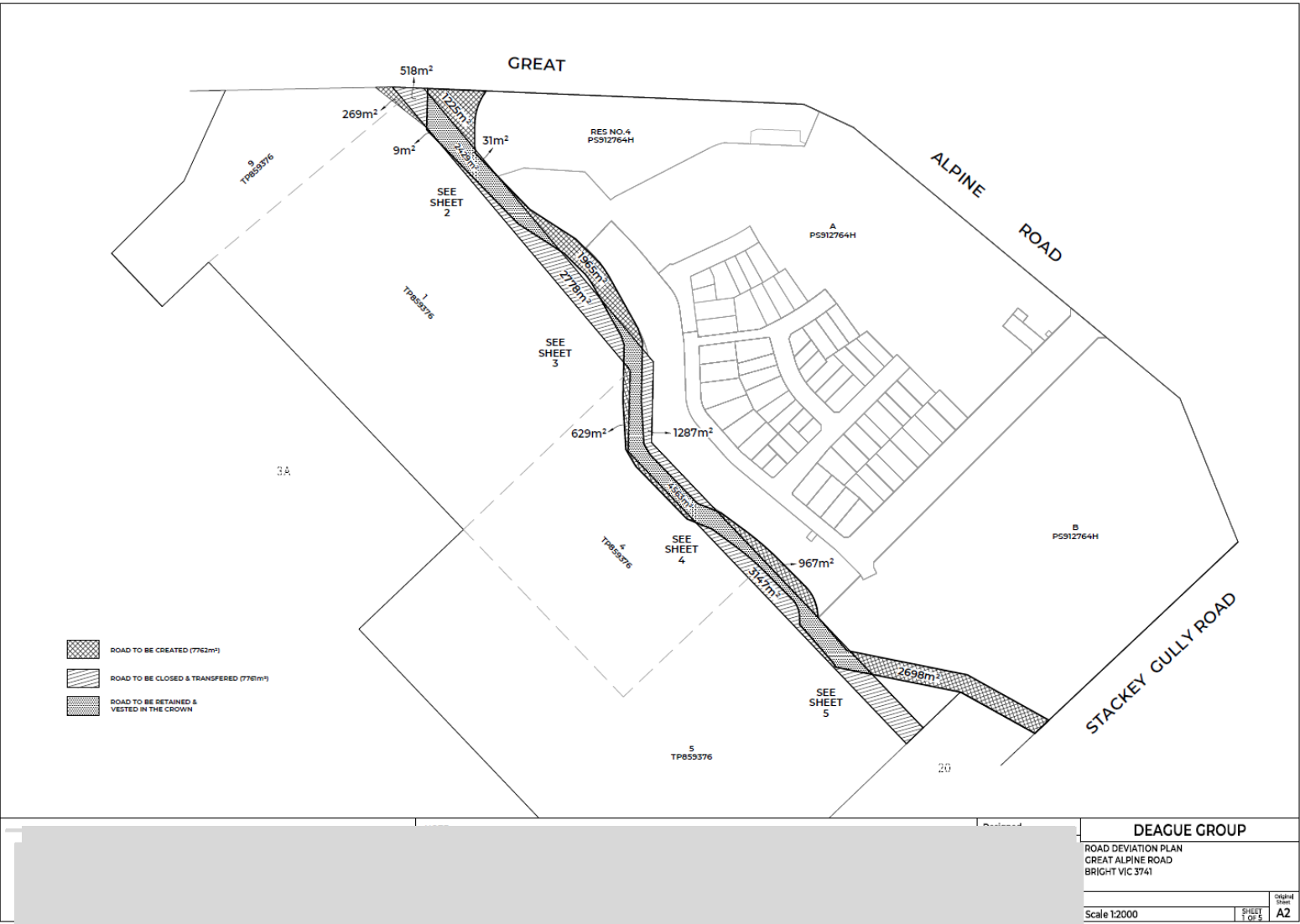
Date : 17/7/2025

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C:\Users\JamesMcLellan\Peak Surveyors\Peak Surveyors - Job Directory\2021\221018 [Stg 1] - Deague - Great Alpine Drive, Bright - 238 Lot Sub\Surveying\Plans\221018 - Plan of Road Deviation V07.dwg

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PLAN OF CROWN ALLOTMENT		EDITION 1	OP127244Y
LOCATION OF LAND COUNTY: BOGONG PARISH: POREPUNKAH TOWNSHIP: POREPUNKAH (5645) CROWN ALLOTMENT: 2005, 2006, 2007,2008 AND 2009 SECTION: 1A CROWN ALLOTMENT: 10, 11 AND 13 SPI: 2005\PP5645, 2006\PP5645, 2007\PP5645, 2008\PP5645, 2009\PP5645, 10~1\PP5645, 11~1A\PP5645 AND 13~1A\PP5645 TITLE REFERENCE: C/F VOL.11803 FOL.798 C/F VOL.11803 FOL.804 C/F VOL.11803 FOL.807 C/F VOL.11803 FOL.808		NOTATIONS:	
ORIGINAL SHEET SIZE: A3		CERTIFICATION BY SURVEYOR	
SCALE 1:1000 		I, Stephen John Oxley of 45 Ovens Street, Wangaratta, VIC, 3677 certify that this plan has been prepared from a survey made under my direction and supervision in accordance with the Surveying Act 2004 and completed on 21/03/2025, that this plan is accurate and correctly represents the adopted boundaries and that the survey accuracy accords with that required by regulation 7(1) of the Surveying (Cadastral Surveys) Regulations 2015.	
FILE REF: 1104419, SS-002544 SURVEYORS REF: S11037 DRAWN: AJ 12/05/2025 EXAMINED: JD 3/06/2025		Digitally signed by Stephen John Oxley 13/05/2025 Licensed Surveyor, Surveying Act 2004	
SURVEYOR-GENERAL VICTORIA DEPARTMENT OF TRANSPORT AND PLANNING		Digitally signed by: Stephen John Oxley, Licensed Surveyor, Surveyor's Plan Version (2), 13/05/2025, SPEAR Ref: S248997V	Certified by Craig Sandy Surveyor-General 10:04 AM 17/06/2025 SPEAR Ref: S248997V

Amended by: Stephen John Oxley, Licensed Surveyor 06/06/2025.



Department of Energy, Environment and Climate Action

REF 1104419

CONSENT TO CLOSING OF ROAD

Section 349, Land Act 1958

A road laid out on land of the Crown which is unused as to the whole or any portion of the length or width may be closed by the Governor in Council as to the whole or any part, as the case may be, by order published in the Government Gazette; but only with the concurrence in writing of the Council of the municipality in whose district the road is located, and of the owners of any land adjoining the road.

If the Council favours the closing of the road described in the next paragraph, its concurrence should be given in writing to satisfy the requirements of the relevant legislation. It is suggested that the form of consent at the foot of this sheet should be used to provide the written concurrence of the Council under seal, or under the hand of the Town Clerk or Shire Secretary.

The description of the road is: **Government road (CA 2008) adjoining Crown Allotments 10 & 11, Section 1A and Crown Allotment 2009, in the Township and Parish of Porepunkah, as shown on OP127244Y.**

CONSENT

At the meeting of the Council of the Alpine Shire Council held on /.... /.... it was resolved that the Council gives its concurrence to the closing of the subject road pursuant to Section 349 of the Land Act 1958. In giving this consent, Council is aware that should the road be closed, the effect will be that:-

- (a) the closing will be absolute;
- (b) the road will be shown as closed on all departmental plans and Office of Titles charts and on the titles of the abutting lands;
- (c) all rights of carriageway enjoyed by the public will cease; and
- (d) the land in the closed road will become unalienated land of the Crown and can be dealt with under the provisions of the Land Act, which includes the sale of the freehold.

Dated this day of..... 20.....

Council seal or signature)

)
of Shire Secretary or Town Clerk).....

Note: If Council's consent is provided under delegation a copy of the appropriate "Instrument of Delegation" must be returned with this form



Department of Energy, Environment and Climate Action

REF 1104419

CONSENT TO CLOSING OF ROAD

Section 349, Land Act 1958

A road laid out on land of the Crown which is unused as to the whole or any portion of the length or width may be closed by the Governor in Council as to the whole or any part, as the case may be, by order published in the Government Gazette; but only with the concurrence in writing of the Council of the municipality in whose district the road is located, and of the owners of any land adjoining the road.

If the Council favours the closing of the road described in the next paragraph, its concurrence should be given in writing to satisfy the requirements of the relevant legislation. It is suggested that the form of consent at the foot of this sheet should be used to provide the written concurrence of the Council under seal, or under the hand of the Town Clerk or Shire Secretary.

The description of the road is: **Government road (CA 2006) adjoining Crown Allotments 2009 & 13 (in part), Section 1A, in the Township and Parish of Porepunkah, as shown on OP127244Y.**

CONSENT

At the meeting of the Council of the Alpine Shire Council held on /.... /.... it was resolved that the Council gives its concurrence to the closing of the subject road pursuant to Section 349 of the Land Act 1958. In giving this consent, Council is aware that should the road be closed, the effect will be that:-

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Council seal or signature)

)
of Shire Secretary or Town Clerk).....

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COUNCIL DOCUMENT

Draft Financial Plan

2025 – 2035

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DOCUMENT UNCONTROLLED WHEN PRINTED

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	Status Draft	Approved by Council
Date approved October 2025	Next review date October 2029	
Directorate Corporate & Community	Department Corporate	External

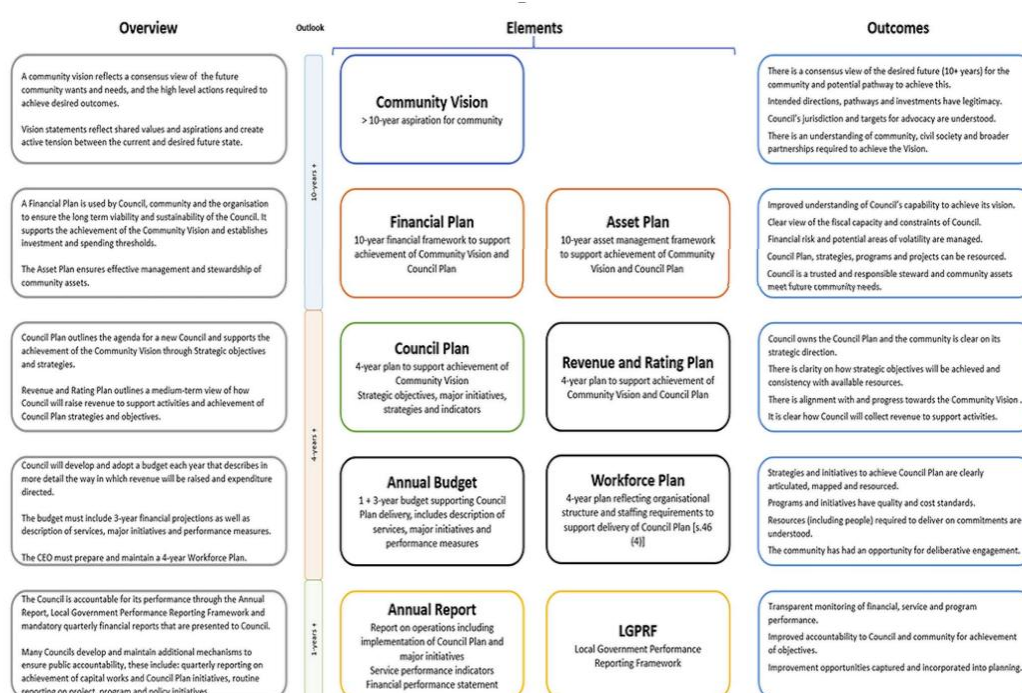
REVISION RECORD

Date	Version	Revision description
05/10/2021	1.0	Adopted by Council
27/08/2025	1.2	Draft for public consultation
28/10/2025	2.0	Presented for adoption by Council

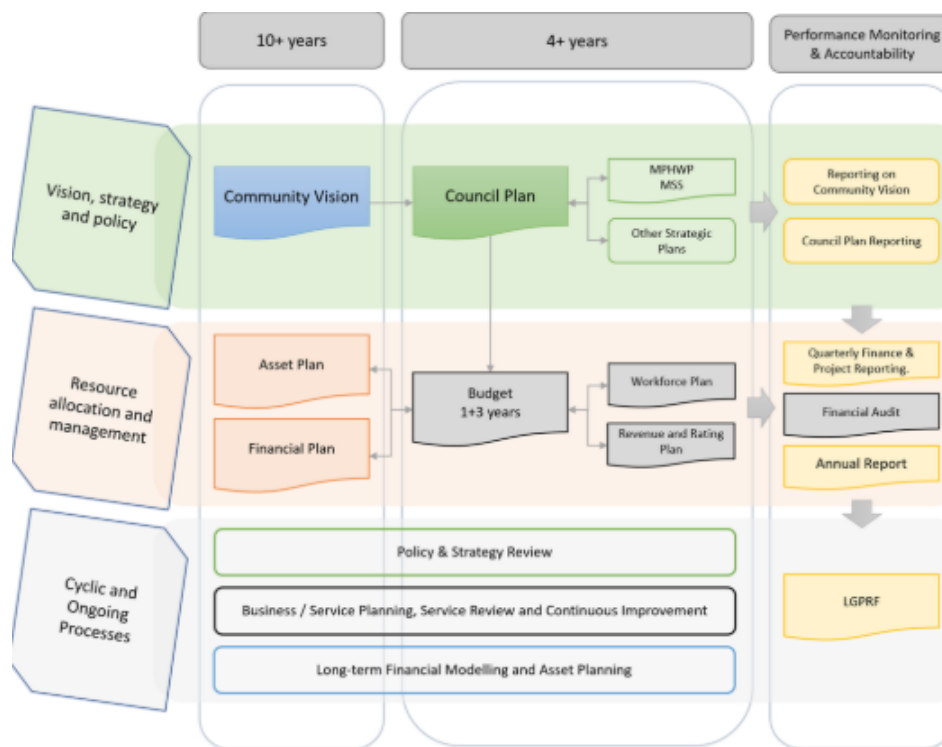
1. Legislative Requirements

This section describes how the Financial Plan links to the achievement of the Community Vision and the Council Plan within the Integrated Strategic Planning & Reporting Framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

The following diagram provides an overview of the core legislated elements of an integrated strategic planning and reporting framework and outcomes:



The following figure demonstrates how each element might inform or be informed by other parts of the integrated framework.



1.1 STRATEGIC PLANNING PRINCIPLES

The Financial Plan provides a 10 year financial projection showing how the actions of the Council Plan may be funded to achieve the Community Vision. Council has developed the Financial Plan considering the following strategic planning principles:

1. Council has an integrated approach to planning, monitoring and performance reporting.
2. Council's Financial Plan addresses the Community Vision by funding the aspirations of the Council Plan. The Council Plan Priorities, Objectives and Major Initiatives have been developed in the context of the Community Vision.
3. The Financial Plan statements articulate the 10-year financial resources necessary to implement the priorities of the Council Plan to work towards realising the Community Vision.
4. Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan.
5. The Financial Plan provides for the strategic planning principles of monitoring progress and conducting reviews to identify and adapt to changing circumstances.

1.2 ENGAGEMENT PRINCIPLES

Council has undertaken the following consultation processes, in line with the [Community Engagement Policy](#), to inform development of the Financial Plan, and to ensure that feedback from relevant stakeholders has been sought and considered:

1. Draft Financial Plan informed by community engagement processes;

2. Draft Financial Plan placed on public exhibition at the August 2025 Council meeting calling for public submissions;
3. Community engagement conducted using Council's Engage Alpine online platform, local news outlets; social media and with hard copies available at Council facilities;
4. Draft Financial Plan, including any changes informed by feedback, presented to the October 2025 Council Meeting for adoption.

1.3 SERVICE PERFORMANCE PRINCIPLES

Council services are designed to be for a purpose, targeted to community needs and to provide value for money. The service performance principles are listed below:

1. Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the major initiatives to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
2. Services are accessible to relevant users within the community.
3. Council provides quality services that provide value for money to the community. The Local Government Performance Reporting Framework (LGPRF) is designed to communicate Council's performance regarding the provision of quality and efficient services.
4. Council is focused on the continuous improvement of service delivery and in monitoring performance to inform the improvement of services.
5. Council considers and responds to community feedback and complaints regarding service delivery.

1.4 ASSET PLAN INTEGRATION

Integration to the Asset Plan is a key principle of Council's strategic financial planning principles. The purpose of this integration is designed to ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of the Council's assets into the future.

The Asset Plan identifies the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide Council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment issues as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together

the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

The Asset Plan will be presented to the October 2025 Council meeting for adoption.

1.5 REVENUE AND RATING PLAN INTEGRATION

Integration with the Revenue and Rating Plan is a key principle of the Council's strategic financial principles. The purpose of this integration is to ensure that Council's revenue is raised from the community in a manner that supports Council's longer term financial plans and broader plans as set out in the Council Vision.

The revenue raised by Council is for the delivery of services and infrastructure to benefit the local community. The Revenue and Rating Plan is therefore linked to planned expenditure in the annual budget and strategic financial planning. Any increase in spending by Council must be matched by revenue increases. It is a key principle that Council generates sufficient revenue from rates plus fees and charges to ensure consistent funding to deliver projects and services.

The Revenue and Rating Plan provides the framework for the setting of fees and charges, and other Council income sources. It makes assumptions regarding the levels of revenue that Council expects to generate over the 4-year period, as well as defining the amounts of rates to be generated through the rating policy.

1.6 FINANCIAL POLICY STATEMENTS

This section defines the policy statements, and associated measures, that demonstrate Council's financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast											
			Actual	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Consistent underlying surplus results	Adjusted underlying surplus (deficit)/Adjusted underlying revenue	> 0%	(3.00%)	(3.43%)	(3.67%)	(3.21%)	(3.43%)	(3.99%)	(3.99%)	(3.99%)	(3.99%)	(4.00%)	(4.00%)	
Consistent underlying surplus results	Adjusted underlying surplus (deficit) (\$'000)	> \$0.00	(1,094)	(1,223)	(1,363)	(1,220)	(1,329)	(1,578)	(1,618)	(1,659)	(1,701)	(1,744)	(1,788)	
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current Assets / Current Liabilities	1.20 - 3.50	2.53	3.39	3.56	3.14	2.77	1.92	1.01	0.63	0.51	0.39	0.12	
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset Renewal Costs / Depreciation Expense	100%	152.59%	120.69%	136.85%	131.40%	124.71%	181.38%	190.06%	129.95%	100.66%	99.93%	118.80%	
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required	Unrestricted Cash / Current Liabilities	> 80%	54.95%	74.18%	70.66%	59.28%	40.64%	20.51%	(67.09%)	(102.05%)	(111.57%)	(120.25%)	(144.57%)	

2. Strategic Actions

Following a series of community engagement activities, Council has identified the following objectives which drive the Council Plan and provide context and purpose for our operations and service delivery.

Customer Focused Alpine

We continue to build a customer-first culture, supported by robust systems and processes across the organisation. We will put communication as our highest priority. Even when we are delivering challenging news or making difficult decisions, we aim to be prompt, transparent, and meet the commitments of our customer-first culture.

Sustainable and Resilient Alpine

To progress towards a more sustainable and resilient Alpine Shire, we will make bold, future-focused, and evidence-based decisions that serve the long-term interests of our communities. We will be well prepared to capitalise on future opportunities, and to navigate challenges, risks and uncertainties.

Vibrant and Healthy Alpine

We recognise the unique qualities that make Alpine Shire a great place to live, play, visit, and do business. We are committed to balancing the needs of residents, visitors and businesses while maintaining and enriching our natural environment, public spaces, and community facilities.

The Financial Plan provides for delivery against these objectives and the aspirations of the Council Plan, and demonstrates the following financial management principles:

1. Revenue, expenses, assets, liabilities, investments, and financial transactions are managed in accordance with Council's financial policies and strategic plans and with appropriate risk management.
2. Strategies employed to leverage the rate burden across the community are designed to provide financial stability to the community and include an assessment of the community's capacity to pay.
3. Council maintains accounts and records that explain its financial operations and financial position and there is a focus on the accurate and timely disclosure of financial information.
4. Financial risks relating to debt, assets and liabilities are responsibly managed.
5. Investment in asset renewal and capital works is maintained to ensure infrastructure that meets the economic and social needs of the community.
6. Council focuses on its financial sustainability to enable Council to provide the services and projects the community relies on. The development of a Financial Sustainability Strategy will be a key initiative to ensure that Council can maintain assets, deliver effective community services, and remain financially viable, into the future and will be delivered in 2025/26.

3. Financial Plan Context

This Financial Plan reflects the financial resources required to achieve the strategic objectives included in the Council Plan. The Financial Plan is a long-term plan that is subject to annual review, for internal use in informing future year budget preparation. There are a number of dynamic variables that may influence the outcomes expressed in this Financial Plan. They include:

- Rating levels and supplementary rate income;
- Government grant revenue received (both recurrent and non-recurrent, including project (capital) grants);
- New and upgrade of assets;
- Renewal of assets to maintain infrastructure;
- Asset revaluations (major impact on fixed asset value, depreciation, and future renewal costs);
- Asset sale;
- Level of assumed growth experienced on expenditure items, as well as the budgeted expenditure.

The Financial Plan has been determined using the current budget as the starting point with long term assumptions applied as forecast or estimated indexation throughout the life of the plan. The Financial Plan aims, as much as is possible, to provide a realistic reflection of the future financial position of Council with the known variables at a point in time.

Changes to Council's operations, in the external environment, or the implementation of financial sustainability strategies, throughout the life of the Financial Plan, will impact the estimates used for long term planning and the forecast outcome.

When determining a cost index for financial planning, often the Consumer Price Index (CPI) is applied. This measures the change in prices associated with household expenditure, however the costs associated with the delivery of council services, which are directed toward providing infrastructure and social and community services, do not always align with CPI and other assumption mechanisms have been employed.

3.1 ASSUMPTIONS TO THE FINANCIAL PLAN

This section presents information regarding the assumptions to the Comprehensive Income Statement for the 10 years from 2025/26 to 2034/35. The assumptions comprise context and annual escalations for each income and expenditure line item contained in the Comprehensive Income Statement.

The Comprehensive Income Statement for Year 1 of the Financial Plan (2025/26) is aligned to the Comprehensive Income Statement contained within the adopted 2025/26 Budget.

Description	Assumption
Rates and Charges	An annual increase of 2.75% is assumed for the 2026/27 year, and 2.5% per annum for the ensuing years of the financial plan, aligned to CPI. Waste charges are as budgeted in 2025/26 reflecting cost recovery of services. Future year waste charges are estimated to increase in line with CPI.
Growth	It is expected that each year there will be an increase in rates income received based on growth (for example through additional properties) as a result of supplementary rates. This has been assumed as an additional 0.25% from 2026/27.
Statutory Fees and Fines	Statutory fees are indexed, set by legislation, according to the estimated annual rate of CPI. Some fees are outside of the control of Council and therefore may be subject to increases less than CPI, or irregular increases or changes.
User Fees	Details of user fees for the 2025/26 budget year can be found in Council's schedule of Fees and Charges that was adopted in conjunction with the budget. Revenue increases for future years are based on an annual rate of increase aligned with CPI.
Operating Grants	Recurrent operating grants that Council expects to receive are included in the financial plan and indexed by CPI. Non-recurrent operating grant income is assumed at \$500k in year 2, indexed at CPI each year thereafter. \$500k is the lowest annual amount of non-recurrent grant income received in each of the last 10 financial year as reported in Council's audited financial statements.
Capital Grants	Non-recurrent capital grant income of \$1M is assumed in 2026/27, indexed by CPI each year thereafter.
Contributions	Council receives monetary and non-monetary contributions, typically from developers, in relation to development or redevelopment activities occurring within the Shire.

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Description	Assumption
	Non-monetary contributions are received in the form of gifted assets, such as roads, footpaths, drainage and other community facilities. Forecast non-monetary contributions are included based on anticipated development activity with CPI increases assumed from 2028/29. Monetary contributions are received to assist deliver additional infrastructure that is required to service new developments, increases in line with CPI are assumed.
Other Income	Revenue from other income mainly comprises interest income and rental income received from the leasing of Council properties. Movements are assumed to be in line with CPI with consideration to level of financial assets held.
Employee Costs	Employee costs constitute a combination of direct wages and salaries, including on-costs such as superannuation, leave entitlements, and temporary staff arrangements. Employee costs for the 2025/26 year reflect the adopted Budget. Longer term, employee cost assumptions reflect annual increases in line with CPI. The Alpine Shire Council Enterprise Agreement 2023 sets out the terms and conditions of employment for Council employees and has a nominal expiry date of 30 June 2026. Changes to terms and conditions are subject to future negotiation.
Materials and Services	Materials and Services costs include items required for the maintenance and repairs of buildings, roads, drains and footpaths. Other associated costs included under this category are utilities, materials, and consumable items and the support of external expertise for a range of services. Increases have been assumed in line with CPI, however increases may be more governed by supply chain and market forces based on availability, rather than CPI.
Depreciation and Amortisation	The consumption of property, infrastructure, plant and equipment is measured through depreciation for physical assets and amortisation for non-physical assets. Depreciation estimates have been based on the useful life of the asset.
Borrowing	The Financial Plan assumes no borrowings.
Other Expenses	Other Expenses include administration costs such as Councillor allowances and internal and external audit fees. These are assumed to increase in line with CPI.

Escalation Factors	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
% Movement / \$ '000	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
CPI	3.00%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Rates and Charges	\$23,576	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Statutory Fees and Fines	\$606	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
User Fees	\$1,151	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Grants - Operating - recurrent	\$5,917	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Grants - Operating - non recurrent	\$206	\$500	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Grants - Capital - Recurrent	\$1,136	\$1,350	\$1,421	\$1,421	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Grants - Capital - Non-recurrent	\$1,527	\$1,000	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Contributions - Monetary	\$854	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Contributions - Non-Monetary	\$1,820	\$3,210	\$3,010	\$500	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Income	\$2,181	\$2,241	\$2,297	\$2,166	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Employee Costs	\$13,736	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Materials and Services	\$15,761	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Depreciation and Amortisation	\$6,600	\$6,732	\$6,760	\$6,783	\$6,953	\$7,126	\$7,305	\$7,487	\$7,674	\$7,866
Other Expenses	\$775	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

3.2 FINANCIAL PLAN STATEMENTS

This section presents information regarding the Financial Plan Statements for the 10 years from 2025/26 to 2034/35.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

3.2.1 Comprehensive Income Statement

	Forecast										
	Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income / Revenue											
Rates and charges	22,739	23,576	24,224	24,830	25,451	26,087	26,739	27,408	28,093	28,795	29,515
Statutory fees and fines	680	606	623	639	655	671	688	705	723	741	759
User fees	1,082	1,151	1,183	1,212	1,242	1,273	1,305	1,338	1,371	1,406	1,441
Grants - operating (recurrent)	5,621	5,917	6,080	6,232	6,388	6,547	6,711	6,879	7,051	7,227	7,408
Grants - operating (non-recurrent)	602	206	500	513	525	538	552	566	580	594	609
Grants - capital (recurrent)	2,548	1,136	1,350	1,421	1,421	1,456	1,493	1,530	1,568	1,607	1,647
Grants - capital (non-recurrent)	10,516	1,527	1,000	1,025	1,051	1,077	1,104	1,131	1,160	1,189	1,218
Contributions - monetary	644	854	878	900	922	945	969	993	1,018	1,044	1,070
Contributions - non-monetary	500	1,820	3,210	3,010	500	513	525	538	552	566	580
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	25	25	25	25	25	25	25	25	25	25	25
Other income	2,514	2,181	2,241	2,297	2,166	2,004	2,054	2,106	2,158	2,212	2,268
Total income / revenue	47,472	39,000	41,313	42,102	40,345	41,137	42,165	43,219	44,299	45,405	46,540
Expenses											
Employee costs	13,466	13,736	14,738	15,106	15,484	15,871	16,268	16,675	17,092	17,519	17,957
Materials and services	16,699	15,761	16,195	16,599	17,014	17,440	17,876	18,323	18,781	19,250	19,732
Depreciation	6,600	6,600	6,732	6,760	6,783	6,953	7,126	7,305	7,487	7,674	7,866
Amortisation - intangible assets	55	5	6	6	6	6	6	6	6	6	6
Other expenses	730	775	796	816	836	857	878	900	923	946	970
Total expenses	37,550	36,877	38,466	39,287	40,123	41,126	42,154	43,208	44,288	45,395	46,530
Surplus/(deficit) for the year	9,922	2,124	2,847	2,815	222	11	11	11	10	10	10
Underlying Adjusted Result	(1,094)	(1,223)	(1,363)	(1,220)	(1,329)	(1,578)	(1,618)	(1,659)	(1,701)	(1,744)	(1,788)

	Forecast										
	Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Other comprehensive income											
Net asset revaluation gain /(loss)	3,207	4,521	4,645	4,761	4,880	5,002	5,127	5,255	5,387	5,522	5,660
Total other comprehensive income	3,207	4,521	4,645	4,761	4,880	5,002	5,127	5,255	5,387	5,522	5,660
Total comprehensive result	13,129	6,644	7,492	7,576	5,102	5,013	5,138	5,266	5,397	5,532	5,670

3.2.2 Balance Sheet

	Forecast Actual 2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Assets											
Current assets											
Cash and cash equivalents	9,108	7,410	6,171	5,429	4,060	2,495	(4,873)	(8,035)	(9,084)	(10,104)	(12,634)
Trade and other receivables	3,067	2,360	2,425	2,485	2,547	2,611	2,676	2,743	2,812	2,882	2,954
Other financial assets	26,000	20,000	18,000	16,020	15,020	10,000	10,000	10,000	10,000	10,000	10,000
Inventories	105	106	109	112	115	118	121	124	127	130	133
Prepayments	22	22	23	24	24	25	25	26	27	27	28
Contract assets	400	626	626	626	626	626	626	626	626	626	626
Other assets	5	6	6	6	6	6	6	6	6	6	6
Total current assets	38,707	30,530	27,360	24,702	22,398	15,881	8,581	5,490	4,514	3,568	1,113
Non-current assets											
Property, infrastructure, plant & equipment	361,413	370,153	379,638	389,671	397,099	408,661	421,143	429,559	436,003	442,565	450,785
Investment property	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Intangible assets	200	115	109	104	98	98	98	98	98	98	98
Total non-current assets	371,613	380,268	389,748	399,774	407,197	418,759	431,241	439,656	446,101	452,662	460,883
Total assets	410,320	410,799	417,108	424,476	429,595	434,640	439,822	445,146	450,615	456,230	461,996
Liabilities											
Current liabilities											
Trade and other payables	2,336	2,741	2,816	2,887	2,959	3,033	3,109	3,187	3,266	3,348	3,432
Trust funds and deposits	697	721	741	759	778	798	818	838	859	881	903
Contract and other liabilities	8,977	2,394	880	902	925	948	971	996	1,021	1,046	1,072
Provisions	3,297	3,161	3,248	3,329	3,412	3,497	3,585	3,674	3,766	3,860	3,957
Total current liabilities	15,307	9,017	7,685	7,877	8,074	8,276	8,483	8,695	8,912	9,135	9,363
Non-current liabilities											
Provisions	3,732	3,846	3,996	3,596	3,417	3,246	3,083	2,929	2,783	2,644	2,512
Lease liabilities	312	322	322	322	322	322	322	322	322	322	322

	Forecast Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Total non-current liabilities	4,044	4,168	4,318	3,918	3,739	3,568	3,405	3,251	3,105	2,966	2,834
Total liabilities	19,351	13,186	12,003	11,795	11,812	11,843	11,888	11,946	12,017	12,101	12,197
Net assets	390,969	397,613	405,105	412,681	417,783	422,796	427,934	433,200	438,598	444,130	449,799
Equity											
Accumulated surplus	191,341	193,644	197,311	200,466	200,848	200,859	200,870	200,880	200,891	200,901	200,911
Reserves	199,628	203,969	207,794	212,215	216,935	221,937	227,065	232,320	237,707	243,229	248,888
Total equity	390,969	397,613	405,105	412,681	417,783	422,796	427,934	433,200	438,598	444,130	449,799

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3.2.3 Statement of Changes in Equity

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025 Forecast Actual				
Balance at beginning of the financial year	377,840	181,419	190,378	6,043
Surplus/(deficit) for the year	9,922	9,922	-	-
Net asset revaluation gain/(loss)	3,207	-	3,207	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	390,969	191,341	193,585	6,043
2026 Budget				
Balance at beginning of the financial year	390,969	191,341	193,585	6,043
Surplus/(deficit) for the year	2,124	2,124	-	-
Net asset revaluation gain/(loss)	4,521	-	4,521	-
Transfers to other reserves	(500)	-	-	(500)
Transfers from other reserves	500	500	-	-
Balance at end of the financial year	397,613	193,964	198,106	5,543
2027				
Balance at beginning of the financial year	397,613	193,964	198,106	5,543
Surplus/(deficit) for the year	2,847	2,847	-	-
Net asset revaluation gain/(loss)	4,645	-	4,645	-
Transfers to other reserves	-500	-	-	-500
Transfers from other reserves	500	500	-	-
Balance at end of the financial year	405,105	197,311	202,751	5,043
2028				
Balance at beginning of the financial year	405,105	197,311	202,751	5,043
Surplus/(deficit) for the year	2,815	2,815	-	-
Net asset revaluation gain/(loss)	4,761	-	4,761	-
Transfers to other reserves	-340	-	-	-340
Transfers from other reserves	340	340	-	-
Balance at end of the financial year	412,681	200,466	207,512	4,703
2029				
Balance at beginning of the financial year	412,681	200,466	207,512	4,703
Surplus/(deficit) for the year	410	410	-	-
Net asset revaluation gain/(loss)	4,880	-	4,880	-
Transfers to other reserves	-	-	-	-160
Transfers from other reserves	-	160	-	-
Balance at end of the financial year	417,971	201,036	212,392	4,543
2030				
Balance at beginning of the financial year	417,971	201,036	212,392	4,543

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	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Surplus/(deficit) for the year	420	420	-	-
Net asset revaluation gain/(loss)	5,002	-	5,002	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	423,393	201,455	217,394	4,543
2031				
Balance at beginning of the financial year	423,393	201,455	217,394	4,543
Surplus/(deficit) for the year	430	430	-	-
Net asset revaluation gain/(loss)	5,127	-	5,127	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	428,949	201,885	222,522	4,543
2032				
Balance at beginning of the financial year	428,949	201,885	222,522	4,543
Surplus/(deficit) for the year	440	440	-	-
Net asset revaluation gain/(loss)	5,255	-	5,255	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	434,645	202,325	227,777	4,543
2033				
Balance at beginning of the financial year	434,645	202,325	227,777	4,543
Surplus/(deficit) for the year	450	450	-	-
Net asset revaluation gain/(loss)	5,387	-	5,387	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	440,482	202,775	233,164	4,543
2034				
Balance at beginning of the financial year	440,482	202,775	233,164	4,543
Surplus/(deficit) for the year	461	461	-	-
Net asset revaluation gain/(loss)	5,522	-	5,522	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	446,464	203,236	238,686	4,543
2035				
Balance at beginning of the financial year	446,464	203,236	238,686	4,543
Surplus/(deficit) for the year	472	472	-	-
Net asset revaluation gain/(loss)	5,660	-	5,660	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
Balance at end of the financial year	452,596	203,708	244,345	4,543

3.2.4 Statement of Cash Flows

	Forecast										
	Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities											
Rates and charges	22,739	23,576	24,224	24,830	25,451	26,087	26,739	27,408	28,093	28,795	29,515
Statutory fees and fines	680	606	623	639	655	671	688	705	723	741	759
User fees	1,082	1,151	1,183	1,212	1,242	1,273	1,305	1,338	1,371	1,406	1,441
Grants - operating	6,223	6,123	6,580	6,744	6,913	7,086	7,263	7,444	7,631	7,821	8,017
Grants - capital	13,064	2,663	2,350	2,446	2,471	2,533	2,596	2,661	2,728	2,796	2,866
Contributions - monetary	644	854	878	900	922	945	969	993	1,018	1,044	1,070
Other receipts	2,514	2,181	1,386	1,527	1,565	1,604	1,644	1,686	1,728	1,771	1,815
Employee costs	(13,466)	(13,736)	(14,738)	(15,106)	(15,484)	(15,871)	(16,268)	(16,675)	(17,092)	(17,519)	(17,957)
Materials and services	(16,699)	(15,761)	(16,195)	(16,599)	(17,014)	(17,440)	(17,876)	(18,323)	(18,781)	(19,250)	(19,732)
Other payments	(730)	(775)	(796)	(816)	(836)	(857)	(878)	(900)	(923)	(946)	(970)
Net cash provided by/(used in) operating activities	16,052	6,883	5,494	5,776	5,885	6,032	6,183	6,337	6,496	6,658	6,825
Cash flows from investing activities											
Payments for property, infrastructure, plant and equipment	(19,043)	(9,557)	(9,613)	(9,293)	(8,880)	(13,041)	(13,986)	(9,945)	(8,000)	(8,145)	(9,832)
Proceeds from Financial Assets	1,021	950	2,855	2,750	1,601	5,420	410	420	431	442	453
Proceeds from sale of property, plant and equipment	25	25	25	25	25	25	25	25	25	25	25
Net cash provided by/ (used in) investing activities	(17,998)	(8,582)	(6,733)	(6,518)	(7,254)	(7,596)	(13,551)	(9,499)	(7,544)	(7,678)	(9,355)

Net cash provided by/(used in) financing activities	-	-	-	-	-	-	-	-	-	-
Net increase/(decrease) in cash & cash equivalents	(1,946)	(1,699)	(1,238)	(742)	(1,369)	(1,564)	(7,368)	(3,162)	(1,049)	(2,530)
Cash and cash equivalents at the beginning of the financial year	11,054	9,108	7,410	6,171	5,429	4,060	2,495	(4,873)	(8,035)	(9,084)
Cash and cash equivalents at the end of the financial year	9,108	7,410	6,171	5,429	4,060	2,495	(4,873)	(8,035)	(9,084)	(10,104)

3.2.5 Statement of Capital Works

	Forecast Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property											
Land	541	22	-	-	-	-	-	-	-	-	-
Total land	541	22	-	-	-	-	-	-	-	-	-
Buildings	3,416	2,492	1,738	1,722	69	4,155	5,330	2,204	-	-	1,443
Total buildings	3,416	2,492	1,738	1,722	69	4,155	5,330	2,204	-	-	1,443
Total property	3,957	2,514	1,738	1,722	69	4,155	5,330	2,204	-	-	1,443
Plant and equipment											
Plant, machinery and equipment	333	525	539	553	567	581	595	610	626	641	657
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	481	-	-	-	-	-	-	-	-	-	-
Library books	75	80	82	84	86	89	91	93	95	98	100
Total plant and equipment	888	605	622	637	653	669	686	703	721	739	757
Infrastructure											
Roads	4,593	2,485	2,792	2,862	2,933	3,007	3,082	3,159	3,238	3,319	3,402
Bridges	1,118	805	262	269	275	282	289	296	304	311	319
Footpaths and cycleways	1,419	500	318	326	334	342	351	360	369	378	387
Drainage	234	200	173	177	182	186	191	196	207	218	230
Recreational, leisure and community facilities	5,127	530	367	376	385	395	405	415	425	436	447
Waste management	1,706	1,918	1,341	874	1,947	1,851	1,444	348	417	366	410
Other infrastructure	-	-	-	-	-	-	-	-	-	-	-
Total infrastructure	14,198	6,438	5,253	4,884	6,056	6,063	5,762	4,774	4,960	5,028	5,195

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	Forecast Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Unspecified New	-	-	400	410	420	431	442	453	464	475	487
Unspecified Upgrade	-	-	1,600	1,640	1,681	1,723	1,766	1,810	1,856	1,902	1,949
Total capital works expenditure	19,043	9,557	9,613	9,293	8,880	13,041	13,986	9,945	8,000	8,145	9,832
Represented by:											
New asset expenditure	8,972	1,591	400	410	420	431	442	453	464	475	487
Asset renewal expenditure	5,643	5,692	7,608	7,237	6,773	10,882	11,773	7,676	5,675	5,761	7,389
Asset upgrade expenditure	4,428	2,274	1,600	1,640	1,681	1,723	1,766	1,810	1,856	1,902	1,949
Total capital works expenditure	19,043	9,557	9,613	9,293	8,880	13,041	13,986	9,945	8,000	8,145	9,832
Funding sources represented by:											
Grants	12,955	2,663	2,350	2,446	2,471	2,533	2,596	2,661	2,728	2,796	2,866
Contributions	140	150	-	-	-	-	-	-	-	-	-
Council cash	5,948	6,744	7,263	6,847	6,408	10,508	11,390	7,283	5,272	5,349	6,967
Total capital works expenditure	19,043	9,557	9,613	9,293	8,880	13,041	13,986	9,945	8,000	8,145	9,832

3.2.6 Statement of Human Resources

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure										
Employee costs - operating	13,736	14,738	15,106	15,484	15,871	16,268	16,675	17,092	17,519	17,957
Employee costs - capital	642	659	675	692	709	727	745	764	783	802
Total staff expenditure	14,379	15,397	15,781	16,176	16,580	16,995	17,420	17,855	18,302	18,759
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Staff numbers										
Employees	136.8	136.7	135.3	135.3	135.3	135.3	135.3	135.3	135.3	135.3
Total staff numbers	136.8	136.7	135.3	135.3	135.3	135.3	135.3	135.3	135.3	135.3

Department	Comprises				
	Budget	Permanent		Casual	Temporary
	2025/26	Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Community Development	979	267	489	65	158
Corporate	1,865	1,203	328	-	335
Customer Experience	1,831	824	696	276	35
Engineering and Assets	821	604	-	-	218
Executive	983	983	-	-	-
Growth and Future	2,150	1,410	375	250	115
Operations	2,927	2,756	171	-	-
Regulatory Services	2,179	1,747	382	-	50
Total permanent staff expenditure	13,736	9,793	2,442	591	909
Capitalised labour costs	642				
Total expenditure	14,379				

3.2.7 Planned Human Resource Expenditure

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Executive										
Permanent - Full time	983	1,007	1,033	1,058	1,085	1,112	1,140	1,168	1,197	1,227
Women	538	552	566	580	594	609	624	640	656	672
Men	444	456	467	479	491	503	515	528	542	555
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	-	-	-	-	-	-	-	-	-	-
Women	-	-	-	-	-	-	-	-	-	-
Men	-	-	-	-	-	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Total Executive	983	1,007	1,033	1,058	1,085	1,112	1,140	1,168	1,197	1,227
Customer and Community										
Permanent - Full time	4,041	4,142	4,246	4,352	4,461	4,572	4,687	4,804	4,924	5,047
Women	2,456	2,517	2,580	2,645	2,711	2,779	2,848	2,919	2,992	3,067
Men	1,585	1,625	1,666	1,707	1,750	1,794	1,839	1,885	1,932	1,980
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	1,896	1,944	1,992	2,042	2,093	2,145	2,199	2,254	2,310	2,368
Women	1,693	1,735	1,778	1,823	1,869	1,915	1,963	2,012	2,062	2,114
Men	203	208	214	219	224	230	236	242	248	254
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Total Customer and Community	5,937	6,086	6,238	6,394	6,554	6,718	6,886	7,058	7,234	7,415
Assets										
Permanent - Full time	4,769	4,888	5,011	5,136	5,264	5,396	5,531	5,669	5,811	5,956
Women	1,269	1,301	1,333	1,366	1,401	1,436	1,471	1,508	1,546	1,585

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	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Men	3,500	3,588	3,678	3,769	3,864	3,960	4,059	4,161	4,265	4,371
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	546	560	574	588	603	618	634	649	666	682
Women	208	214	219	225	230	236	242	248	254	260
Men	338	346	355	364	373	382	392	402	412	422
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Total Assets	5,316	5,448	5,585	5,724	5,867	6,014	6,164	6,319	6,476	6,638
Casuals, temporary and other expenditure	1,500	1,538	1,576	1,616	1,656	1,697	1,740	1,783	1,828	1,874
Capitalised labour costs	642	659	675	692	709	727	745	764	783	802
Total staff expenditure	14,379	14,738	15,106	15,484	15,871	16,268	16,675	17,092	17,519	17,957

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	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Executive										
Permanent - Full time	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Women	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Men	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Women	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Men	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Executive	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Customer and Community										
Permanent - Full time	36.6	36.6	36.6	36.6	36.6	36.6	36.6	36.6	36.6	36.6
Women	23.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0
Men	13.6	13.6	13.6	13.6	13.6	13.6	13.6	13.6	13.6	13.6
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9
Women	17.7	17.7	17.7	17.7	17.7	17.7	17.7	17.7	17.7	17.7
Men	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Customer and Community	56.5	56.5	56.5	56.5	56.5	56.5	56.5	56.5	56.5	56.5
Assets										
Permanent - Full time	53.8	53.8	53.8	53.8	53.8	53.8	53.8	53.8	53.8	53.8
Women	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8

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	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Men	41.0	41.0	41.0	41.0	41.0	41.0	41.0	41.0	41.0	41.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8
Women	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9
Men	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Assets	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6
Casuals and temporary staff	14.7	14.6	13.2	13.2	13.2	13.2	13.2	13.2	13.2	13.2
Capitalised labour	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Total staff numbers	136.8	136.7	135.3	135.3	135.3	135.3	135.3	135.3	135.3	135.3

4. Financial Performance Indicators

The following table highlights Council's projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council's 10-year financial projections and should be interpreted in the context of the organisation's objectives and financial management principles.

		Forecast Actual											
Indicator	Measure	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	Trend
Operating position													
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	(3.00%)	(3.43%)	(3.67%)	(3.21%)	(3.43%)	(3.99%)	(3.99%)	(3.99%)	(3.99%)	(4.00%)	(4.00%)	O
Liquidity													
Working Capital	Current assets / current liabilities	2.53	3.39	3.56	3.14	2.77	1.92	1.01	0.63	0.51	0.39	0.12	-
Unrestricted cash	Unrestricted cash / current liabilities	54.95%	74.18%	70.66%	59.28%	40.64%	20.51%	(67.09%)	(102.05%)	(111.57%)	(120.25%)	(144.57%)	-
Obligations													
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	O
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	O
Indebtedness	Non-current liabilities / own source revenue	14.97%	15.15%	15.27%	13.52%	12.67%	11.88%	11.06%	10.30%	9.60%	8.95%	8.34%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	152.59%	120.69%	136.85%	131.40%	124.71%	181.38%	190.06%	129.95%	100.66%	99.93%	118.80%	O
Stability													
Rates effort	Rate revenue / CIV of rateable properties in the municipal district	0.30%	0.29%	0.31%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	O

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Indicator	Measure	Forecast Actual	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	Trend
Rates concentration	Rate revenue / adjusted underlying revenue		62.37%	66.13%	65.29%	65.23%	65.60%	65.96%	65.96%	65.96%	65.97%	65.97%	65.97%	O
Efficiency														
Revenue level	General rates and municipal charges / no. of property assessments													
Expenditure level	Total expenses / no. of property assessments													

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator;
- o Forecasts that Council's financial performance/financial position indicator will be steady;
- Forecasts deterioration in Council's financial performance/financial position indicator.

5. Strategy and Plans

This section describes the strategies and plans that support the 10-year financial projections included in the Financial Plan.

5.1 BORROWING STRATEGY

Council repaid all its borrowings in July 2015 and does not forecast future borrowings. Council is open to entering into new loans should a strategic assessment and decision be undertaken to do so in line with Council's [Borrowing Policy](#).

5.2 INVESTMENT POLICY

Council manages investments in line with the Financial Investments Policy which applies to any investment of Council funds. Reporting on Council's investment portfolio is undertaken regularly to the Audit and Risk Committee.

5.3 RESERVE STRATEGY

5.3.1 Public Open Space Reserve

Holds funds contributed by developers for works associated with developing and improving public open space and recreational facilities within Council. Funds are contributed in accordance with Section 18 of the *Subdivision Act* and transfers are restricted to the purpose of creating open space such as parks, playgrounds, pavilions and other such items where it is deemed that these works should occur at a later point than the initial development.

5.3.2 Dinner Plain Reserve

From 1 July 2025 the Dinner Plain village has been included in the definition and scope of the commercial/industrial differential rate in the Revenue and Rating Plan 2025.

The Dinner Plain Reserve ceased to receive income from 30 June 2025, with general income forming a part of Council's general revenue, and waste revenue and expenses continuing to be managed through Council's Waste Reserve.

Funds in the Dinner Plain Reserve will be expended to support approved projects and services within Dinner Plain until such time as the Reserve is exhausted and subsequently closed.

5.3.3 Waste Reserve

All waste charges received are collated in the Waste Reserve. The Waste Reserve is used to account for any over or underspends of annual kerbside collection and waste charges that are not spent in the year of recognition.

The funds are utilised to assist with the cost of strategic projects, compliance and long-term planning for Council's historic landfills, transfer stations and waste management responsibilities and are carried as a liability in the Balance Sheet.

5.3.4 Reserve Usage Projections

The table below discloses the balance and annual movement for each reserve over the 10-year life of the Financial Plan. *Movement of funds within the Reserves over the ten-year period will be further adjusted in the final Financial Plan.*

Reserves	Restricted / Discretionary	2024/25 \$000's	2025/26 \$000's	2026/27 \$000's	2027/28 \$000's	2028/29 \$000's	2029/30 \$000's	2030/31 \$000's	2031/32 \$000's	2032/33 \$000's	2033/34 \$000's	2034/35 \$000's
Public Open Space Reserve	Restricted											
Opening balance		694	694	694	694	694	694	694	694	694	694	694
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		694	694	694	694	694	694	694	694	694	694	694
Waste Reserve	Discretionary											
Opening balance		4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009
Dinner Plain Reserve	Discretionary											
Opening balance		1,340	1,340	840	340	0	0	0	0	0	0	0
Transfer to reserve		0	-500	-500	-340	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		1,340	840	340	0	0	0	0	0	0	0	0
Reserves Summary	Total Discretionary											
Opening balance		5,349	5,349	4,849	4,349	4,009	4,009	4,009	4,009	4,009	4,009	4,009
Transfer to reserve		0	-500	-500	-340	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		5,349	4,849	4,349	4,009	4,009	4,009	4,009	4,009	4,009	4,009	4,009

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Reserves	Restricted / Discretionary	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Reserves Summary	Restricted & Discretionary	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Opening balance		6,043	6,043	5,543	5,043	4,703	4,703	4,703	4,703	4,703	4,703	4,703
Transfer to reserve		0	-500	-500	-340	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		6,043	5,543	5,043	4,703	4,703	4,703	4,703	4,703	4,703	4,703	4,703

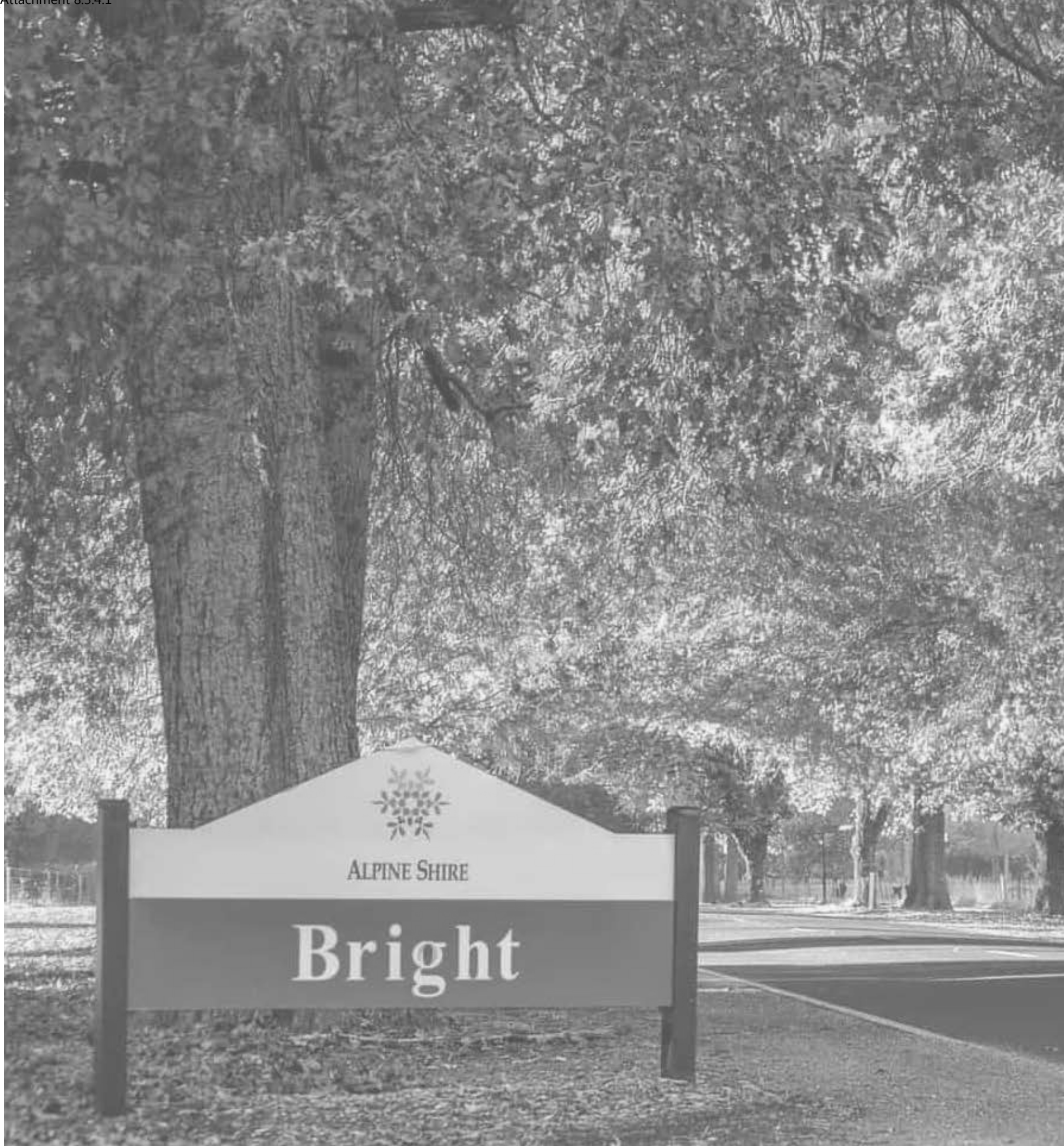
6. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 28 day of October
2025
in the presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER



BRIGHT VALLEY

SUBMISSION B
REV A

SUBMISSION B
[Redacted]
[Redacted]
Urban Planning and
Design Studio

DECEMBER 2024



PROJECT TEAM

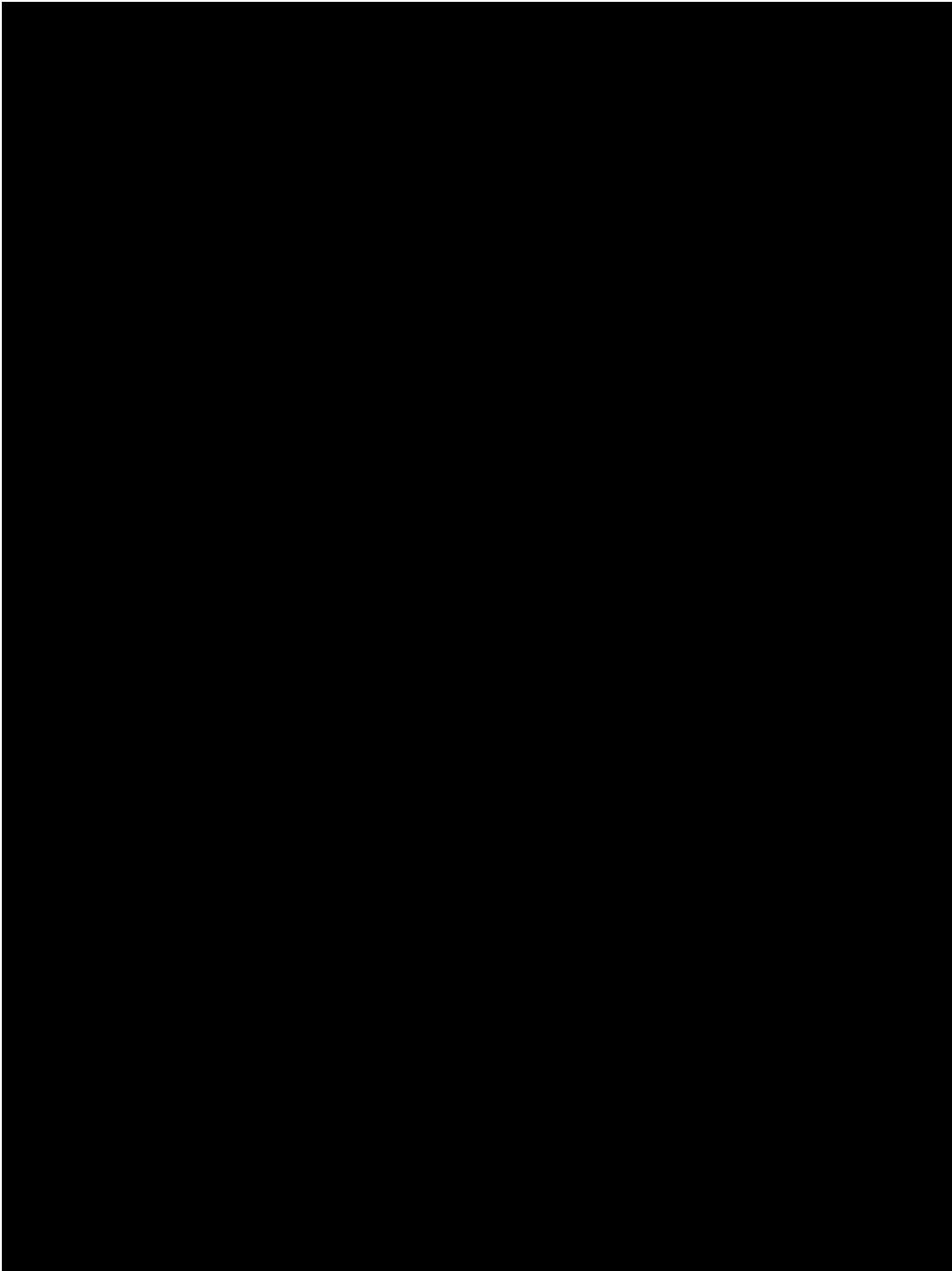
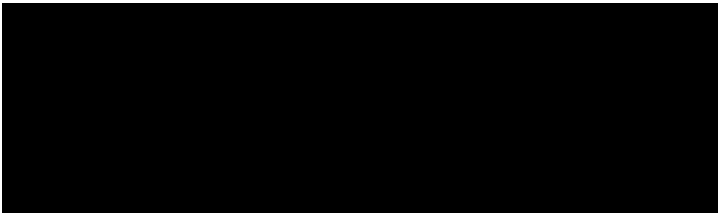
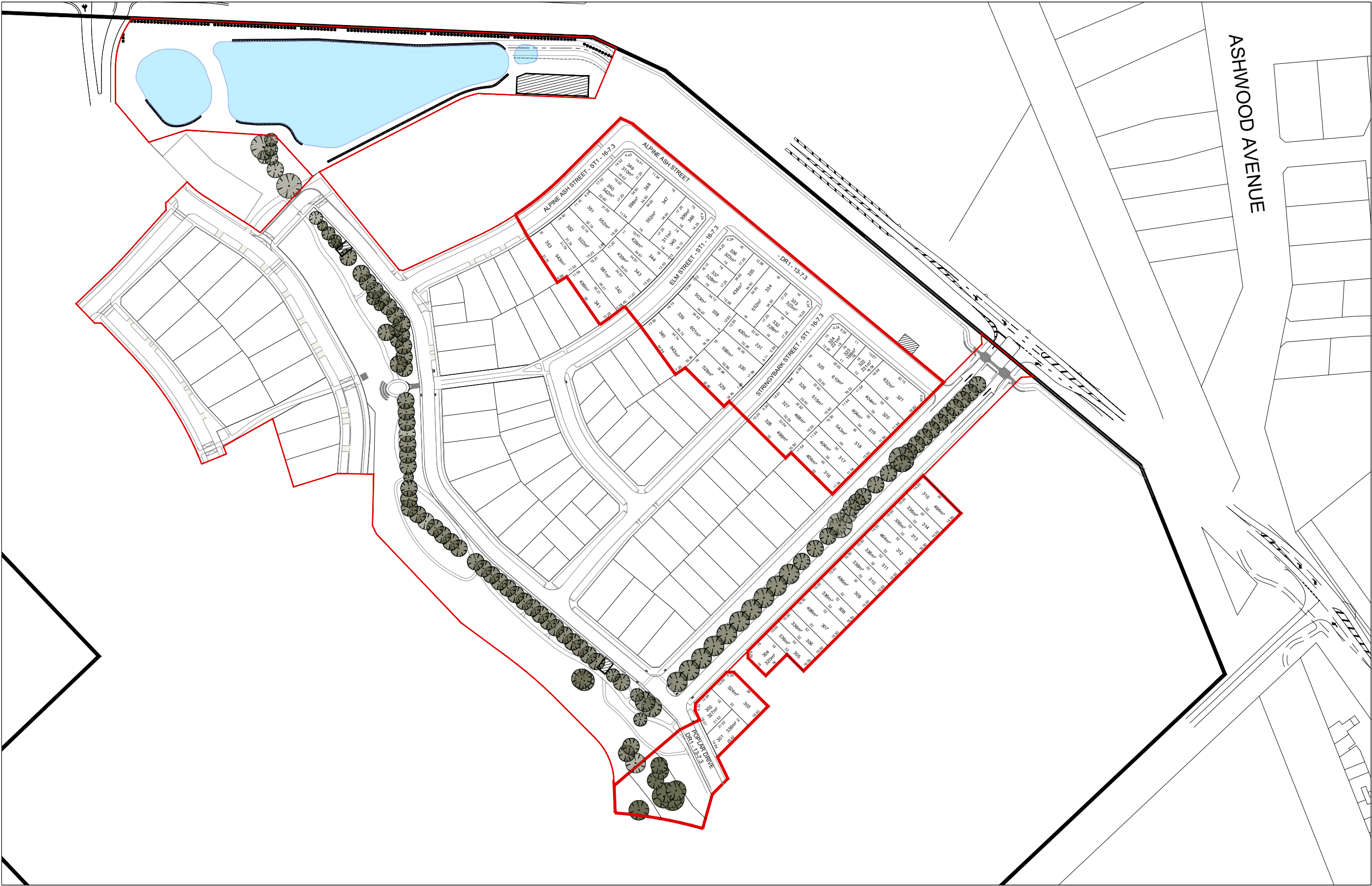


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LOT MIX BY AREA PLAN	06
DESIGN RESPONSE PLAN	07
STREET TYPOLOGY PLAN	08
STREET SECTIONS	09

PREPARED FOR:

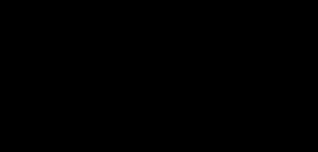




PROJECT INFORMATION	PROJECT NO: 12743
	DRAWING NO: 001
	VERSION NO: 05
	DATE: 06.12.24
	DRAFT: TK
	CHECKED: RI
NOTES	• Boundaries based on Peak Surveyors Survey Data.
	• Contour data intervals (if shown) are at 1m.
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BRIGHT VALLEY - SUBMISSION B			
	AREA (Ha)	% SITE AREA	% NDA
TOTAL SITE AREA (TSA)	3.21		
OPEN SPACE			
Encumbered Open Space	0.09	3%	
Unencumbered Open Space	0.12	4%	
Total Open Space	0.21	6%	
NET DEVELOPABLE AREA (NDA)			
Standard Residential Area	2.18	68%	73%
Lots <300m²	0.07	2%	2%
Local Road	0.75	23%	25%
Net Developable Area (NDA)	3.00	94%	100%
	AREA (Ha)	NUMBER OF LOTS	AVG. LOT SIZE (m²)
RESIDENTIAL LOT SCHEDULE			
Standard Residential Area	2.18	50	436
Lots <300m²	0.07	3	217
Net Residential Area	2.25	53	424
Density (Dwellings per Dev.Ha)	17.67		
NOTE			
Numbers are rounded to two decimal places.			



Bright Valley - Stage 03 (Submission B)
Land Budget Plan

PROJECT INFORMATION	
PROJECT NO:	12743
DRAWING NO:	002
VERSION NO:	05
DATE:	06.12.24
DRAFT:	TK
CHECKED:	RI

NOTES

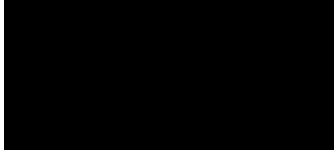
- Boundaries based on Peak Surveyors Survey Data.
- Contour data intervals (if shown) are at 1m.

REVISIONS	
xx	DESCRIPTION
xx	DESCRIPTION
xx	DESCRIPTION
xx	DESCRIPTION
xx	DESCRIPTION
xx	DESCRIPTION
REV	DESCRIPTION
CHK	DATE

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LOT MIX BY AREA		
AREA (m²)	NO. LOTS	%
100 - 200	1	2%
200 - 300	2	4%
300 - 400	19	36%
400 - 500	15	28%
500 - 600	13	25%
600 - 700	3	6%
OVER 700	0	0%
TOTAL	53	100%
53 LOTS @ 424 m² AVG.		
17.67 DWELLINGS PER Ha		



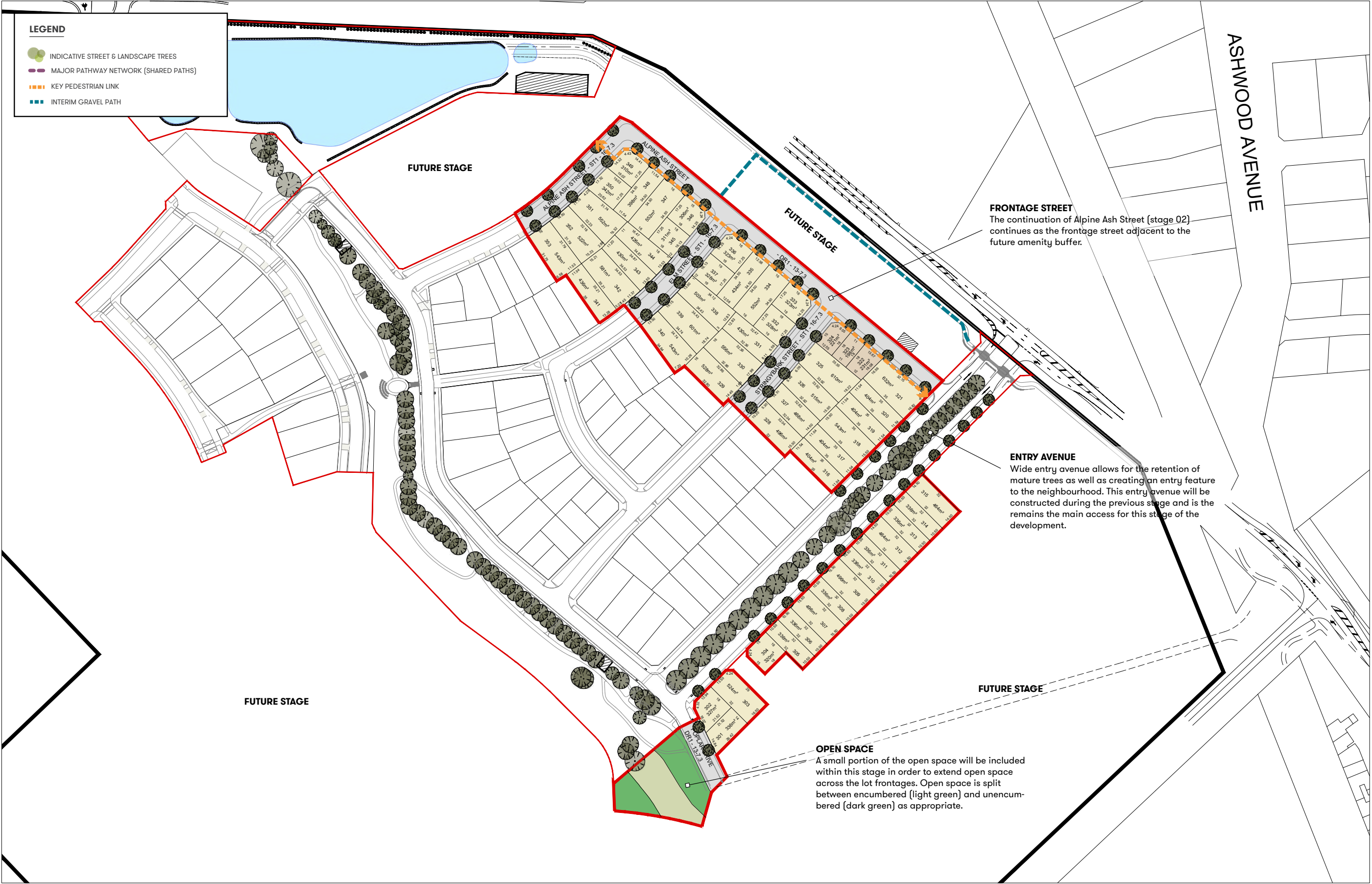
Bright Valley - Stage 03 (Submission B)
Lot Mix by Area Plan

PROJECT INFORMATION
PROJECT NO: 12743
DRAWING NO: 003
VERSION NO: 05
DATE: 06.12.24
DRAFT: TK
CHECKED: RI

NOTES
• Boundaries based on Peak Surveyors Survey Data.
• Contour data intervals (if shown) are at 1m.

REVISIONS		
XX	DESCRIPTION	XXX 00.00.00
XX	DESCRIPTION	XXX 00.00.00
XX	DESCRIPTION	XXX 00.00.00
XX	DESCRIPTION	XXX 00.00.00
XX	DESCRIPTION	XXX 00.00.00
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REV	DESCRIPTION	CHK DATE

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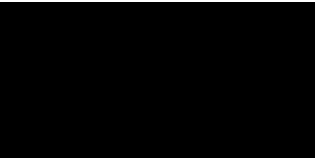
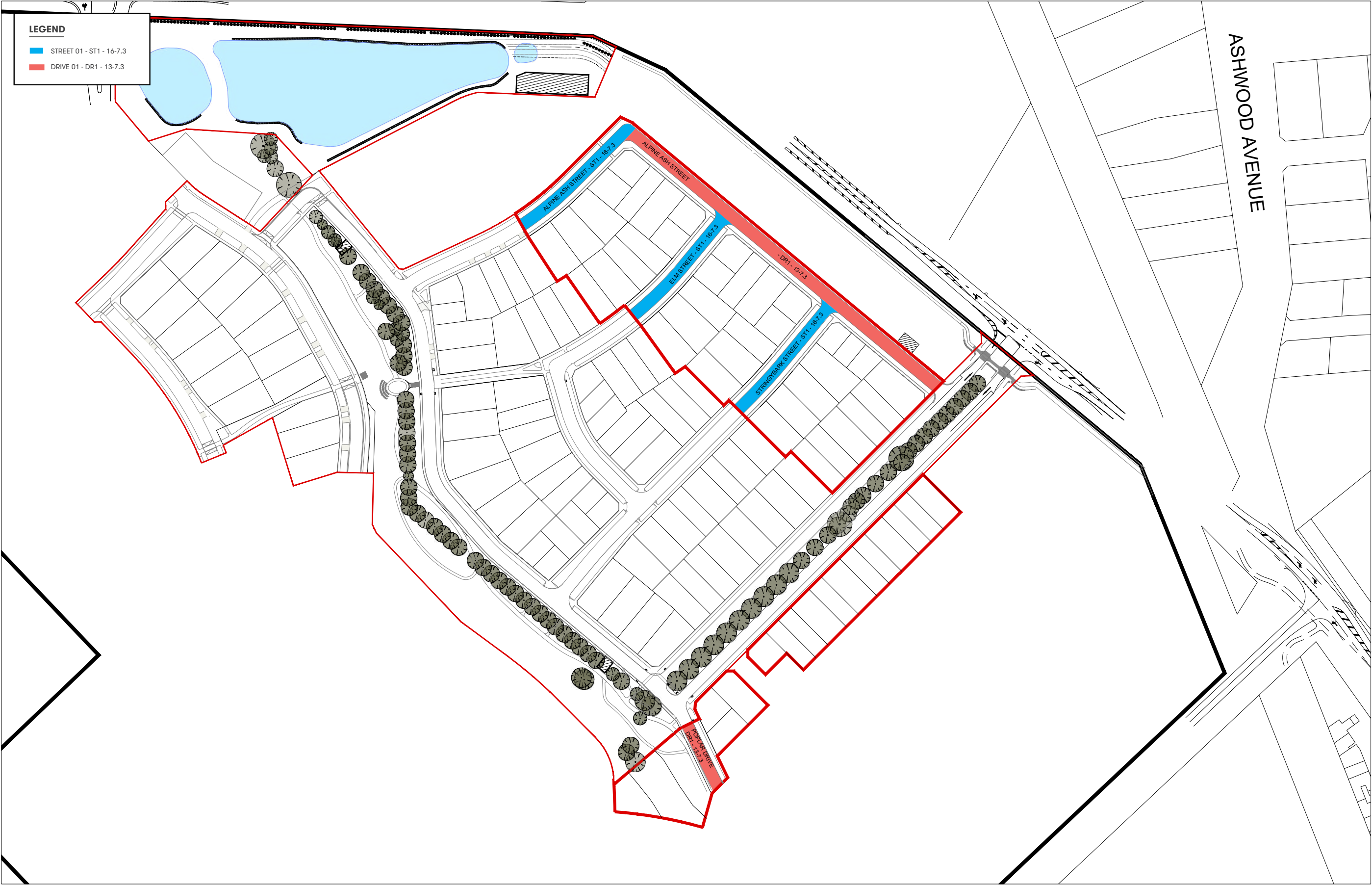
Bright Valley - Stage 03 (Submission B)

Design Response Plan

0 20 40 60 80 100
METRES
1 : 2000

PROJECT INFORMATION		NOTES		REVISIONS	
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DRAWING NO: 004		Contour data intervals (if shown) are at 1m.		xx	DESCRIPTION
VERSION NO: 05				xx	DESCRIPTION
DATE: 06.12.24				xx	DESCRIPTION
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Bright Valley - Stage 03 (Submission B)
Street Typology Plan

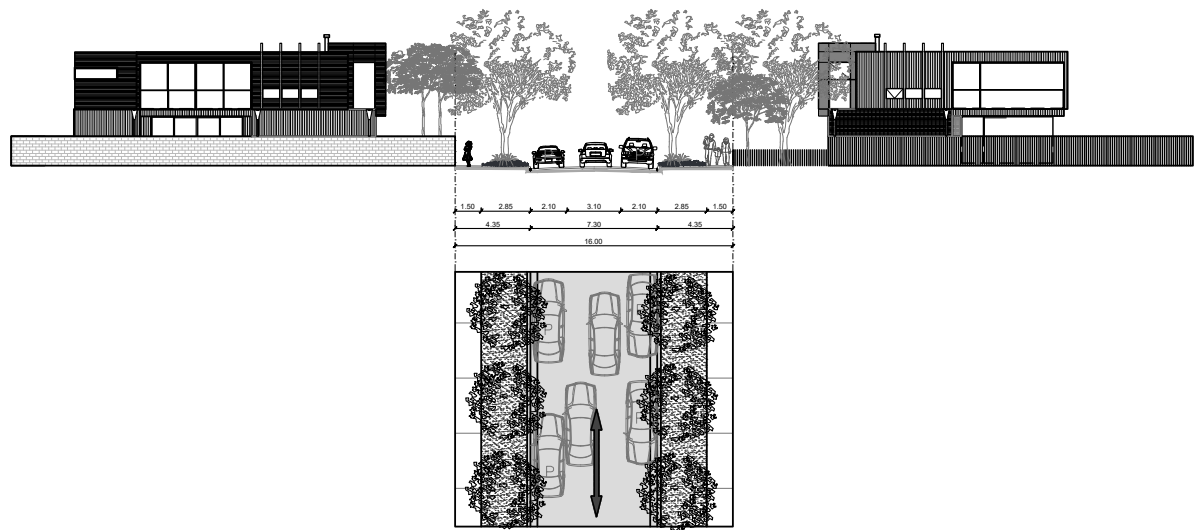
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DRAFT: TK
CHECKED: RI

NOTES
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• Contour data intervals (if shown) are at 1m.

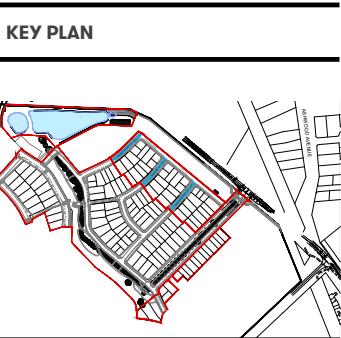
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REV	DESCRIPTION	CHK DATE

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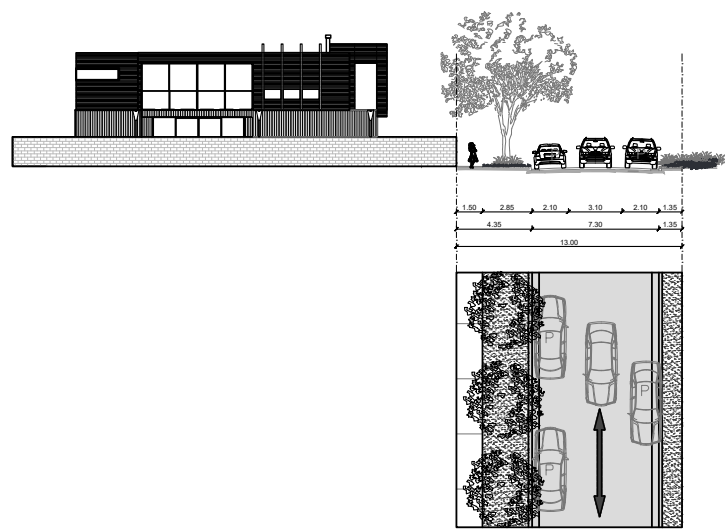
STREET 01 - ST1 - 16M - 7.3M



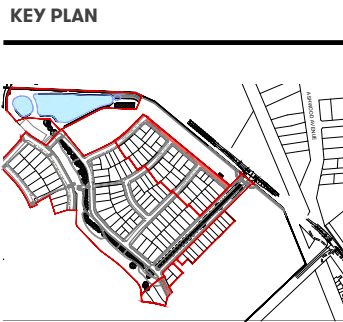
STREET 01 - ST1 - 16.0M - 7.3M				
STREET TYPOLOGY SUMMARY				
Road Reserve Width Street Pavement Width	16m	7.3m		
Typical Speed Traffic Movement	Slow	Yield		
DP Categorisation	Local Access			
Pedestrian Crossing Time	4.9sec			
STREET PAVEMENT ASSEMBLY				
Travel Lanes Marking	One	No		
Parking Lanes Marking Disposition	Two	No	Parallel	
Dedicated Cycling Path	N/A			
Median	N/A			
Kerb Type Corner Radius Effective Turning Radius	Rolllover - SM2-M	8.0m	12.5m	
STREETSCAPE				
Verge Width Footpath Width	4.35m	1.5m		
Street Tree Planting Location Disposition	Naturestrip	Formal		
Street Tree Type Preferred Species	Large Canopy	TBC		
NOTES/ OTHERS:				
Understory lawn replacement details to be provided in landscape plans.				



DRIVE 01 - DR1 - 13M - 7.3M



DRIVE 01 - DR1 - 13M - 7.3M				
STREET TYPOLOGY SUMMARY				
Road Reserve Width Street Pavement Width	13m	7.3m		
Typical Speed Traffic Movement	Slow	Yield		
DP Categorisation	Local Access			
Pedestrian Crossing Time	4.9sec			
STREET PAVEMENT ASSEMBLY				
Travel Lanes Marking	One	No		
Parking Lanes Marking Disposition	Two	No	Parallel	
Dedicated Cycling Path	N/A			
Median	N/A			
Kerb Type Corner Radius Effective Turning Radius	Rolllover - SM2-M	8.0m	12.5m	
STREETSCAPE				
Verge Width Footpath Width	4.35m 1.35m	1.5m (one side)		
Street Tree Planting Location Disposition	Naturestrip	Formal		
Street Tree Type Preferred Species	Large Canopy	TBC		
NOTES/ OTHERS:				
Understory lawn replacement details to be provided in landscape plans.				





Attachment 1 - P.2025.002 Conditions**AMENDED PLANS REQUIRED**

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and one (1) copy must be provided in an approved electronic format. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. Access Street road reserves at a minimum width of 16 metres to comply with the Infrastructure Design Manual (Table 2). Access Streets need to accommodate a 7.3-meter carriageway that supports two-way traffic, parking on both sides, and footpaths on both sides. Existing plans show a 13 meter road reserve; this needs to be revised to 16 metres.
 - b. A Stormwater Management Plan for the Stage 3 subdivision, generally in accordance with the Stormwater Management Plan prepared for Stage 1 and 2.
 - c. A concept layout of the drainage scheme for the Stage 3 subdivision.
 - d. Clarification of paths for incoming and outgoing vehicles. Current plans show paths are overlapping, and this clarification and/or adjustment to ensure proper traffic flow without conflicts. Additionally, the swept path movements for passenger vehicles need clarification, to ensure that the proposed road design can accommodate traffic movement in both directions effectively.
 - e. Swept path analysis plans referring to Stage 3, rather than Stage 2.
2. The subdivision of land must be generally in accordance with the plan/s endorsed under this permit and subject to the conditions set out in this permit.
3. The layout of the subdivision and access as shown on the endorsed plan/s must not be altered without the written consent of the Responsible Authority.

GENERAL CONDITIONS

4. Land required for community facilities, public open space, easements or road widening must be transferred to or vested in the relevant public agency with any designation (e.g. road, reserve or lot) nominated by the relevant agency.
5. The costs associated with effecting the transfer or vesting of land required for community facilities, public open space, easements or road widening must be borne by permit holder.

RESIDENTIAL RETICULATED GAS SERVICE CONNECTIONS - REQUIRED BY CLAUSE 53.03

6. Any lot shown on the endorsed plan must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This does not apply to:
 - a. a lot that will not be used for, or include, a dwelling; or
 - b. a lot that contains an existing dwelling or apartment; or
 - c. a lot where a permit has been granted for a dwelling or apartment on the land in the lot.

This condition continues to have force and effect after a statement of compliance under the *Subdivision Act 1988* has been issued and the subdivision authorised by this permit has been completed.

PUBLIC OPEN SPACE

7. Public open space, in accordance with the land budget plan (References 001-004 inclusive, and 007) submitted on 06 April 2023, must be provided in Stage 3 of the subdivision to the satisfaction of the Responsible Authority.

SECTION 173 AGREEMENT

Plantation

8. Prior to the issue of Statement of Compliance for the Stage 3 subdivision under the *Subdivision Act 1988*, the owner must enter into an agreement(s) with the responsible authority under Section 173 of the *Planning and Environment Act 1987*. The agreement must be registered on the land and state:
 - a. The surrounding land is used for plantation forestry. Plantation forestry is a farming activity which will generate noise (including night time noise) at the time of harvest, as well as increased truck movements and possible associated dust. The removal of the tree crop will result in the loss of visual amenity and can result in increased water run-off. Chemicals can be applied to the plantation (including aerial application 200 metres from any residence) to control weeds and pests and to promote growth.

Bushfire - Mandatory condition for subdivision required by Clause 44.06-5

9. Prior to the issue of Statement of Compliance for the Stage 3 subdivision under the *Subdivision Act 1988*, the owner must enter into an agreement with the responsible authority under Section 173 of the *Planning and Environment Act 1987*. The agreement must:
 - a. State that it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-2 of the Alpine Planning Scheme.
 - b. Incorporate the plan prepared in accordance with Clause 53.02-4.4 of this planning scheme and approved under this permit.
 - c. State that if a dwelling is constructed on the land without a planning permit that the bushfire protection measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the responsible authority on a continuing basis.

Water Sensitive Urban Design

10. If onsite tanks on Lots for Water Sensitive Urban Design (WSUD) purposes are required as part of the Stage 3 subdivision design then, prior to the issue of Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the owner must enter into an agreement with the responsible authority under Section 173 of the *Planning and Environment Act 1987*. The agreement must be registered on the land and state:
 - a. The owner will install and maintain an onsite rainwater tank/s plumbed to capture the dwelling's roof rainfall runoff and for suitable re-use within the dwelling. Tank size and use shall be as required by the approved water quality system design. Tanks are not to be modified without prior written approval from the responsible authority.
 - b. The owner shall allow duly authorised officers of the responsible authority to inspect the system at mutually agreed times.

- c. The owner will pay for all costs associated with the construction and maintenance of each onsite detention or water quality system.
- d. Include the relevant plan or schedule relating to the onsite treatment and storage required.

Interim or a Temporary Drainage Systems

11. If any works forming part of the Stage 3 subdivision are proposed to be interim, or a temporary drainage system is required for the Stage 3 subdivision beyond the construction period, the owner must enter into an agreement with the responsible authority under Section 173 of the *Planning and Environment Act 1987*. The agreement must be registered on the land and state:
 - a. The owner will be responsible for the maintenance and operation of the interim or temporary drainage systems until such time these are redundant at no cost to the responsible authority.
 - b. In the event that these interim or temporary drainage systems are not adequately maintained and operated by the owner within 14 days of notification, Council are permitted to undertake the required maintenance and charge these costs to the owner.
 - c. The owner is responsible for the reinstatement of the interim and temporary drainage works in accordance with approved ultimate engineering and landscape plans to the satisfaction of the responsible authority.
 - d. The land owner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.

LANDSCAPING

12. Before the Plan of Subdivision for Stage 3 is certified under the *Subdivision Act 1988*, a landscape masterplan for Stage 3 must be submitted to, and approved by, the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and one (1) copy must be provided in an approved electronic format. The plan must be generally in accordance with the endorsed Stage 01-02 Landscape Masterplan, V07 (endorsed 08/11/2024), prepared by Human Habitats. The plan must show:
 - a. The details and locations of all landscaping works.
 - b. Dimensions, north point and be drawn to scale.
 - c. A detailed plant schedule for all plant species including botanical name, stock size, mature height and width, quantities/density.
 - d. Planting details.
 - e. Services locations clearly labelled and referenced in a drawing key, with a service offset table for all below and above-ground service allocations in the nature strips.
 - f. Existing vegetation that is to be retained.
 - g. Lot numbers and street names.
 - h. Directly adjoining stage numbers and lot numbers.
 - i. Boundary fencing to all lots that have a common boundary with any existing or future municipal reserve.
 - j. The proposed location and final set out of paths, areas of pavement, playgrounds, play items, structures and street furniture.
 - k. Site contours and any proposed changes to existing levels, including any structural elements such as retaining walls.
 - l. Details and locations of the proposed surface finishes of pathways including slip resistance.
 - m. Vehicular exclusion devices (fence, bollards, or other suitably approved method).
 - n. Maintenance vehicle access including a vehicle crossover and removable bollards set into concrete or a lockable gate.

- o. Details of noxious weed, rubbish, debris and spoil removal.
 - p. 1:10 and 1:100 flood levels.
 - q. Additional supporting information, such as certified structural designs or building forms.
 - r. Detailed construction drawings.
 - s. An accompanying works specification.
 - t. An estimate of costs for all landscape construction and maintenance.
13. Prior to the issue of Statement of Compliance for the Stage 3 subdivision under the *Subdivision Act 1988*, the landscape works shown on the approved detailed landscape plan for that stage (including any public art) must be carried out and completed to the satisfaction of the Responsible Authority or by agreement with the Responsible Authority.
14. Prior to the issue of Statement of Compliance for the Stage 3 subdivision with deferment of Landscape Works:
- a. The landscaping works shown on the endorsed landscape plan must be carried out and completed to the satisfaction of the Responsible Authority, or otherwise bonded at 150% of the agreed estimated cost.
 - b. The maintenance of landscape works for the period identified in this permit must be bonded at 40% of the construction costs identified in the approved Opinion of Probable Costs, prior to the issue of Certificate of Practical Completion.
15. If the Responsible Authority agrees to the bonding of the outstanding works, the works must be completed by the date specified on the letter of agreement. If the works are not completed prior to the date specified, the permit holder may apply for an extension of time for the works bonded. This extension of time must be agreed upon in writing by the Responsible Authority. Where the works have not been completed within a reasonable timeframe, the permit holder shall waive any rights to obstruct Council's claim on the bond to undertake the works.
16. The Construction Bond will only be returned after practical completion of the relevant landscape works is achieved, including rectification of any defects or outstanding works identified in the practical completion letter.
17. A Certification of Compliance (Design) must be provided to the Responsible Authority by a suitably qualified practitioner for all structural works to verify they have been designed in accordance with relevant Australian Standards.
18. A Certification of Compliance (Construction) must be provided to the Responsible Authority by a suitably qualified practitioner for all structural works to verify they have been completed in accordance with relevant Australian Standards.
19. Prior to the issue of Statement of Compliance for the Stage 3 subdivision, all 'as constructed plans' and digital information must be submitted to and approved to the satisfaction of the Responsible Authority.
20. Prior to the issuing of Statement of Compliance for the Stage 3 subdivision under the *Subdivision Act 1988*, the following fees must be paid to the Responsible Authority:
- a. Plan Checking fee equating to 0.75% of the value of works.
 - b. Supervision fee equating to 2.5% of the value of works.

Plan Checking fees and Supervision fees will be calculated at the time the Landscape Detail Plan Approval is requested. An accurate Opinion of Probable Costs must be submitted with the Detailed Landscape Plans to determine the Plan Checking and Supervision fees prior to the Landscape Plan Approval letter being issued.

21. Landscaping shown on an endorsed landscape masterplan must be maintained to the satisfaction of the Responsible Authority for a minimum of 24 months from the date of practical completion of the landscaping. All maintenance activities are to be undertaken until a Certificate of Final Completion is issued by the Responsible Authority. During this period:
 - a. Any dead, diseased or damaged plants or landscaped areas must be repaired or replaced except for within the final 12 months of the maintenance period whereby trees must not be replaced without approval from Council.
 - b. The Responsible Authority may direct maintenance activities to be undertaken. The direction to undertake maintenance activities must be completed within 14 days of the written notification being received from the Responsible Authority.

ENGINEERING

22. Before the commencement of works, detailed construction plans for the Stage 3 subdivision must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and provided in PDF and CAD file format versions. The plans must have regard to the Alpine Shire's 'Development Approval Check Sheet for Submission of Construction Plans', this planning permit, and the IDM. They will include all proposed:
 - a. Roads;
 - b. Intersections;
 - c. Kerb and channel;
 - d. Drainage pipes and pits;
 - a. Interim or temporary drainage systems;
 - b. Footpaths;
 - c. Shared paths;
 - d. Retardation Basin/s – both ultimate and staged;
 - e. WSUD systems – both ultimate and staged;
 - f. Services alignments;
 - g. Drainage channels (including outfall drainage);
 - h. Earthworks (cut and fill plans);
 - i. Street lighting;
 - j. Signage & line marking; and
 - k. 1% AEP Climate Change flood modelling and report by a suitably qualified flood modelling engineer for the Stackey Gully Creek breakout flow management in accordance with ARR2019 and to meet Industry flood management criteria. The modelling must be to the satisfaction of NECMA and Council.
23. Before the commencement of works, a written report and photos of any prior damage to public infrastructure must be submitted to the Responsible Authority. The report must include details of the condition of kerb and channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to any public infrastructure caused as a result of the development or use permitted by this permit.
24. Prior to the issue of a Statement of Compliance for the Stage 3 subdivision under the *Subdivision Act 1988*, all road and drainage infrastructure must be designed and constructed in accordance with plans and specifications approved by the Responsible Authority.

25. Prior to the Plan of Subdivision for Stage 3 being certified under the *Subdivision Act 1988* or the approval of engineering plans, 0.75% of the value of the works must be paid to the Council as plan checking fees.
26. Prior to the issue of Statement of Compliance for Stage 3 under the *Subdivision Act 1988*, 2.5% of the value of the works must be paid to the Council as supervision fees.
27. Prior to the issue of Statement of Compliance for Stage 3 under the *Subdivision Act 1988*, the applicant shall provide "As Constructed" drawings and schedule of quantities detailing infrastructure assets that Council will be inheriting from this development in a format and detail to the satisfaction of the Responsible Authority.
28. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
29. Substations, kiosk sites and the like must not be located on/address/front any land identified as public open space (including encumbered open space) or land to be used for any municipal purpose unless otherwise agreed by the Responsible Authority.
30. All disturbed surfaces on the land resulting from the subdivision must be revegetated and stabilised to the satisfaction of the Responsible Authority.
31. Prior to the issue of a Statement of Compliance for Stage 3 under the *Subdivision Act 1988*, land on each lot to be used for a dwelling must be filled and compacted in accordance with Australian Standard AS3798:2007. The results of the tests must be produced and be to the satisfaction of the Responsible Authority.
32. Unless otherwise approved in writing by the Responsible Authority, prior to certification of the Plan of Subdivision, drainage easements and/or reserves shall be created as required to facilitate drainage to the legal point of discharge and the treatment of stormwater.
33. Unless otherwise approved in writing by the Responsible Authority, prior to certification of the Plan of Subdivision, drainage easements, appropriate licences, and/or permission for drainage shall be created as required to facilitate outfall drainage to the legal point of discharge and the treatment of stormwater at no cost to the Responsible Authority.
34. Unless otherwise approved in writing by the Responsible Authority, Interim or Temporary Drainage works must be maintained by the owner at no cost to the Responsible Authority.
35. Before a certificate of practical completion is issued for the Stage 3 subdivision, CCTV results for the full length of all stormwater drainage pipes where Council is the Responsibility Authority, must be submitted for assessment. The submitted information is to be to the satisfaction of the Responsible Authority.
36. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
37. Each lot shown on the endorsed plans must be drained to the point of discharge as approved by the responsible authority.
38. Unless otherwise approved in writing by the Responsible Authority, prior to certification of the Plan of Subdivision, drainage easements, appropriate licences, and/or permission for drainage shall be created as required to facilitate outfall drainage to the legal point of discharge and the treatment of stormwater at no cost to the responsible authority.
39. Unless otherwise approved in writing by the Responsible Authority, Interim or Temporary Drainage works must be maintained by the owner at no cost to the responsible authority.

40. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, and telecommunication services to each lot shown on the endorsed plan in accordance with that authority's requirements and relevant legislation at the time.

CONSTRUCTION

41. Construction must be in accordance with sediment control principles as outlined in "Construction Techniques for Sediment Pollution Control" EPA 1991.
42. Prior to the commencement of works, an Environmental Management Plan (EMP) must be prepared and the EMP must be endorsed by the Responsible Authority. The EMP must be implemented to the satisfaction of the Responsible Authority. The EMP must include:
- a. Contractors working on the site must be inducted into an environmental management program for construction work;
 - a. All native vegetation permitted to be removed must be clearly marked on site;
 - b. A Vegetation Protection Plan;
 - c. Proposed working hours;
 - d. Haulage routes to the site;
 - e. Methods of dust suppression;
 - f. Sediment control and gross pollutant management;
 - g. Procedures to ensure that no significant adverse environmental impacts occur as a result of the development;
 - h. Location of stockpiling, machinery wash down, lay down, storage and personnel rest areas and vehicle exclusion areas;
 - i. A Weed Management Plan, which outlines measures to manage weeds before, during and post works to the satisfaction of the Responsible Authority. The Weed Management Plan must be implemented to the satisfaction of the Responsible Authority. This plan must include (not limited to):
 - i. Protocols for management of weeds before, during and post works.
 - ii. All vehicles, earth-moving equipment and other machinery must be cleaned of soil and plant material before entering and leaving the site to prevent the spread of weeds and pathogens.
 - iii. Location of a designated washdown area to achieve the above.
 - iv. All declared noxious weeds must be controlled.
 - v. All weed infestations resulting from soil disturbance and/or the importation of sand, gravel and other material must be controlled.
 - j. All construction stockpiles and machinery must be placed away from areas supporting native vegetation to be retained and watercourses/drainage lines to the satisfaction of the Responsible Authority;
 - k. Measures must be taken to ensure that no polluted water and/or sediment laden runoff is to be discharged directly or indirectly into stormwater drains or watercourses during the works (including the removal of native vegetation);
 - l. All earthworks must be undertaken in a manner that will minimise soil erosion and adhere to Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995);
 - m. Water run-off must be designed to ensure that native vegetation to be protected on adjacent sites and watercourses are not compromised; and
 - n. Non-compliance must be rectified immediately to the satisfaction of the Responsible Authority and at no cost to Council.

43. Prior to the commencement of onsite works, a Construction Management Plan must be prepared and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of this permit. The Construction Management Plan must include but not limited to the following:

- a. Proposed working hours;
- b. Haulage routes to the site;
- c. Methods of dust suppression;
- a. Sediment control and gross pollutant management;
- b. Procedures to ensure that no significant adverse environmental impacts occur as a result of the development;
- c. Earthworks (Consistent with Construction Techniques for Sediment Pollution Control (EPA, 1991);
- d. Showing where stockpiling, machinery wash down, lay down, storage and personnel rest areas occur;
- e. Vehicle exclusion areas; and
- f. Weed management measures to be undertaken during and post construction.

In addition, the Construction Management Plan must ensure:

- a. All machinery brought on site to be weed and pathogen free;
 - b. All machinery wash down, lay down and personnel rest areas to be clearly fenced and located in disturbed areas;
 - g. Contractors working on the site to be inducted into an environmental management program for construction work; and
 - h. Best practice erosion and sediment control techniques to be used to protect any native flora and fauna.
44. The contractor is to convey soil, earth, sand, loose debris and like loose materials to or from the site in a manner that will prevent dropping of materials on streets or effect amenity through dust, noise, and sediment.
45. The contractor will promptly remove any materials, which are deposited on streets or adjacent areas.
46. Before the commencement of works, an "Asset Protection Permit" must be obtained from Council for any of the following circumstances:
- a. Entering a building site by means of a motor vehicle having a gross weight exceeding two tonnes or
 - a. Occupying a road for works or
 - b. Connecting any land to a stormwater drain or
 - c. Opening, altering or repairing a road or
 - d. Opening, altering or repairing a drain or
 - e. Accessing a building site from a point other than a crossover or
 - f. Constructing/repairing/widening/removing any crossover.

WASTE MANAGEMENT

47. Before the plan of subdivision for the first stage is certified under the *Subdivision Act 1988*, a Waste Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The Waste Management Plan must:

- a. Be prepared by a suitably qualified expert.
- b. Provide detail of the proposed arrangements for collection of waste from the land.

- a. Be consistent with relevant guidelines prepared by Alpine Shire Council with respect to waste management for new residential and mixed use developments.

TELECOMMUNICATIONS - MANDATORY CONDITIONS REQUIRED BY CLAUSE 66.01-1

48. The owner of the land must enter into an agreement with:

- a. A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan/s in accordance with the provider's requirements and relevant legislation at the time; and
- b. A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan/s in accordance with industry specifications or any standards set by the Australian Communications and Media Authority, unless the owner of the land can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

49. Before the issue of a Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the owner of the land must provide written confirmation from:

- a. Telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- b. A suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

REFERRAL AUTHORITY CONDITIONS

HEAD, TRANSPORT FOR VICTORIA (Department of Transport and Planning)

50. Only one access will be permitted from the subject land to Great Alpine Road located as shown on the plan appended to the application.

51. Before the plan of subdivision is submitted to the Responsible Authority for certification under the *Subdivision Act 1988*, unless otherwise agreed in writing by the Head, Transport for Victoria, a Functional Layout Plan for the intersection of proposed Subdivisional Road and Great Alpine Road must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must show at the Great Alpine Road intersection with the central access point:

- a. Short Auxiliary left-turn treatment (AUL(s)).
- b. Short Channelised right-turn Treatment (CHR(s)).

52. Prior to the issue of a Statement of Compliance, the following roadworks on the Great Alpine Road must be completed to the satisfaction of and at no cost to the Head, Transport for Victoria unless otherwise agreed in writing by the Head, Transport for Victoria:

- a. Short Auxiliary left-turn treatment (AUL(s)).
- b. Short Channelised right-turn Treatment (CHR(s)).
- c. Any other works required.

NORTH EAST WATER

53. The owner of the subject land (or applicant in anticipation of becoming the owner) is required to enter into a legal agreement with North East Water detailing the works to be constructed, and other requirements to be met, necessary for the provision of reticulated water supply to each of the lots and proposed dwellings, within the development, at the owners cost, to the satisfaction of North East Water, provided:
- (a) where the development is staged, a number of agreements may be required for separate stages; and
 - (b) each agreement must be in accordance with North East Water policy and requirements applying at the time of entry into the relevant agreement.
54. The owner of the subject land (or applicant in anticipation of becoming the owner) is required to enter into a legal agreement with North East Water detailing the works to be constructed and other requirements to be met, necessary for the provision of reticulated sewerage services to each of the lots and proposed dwellings, within the development, at the owners cost, to the satisfaction of North East Water, provided:
- (a) where the development is staged, a number of agreements may be required for separate stages; and
 - (b) each agreement must be in accordance with North East Water policy and requirements applying at the time of entry into the relevant agreement.
55. Where the development (including any subdivision) occurs in stages the availability of water supply and sewerage services may be delayed having regard to NEW system capacity, conditions in relation to which shall be detailed in the relevant agreement for water supply and/or sewerage services.
56. The works required to be constructed for the provision of water supply and sewerage services must include, where so required by and to the satisfaction of, North East Water:
- (a) works external to the subject land to allow connection to the North East Water water supply and sewerage systems;
 - (b) the vesting at no cost of such of those works required by North East Water, to North East Water ("Developer Works"); and
 - (c) works to ensure compatibility with and allowance for, other developments being served through existing and future North East Water infrastructure, including the Developer Works
 - (d) internal or private works within the development, in accordance with applicable plumbing standards and providing adequate pressure and service levels.
57. Any modification to the development approved under this permit, including an increase or decrease in the number of dwellings or lots (or both) or the inclusion of additional land, requires the further consent of and may be subject to modified conditions, to the satisfaction of, North East Water.
58. Prior to the issue of a Statement of Compliance, the applicant must pay a new customer contribution determined in accordance with North East Water's policy for development charges applicable to the water supply system currently servicing the area in which the subject land is located.

59. Prior to the issue of a Statement of Compliance, the applicant must pay a new customer contribution determined in accordance with North East Water's policy for development charges applicable to the water supply system currently servicing the area in which the subject land is located.
60. Prior to the issue of a Statement of Compliance, the applicant must pay a new customer contribution determined in accordance with North East Water's policy for development charges applicable to sewers and disposal systems currently servicing the area in which the subject land is located.
61. The applicant must create easements to the satisfaction of and in favour of North East Water, over all existing and proposed sewerage facilities within the proposed subdivision.
62. The applicant must ensure that private water services do not traverse property boundaries and are independently supplied from a point of supply approved by North East Water.
63. The applicant must provide easements through other land, to the satisfaction of North East Water, if such easements are considered necessary for the efficient and economic servicing of the subject land.
64. That the applicant pays applicable charges determined in accordance with North East Water's policy for development charges, applicable from time to time towards North East Water's sewers and disposal systems servicing the area to which the permit applies.
65. Where the subject land is developed in stages, the North East Water conditions will apply to any subsequent stage of the subdivision.
66. Where an easement created in favour of North East Water is located within a proposed road reserve in a future stage, prior to the certification of the plan of subdivision for that stage, the applicant must formally remove the easement from the title to the land.
67. North East Water's consent to the issue of a Statement of Compliance under the Subdivision Act 1988 is conditional upon completion of all works, and meeting all requirements set out in this permit and any relevant agreement with, North East Water.
68. The plan of subdivision for certification must be referred to North East Water in accordance with Section 8 of the Subdivision Act 1988.

NORTH EAST CATCHMENT MANAGEMENT AUTHORITY

69. Prior to issue of a Statement of Compliance for Stage 3, the proposed compound channel along the Great Alpine Road to cater for breakout flows from Stackey Gully Creek, consistent with the Property Servicing Report (Rev E, February 2023), shall be constructed to the satisfaction of the Responsible Authority.
70. All proposed residential lots must be filled at least to the 1% AEP flood level (inclusive of the impacts of stormwater) or such higher level as may be required by the Infrastructure Design Manual (IDM). The finished floor level of all future dwellings must be constructed no less than 300 mm above 1% AEP level (inclusive of the impacts of stormwater).
71. Development of the site is required to demonstrate that all stormwater discharged from the site complies with storm water quality and quantity treatment objectives (VPP Clause 56.07-4 Stormwater management objectives, Standard C25). Treatment of stormwater quality and quantity must occur prior to discharge to receiving waterways to ensure protection of

downstream waterways. For each stage of subdivision, stormwater management measures must be constructed and operational to the satisfaction of the Responsible Authority prior to the issue of a Statement of Compliance.

COUNTRY FIRE AUTHORITY (CFA)

Endorsement of Bushfire Management Plan

72. The Bushfire Management Plan, Bright Valley Stage 3 (Submission B), prepared by Human Habitats, Rev: B, Dated: 02/06/2025 (Appendix A of the SUBMISSION B - STAGE 3 BUSHFIRE ASSESSMENT, June 2025) must be endorsed by the Responsible Authority and included as an annexure to the Section 173 agreement prepared to give effect to clause 44.06-5 of the Planning Scheme. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.

Fire hydrants

73. Before the statement of compliance is issued under the Subdivision Act 1988, the following requirements must be met to the satisfaction of CFA:
- a. Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured as a hose would be laid on the ground. Not over obstructions and obstacles, such as fences, or over side and rear boundaries.
 - b. The hydrants must be identified with marker posts or vertical surface markers, white road triangles and blue road reflectors (as applicable).

Note – CFA's requirements for the identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' (available under publications on the CFA website www.cfa.vic.gov.au).

GOULBURN-MURRAY WATER

74. All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).
75. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
76. Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
77. Stormwater from the site must be discharged to a legal point as nominated by the Responsible Authority. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

AUSNET

78. The Plan of Subdivision submitted for certification must be referred to AUSNET ELECTRICITY SERVICES PTY LTD in accordance with Section 8 of the Subdivision Act 1988.
79. The applicant must –

- a. Enter in an agreement with AUSNET ELECTRICITY SERVICES PTY LTD for supply of electricity to each lot on the endorsed plan.
- b. Enter into an agreement with AUSNET ELECTRICITY SERVICES PTY LTD for the rearrangement of the existing electricity supply system.
- c. Enter into an agreement with AUSNET ELECTRICITY SERVICES PTY LTD for rearrangement of the points of supply to any existing installations affected by any private electric power line which would cross a boundary created by the subdivision, or by such means as may be agreed by AUSNET ELECTRICITY SERVICES PTY LTD.
- d. Provide easements satisfactory to AUSNET ELECTRICITY SERVICES PTY LTD for the purpose of "Power Line" in the favour of "AUSNET ELECTRICITY SERVICES PTY LTD" pursuant to Section 88 of the Electricity Industry Act 2000, where easements have not been otherwise provided, for all existing AUSNET ELECTRICITY SERVICES PTY LTD electric power lines and for any new power lines required to service the lots on the endorsed plan and/or abutting land.
- e. Obtain for the use of AUSNET ELECTRICITY SERVICES PTY LTD any other easement required to service the lots.
- f. Adjust the position of any existing AUSNET ELECTRICITY SERVICES PTY LTD easement to accord with the position of the electricity line(s) as determined by survey.
- g. Set aside on the plan of subdivision Reserves for the use of AUSNET ELECTRICITY SERVICES PTY LTD for electric substations.
- h. Provide survey plans for any electric substations required by AUSNET ELECTRICITY SERVICES PTY LTD and for associated power lines and cables and executes leases for a period of 30 years, at a nominal rental with a right to extend the lease for a further 30 years. AUSNET ELECTRICITY SERVICES PTY LTD requires that such leases are to be noted on the title by way of a caveat or a notification under Section 88 (2) of the Transfer of Land Act prior to the registration of the plan of subdivision.
- i. Provide to AUSNET ELECTRICITY SERVICES PTY LTD a copy of the plan of subdivision submitted for certification that shows any amendments that have been required.
- j. Agree to provide alternative electricity supply to lot owners and/or each lot until such time as permanent supply is available to the development by AUSNET ELECTRICITY SERVICES PTY LTD. Individual generators must be provided at each supply point. The generator for temporary supply must be installed in such a manner as to comply with the Electricity Safety Act 1998.
- k. Ensure that all necessary auditing is completed to the satisfaction of AUSNET ELECTRICITY SERVICES PTY LTD to allow the new network assets to be safely connected to the distribution network.

EXPIRY

80. This permit will expire if one of the following circumstances applies:

- a. A Plan of Subdivision has not been certified within two years of the date of this permit.
- b. A Statement of Compliance is not issued within four years of the date of certification.

The Responsible Authority may extend the periods referred to in part (a) and (b) above if a request is made in writing before the permit expires or within six months afterwards.

- End of Conditions -

P.2024.068

Use and development of the land for industry; construction of a shed; reduction to car parking requirements.

CONDITIONS

Compliance with documents approved under this permit

1. At all times, what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the Responsible Authority.

Amended plans required

2. Before the use and development starts, plans must be approved and endorsed by the Responsible Authority. These plans must be to the satisfaction of the Responsible Authority, be drawn to scale with dimensions, submitted in electronic form and be generally in accordance with the plans submitted with the application but amended to show:
 - a. Detailed construction plans generally in accordance with Council's Infrastructure Design Manual (www.designmanual.com.au) including:
 - i. Internal driveway details including 7 car parking spaces within the building, with turning templates demonstrating that vehicles can enter and egress through a single roller door, in a forward direction. The plans must demonstrate compliance with Austroads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking' and to the satisfaction of the relevant authority.
 - ii. A minimum of 1 car space must be provided for the exclusive use of persons with disabilities, to be constructed in accordance with AS2890.6.
 - iii. Underground drainage system, with supporting computations.
 - iv. Stormwater retention and quality treatments.
 - v. A single vehicular crossing.
 - b. Detailed layout plans demonstrating compliance with Austroads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking' and to the satisfaction of the relevant authority must be submitted to and approved by the Alpine Shire Council. The plans must be drawn to scale with dimensions.
 - c. A drainage discharge plan including:
 - i. details of how the works on the land are to be drained and retarded.
 - ii. connection point for drainage.
 - iii. underground pipe drains conveying stormwater to the legal point of discharge for each allotment.
 - iv. a maximum discharge rate from the site is to be determined by IDM Table 13.
 - v. Incorporation of water sensitive urban design in accordance with Clause 20 of the Infrastructure Design Manual or as otherwise approved in writing by the Responsible Authority.

- d. A landscape plan including the following details
 - i. layout of landscaping and planting within all open areas within the frontage of the subject site.
 - ii. details of surface finishes of pathways and driveways
 - iii. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant. Species native to the area must be used.
 - iv. details of how the project responds to water sensitive urban design principles, including how stormwater will be mitigated, captured, cleaned and stored for onsite use and the location and type of irrigation systems to be used including the location of any rainwater tanks to be used for irrigation.

Layout

- 3. The layout of the use and development must not be altered or modified from that shown on the approved and endorsed plans (whether or not in order to comply with any statute, statutory rule or Local Law, or for any other reason) without the written consent of the Responsible Authority.

Maintenance and Landscaping

- 4. Within 6 months of completion of development the landscaping shown on the approved landscape plan must be carried out and completed to the satisfaction of the responsible authority. The responsible authority may consent in writing to vary this requirement.
- 5. All buildings, works and landscaping must be maintained in good order and appearance to the satisfaction of the responsible authority.

ASC Engineering conditionsDefect identification - Council's Assets

- 6. Prior to commencement of construction the owner or developer must submit to the Alpine Shire Council a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb and channel, footpath, seal, streetlights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to Alpine Shire Council's assets/public infrastructure caused because of the development or use permitted by this permit.

Urban Drainage Works

- 7. Prior to the issue of commencement of use, all stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge by underground drainage system to the satisfaction of the Alpine Shire Council. All roof water from buildings and surface water from paved areas must be collected and discharged to the LPOD to avoid any nuisance discharge to adjacent land.

8. Prior to the commencement of use, all works shown in the endorsed Drainage Discharge Plan must be constructed or carried out to the satisfaction of Alpine Shire Council.

Car Parking and Vehicle Crossings

9. Prior to commencement of use, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
 - a. Surfaced with an appropriate bituminous surface (asphalt or spray seal) applied over an appropriate standard crushed rock pavement or plain grey concrete. Details of bituminous surface and pavement construction detail must be submitted and approved by the Alpine Shire Council prior to work commencing.
 - b. Drained in accordance with an approved drainage plan.
 - c. Line-marked to indicate each car space and all access lanes.
 - d. Provision of traffic control signage and or structures as required.
 - e. Provision of signage directing drivers to the area(s) set aside for car parking. Such signs are to be located and maintained to the satisfaction of the Alpine Shire Council. This sign must not exceed 0.3 square meters.
10. Prior to the commencement of use, vehicular crossings shall be constructed in accordance with the endorsed plan(s) to the satisfaction of the Alpine Shire Council, and shall comply with the following:
 - a. Industrial vehicular crossings shall be constructed at right angles to suit the internal driveway, and any existing redundant crossing shall be removed and replaced with concrete kerb and channel to match into the surrounding profile. The vehicle crossing must be constructed of plain grey concrete.
 - b. any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
 - c. crossings shall be constructed of concrete and be generally in accordance with IDM drawing SD250.
 - d. All parking spaces must be designed to allow vehicles/semitrailer to drive forwards when entering and leaving the property. A turning template is to be shown on the approved drawing which clearly indicates vehicle/semitrailer can achieve the required movements.

Construction Management Plan

11. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Alpine Shire Council.
12. Prior to commencement of construction, a construction management plan shall be submitted to and approved by the Alpine Shire Council. The plan must outline how issues such as mud on roads, dust generation and erosion and sediment control will be managed, on site, during the construction phase. Details of a contact person/site

manager must also be provided, so that this person can be easily contacted should any issues arise.

13. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land to the satisfaction of the Alpine Shire Council

Goulburn Murray Water conditions

14. All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).
15. No buildings are to be constructed within 30 metres of any waterways or on any drainage lines.
16. All wastewater from the shed must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
17. Stormwater must be discharged to a legal point as nominated by the Responsible Authority. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

Permit Expiry

18. This permit will expire if one of the following circumstances applies:

- a. The development is not started within 2 years of the date of this permit.
- b. The development is not completed within 4 years of the date of this permit.
- c. The use is not started within 2 years of the date of this permit.

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the Responsible Authority for an extension to the periods referred to in this condition.

Conditions - P.2025.017***Construction of an industrial shed for the purpose of heavy machinery repairs and a reduction in the parking requirements.*****CONDITIONS****GENERAL CONDITIONS**

1. Compliance with documents approved under this permit

At all times, what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the Responsible Authority.

AMENDED PLANS REQUIRED

2. Before the development starts, plans must be approved and endorsed by the Responsible Authority. These plans must be to the satisfaction of the Responsible Authority, be drawn to scale with dimensions, submitted in electronic form and be generally in accordance with the plans submitted with the application but amended to show:
 - a. The proposed development on site Lot 37 on LP216262 only. Any development on 16\LP126199 is to be removed
 - b. The correct street address for the proposed development.
 - c. A landscape plan including the following details
 - i. layout of landscaping and planting within all open areas within the frontage of the subject site.
 - ii. details of surface finishes of pathways and driveways
 - iii. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant. Species native to the area must be used.
 - iv. details of how the project responds to water sensitive urban design principles, including how storm water will be mitigated, captured, cleaned and stored for onsite use and the location and type of irrigation systems to be used including the location of any rainwater tanks to be used for irrigation.

ENGINEERING CONDITIONS

3. The layout of the development must not be altered or modified from that shown on the approved and endorsed plans (whether or not in order to comply with any statute, statutory rule or Local Law, or for any other reason) without the written consent of the Responsible Authority.

AGREEMENT UNDER S173 OF THE ACT

4. Before the use and/or development start(s), the owner must enter into an agreement with the responsible authority (and name of other authority or person) made pursuant to section 173 of the Planning and Environment Act 1987 to provide for the following:
 - a. Construction of a new outfall pipe along the western boundary of 13 McGeehan Crescent (16\LP126199) to the satisfaction of the Responsible Authority;
 - b. Creation of a 3-metre wide easement over the asset upon future redevelopment of 13 McGeehan Crescent (16\LP126199).

Before development commences, application must be made to the Registrar of Titles to register the section 173 agreement on the title to the land under section 181 of the Act.

The owner/operator under this permit must pay the reasonable costs of the preparation, (and) execution and registration of the section 173 agreement

CONTROL OF LIGHT SPILL

5. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.

ACCESS SALES TO THE PUBLIC FROM INDUSTRIAL PREMISES

6. No direct sales of goods or other materials may be made to the public on the site.

EXPOSED STORAGE

7. No goods shall be stored or left exposed outside the building so as to be visible from any public road or thoroughfare.

COMPLETION OF LANDSCAPING

8. Before the use/occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

LANDSCAPING MAINTENANCE

9. Landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

SIGNAGE

10. The location and details of the sign, including those of the supporting structure, as shown on the endorsed plans, must not be altered without the written consent of the responsible authority.
11. The sign must not be animated or contain any flashing or intermittent light.
12. The sign lighting must be designed, baffled and located to the satisfaction of the responsible authority to prevent any adverse effect on adjoining land.

13. The sign must be constructed and maintained to the satisfaction of the responsible authority.

ENGINEERING CONDITIONS

Detailed Construction Plans

14. Prior to issue of building permit, detailed construction plans must be submitted to and approved by the Alpine Shire Council. Construction detail shall be generally in accordance with Council's Infrastructure Design Manual (www.designmanual.com.au).

When approved, the plans will be endorsed and will then form part of the permit.

The plans must be drawn to scale with dimensions, and shall include proposed construction detail, further information, or modifications to:

- a) Internal driveway details including car parking spaces, turning template.
- b) Underground drainage system, with supporting computations
- c) stormwater retention and quality treatments
- d) vehicular crossings

Drainage - Urban Drainage Works

15. Prior to the issue of commencement of use, all stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge by underground drainage system to the satisfaction of the Alpine Shire Council.

Design plans must be submitted to and approved by Alpine Shire Council's Engineering Department for construction of drainage infrastructure via the proposed southwest drainage easement along the western boundary of 13 McGeehan Crescent, discharging into the existing side entry pit at the front of the property.

The proposed easement must be 3 metres wide and allow for future formalisation upon redevelopment of Lot 16.

The LPOD is to the proposed drain to Council requirements with the discharge from the whole site being limited via on site detention system to ASC requirements as per IDM. No effluent or polluted water of any type may be allowed to enter the Council's stormwater drainage system. All roof water from buildings and surface water from paved areas must be collected and discharged to the LPOD to avoid any nuisance discharge to adjacent land.

Drainage Discharge Plan

16. Prior to certification, a properly prepared drainage discharge plan with computations must be submitted to, and approved by, Alpine Shire Council.

When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions.

The information submitted must show the details listed in Council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual. The information and plan must include:

- a) Design plans must be submitted to and approved by Alpine Shire Council's Engineering Department for construction of drainage infrastructure via the proposed southwest drainage easement along the western boundary of 13 McGeehan Crescent, discharging into the existing side entry pit at the front of the property. The proposed easement must be 3 metres wide and allow for future formalisation upon redevelopment of Lot 16.
- b) details of how the works on the land are to be drained and retarded.
- c) connection point for drainage
- d) underground pipe drains conveying stormwater to the legal point of discharge for each allotment
- e) a maximum discharge rate from the site is to be determined by IDM Table 13.
- f) Incorporation of water sensitive urban design in accordance with Clause 20 of the Infrastructure Design Manual or as otherwise approved in writing by the Responsible Authority.

Prior to the issue of the commencement of use, all works constructed or carried out must be in accordance with those plans - to the satisfaction of Alpine Shire Council.

Car Parking

17. Prior to commencement of use, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
- a) drained in accordance with an approved drainage plan
 - b) line-marked to indicate each car space and all access lanes.
 - c) properly illuminated with lighting designed, baffled and located to the satisfaction of the Alpine Shire Council to prevent any adverse effect on adjoining land.
 - d) Loading/unloading should be provided and won't conflicts with forklift/pedestrian and other movements on the site.

Car Spaces Required

18. Prior to commencement of use, no fewer than 13 spaces must be provided on the land for the use and development including 1 for use by persons with disabilities. Disabled spaces are to be constructed in accordance with AS2890.6

Disabled Car Spaces Required

19. A minimum of 1 car spaces must be provided for the exclusive use of persons with disabilities. The car spaces must be provided as close as practicable to suitable entrances of the building and must be clearly marked in accordance with the relevant Australian Standard.

Car Park Construction Requirements

20. Prior to commencement of construction, detailed layout plans demonstrating compliance with Austroads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking' and to the satisfaction of the relevant authority must be submitted to and approved by the Alpine Shire Council. The plans must be drawn to scale with dimensions.

Vehicle Turning

21. Prior to issue of building permit, all car parking spaces must be designed to allow vehicles/semi-trailer to drive forwards when entering and leaving the property onto Chambers Street. A turning template is to be shown on the approved drawing which clearly indicates that the vehicle/semi-trailer can achieve the required movements.

Loading and Unloading

22. The loading and unloading of goods from vehicles must only be carried out on the land subject to this permit (within the designated loading bay(s) and must not disrupt the circulation and parking of vehicles on the land).
23. Prior to commencement of use, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:
 - a) Surfaced with an appropriate bituminous surface (asphalt or spray seal) applied over an appropriate standard crushed rock pavement or plain grey concrete. Details of bituminous surface and pavement construction detail must be submitted and approved by the Alpine Shire Council prior to work commencing.
 - b) drained in accordance with an approved drainage plan.
 - c) line-marked to indicate each car space and all access lanes.
 - d) properly illuminated with lighting designed, baffled, and located to the satisfaction of the Alpine Shire Council to prevent any adverse effect on adjoining land.
 - e) measures taken to prevent damage to fences or landscaped areas of adjoining properties and to prevent direct vehicle access to an adjoining road other than by a vehicle crossing.
 - f) Provision of traffic control signage and or structures as required.
 - g) Provision of signage directing drivers to the area(s) set aside for car parking. Such signs are to be located and maintained to the satisfaction of the Alpine Shire Council. This sign must not exceed 0.3 square meters.

Vehicle Crossings

24. Prior to completion of the development, vehicular crossings shall be constructed in accordance with the endorsed plan(s) to the satisfaction of the Alpine Shire Council, and shall comply with the following:
 - a) Industrial vehicular crossings shall be constructed at right angles to suit the internal driveway, and any existing redundant crossing shall be removed and replaced with concrete kerb and channel to match into the surrounding profile. The vehicle crossing must be constructed of plain grey concrete.
 - b) any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
 - c) crossings shall be at least 6 metres apart.
 - d) crossings shall be constructed of concrete and be generally in accordance with IDM drawing SD250.

Construction PhaseConstruction Management Plan

25. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of Alpine Shire Council.
26. Prior to commencement of construction, a Construction Management Plan (CMP) shall be submitted to and approved by Alpine Shire Council. The CMP must outline how issues such as mud on roads, dust generation and erosion and sediment control will be managed, on site, during the construction phase. Details of a contact person/site manager must also be provided, so that this person can be easily contacted should any issues arise. Management measures are to be in accordance with EPA Publication 1834 Civil Construction, Building and Demolition Guide (November 2020).

No Mud on Roads

27. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land to the satisfaction of the Alpine Shire Council.

Defect identification - Council's Assets

28. Prior to commencement of construction (or demolition), the owner or developer must submit to the Alpine Shire Council a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb and channel, footpath, seal, streetlights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to Alpine Shire Council's assets/public infrastructure caused because of the development or use permitted by this permit.

GOULBURN-MURRAY WATER CONDITIONS

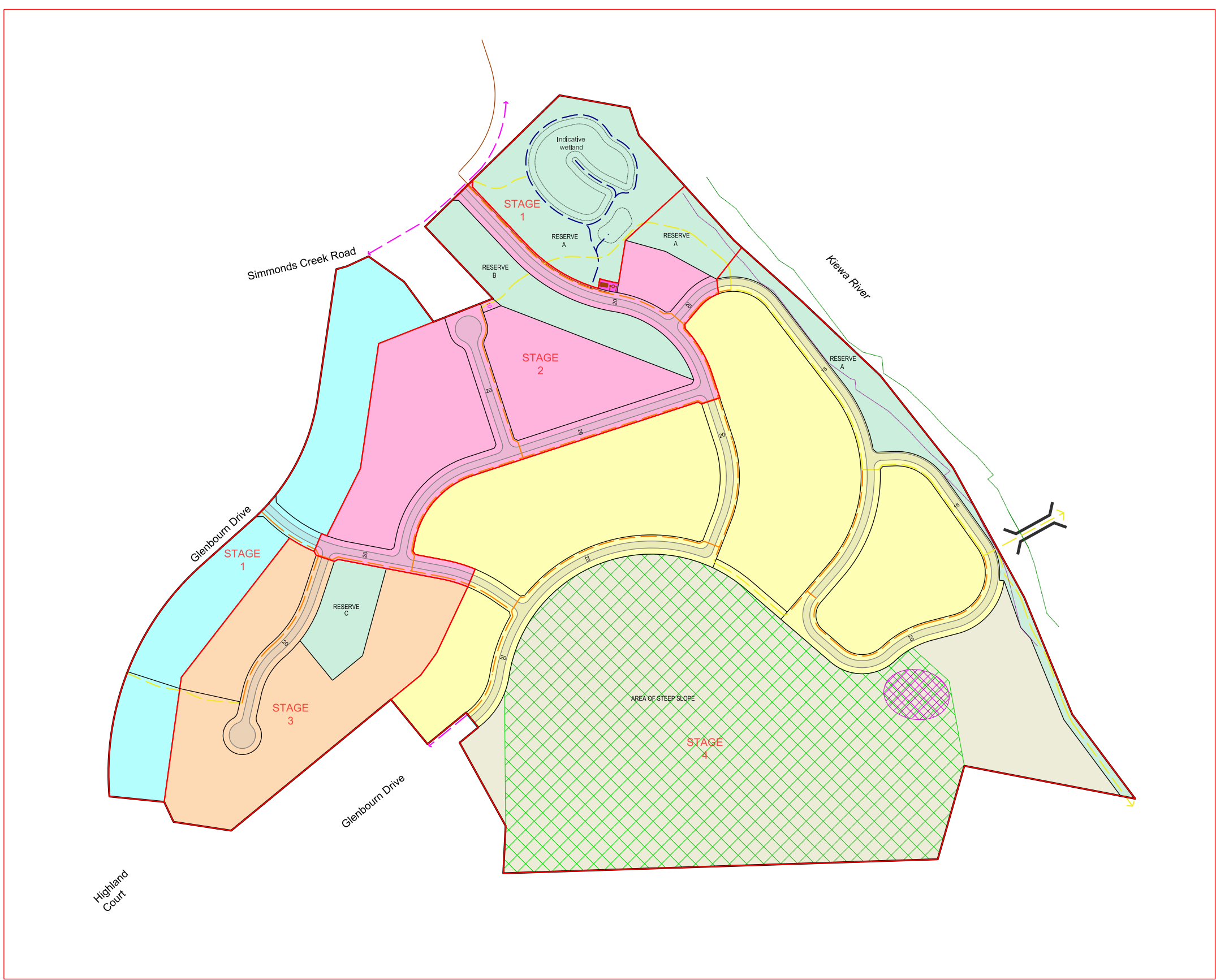
29. All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).
30. No buildings are to be constructed within 30 metres of any waterways or on any drainage lines.
31. All wastewater from the industrial building must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
32. Stormwater must be discharged to a legal point as nominated by the Responsible Authority. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

PERMIT EXPIRY

33. This permit will expire if one of the following circumstances applies:

- a. The development is not started within 2 years of the date of this permit.
- b. The development is not completed within 4 years of the date of this permit.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension to the periods referred to in this condition.



LEGEND

LDRZ

BMO, DPO

ZONING

OVERLAY

—

—

SITE BOUNDARY

—

—

—

—

—

STAGE BOUNDARY

PEDESTRIAN PATH CONNECTIONS
(Within pedestrian link/reserve)

INDICATIVE PEDESTRIAN PATH (Inside development)

MAINTENANCE TRACK/PATH

FUTURE POTENTIAL PEDESTRIAN PATH (Along
Glenbourn Drive and Simmonds Creek Road)

FUTURE POTENTIAL PEDESTRIAN BRIDGE CROSSING

SEWER PUMP STATION RESERVE
(Size and buffer to be confirmed)

CHMP AREA

TU3, TU4 AREA (No build zone)

RESERVE

ROAD PAVEMENT (Indicative)

STAGE 1 (Lot area between 2000-3500m²)

STAGE 2 (Lot area between 2000-4500m²)

STAGE 3 (Lot area between 2000-4500m²)

STAGE 4 (Lot area between 2000-3500m²
and Super lot over 14ha)

POTENTIAL LAND SIDE RISK AREA (Retained as one lot)

STAGING ORDER TABLE	
STAGE NO.	STAGE AREA
STAGE 1	6.379ha
STAGE 2	8.105ha
STAGE 3	5.231ha
STAGE 4	28.472ha
TOTAL	48.187ha

LAND BUDGET TABLE	
SITE (APPROX.)	48.187ha
NEW DEVELOPABLE AREA	42.348ha

REFERENCE: S6532

VERSION: 1

DATE: 23/06/2025

DEVELOPMENT PLAN

12 SIMMONDS CREEK ROAD (GLENBOURN DRIVE, TAWONGA SOUTH)

SUBJECT LAND:

TITLE DETAILS

PLAN

PARISH

TOWNSHIP

SECTION

CROWN ALLOTMENT

AREA

VOL. 10910 FOL. 846

PS538191Q (LOT 1)

FREEBURGH

4

8 (PART), 8B

48.187ha

NORTH

WGA2020

SHEET 1 OF 1 SHEET

SCALE

0 40 80 120

LENGTHS ARE IN METRES

SCALE

1:4000

SHEET SIZE

A3

FILE PATH: W:\S6532\Drawings\S6532 Development plan v1.dgn



COUNCIL POLICY

Debtor Management

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DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 102	Status Draft	Approved by Council
Date approved 9 September 2025	Next review date September 2030	
Directorate Corporate and Community	Department Corporate	External

REVISION RECORD

Date	Version	Revision description
07/06/2016	1.0	Endorsed by Finance Committee
05/02/2019	2.0	Updated to incorporate the Application for Financial Hardship Policy, the Debt Write Off Policy and the Sale of Occupied Land for Unpaid Rates and Charges Policy
30/07/2022	3.0	Standard Review re Legislation changes etc
16/05/2023	4.0	Updated to remove rates and charges to be included in new Rates Financial Hardship Policy.
30/06/2025	4.1	Review and Update
09/09/2025	5.0	Presented to Council for adoption

1. Purpose

Alpine Shire Council (Council) relies on income from rates, grants, leases, fees, and charges to fund its operations. Good revenue and debtor management practises are essential in enabling Council's income to be collected effectively.

Policy objectives include ensuring that the collection of debts is undertaken equitably (that is, fairly and impartially), consistently, efficiently, effectively and in accordance with good governance.

2. Scope

This policy applies to Council employees and contractors who have responsibility to collect payments due to Council.

Council may engage a debt collection agency to assist with collection of outstanding debts. Council staff responsible for overseeing the activities of debt collection agencies ensure that practises are applied in line with this policy.

This policy does not apply to transactions where the payment is received prior to the receipt of works, services, or permits by the customer. Receipt of these payments is governed by the Cash Handling policy (no 94).

This policy should be read in conjunction with the Council's Financial Hardship Policy (no - 127).

3. Policy details

3.1 INVOICING

Invoices are to be raised whenever goods or services are provided by Council prior to payment being made by the recipient of those goods or services. For example, invoices may be raised for grant income, lease and license income, and provision of services such as waste collection or use of sporting facilities.

It is the responsibility of the officer that provides the good or service to ensure that the invoice is raised, and to raise any credit notes where required. Invoice and credit note requests are to be lodged with Finance who will record the associated revenue in the general ledger.

Debtor accounts may be established for credit approved debtors where there is a genuine business need that has been approved by the relevant Manager. Where there is any doubt, Finance should be contacted to assist with obtaining a credit check.

All invoices are to be charged as per the fees and charges schedule in the current Council budget or as per the relevant legislation.

3.2 GENERAL MANAGEMENT OF OUTSTANDING DEBT

3.2.1 Aging Debtor Management

The following actions are to be undertaken for debts that are outstanding beyond Council's standard terms of 30 days:

- 31 - 60 days: the finance system will send a reminder of payment being overdue, and issue a debtor statement.
- 61 - 90 days: the responsible officer will contact the debtor to remind them of payment being overdue (second contact) and issue a further debtor statement.
- 91 - 120 days: the responsible officer will contact the debtor to remind them of payment being overdue and to organise a payment arrangement if necessary. Debtor may also be advised that legal action may be commenced if payments are not received within the stipulated timeframe.
- 120+ days overdue: amounts 120 days and over require direction from the relevant manager (or the responsible officer in their team) in relation to:
 - Whether debt collection proceedings are to commence for pursuit of legal recovery of the debt at the expense of the relevant area or debtor
 - Whether there are any special circumstances relating to the debt that justify the recovery action to be held for any reason or
 - Whether the debt is recoverable and if the debt should be recommended to be written off. This may have budgetary implications.

3.2.2 Payment Arrangements

Any person, organisation or company who is having difficulty in paying their debt is encouraged to contact customer service or the Responsible Officer.

The Responsible Officer may raise a request with finance to establish a personal payment arrangement with the debtor to pay off the debt in a reasonable and manageable timeframe. This can occur before the debt becomes overdue. For example, the plan may involve making a weekly payment of an agreed amount until the debt is paid in full. The responsible officer must ensure arrangements are adhered to.

3.2.3 Provision for Doubtful Debts

An annual review shall be undertaken of outstanding debts by the Accountant, for the purposes of maintaining a provision for doubtful debts based on the following factors:

- All debts known to be doubtful shall be included in the provision, for example if a debtor is known to have gone into liquidation; and
- Debts aged over 90 days will be reviewed and a proportion of these debts may be included in the provision, as deemed appropriate.

3.2.4 Write-Off of Bad Debts

All cost-effective actions to recover debt should be taken by Council officers in accordance with sector practices. Debts may be written-off either, when Council is unable to collect the debt, or when Council chooses not to collect a debt for compassionate reasons.

The reason for proposing the debt write-off must be clearly documented and authorised by either the Manager Corporate (up to \$10,000), the Director Corporate and Community (between \$10,001 and \$30,000) and the Chief Executive Officer (between \$30,001 and \$50,000). Write-offs over \$50,000 must be authorised by Council by resolution.

All approved debt write-offs are to be reported to the next meeting of the Audit and Risk Committee. Reports are to be marked "Confidential" in line with Local Government Act 2020 requirements.

4. Roles and responsibilities

The following positions are responsible for

Role/Position	Responsibility
Council	Approving Debt write-offs over \$50,000 by Council resolution.
Chief Executive Officer	For ensuring the Policy and procedures are in place. For approving all applications for Debt write offs between \$30,001 and \$50,000.
Director Corporate and Community	For ensuring the Policy and procedures are implemented and for reviewing any complaints received with respect to the application of the Policy by the Manager Corporate. For approving all applications for Debt Write offs of between \$10,001 and \$30,000.
Manager Corporate	For monitoring and reporting on implementation of this Policy For approving all applications for Debt write offs up to \$10,000. For reviewing any complaints received with respect to the application of the Policy by the responsible officer.

5. Breaches

Failure to comply with Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Gender Impact Assessment

The implications of this policy have been assessed in accordance with the requirements of the *Gender Equality Act 2020*. In this instance, a gender lens was applied in the development of policy to consider how the policy impacts on the health and wellbeing of people with different genders. A Gender Impact Assessment has been undertaken and is available upon request.

8. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020*
- *Local Government Act 2020 [Vic]*
- *Local Government Legislation Amendment (Rating and Other Matters) Bill 2022 [Vic]*.

Related Guidelines, Operational Directives or Policies

- Cash Handling Policy, No.94
- Financial Hardship Policy, No. 127
- Annual Budget: Rating Policy and Fee Schedule

Related Procedures

- Nil

9. Definitions and abbreviations

Term	Meaning
Bad Debts	A bad debt expense is incurred when Council abandons its claim to the amount owing where there is no reasonable prospect of collection, or the costs of collection are expected to be greater than the amount owed.
Compassionate Grounds	Means circumstances of a compassionate nature including financial hardship, illness, or death.

Term	Meaning
Credit	Credit refers to the purchase and provision of goods and/or services from Council by debtors based on a promise to pay at a future time.
Debt (Goods and/or Services)	Debt is the amount of money owed by a debtor as a result of a credit transaction with Council.
Deferment	A 'deferment' of payment can be provided in whole or in part and be for a specific period and subject to any conditions determined by Council. A deferral only suspends the payment for a specified period of time, but the full amount will eventually be recovered.
Financial Hardship	Financial hardship applies where a person demonstrates a severely diminished ability to fulfil their financial obligations to Council in regards to Rates and Charges and where hardship assistance through alternative payment plans and/or deferral of payments may be of assistance. Refer to Policy 127 - Financial Hardship.
Responsible Officer	The officer responsible for the management of the relevant revenue stream.
Waiver	A "waiver" is a one-off abandonment, which removes the liability to pay, and may be offered to include the whole or part of any interest and costs.

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 9th September 2025
in the presence of:

COUNCILLOR SIGNATURE

COUNCILLOR SIGNATURE

CHIEF EXECUTIVE OFFICER SIGNATURE



INSTRUMENT OF DELEGATION

Council to Chief Executive Officer

September 2025

S5 – Instrument of Delegation to Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Alpine 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 **9 September 2025**;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 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.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 9th day of
September 2025 in the presence
of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

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 that exceeds the value of \$200,000 (excluding GST);
 - 1.2. making any expenditure that exceeds \$200,000 (excluding GST) unless it is:
 - 1.2.1. expenditure made under a contract already entered into; or
 - 1.2.2. for insurance premiums, in which case it must not exceed \$500,000 (excluding GST); or
 - 1.2.3. expenditure which Council is, by or under legislation, required to make including:
 - WorkCover premiums, in which case it must not exceed \$500,000 (excluding GST);
 - transferring the Emergency Services and Volunteers Funding Levy to the State Revenue Office; in which case it must not exceed \$2,000,000 (excluding GST); or
 - for any other amounts required under legislation, in which case it must not exceed \$500,000 (excluding GST); or
 - 1.3. appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4. electing a Mayor or Deputy Mayor;
 - 1.5. granting a reasonable request for leave under s35 of the Act;
 - 1.6. making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7. approving or amending the Council Plan;
 - 1.8. adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9. adopting or amending the Governance Rules;
 - 1.10. appointing the chair or the members to a delegated committee;
 - 1.11. making, amending or revoking a local law;

- 1.12. approving the Budget or Revised Budget;
- 1.13. approving the borrowing of money;
- 1.14. 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; or
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
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 s 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.



INSTRUMENT OF DELEGATION

Council to Members of Council Staff

September 2025

S6 – 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:

- 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;
- record that references in the Schedule are as follows:

DELEGATE	TITLE
ACC	Accountant
AMC	Asset Management Coordinator
AOBEH	Administration Officer (Building and Environmental Health)
AOP	Administration Officer (Planning)
AOSLL	Administration Officer (Subdivision and Local Laws)
BC	Building Coordinator
BI	Building Inspector
BSL	Building Surveyor Limited
BSM	Municipal Building Surveyor
BSU	Building Surveyor Unlimited
CEO	Chief Executive Officer
CPC	Compliance Coordinator
CWC	Civil Works Coordinator
CWTL	Team Leader Capital Works
DA	Director Assets
DCC	Director Corporate and Community
EACEO	Executive Assistant (CEO)
EC	Engineering Coordinator
ED	Civil Development Engineer
EO	Operations Engineer
EHC	Environmental Health Coordinator
EHO	Environmental Health Officer
EMC	Emergency Management Coordinator
FAO	Facilities Officer
FO	Finance Officer
FOS	Senior Finance Officer
GISAO	GIS and Assets Officer
GO	Governance Officer
LLO	Local Laws Officer
LLO2	Local Laws Officer

DELEGATE	TITLE
MAW	Manager Assets and Waste
MC	Manager Corporate
MCD	Manager Community Development
MCE	Manager Customer Experience
MEM	Manager Engineering and Maintenance
MGF	Manager Growth and Future
MRS	Manager Regulatory Services
PC	Statutory Planning Coordinator
PO	Statutory Planning Officer
POD	Project Officer (Delivery)
POS	Senior Statutory Planning Officer
PMD	Project Manager (Delivery)
PRCC	Property and Contracts Coordinator
PRO	Prosecutor
PRO2	Prosecutor
RC	Rates Coordinator
SP	Strategic Planner
SPC	Strategic Planning Coordinator
SPG	Graduate Strategic Planner
SPS	Senior Strategic Planner
TOA	Technical Officer (Assets)

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **9 September 2025** and
- 3.2 the delegation:
 - 3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation;
 - 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; or
 - 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 if 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.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 9th day of
September 2025 in the presence
of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

SCHEDULE

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<u>CEMETERIES AND CREMATORIA ACT 2003</u>			Return to Table of Contents
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	DA, MGF, PRCC	<i>Note: Alpine Shire Council is defined as a Class B cemetery trust - only those clauses that apply to this class is delegated in this document.</i>
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	DA, MGF, PRCC	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	DA, MGF, PRCC	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	not delegated	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	not delegated	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	DA, MGF, PRCC	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	not delegated	
s 15(4)	Duty to keep records of delegations	DA, MGF, PRCC	
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO, DA, MGF, PRCC	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	DA, MGF, PRCC	

<u>CEMETERIES AND CREMATORIA ACT 2003</u>			Return to Table of Contents
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	not delegated	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	not delegated	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	not delegated	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	not delegated	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	not delegated	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.	not delegated	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 <i>Financial Management Act 1994</i>	not delegated	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	not delegated	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	not delegated	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	not delegated	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))	not delegated	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	not delegated	Where Council is a Class A cemetery trust

<u>CEMETERIES AND CREMATORIA ACT 2003</u>			Return to Table of Contents
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	not delegated	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	not delegated	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	not delegated	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	not delegated	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	not delegated	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	not delegated	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	not delegated	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	not delegated	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO, DA, MGF, PRCC	
s 20(1)	Duty to set aside areas for the interment of human remains	DA, MGF, PRCC	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO, DA, MGF, PRCC	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	CEO, DA, MGF, PRCC	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO	

<u>CEMETERIES AND CREMATORIA ACT 2003</u>			Return to Table of Contents
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	not delegated	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	not delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	DA, MGF, PRCC	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	not delegated	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
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	DA, MGF, PRCC	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DA, MGF, PRCC	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	DA, MGF, PRCC	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	DA, MGF, PRCC	
s 60(2)	Power to charge fees for providing information	CEO, DA, MGF, PRCC	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	DA, MGF, PRCC	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO, DA, MGF, PRCC	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	not delegated	The application must include the requirements listed in s 66(2)(a)–(d)

<u>CEMETERIES AND CREMATORIA ACT 2003</u>			Return to Table of Contents
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	DA, MGF, PRCC	
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	DA, MGF, PRCC	
s 70(2)	Duty to make plans of existing place of interment available to the public	DA, MGF, PRCC	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO, DA, MGF, PRCC	
s 71(2)	Power to dispose of any memorial or other structure removed	CEO, DA, MGF, PRCC	
s 72(2)	Duty to comply with request received under s 72	DA, MGF, PRCC	
s 73(1)	Power to grant a right of interment	CEO, DA, MGF, PRCC	
s 73(2)	Power to impose conditions on the right of interment	CEO, DA, MGF, PRCC	
s 74(3)	Duty to offer a perpetual right of interment	DA, MGF, PRCC	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CEO, DA, MGF, PRCC	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	DA, MGF, PRCC	

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The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 80(2)	Function of recording transfer of right of interment	DA, MGF, PRCC	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DA, MGF, PRCC	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	DA, MGF, PRCC	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO, DA, MGF, PRCC	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	DA, MGF, PRCC	
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)	DA, MGF, PRCC	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	CEO, DA, MGF, PRCC	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	CEO, DA, MGF, PRCC	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	DA, MGF, PRCC	
84I(6)(a)	Power to remove any memorial on the place of interment	CEO, DA, MGF, PRCC	
s 84I(6)(b)	Power to grant right of interment under s 73	CEO, DA, MGF, PRCC	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	DA, MGF, PRCC	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	DA, MGF, PRCC	Does not apply where right of interment relates to remains of a deceased veteran.

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Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, DA, MGF, PRCC	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	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO, DA, MGF, PRCC	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO, DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO, DA, MGF, PRCC	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	CEO, DA, MGF, PRCC	
s 86(5)	Duty to provide notification before taking action under s 86(4)	DA, MGF, PRCC	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	DA, MGF, PRCC	
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	DA, MGF, PRCC	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	DA, MGF, PRCC	
s 91(1)	Power to cancel a right of interment in accordance with s 91	CEO, DA, MGF, PRCC	

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Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91(3)	Duty to publish notice of intention to cancel right of interment	DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	DA, MGF, PRCC	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO, DA, MGF, PRCC	
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	DA, MGF, PRCC	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO, DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO, DA, MGF, PRCC	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	DA, MGF, PRCC	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	CEO, DA, MGF, PRCC	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO, DA, MGF, PRCC	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO, DA, MGF, PRCC	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO, DA, MGF, PRCC	

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Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO, DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO, DA, MGF, PRCC	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO, DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CEO, DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 108	Power to recover costs and expenses	CEO, DA, MGF, PRCC	
s 109(1)(a)	Power to open, examine and repair a place of interment	CEO, DA, MGF, PRCC	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, DA, MGF, PRCC	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, DA, MGF, PRCC	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, DA, MGF, PRCC	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent	CEO, DA, MGF, PRCC	

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Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, DA, MGF, PRCC	
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, DA, MGF, PRCC	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO, DA, MGF, PRCC	
s 112	Power to sell and supply memorials	CEO, DA, MGF, PRCC	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	DA, MGF, PRCC	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO, DA, MGF, PRCC	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO, DA, MGF, PRCC	
s 119	Power to set terms and conditions for interment authorisations	CEO, DA, MGF, PRCC	
s 131	Function of receiving an application for cremation authorisation	DA, MGF, PRCC	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	DA, MGF, PRCC	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	DA, MGF, PRCC	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	CEO, DA, MGF, PRCC	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, DA, MGF, PRCC	

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Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	DA, MGF, PRCC	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	CEO, DA, MGF, PRCC	
s 151	Function of receiving applications to inter or cremate body parts	DA, MGF, PRCC	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CEO, DA, MGF, PRCC	
SCHEDULE 1 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, DA, MGF, PRCC	
SCHEDULE 1 cl 8(8)	Power to regulate own proceedings	CEO, DA, MGF, PRCC	Subject to cl 8
SCHEDULE 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	not delegated	Where Council is a Class A cemetery trust
SCHEDULE 1A cl 8(8)	Power to regulate own proceedings	not delegated	Where Council is a Class A cemetery trust. Subject to cl 8.

<u>CEMETERIES AND CREMATORIA REGULATIONS 2025</u>			Return to Table of Contents
These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 36	Duty to ensure that cemetery complies with depth of burial requirements	DCC, MGF, PRCC	
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DCC, MGF, PRCC	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DCC, MGF, PRCC	
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	DCC, MGF, PRCC	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled	DCC, MGF, PRCC	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DCC, MGF, PRCC	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	DCC, MGF, PRCC	
r 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	not delegated	Relates to crematoriums only
r 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	not delegated	Relates to crematoriums only
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	not delegated	Relates to crematoriums only
r 45(1)	Power to dispose of any metal substance or non-human substance recovered from a cremator	not delegated	Relates to crematoriums only
r 46(2)	Power to release cremated human remains to certain persons	not delegated	Subject to any order of a court Relates to crematoriums only

<u>CEMETERIES AND CREMATORIA REGULATIONS 2025</u>			Return to Table of Contents
These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	not delegated	Relates to crematoriums only
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	not delegated	Relates to crematoriums only
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	not delegated	Relates to crematoriums only
r 47(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	not delegated	Relates to crematoriums only
r 48	Power to approve certain activities under r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	CEO, DA, MGF, PRCC	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	DCC, MGF, PRCC	
r 51	Power to inspect any work that is being carried out on memorials, places or interments and buildings for ceremonies	CEO, DA, MGF, PRCC	
r 52	Power to approve the arrangement or conduct of a funeral	CEO, DA, MGF, PRCC	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	CEO, DA, MGF, PRCC	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials	CEO, DA, MGF, PRCC	
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from place of interment or memorial	CEO, DA, MGF, PRCC	
r 56(4)	Duty to dispose items under r 56(3) in a manner considered appropriate	DCC, MGF, PRCC	
r 57(1)	Power to approve the use of fire in a public cemetery	CEO, DA, MGF, PRCC	

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These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 58(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, DA, MGF, PRCC	
r 59	Duty to display the hours during which the public can access the cemetery	DCC, MGF, PRCC	
Note: SCHEDULE 2 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 5, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	CEO, DA, MGF, PRCC	See note above regarding model rules

DOMESTIC ANIMALS ACT 1994			Return to Table of Contents
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	DCC, MRS, LLO, LLO2, CPC	Council may delegate this power to a Council authorised officer

FOOD ACT 1984			Return to Table of Contents
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	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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, (ia) displayed at any point of sale, (ib) be published on the food business's internet site and (ii) inform the public by notice in a published newspaper, on the internet site, or otherwise	DCC, MRS, EHC, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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).	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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. Only in relation to temporary food premises or mobile food premises.
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	DCC, MRS, EHC, EHO	Where Council is the registration authority

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19CB(4)(b)	Power to request copy of records	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	DCC, MRS, EHC, EHO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DCC, MRS, EHC, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises <u>must</u> be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of food premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	DCC, MRS, EHC, EHO	Where Council is the registration authority

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19IA(2)	Duty to give written notice to the proprietor of the premises	DCC, MRS, EHC, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	DCC, MRS, EHC, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	Where Council is the registration authority
---	Power to register, or renew or transfer the registration of a food premises	DCC, MRS, EHC, EHO	Where Council is the registration authority Refusal to grant/ or renew/transfer the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36A	Power to accept an application for registration or notification using online portal	DCC, MRS, EHC, EHO	Where Council is the registration authority.
s36B	Duty to pay the charge for use of online portal	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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)	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	DCC, MRS, EHC, EHO	Where Council is the registration authority. Not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	DCC, MRS, EHC, EHO	Where Council is the registration authority

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	Where Council is the registration authority.
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	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 39A	Power to register, or renew the registration of a or transfer food premises despite minor defects	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	DCC, MRS, EHC, 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 <i>Public Health and Wellbeing Act 2008</i>	DCC, MRS, EHC, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	DCC, MRS, EHC, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	DCC, MRS, EHC, EHO	
s 40F	Power to cancel registration of food premises	DCC, MRS, EHC, EHO	Where Council is the registration authority.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 43	Duty to maintain records of registration	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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	DCC, MRS, EHC, 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	DCC, MRS, EHC, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises <u>must</u> be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	DCC, MRS, EHC	
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	DCC, MRS, EHC, EHO, PRO	Where Council is the registration authority

HERITAGE ACT 2017			Return to Table of Contents
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	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

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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.](#)

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48	Power to prepare an amendment to the Victoria Planning Provisions	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
s 4I(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 8A(5)	Function of receiving notice of the Minister's decision	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
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, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 12(3)	Consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 12B(1)	Duty to review planning scheme	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 17(1)	Duty of giving copy amendment to the planning scheme	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 17(2)	Duty of giving copy s 173 agreement	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	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 s 19 to a planning scheme	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	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, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	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 to do so by the Minister	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s197B of the Act	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	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	DA, DCC, MGF, MRS, PC	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DA, DCC, MGF, MRS, PC	
s 30(4)(a)	Duty to say if amendment has lapsed	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	

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s 30(4)(b)	Duty to provide information in writing upon request	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 32(2)	Duty to give more notice if required	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 33(1)	Duty to give more notice of changes to an amendment	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 36(2)	Duty to give notice of approval of amendment	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
s 38(5)	Duty to give notice of revocation of an amendment	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 40(1)	Function of lodging copy of approved amendment	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
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	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	not delegated	Where Council is a responsible public entity and is a planning authority. <i>Note: this provision does not affect Alpine Shire Council.</i>
s 46AW	Function of being consulted by the Minister	DA, DCC, MGF, MRS, SPC, PC	Where Council is a 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	DA, DCC, MGF, MRS, SPC, PC	Where Council is a 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	DA, DCC, MGF, MRS, SPC, PC	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	DA, DCC, MGF, MRS, SPC, PC	Where Council is a responsible public entity

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	not delegated	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency. <i>There are no Development Contribution Plans incorporated in the Alpine Planning Scheme. Currently, Infrastructure Contribution Plans only apply to the Metropolitan Greenfield Growth Area surrounding Melbourne. Therefore, no delegations are made regarding these provisions for Alpine Shire Council.</i>
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	not delegated	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	not delegated	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	not delegated	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	not delegated	
s 46GP	Function of receiving a notice under s 46GO	not delegated	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	not delegated	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	not delegated	

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s 46GR(2)	Power to consider a late submission. Duty to consider a late submission if directed to do so by the Minister	not delegated	
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	not delegated	
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	not delegated	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	not delegated	
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	not delegated	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	not delegated	
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	not delegated	
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	not delegated	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	not delegated	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)	not delegated	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	not delegated	Where Council is the collecting agency

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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	not delegated	
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	not delegated	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	not delegated	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	not delegated	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	not delegated	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>	not delegated	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	not delegated	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	not delegated	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 as responsible for those works, services or facilities	not delegated	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

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s 46GZ(2)(b)	Function of receiving the monetary component	not delegated	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)	not delegated	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 infrastructure contributions plan to that development agency	not delegated	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(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	not delegated	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	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan.

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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	not delegated	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	not delegated	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	not delegated	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>	not delegated	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)	not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(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	not delegated	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

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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)	not delegated	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)	not delegated	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)	not delegated	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	not delegated	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	not delegated	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 s 46GZE(3)(a) and (b)	not delegated	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	not delegated	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)	not delegated	Where Council is the development agency under an approved infrastructure contributions plan

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	Function of receiving proceeds of sale	not delegated	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)	not delegated	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)	not delegated	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	not delegated	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	not delegated	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	not delegated	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)	not delegated	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	not delegated	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	not delegated	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	not delegated	

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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	not delegated	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	not delegated	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	not delegated	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	not delegated	
s 46Q(1)	Duty to keep proper accounts of levies paid	not delegated	
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	not delegated	
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	not delegated	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	not delegated	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 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)	not delegated	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	not delegated	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	not delegated	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	not delegated	

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s 46QD	Duty to prepare report and give a report to the Minister	not delegated	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	not delegated	<i>Does not apply to Alpine Shire Council</i>
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 prescribed fee, after the inspection period	not delegated	<i>Does not apply to Alpine Shire Council</i>
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	not delegated	<i>Does not apply to Alpine Shire Council</i>
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	not delegated	<i>Does not apply to Alpine Shire Council</i>
s 46Y	Duty to carry out works in conformity with the approved strategy plan	not delegated	<i>Does not apply to Alpine Shire Council</i>
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DCC, MRS, PC, POS, PO	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested

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s 50(4)	Duty to amend application	DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 50(5)	Power to refuse to amend application	CEO, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 50(6)	Duty to make note of amendment to application in register	DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 50A(1)	Power to make amendment to application	CEO, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 50A(4)	Duty to note amendment to application in register	DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DCC, MRS, PC, POS, PO, AOSLL, AOP	
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	DCC, MRS, PC, POS, PO	

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s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	DCC, MRS, PC, POS, PO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DCC, MRS, PC, POS, PO	
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	DCC, MRS, PC, POS, PO	
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	DCC, MRS, PC, POS, PO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DCC, MRS, PC, POS, PO	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DCC, MRS, PC, POS, PO	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, DCC, MRS, PC, POS, PO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, DCC, MRS, PC, POS, PO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, DCC, MRS, PC, POS, PO	
s 54(1)	Power to require the applicant to provide more information	CEO, DCC, MRS, PC, POS, PO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DCC, MRS, PC, POS, PO	
s 54(1B)	Duty to specify the lapse date for an application	DCC, MRS, PC, POS, PO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, DCC, MRS, PC, POS, PO	

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s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time und s 54A(3)	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DCC, MRS	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availaiblity requirements	DCC, MRS,PC, POS, PO, AOSLL, AOP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 57A(5)	Power to refuse to amend application	CEO, DCC, MRS, PC	
64	Duty to note amendments to application in register	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 57B(1)	Duty to determine whether and to whom notice should be given	DCC, MRS, PC, POS, PO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DCC, MRS, PC, POS, PO	
s 57C(1)	Duty to give copy of amended application to referral authority	DCC, MRS, PC, POS, PO, AOSLL, AOP	

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s 58	Duty to consider every application for a permit	DCC, MRS, PC, POS, PO	
s 58A	Power to request advice from the Planning Application Committee	CEO, DCC, MRS, PC	
s 60	Duty to consider certain matters	DCC, MRS, PC, POS, PO	
s 60(1A)	Duty to consider certain matters	DCC, MRS, PC, POS, PO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCC, MRS, PC, POS, PO	
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, DCC, MRS, PC	1. The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> 2. Exercise of delegation must align with any approved operational guidelines in operation at time of decision
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCC, MRS, PC, POS, PO	
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, DCC, MRS, PC	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	not delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	not delegated	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCC, MRS, PC, POS, PO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCC, MRS, PC, POS, PO	

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s 62(2)	Power to include other conditions	CEO, DCC, MRS, PC, POS	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DCC, MRS, PC, POS, PO	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, DCC, MRS, PC	
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, DCC, MRS, PC	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, DCC, MRS, PC	
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)	DCC, MRS, PC, POS, PO	
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)	DCC, MRS, PC, POS, PO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCC, MRS, PC, POS, PO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCC, MRS, PC, POS, PO	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	DCC, MRS, PC, POS, PO	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	DCC, MRS, PC, POS, PO	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	DCC, MRS, PC, POS, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75A

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s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DCC, MRS, PC, POS, PO, AOSLL, AOP	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	DCC, MRS, PC, POS, PO, AOSLL, AOP	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 decides to grant and a copy of any notice given under s 64 or 65	DCC, MRS, PC, POS, PO, AOSLL, AOP	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	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 69(1A)	Function of receiving application for extension of time to complete development	DCC, MRS, PC, POS, PO, AOSLL, AOP	

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s 69(2)	Power to extend time	CEO, DCC, MRS, PC, POS	
s 70	Duty to make copy permit available in accordance with public availability requirements	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 71(1)	Power to correct certain mistakes	CEO, DCC, MRS, PC, POS	
s 71(2)	Duty to note corrections in register	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 73	Power to decide to grant amendment subject to conditions	CEO, DCC, MRS, PC, POS	
s 74	Duty to issue amended permit to applicant if no objectors	DCC, MRS, PC, POS, PO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DCC, MRS, PC, POS, PO, AOSLL, AOP	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

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s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCC, MRS, PC, POS, PO, AOSLL, AOP	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 a copy of any notice given under s 64 or 76	DCC, MRS, PC, POS, PO, AOSLL, AOP	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	DCC, MRS, PC, POS, PO	
s 83	Function of being respondent to an appeal	DCC, MRS, PC, POS, PO	
s 83B	Duty to give or publish notice of application for review	DCC, MRS, PC, POS, PO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DCC, MRS, PC	
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	DCC, MRS, PC, POS, PO	
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	DCC, MRS, PC, POS, PO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DCC, MRS, PC, POS, PO	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DCC, MRS, PC	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DCC, MRS, PC, POS, PO	

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s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, DCC, MRS, PC	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCC, MRS, PC, POS, PO	
s 91(2)	Duty to comply with the directions of VCAT	DCC, MRS, PC, POS, PO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DCC, MRS, PC, POS, PO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCC, MRS, PC, POS, PO	
s 93(2)	Duty to give notice of VCAT order to stop development	DCC, MRS, PC, POS, PO, CPC	
s 95(3)	Function of referring certain applications to the Minister	DCC, MRS, PC, POS, PO	
s 95(4)	Duty to comply with an order or direction	DCC, MRS, PC, POS, PO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO	
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, DA, DCC	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG,	
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, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO	

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s 96F	Duty to consider the panel's report under s 96E	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
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, DA, DCC, MGF, MRS, SPC PC	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 96J	Duty to issue permit as directed by the Minister	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	not delegated	
s 97C	Power to request Minister to decide the application	CEO, DCC, MRS	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DCC, MRS, PC, POS, PO, AOSLL, AOP	
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	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	DCC, MRS, PC, POS, PO, AOSLL, AOP	

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s 97L	Duty to include Ministerial decisions in a register kept under s 49	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DCC, MRS, PC, POS, PO	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DCC, MRS, PC	Within Financial Delegations
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCC, MRS, PC	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCC, MRS, PC, POS, PO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCC, MRS, PC, POS, PO	
s 97Q(4)	Duty to comply with directions of VCAT	DCC, MRS, PC, POS, PO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 101	Function of receiving claim for expenses in conjunction with claim	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	

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s 103	Power to reject a claim for compensation in certain circumstances	CEO, DA, DCC, MGF, MRS	
s 107(1)	Function of receiving claim for compensation	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC	
s 107(3)	Power to agree to extend time for making claim	CEO, DA, DCC, MGF, MRS	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, DA, DCC, MGF, MRS	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DCC, MRS, PC, POS, PO, CPC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCC, MRS, PC, POS, PO, CPC	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DCC, MRS, PC, POS, PO, CPC	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DCC, MRS, PC, POS, PO, CPC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DA, DCC, MGF, MRS	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order	CEO, DCC, MRS, PC, POS, PO, CPC	Section 123 of the <i>Victorian Civil and Administrative Tribunal Act 1998</i> applies on an application to the Tribunal.
s 129	Function of recovering penalties	DCC, MRS, PC, POS, PO, CPC	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DCC, MRS, PC, CPC	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DCC, MRS, PC, POS, PO, CPC	

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s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	CEO, DCC, MRS, PC, POS, PO, CPC	
s 149B	Power to apply to the Tribunal for a declaration	CEO, DCC, MRS, PC, POS, PO, CPC	
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)	DA, DCC, MGF, SPC, SPS, SP, SPG	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, CPC	
s 171(2)(g)	Power to grant and reserve easements	CEO, DA, DCC, MGF, MRS	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	not delegated	Where Council is a development agency specified in an approved infrastructure contributions plan <i>As previously stated, ICPs do not apply to Alpine Shire Council.</i>
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)	not delegated	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)	not delegated	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, DCC	

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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	not delegated	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, DA, DCC, MGF, MRS, SPC, SPS, PC, POS, CPC	
---	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, DA, DCC, MGF, MRS, SPC, PC	
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, DCC, MRS, PC	
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, DCC, MRS, PC	
s 178A(1)	Function of receiving application to amend or end an agreement	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DCC, MRS, PC	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCC, MRS, PC	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DCC, MRS, PC	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCC, MRS, PC	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCC, MRS, PC	
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	DCC, MRS, POS, PO, AOSLL, AOP	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(4)	Function of determining how to give notice under s 178C(2)	DCC, MRS, POS, PO	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DCC, MRS, POS, PO	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DCC, MRS, PC	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, DCC, MRS, PC	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, DCC, MRS, PC	If no objections are made under s 178D. Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DCC, MRS, PC	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, DCC, MRS, PC	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, DCC, MRS, PC	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DCC, MRS, PC	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)	DCC, MRS, POS, PO, AOSLL, AOP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DCC, MRS, POS, PO, AOSLL, AOP	
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	DCC, MRS, PC	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DCC, MRS, PC	
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, DCC, MRS, PC, POS, PO	

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s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DCC, MRS, POS, PO, AOSLL, AOP	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	DCC, MRS, POS, PO, AOSLL, AOP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	DCC, MRS, POS, PO	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DCC, MRS, POS, PO	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DCC, MRS, POS, PO	
s 182	Power to enforce an agreement	CEO, DCC, MRS, PC, POS, PO, CPC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCC, MRS, POS, PO	
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, DCC, MRS, PC	
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	DCC, MRS, PC	
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	DCC, MRS, POS, PO	
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	DCC, MRS, POS, PO, AOSLL, AOP	
s 184G(2)	Duty to comply with a direction of the Tribunal	DCC, MRS, POS, PO, AOSLL, AOP	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCC, MRS, POS, PO, AOSLL, AOP	

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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	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, CPC, AOSLL, AOP	
s 198(1)	Function to receive application for planning certificate	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 199(1)	Duty to give planning certificate to applicant	DCC, MRS, PC, POS, PO, AOSLL, AOP	
s 201(1)	Function of receiving application for declaration of underlying zoning	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	
s 201(3)	Duty to make declaration	DA, DCC, MGF, MRS, SPC, SPS, PC, POS	
-	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, DCC, MRS, PC, POS	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	CEO, DCC, MRS, PC, POS	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	CEO, DCC, MRS, PC, POS	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	CEO, DCC, MRS, PC, POS	
-	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, DCC, MRS, PC, POS	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to approve and or endorse 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, DCC, MRS, PC, POS	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, DCC, MRS, PC, POS	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	not delegated	GAIC does not apply to Alpine Shire Council.
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	not delegated	GAIC does not apply to Alpine Shire Council.

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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	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	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, DCC, MRS, PC, POS, PO	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available in accordance with the public availability requirements	DCC, MRS, PC, POS, PO, AOSLL, AOP	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	DCC, MRS, PC, POS, PO, AOSLL, AOP	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	DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP	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.

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PROVISION	THING DELEGATED		CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DA, DCC, MGF, MRS	
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, DA, DCC, MGF, MRS	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	CEO, DA, DCC, MGF, MRS	

RESIDENTIAL TENANCIES ACT 1997			Return to Table of Contents
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, DCC, DA, MCD, EMC, MRS, BSM, EHC, EHO, CPC, MEM, PRCC	
s 522(1)	Power to give a compliance notice to a person	CEO, DCC, MRS, MCE, EHC, EHO, PRCC, FAO, EC	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	
s 525(4)	Duty to issue identity card to authorised officers	GO, GSO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MRS, MGF, EHC, EHO, AOBEL, PRCC, FAO	
s 526A(3)	Function of receiving report of inspection	CEO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	CEO, DCC, MRS, CPC, EHC, EHO	
r 10	Function of receiving application for registration	MRS, EHC, EHO, AOBEH	
r 11	Function of receiving application for renewal of registration	MRS, EHC, EHO, AOBEH	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, DCC, MRS, EHC, EHO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEO, DCC, MRS, EHC, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, DCC, MRS, EHC, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, DCC, MRS, EHC, EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEO, DCC, MRS, EHC, EHO	
r 12(4) & (5)	Duty to issue certificate of registration	CEO, DCC, MRS, EHC, EHO	
r 14(1)	Function of receiving notice of transfer of ownership	MRS, BSM, BSMD, BSL, BSU, EHC, EHO, AOBEL	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 14(3)	Power to determine where notice of transfer is displayed	MRS, EHC, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	MRS, EHC, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	MRS, EHC, EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	MRS, EHC, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	MRS, EHC, EHO	
r 17	Duty to keep register of caravan parks	MRS, BSM, BSMD. BSL, BSU, EHC, EHO, AOBEL	
r 21(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	MRS, EHC, EHO, AOBEL	
r 21(2)	Duty to consult with relevant emergency services agencies	DCC, MRS, CPC, EHC, EHO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	MRS, EHC, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	MRS, EHC, EHO, BSM, BSMD, BSL, BSU	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24(2)	Power to consult with relevant floodplain management authority	MRS, EHC, EHO, BSM, BSMD, BSL, BSU	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	MRS, EHC, EHO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MRS, BSM, BSMD, BSL, BSU EHC, EHO, AOBEL	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DCC, MRS, CPC, EHC, EHO	
r 39(3)	Function of receiving installation certificate	MRS, BSM, BSMD, BSL, BSU, EHC, EHO, AOBEL	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	MRS, BSM, BSMD, BSL, BSU, EHC, EHO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	MRS, BSM, BSMD, BSL, BSU, EHC, EHO	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO	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	
s 11(9)(b)	Duty to advise Registrar	DA, DCC, MAW, MEM, MRS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DA, DCC, MAW, MEM, MRS	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DA, DCC, MAW, MEM, MRS	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	DA, DCC, MAW, MEM, MRS	
s 12(10)	Duty to notify of decision made	DA, MAW	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, DA, MAW	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, DA	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, DA	
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, DA	
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, DA	
s 15(2)	Duty to include details of arrangement in public roads register	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	
s 16(7)	Power to enter into an arrangement under s 15	CEO, DA, DCC	
s 16(8)	Duty to enter details of determination in public roads register	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	
s 17(2)	Duty to register public road in public roads register	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, DA	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	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	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, DA, DCC	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	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	Where Council is the coordinating road authority

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18(1)	Power to designate ancillary area	CEO, DA	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	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	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	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	
s 19(4)	Duty to specify details of discontinuance in public roads register	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	
s 19(5)	Duty to ensure public roads register is available for public inspection	DA, MAW, MEM, GISAO, EC, ED, EO, AMC	
s 21	Function of replying to request for information or advice	CEO, DA, MAW, MEM	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, DA, MAW, MEM	
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, DA, MAW, MEM, GO, GSO	
s 22(5)	Duty to give effect to a direction under s 22	CEO, DA MAW, MEM	
s 40(1)	Duty to inspect, maintain and repair a public road	DA, MEM, MAW, MEM, CWC, EC, DE, TOA	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DA, MEM, MAW, MEM, CWC, EC, DE, TOA	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DA, MAW, MEM, EC, ED, EO, AMC	
s 42(1)	Power to declare a public road as a controlled access road	CEO, DA	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, DA	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	DA, MO	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, DA	Where Council is the 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)	DA, MAW, MEM	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	DA, DCC, MAW, MEM, MRS, MGF	
s 49	Power to develop and publish a road management plan	CEO, DA, MAW, MEM, AMC	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, DA, MAW, MEM, AMC	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DA	

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s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, DA, MAW, MEM, AMC	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, DA, MAW, MEM, AMC	
s 54(6)	Power to amend road management plan	CEO, DA, MAW, MEM, AMC	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, DA, MAW, MEM, AMC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, DA, MAW, MEM, AMC	
s 63(1)	Power to consent to conduct of works on road	CEO, DA, MAW, MEM, AMC, EC, TOA	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, DA, MAW, MEM, CWC, EC, ED, EO, TOA	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DA, MAW, MEM	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DA, DCC, MAW, MEM, MRS, LLO, CPC	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	DA, DCC, MAW, MEM, MRS, LLO, CPC	Where Council is the coordinating road authority
s 67(3)	Power to request information	DA, DCC, MAW, MEM, MRS, LLO, CPC	Where Council is the coordinating road authority

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s 68(2)	Power to request information	DA, DCC, MAW, MEM, MRS, LLO, CPC	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	MC, GO, GSO	
s 85	Function of receiving report from authorised officer	DA, DCC, MAW, MEM, MRS, GO	
s 86	Duty to keep register re s 85 matters	DA, DCC, MAW, MEM, MRS, GO, GSO	
s 87(1)	Function of receiving complaints	CEO, DA, MAW, MEM	
s 87(2)	Duty to investigate complaint and provide report	CEO, DA, DCC, MEM, MAW	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO	
s 112(2)	Power to recover damages in court	CEO, DA	
s 116	Power to cause or carry out inspection	DA, MAW, MEM	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DA, MAW, MEM	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DA, MAW, MEM	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	DA, MAW, MEM	

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s 121(1)	Power to enter into an agreement in respect of works	DA, MAW, MEM	
s 122(1)	Power to charge and recover fees	DA, DCC, MAW, MEM, MRS, MC	
s 123(1)	Power to charge for any service	DA, DCC, MAW, MEM, MRS, MC	
SCHEDULE 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, DA	
SCHEDULE 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, DA	
SCHEDULE 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, DA	
SCHEDULE 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, DA	
SCHEDULE 2 cl 5	Duty to publish notice of declaration	CEO, DA	
SCHEDULE 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	DA, MAW, MEM	Where Council is the infrastructure manager or works manager
SCHEDULE 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	DA, MAW, MEM	Where Council is the infrastructure manager or works manager
SCHEDULE 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	DA, MAW, MEM, EC, ED, EO	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

<u>ROAD MANAGEMENT ACT 2004</u>			Return to Table of Contents
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
SCHEDULE 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	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO, GISAO, AMC	Where Council is the infrastructure manager or works manager
SCHEDULE 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	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO, GISAO, AMC	Where Council is the infrastructure manager or works manager
SCHEDULE 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 12(5)	Power to recover costs	DA, DCC, MAW, MEM, MC, ACC	Where Council is the coordinating road authority
SCHEDULE 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)	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the works manager
SCHEDULE 7 cl 13(2)	Power to vary notice period	CEO, DA	Where Council is the coordinating road authority
SCHEDULE 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			Return to Table of Contents
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
SCHEDULE 7 cl 16(1)	Power to consent to proposed works	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 16(4)	Duty to consult	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
SCHEDULE 7 cl 16(5)	Power to consent to proposed works	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 16(6)	Power to set reasonable conditions on consent	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 16(8)	Power to include consents and conditions	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 18(1)	Power to enter into an agreement	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7 cl 19(1)	Power to give notice requiring rectification of works	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 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	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			Return to Table of Contents
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
SCHEDULE 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
SCHEDULE 7A cl 2	Power to cause street lights to be installed on roads	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
SCHEDULE 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DA, MAW, MEM, MC, ACC	Where Council is the responsible road authority
SCHEDULE 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	DA, MAW, MEM, MC, ACC	Where Council is the responsible road authority
SCHEDULE 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	DA, MAW, MEM, MC, ACC	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

<u>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</u>			Return to Table of Contents
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, DA, MAW, MEM, AMC	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DA, MAW	
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)	DA, MAW	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	DA, MAW	
r 13(1)	Duty to publish notice of amendments to road management plan	DA, MAW	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	DA, MAW	
r 16(3)	Power to issue permit	DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO, TOA	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, DA, DCC, MAW, MEM, MRS	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) <i>Road Management Act</i>	CEO, DA, DCC, MC	Where Council is the coordinating road authority

<u>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</u>			Return to Table of Contents
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, DA, MAW, MEM, MRS, TOA, CWC, BC, LLO, LLO2, CPC, EC, ED, EO, CWTL, PMD, POD	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, DA, DCC, MAW, MEM, MC, MRS	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, DA, DCC, MAW, MEM, MC, MRS	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			Return to Table of Contents
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, DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO	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, DA, DCC, MAW, MEM, MC	Where Council is the coordinating road authority



INSTRUMENT OF SUB-DELEGATION

Council to

Members of Council Staff

(Environment Protection Act 2017)

September 2025

S18 – Instrument of Sub-Delegation to Members of Council Staff (EPA 2017)

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, 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 in column 3 of the Schedule;
2. record that references in the Schedule are as follows

DELEGATE	TITLE
CPC	Compliance Coordinator
DCC	Director Corporate and Community
EHC	Environmental Health Coordinator
EHO	Environmental Health Officer
LLO	Local Laws Officer
LLO2	Local Laws Officer
MRS	Manager Regulatory Services

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on **9 September 2025** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;

6. the delegate must not determine the issue, take the action or do the act or thing:
- 6.1.1 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;
 - 6.1.2 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;
 - 6.1.3 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
 - 6.1.4 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.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 9th day of
September 2025 in the presence
of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

SCHEDULE

ENVIRONMENT PROTECTION ACT 20171

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	DCC, MRS, CPC, EHC, EHO, LLO, LLO2	
s 272	Power to issue prohibition notice	DCC, MRS, CPC, EHC, EHO, LLO, LLO2	
s 279	Power to amend a notice	DCC, MRS, CPC, EHC, EHO, LLO, LLO2	
s 358	Functions of the Environment Protection Authority	DCC, MRS, CPC, EHC, EHO, LLO, LLO2	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	DCC, MRS, CPC, EHC, EHO, LLO, LLO2	
s 359(2)	Power to give advice to persons with duties or obligations	DCC, MRS, CPC, EHC, EHO, LLO, LLO2	

Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 29 July 2025
Location: Bright Committee Room
Start Time: 12:30pm
Finish Time: 4:45pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr John Andersen	Councillor	Nathalie Cooke	Director Corporate & Community
Cr Dave Byrne	Councillor	Sarah Buckley	Director Assets
Cr Gareth Graham	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Noah Tanzen	Councillor		

Councillor and staff apologies:

Name	Position
Cr Peter Smith	Deputy Mayor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

N/A

3. Items

Item
Taungurung Land & Waters Council – Matt Burns and Rupert Carr
North East Catchment Management Authority – Katie Warner and Tim Loffler
Cultural Strategy Map
Financial Plan 2025/26 – 2034/35 Assumptions
Ordinary Council Meeting Agenda Review
Dinner Plain Community Garden - Tiny Towns Grant
Road Management Plan

Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 12 August 2025
Location: Bright Committee Room
Start Time: 10:30am
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Peter Smith	Deputy Mayor	Nathalie Cooke	Director Corporate & Community
Cr John Andersen	Councillor	Sarah Buckley	Director Assets
Cr Dave Byrne	Councillor		
Cr Gareth Graham	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Noah Tanzen	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council’s [Governance Rules](#), and recorded here.

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

3. Items

Item
Key Worker Housing / Regional Housing Victoria
Council Plan 2025 - 2029
Regulatory Services Reporting
Councillor Professional Development and Training

Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 19 August 2025
Location: Bright Committee Room
Start Time: 10:30am
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Peter Smith	Deputy Mayor	Nathalie Cooke	Director Corporate & Community
Cr John Andersen	Councillor	Sarah Buckley	Director Assets
Cr Dave Byrne	Councillor		
Cr Gareth Graham	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Noah Tanzen	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting**3. Items**

Item
Draft Financial Plan 2025/26 – 2034/35
Draft Asset Plan 2025-2029
Draft Council Plan 2025 -2029
Statutory Planning Reports – August 2025
Safe Local Roads and Streets Program
Amendment C56alpi to the Alpine Planning Scheme
Ordinary Council Meeting – Agenda Review