ALPINE SHIRE COUNCIL

M(2) – 24 FEBRUARY 2026

Ordinary Council Meeting

Agenda

Notice is hereby given that the next **Ordinary Council Meeting** of the **Alpine Shire Council** will be held in the Bright Council Chambers, 2 Churchill Avenue, Bright on **24 February 2026** 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(1) HELD ON 27 JANUARY 2026

RECOMMENDATION

That the minutes of M(1) 27 January 2026 as circulated be confirmed.

4 Apologies

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

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.

8 Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER - WILL JEREMY

8.1.1 Contracts approved under delegation by the CEO

RECOMMENDATION

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

Contract No: 26176	***Process: RFQ***
Title:	***Myrtleford Multi-Purpose Courts Repair***
Tenderer:	***Tuff Group Holdings Pty Ltd - Heatherton, Victoria***
Budget ($ excl GST):	***$170,000.00***
Contract ($ excl GST):	***$146,404.62***

Contract No: 26192	***Process: RFQ***
Title:	***Footpaths, Trails, Cycleways new program - Mummery Road new pedestrian path***
Tenderer:	***Roche Excavations - Whorouly East, Victoria***
Budget ($ excl GST):	***$200,000.00***
Contract ($ excl GST):	***$197,624.00***

8.2 DIRECTOR ASSETS - SARAH BUCKLEY

8.2.1 Draft Alpine Shire Rural Directions Strategy 2026

INTRODUCTION

The draft Alpine Shire Rural Directions Strategy 2026 (draft Strategy) shows how Council can guide land use and development outcomes in Alpine Shire's rural areas in the future. The draft Strategy identifies and provides clarity on resources that require stronger protection, preferred locations and outcomes for future rural residential development, and identifies areas well suited to support more diverse economic activity.

The draft Strategy was informed by extensive pre-draft community consultation in the latter half of 2025.

This report recommends that Council receives and notes the Alpine Shire Rural Directions Strategy Engagement Summary Report October 2025 summarising this pre-draft engagement, and resolves, amongst other things, to endorse and commence an engagement process to seek community feedback on the Draft Alpine Shire Rural Directions Strategy 2026.

RECOMMENDATION

That Council:

1. ***Receives and notes the Alpine Shire Rural Directions Strategy Engagement Summary Report October 2025 (Attachment 1);***
2. ***Endorses the Draft Alpine Shire Rural Directions Strategy 2026 (Attachment 2);***
3. ***Endorses an engagement process to seek community feedback on the Draft Alpine Shire Rural Directions Strategy 2026 (Attachment 2) for a period of six weeks; and***
4. ***Notes that Council officers will consider community feedback and report back to Council at a future Council meeting.***

BACKGROUND

The draft Alpine Shire Rural Directions Strategy 2026 (draft Strategy) will provide direction on the future use and development of rurally zoned land in Alpine Shire, including small settlements and rural localities.

It will help to guide the Shire's rural land uses over the coming decades to balance opportunities for economic growth while protecting, caring for, and enhancing the area's unique landscapes.

The draft Strategy will aim to clarify:

- where strategically significant agricultural land is located in Alpine Shire;
- preferred location/s for competing land uses in the rural zones to ensure they do not compete with strategically significant agricultural land;

- the actual and preferred settlement boundaries for all settlements not addressed in the Alpine Shire Land Development Strategy 2024;
- the preferred location for renewable technology to ensure it does not impact or compete with strategically significant agricultural land;
- where valued significant landscapes are located;
- preferred future locations of freight, manufacturing, energy or logistics locations based on assessment of strategically significant agricultural land; and
- preferred location for agri-tourism and related uses.

Council appointed a consortium consisting of SGS Economic & Planning Pty Ltd, CoFutures Pty Ltd and RMCG Consulting Group Pty Ltd to assist in the development of the draft Strategy.

ISSUES

Agriculture (food and fibre production) is an important contributor to the economy of Alpine Shire providing a gross value of $72 million in 2021 and employing more than 10% of the Shire's workers. Alpine Shire is home to regionally important commodities such as hops, due to prevailing climatic conditions, fertile soil and water supply. Alpine Shire is home to significant timber production in the Ovens Valley on land with steep slopes. Visitor expenditure was estimated at $379 million in 2019 driven by domestic overnight visitors, with agritourism being a key element to the Shire's tourism offering.

Issues and Opportunities

A Background Report was prepared that includes a review of previous strategies and reports, and an analysis of existing planning controls, rural land use patterns, agricultural capability and versatility, and natural landscapes and hazards.

The findings of the comprehensive Alpine Shire Rural Directions Strategy: Background Report 2025 were summarised into the Alpine Rural Directions Strategy Issues and Opportunities Paper 2025 (Issues and Opportunities Paper). This assisted the community during the pre-engagement community consultation to better understand the key rural land issues across Alpine Shire including:

- loss of productive agricultural land;
- tourist uses locating in rural areas;
- natural hazards including bushfire, flooding and erosion;
- climate change and economic diversification;
- supporting agricultural production through an improved supply chain;
- managing forestry interface conflicts; and
- better planning guidance.

The Issues and Opportunities Paper identified several areas that are facing acute challenges relating to rural land, including, the Buckland Valley, Buffalo River, Dederang, Freeburgh, Harrietville, Mudgegonga, Tawonga and Wandiligong.

Initial Pre-Draft Community Engagement

Council officers undertook community engagement on the Issues and Opportunities Paper between 19 May 2025 and 3 August 2025. Pre-draft engagement activities included:

- a survey and community pinpoint-map on Engage Alpine;
- an online community workshop;
- six in-person information sessions/community workshops held at Dederang, Harrietville, Myrtleford, Porepunkah, Tawonga and Wandiligong;
- flyers distributed to rural townships, including letterbox drops in Tawonga, Harrietville and Wandiligong; and
- a media release.

Council received 189 pieces of feedback across all engagement activities during this period. Key themes from the community feedback phase included:

- the need to protect agricultural land from rezoning and concerns over the viability of farming land due to increasing and costs and rising land prices given by development pressure and impacts from small lots;
- rezoning of non-productive or unviable farmland to enable better flexibility or alignment with existing uses;
- addressing housing shortages for key farm workers and families;
- supporting agritourism and economic diversification for farmers to supplement incomes;
- improving infrastructure such as road connections and irrigation;
- responding to environmental risks including flood events, bushfire, erosion, climate change and pest control; and
- maintaining existing rural character and landscape values whilst carefully managing growth within the townships.

A summary of the engagement process and community feedback can be found in Alpine Shire Rural Directions Strategy Engagement Summary Report October 2025 (Attachment 1).

Draft Alpine Shire Rural Directions Strategy 2026

Based on the analysis from the Background Study and insights from community and stakeholder feedback, Council officers and SGS Economic & Planning Pty Ltd have prepared the draft Strategy.

The draft Strategy provides policy direction at the Shire-wide level as well as place-specific guidance for the eight rural settlements and localities to guide rural land use and development in the long term. Key outcomes of the draft Strategy include:

- mapping of, and improved protection for, high-value agricultural land; and clearer direction about preferred locations for non-agricultural land uses;
- clarity about the preferred land use on the edges of rural settlements where conflict between land uses and proliferation of small lots in farming areas has undermined agricultural productivity and created uncertainty for residents and businesses;

- identification of rural economic clusters that are well-suited to supporting more diverse agricultural enterprises such as market gardens, wineries, and on-site processing of farm produce, while carefully considering environmental and amenity impacts. This will utilise updated planning policy to guide development in these areas;
- establishment of criteria where consideration of rezoning for rural residential development may be appropriate; and
- identification of potential locations for infrastructure such as a future freight hub and battery storage near existing energy assets.

The draft Strategy includes a Rural Framework Plan that provides an overview of Alpine Shire and introduces locations of proposed Rural Economic Clusters (RECs).

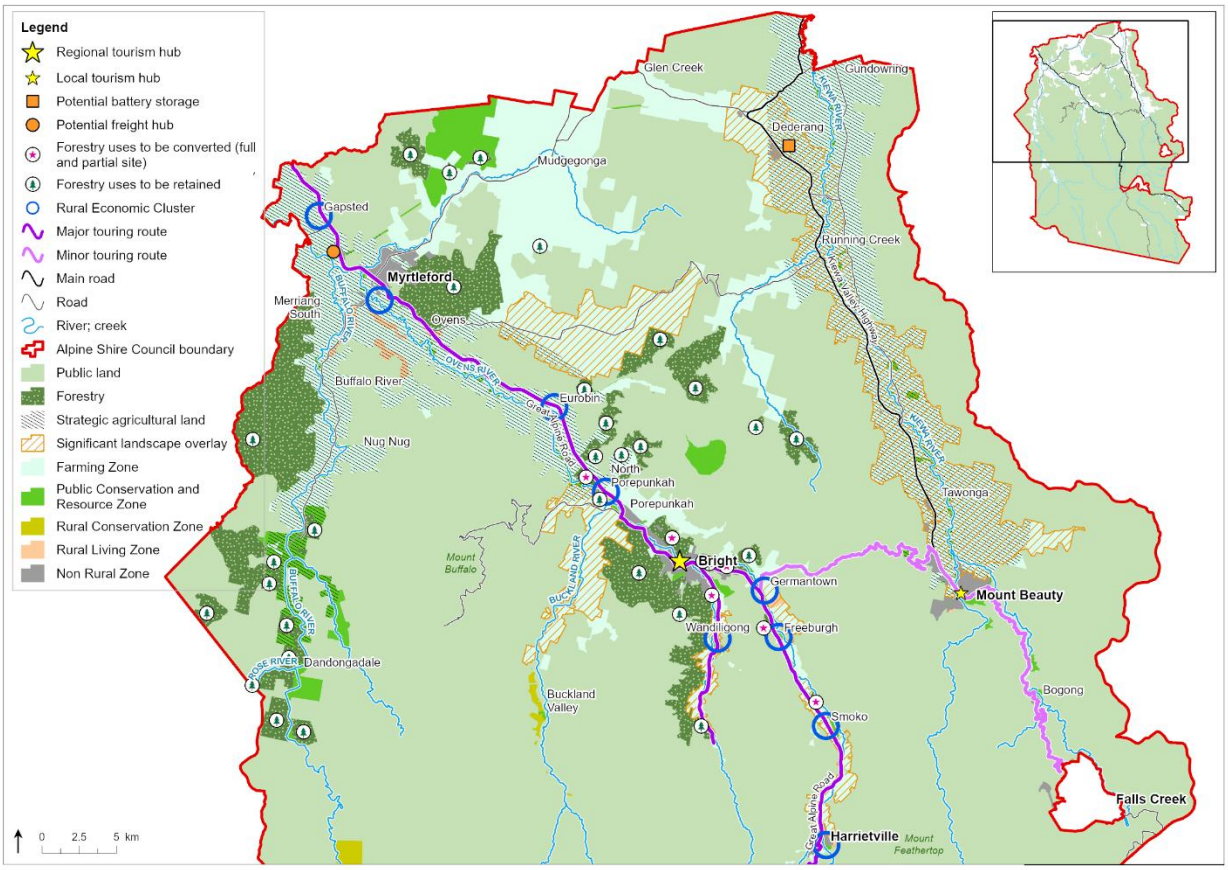

Figure 1: Rural Framework Plan for Alpine Shire

The draft Strategy notes that the priority in farming zoned areas should be the protection of productive agricultural land, given the economic importance of the land; however, where factors such as soil capability, land fragmentation, existing uses, or surrounding uses have significantly decreased productivity and caused the land use to shift away from traditional farming uses, the draft Strategy can seek to apply greater flexibility to consider other compatible land uses in these areas.

Much of the Shire faces high levels of natural risk from bushfire, flooding, and erosion, creating significant challenges for planners and the community. Council officers will

continue to work with, and seek feedback from referral agencies and authorities, including through the consultation process.

The draft Strategy also sets boundaries for rural townships to direct and contain the extent of settlements, and to ensure that settlements do not creep into, or impact surrounding agricultural land. By applying appropriate policy and zoning, officers can focus on the legacy issues that have created uncertainty for planners and the community in the past.

The Great Alpine Road contains a number of smaller townships that have not been identified as settlements, but should be acknowledged, and often contain legacy planning issues such as fragmented land and a variety of land uses. These have been designated as RECs so that their contribution can be acknowledged (e.g., tourism) and potentially expanded upon with uses that are complementary, but not necessarily traditional agricultural uses.

Through the application of policy or zoning that acknowledges settlement boundaries and the land contained within, as well as RECs along the Great Alpine Road, greater certainty can be provided with regard to future land uses in the Shire. Land not within these designated areas is generally located within the Farming Zone, and decision makers can be confident that they should be protected from non-agricultural uses.

These concepts are explored further in the draft Strategy (Attachment 2).

POLICY IMPLICATIONS

The recommendation is in accordance with the Priorities of the Council Plan 2025-2029:

2.2 We plan for future risks like bushfire, flooding, landslip, and erosion, while improving planning certainty and sensitively managing township growth to protect local character, amenity, and identity.

2.3 We protect our rural industries and balance other priorities, such as tourism, in our rural areas.

2.7 Our communities will be resilient and well prepared to withstand natural disasters and economic changes.

2.9 We support a strong and sustainable economy across Alpine Shire.

The draft Strategy is a major initiative of the Alpine Shire Council Council Plan 2025-29, and was listed as a key recommendation from the Alpine Planning Scheme Review 2023.

The draft Strategy complements the Alpine Shire Land Development Strategy 2024, which addresses land use and development in urban zoned areas of the Shire. It also considers relevant directions from Council's other strategic works including the Alpine Shire Economic Development Strategy 2022 and the Alpine Shire Bushfire Planning Study 2024. It also reviews earlier work completed under the Alpine Shire Rural Land Strategy 2015.

FINANCIAL AND RESOURCE IMPLICATIONS

The decision to undertake community engagement will result in minor administrative costs such as venue hire, mail outs, and social media posts.

The undertaking of the draft Strategy and additional spend for community engagement can be accommodated within Council's existing Strategic Planning budget.

RISK MANAGEMENT

There are no inherent risks with the recommendation of this report. There is a minor risk of community opposition to some aspects of the draft Strategy, and the community engagement process will provide an opportunity to identify and discuss these issues as they arise, and report back to Council prior to finalising the Alpine Shire Rural Directions Strategy 2026 for adoption by Council.

The below table outlines the key risks that the adoption of a final Alpine Shire Rural Directions Strategy may mitigate.

Risk	Likelihood	Impact	Mitigation Action / Control
Out-of-date planning controls and policy, and continued land use conflicts in rural areas.	Almost certain	Major	• Once adopted, high level strategic directions, objectives and strategies for the development of rural land will be inserted into the planning scheme to bring it up-to-date. • The Rural Economic Clusters policy will guide development in certain areas without the need for rezoning through discretionary assessments of planning applications. • The final Alpine Shire Rural Directions Strategy will provide strategic justification for some landowners to begin the rezoning process.

Risk	Likelihood	Impact	Mitigation Action / Control
Rural areas continue to be subject to natural risk including bushfire, flooding, and erosion.	Almost certain	Major	• The draft strategy includes strategies to help mitigate the risk of natural hazards through changes in planning policy. • Council should continue to advocate to the Victorian government to assess the erosion risk of public and private land and apply appropriate planning controls. • Council should continue to work with floodplain managers and Victorian government to implement the flood studies.

Risk	Likelihood	Impact	Mitigation Action / Control
Alpine Shire does not meet its housing targets.	Possible	Medium	• The draft Strategy includes strategic directions to direct rural residential development to locations with low agricultural productivity, low bushfire risk or flooding risk, and close to existing settlements. • It is likely that Alpine Shire is approaching a natural limit to its population given bushfire risk and the practical constraints of servicing lower risk locations such as Dederang and Mudgegonga.

CONSULTATION

Extensive community consultation was conducted during the Issues and Opportunities stage of the project, the extent of which has been outlined earlier in this report.

The draft Strategy has also been informed by stakeholder engagement with agencies including Agriculture Victoria, the Country Fire Authority, the Department of Transport and Planning, Goulburn-Murray Water, North East Water, and the North East Catchment Management Authority.

To check back in with the community on the draft Strategy, Council officers are proposing to undertake an extensive community engagement process for six weeks. Methods of engagement will include (but not limited to) a survey and pinpoint map on Engage Alpine, social media, community workshops/engagement sessions and a media release.

Council officers will consider feedback and update the draft Strategy where appropriate. Community feedback and the final Alpine Shire Rural Directions Strategy will be considered by Council at a future council meeting.

CONCLUSION

The Alpine Shire Rural Directions Strategy 2026 is an important strategy that will guide the long term development of rural land. It addresses key risks and legacy planning issues to improve certainty and decision making for rural areas into the future.

It is recommended that Council endorses the draft Alpine Shire Rural Directions Strategy 2026 for community engagement for a period of six weeks.

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
- Senior Strategic Planner

ATTACHMENT(S)

1. **8.2.1.1** Alpine Rural Directions Strategy - Engagement Summary Report 2025
2. **8.2.1.2** Draft Alpine Shire Rural Directions Strategy 2026

8.2.2 Gravel Road Reconstruction and Re-sheeting 25-26

INTRODUCTION

This report relates to the award of a contract for the Gravel Road Reconstruction and Re-sheeting 2025/26 program.

RECOMMENDATION

That Council:

1. ***Awards Contract No. 2615901 for 'Gravel Road Reconstruction and Re-sheeting 2025/26' to McPhersons Earthmoving Contractors Pty Ltd for the maximum agreed cost of $400,832 (GST Exclusive); and***
2. ***Delegates authority to the Chief Executive Officer to sign and seal the contract at the appropriate time.***

BACKGROUND

Council's road renewal program is part of the annual capital works program that restores, rehabilitates and renews an existing road asset to its original service potential.

The Gravel Road Reconstruction and Re-sheeting program is part of Council's annual road renewal program. Council undertakes works each year on road segments identified and prioritised through its routine condition inspection program. The 2025/26 program is scheduled for the completion of 6km of unsealed road and works will include road and drainage shape reforming, culvert renewal, and the renewal of the gravel pavement surface.

The roads included in the 2025/26 program are a combination of roads that were previously on Council's Register of Public Roads, and roads added to the register following the recent review of Council's Road Management Plan.

Roads previously on Council's Register of Public Roads

- Mount Porepunkah Road, Bright
- Browne's Lane, Rosewhite
- Stoney Creek Road, Gapsted

New roads added to Council's Register of Public Roads

- Branch Creek West Track, Wandiligong
- Long Gully Road, Wandiligong
- Elmer Lane, Gapsted
- Unnamed Road40, Gapsted

EVALUATION

The 2025/26 Gravel Road Reconstruction and Re-sheeting program was placed on public tender and advertised on Tenders.net on 9 January 2026 as well as on Council's website.

The tender documents were downloaded by 18 prospective tenderers, and six responses were received by the closing date.

The tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

1. Price
2. Qualifications and previous performance
3. Delivery
4. Social
5. Environmental Sustainability

Following the assessment of the tenders it was determined that the tender from McPhersons Earthmoving Contractors Pty Ltd best met the requirements of the selection criteria.

ISSUES

Council is not aware of any issues outside of the minor impact that the works will have on traffic movements and the public.

POLICY IMPLICATIONS

The recommendation is in accordance with the Priorities of the Council Plan 2025-2029:

2.1 New capital projects and works will be strategically aligned and planned to support long-term sustainability

FINANCIAL AND RESOURCE IMPLICATIONS

A total budget of $425,000 has been allocated for the 2025/26 Gravel Road Reconstruction and Re-sheeting program. The total contract value of the 2025/26 program is $400,832 (GST Exclusive) and is inclusive of all works specified within the tender.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Disruption to traffic	Almost certain	Minor	• Traffic management will be in place during works to minimise the impact on public use of these roads.

CONSULTATION

Notification of the works will be advertised on Council's Facebook page and website. The contractor will inform impacted residents and businesses prior to works commencing.

CONCLUSION

Following a comprehensive assessment, the tender from McPhersons Earthmoving Contractors Pty Ltd is considered to present the best value option for Council.

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
- Project Officer
- Project Officer

ATTACHMENT(S)

Nil

8.2.3 Alpine Shire Neighbourhood Character Strategy 2025

INTRODUCTION

The Alpine Shire Neighbourhood Character Strategy 2025 seeks to guide future residential development while preserving and enhancing the distinct identity and liveability of Alpine Shire's townships.

This report recommends that Council adopts the Alpine Shire Neighbourhood Character Strategy 2025 and implements it via a planning scheme amendment/s.

RECOMMENDATION

That Council:

1. ***Adopts the Alpine Shire Neighbourhood Character Strategy 2025 included in attachment 1 to this report; and***
2. ***Prepares and exhibits a planning scheme amendment/s to implement the Alpine Shire Neighbourhood Character Strategy 2025.***

BACKGROUND

The Alpine Planning Scheme Review 2023 (the Review) recommended that Council prepares a neighbourhood character strategy for the municipality with the desired outcome to assist with achieving sustainability and neighbourhood character objectives, while identifying preferred character for future development.

Council engaged Mesh Liveable Urban Communities Pty Ltd in 2024 to assist in the development of the Alpine Shire Neighbourhood Character Strategy 2025 (the Strategy). The Strategy comprises a neighbourhood character assessment, implementation plan, and design guidelines to support the protection and enhancement of the Alpine Shire's neighbourhood character, as well as guide future residential development.

The purpose of the Alpine Shire Neighbourhood Character Strategy 2025 is to:

1. Identify the existing neighbourhood character of residential areas of the four service towns.
2. Identify the valuable landscape and streetscape elements that attract residents and visitors to Alpine Shire.
3. Define a preferred future character for residential areas that have commonalities, identified as neighbourhood character typology areas.
4. Set design guidelines to provide certainty to the community and development industry of intended built form and landscape outcomes for residential development.
5. Set an implementation plan for neighbourhood character and support Council decision-making for future residential development.

The strategy provides an opportunity to shape and support residential development by acknowledging the existing character of Alpine Shire's service towns, identifying

preferred character outcomes and how they can be interpreted through the process of redevelopment.

ISSUES

The Alpine Planning Scheme Review 2023 identified that guidance regarding neighbourhood character was absent from the Alpine Planning Scheme. The Review recommended that future strategic work should be undertaken to identify and realise the preferred neighbourhood character and valued landscape characteristics of the Alpine Shire.

Recent state planning reforms have impacted how protection and enhancement of neighbourhood character is achieved through the Alpine Planning Scheme.

These reforms are aimed at achieving housing numbers and circumvent the traditional subjective assessment of neighbourhood character based on local context. To comply with the neighbourhood character component of the state planning reforms, it is now only necessary to meet siting requirements that apply statewide, and do not consider local context, or the fabric of surrounding development, which councils have achieved through collaboration with local communities over the last 20 years.

Despite this, Council has documented the preferred values in the Strategy with significant input from the community. At a minimum, Council should adopt a position, as outlined in the Strategy, that allows for future advocacy, and inclusion in the Alpine Planning Scheme in the most effective way possible via a planning scheme amendment/s.

Given the uncertainty around how preferred neighbourhood character is included in a planning scheme, Council officers will continue to work with the Department of Transport and Planning, and advocate for the meaningful inclusion of local neighbourhood character policy in the Alpine Planning Scheme.

POLICY IMPLICATIONS

Further to recommendations of the Alpine Planning Scheme Review 2023, the recommendation is a major initiative under Objective 2 Sustainable and Resilient Alpine, in the 2025-2029 Council Plan:

- Update the Alpine Planning Scheme to address key risks to future development, and improve planning certainty and decision making across Alpine Shire including:
  - Neighbourhood Character Study.

FINANCIAL AND RESOURCE IMPLICATIONS

The Alpine Shire Neighbourhood Character Strategy 2025 has been fully funded by Council. Mesh Liveable Urban Communities Pty Ltd (Mesh) completed a Draft Bright Neighbourhood Character Assessment in 2022/23 for $46,470 excl. GST.

Council subsequently undertook a public procurement exercise to engage a consultant to prepare a neighbourhood character study for the remaining townships of Mount

Beauty–Tawonga South, Myrtleford, and Porepunkah. Mesh was successfully awarded the contract for $86,166 excl. GST.

A planning scheme amendment/s would be required to implement the findings of the Strategy into the Alpine Planning Scheme. This would have financial implications in the future that would include preparation and exhibition costs, and, potentially, any planning panel fees should one be required.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Inability to implement some or all of the Strategy in the Alpine Planning Scheme.	Possible	Major	• Continue to work closely with Department of Transport and Planning to ensure best community outcomes are achieved. • Utilise internal implementation mechanisms.
Community opposition to the Alpine Shire Neighbourhood Character Strategy 2025.	Unlikely	Minor	• Council officers will consider any/all feedback received during an amendment and seek to resolve issues raised. • The project was developed with community input and feedback over two public consultations.

CONSULTATION

Pre-draft Consultation

Council officers undertook pre-draft engagement for the draft Alpine Shire Neighbourhood Character Strategy 2025 in August 2024. Across the 28-day engagement period, pop-ups were conducted in the key service towns of Bright, Mount Beauty–Tawonga South, Myrtleford, and Porepunkah. An online survey was made available via Engage Alpine, which utilised interactive mapping for the first time on this platform.

Engagement was designed to directly inform the draft strategy, specifically whether defined neighbourhood characteristics had been described and mapped correctly. Online survey results via Engage Alpine showed that Council had 530 page views, 470 visits, 331 visitors and 30 submissions.

The majority of feedback, both online and in-person, supported the preliminary findings. Feedback with opposing suggestions informed description and mapping changes seen in the draft Alpine Shire Neighbourhood Character Strategy 2025.

Draft Consultation

Council officers undertook draft engagement for the draft Alpine Shire Neighbourhood Character Strategy 2025 in October 2025. Across the 28-day engagement period, residents were invited to provide written feedback responses via an online survey available through Engage Alpine. Engagement was designed for the community to provide general open feedback on the document. Online survey results via Engage Alpine showed that Council had 240 page views, 224 visits, 176 visitors and 10 submissions. All submissions were considered prior to final draft document review.

CONCLUSION

It is recommended that Council adopts the Alpine Shire Neighbourhood Character Strategy 2025, and prepares and exhibits a planning scheme amendment/s to implement the findings and recommendations of the Strategy into the Alpine Planning Scheme.

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
- Graduate Strategic Planner

ATTACHMENT(S)

1. **8.2.3.1** Alpine Shire Neighbourhood Character Strategy 2025

8.3 DIRECTOR CORPORATE AND COMMUNITY - NATHALIE COOKE

8.3.1 Draft Access and Inclusion Plan

INTRODUCTION

The purpose of this report is to present the draft Access and Inclusion Plan 2026-2029 to be placed on public exhibition to obtain community feedback for review and consideration for final Plan development.

RECOMMENDATION

That Council:

1. ***Endorses the draft Access and Inclusion Plan 2026-2029 be placed on public exhibition in accordance with Council's Community Engagement Policy;***
2. ***Invites public submissions regarding the draft Access and Inclusion Plan; and***
3. ***Notes that submissions received as part of the exhibition of the draft Access and Inclusion Plan will be considered and the final Plan will be presented to be adopted at a future meeting of Council.***

BACKGROUND

Local Government has a legislative and social obligation to ensure all community members can participate fully and equitably in their day-to-day lives.

Under Section 38 of the *Victorian Disability Act 2006*, councils are required to prepare a Disability Action Plan identifying actions to remove barriers and increase inclusion for, and change attitudes and practices which discriminate against, people with disability.

Council has developed an Access and Inclusion Plan, noting that members of the public who may have difficulty using services, including elderly citizens, parents with prams and people with short term injuries or health conditions would also benefit from the actions identified in an Access and Inclusion Plan.

Implementation of an Access and Inclusion Plan contributes to Council's obligations under the *Disability Discrimination Act 1992* and the *Charter of Human Rights and Responsibilities Act 2006*. It also supports the principles of the *United Nations Convention on the Rights of Persons with Disabilities.*

Council adopted a Disability Action Plan in 2011 which was revised in 2014. Subsequently an Access and Inclusion Plan was adopted in 2021. The draft Access and Inclusion Plan 2026-29 (the Plan) aims to be both aspirational and achievable within the resources and budget of Council.

The Plan has been developed in consultation with key internal and external stakeholders alongside the development of the Council Plan and Municipal Public Health and Wellbeing Plan 2025 - 2029 and recommends that access and inclusion be considered in all aspects of Council's work.

The Plan is an overarching strategic document which will be supported by an Access and Inclusion Action Plan.

ISSUES

The 2021-2024 Plan was overly ambitious for the available resources resulting in slower progress across priority areas.

To improve delivery, a more achievable and staged Plan is proposed, supported by realistic timeframes and clearer workload alignment. Quarterly reporting will strengthen oversight, enable early identification of risks, and ensure actions remain achievable within available resources, leading to better outcomes for the community.

POLICY IMPLICATIONS

Under Section 38 of the *Victorian Disability Act 2006* Council is required to adopt a Disability Action Plan.

The recommendation is in accordance with the Priorities of the Council Plan 2025-2029:

2.5 We support our communities' mental health and wellbeing
3.2 We support healthy lifestyles, including movement and access to healthy food
3.3 We support our communities to access our services and facilities regardless of age, ability, sexuality, gender, ethnicity, or background
3.7 We support people of all ages and stages to thrive

FINANCIAL AND RESOURCE IMPLICATIONS

The 2025/26 Budget contains an allocation of $50,000 for access and inclusion actions.

Capital works projects which address outcomes of the Plan will be added to Council's Project Pipeline as appropriate and subject to future budget approval.

Minor works may be accommodated from within existing operational budgets.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Council does not comply with legislative requirement to adopt a Disability Action Plan	Unlikely	Moderate	• Adopt Access and Inclusion Plan 2026-2029 • Develop Action Plan to support the implementation of Access and Inclusion Plan

Risk	Likelihood	Impact	Mitigation Action / Control
Council is unable to deliver outcomes of the Access and Inclusion Plan	Possible	Moderate	• Internal stakeholder engagement to ensure Plan is achievable within current resourcing and budgetary constraints • Develop Action Plan for clarity of responsibility for delivery of outcomes • Monitor Action Plan delivery

CONSULTATION

Development of the draft Access and Inclusion Plan has been undertaken through engagement with residents, community organisations and services. This engagement has included:

- Community pop-up sessions;
- Community online survey;
- Staff online survey; and
- Engagement with internal stakeholders.

The draft Plan will be placed on public exhibition and further feedback considered in the finalisation of the Plan.

CONCLUSION

It is recommended that Council endorses the draft Access and Inclusion Plan for public exhibition. Feedback from the public exhibition period will be reviewed and considered prior to the final Plan being presented to Council for adoption at a future Council meeting.

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
- Coordinator Community Development

ATTACHMENT(S)

1. **8.3.1.1** Draft Access and Inclusion Plan 2026 2029

8.3.2 Quarterly Budget Report - Quarter Two 2025/26

INTRODUCTION

The purpose of the 'Quarterly Budget Report - Quarter Two 2025-26' (the 'Report') is to provide Council with an overview of the financial position of Council for the period ending 31 December 2025.

RECOMMENDATION

That Council receives and notes the 'Quarterly Budget Report - Quarter Two 2025-26' for the period ending 31 December 2025.

BACKGROUND

The Report provides Council with an overview of the results for the quarter and an update on the forecast financial position against the full year budget. Explanations are provided for variances to budget greater than $100,000. This Report is prepared quarterly.

ISSUES

Council is forecasting a full year surplus of $460k, which is $1,663k lower than budgeted.

The published projected position is lower than budgeted due to several contributing factors, chiefly decreased grant income received and recognised. This has been offset this year by higher levels of other incomes and reduced expenditure.

Full details can be reviewed in the attachment 'Quarterly Budget Report - Quarter Two 2025-26' for the period ending 31 December 2025.

Forecast reduced income ($1,883k) is primarily due to a decrease in recurrent operating grant income.

- There is a projected decrease in recurrent operating grants due to an early receipt of 2025-26 Financial Assistance Grant from the State Government, which was recognised in June 2025 ($2,416k).
- This has been offset by several income items, including a higher level of statutory fees and fines received ($100k), and increased non-recurrent capital grant income ($317k).

Forecast reduced expenses incurred ($127k) is mainly due to conducting planned works and projects in-house instead of procuring contractors.

Revised Budget

The *Local Government Act 2020 (LGA 2020)* requires that an assessment be made as to whether a revised budget is required after the half yearly finance report is completed. A revised budget is required under the *LGA 2020* before any of the following can occur:

- A variation to the declared rates or charges;

- Undertaking any borrowings that have not been approved in the budget;
- A change to the budget that the Council considers should be the subject of community engagement.

At the end of the quarter two financial period, none of these three items is forecast to occur, and Council is not required to complete a revised budget for 2025/26.

POLICY IMPLICATIONS

The recommendation is in accordance with the Priorities of the Council Plan 2025-2029:

2.8 We achieve long-term financial resilience to meet community needs now and into the future.

2.11 We prioritise effective governance to ensure transparent oversight of our operations.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is forecasting a full year surplus of $460k, which is $1,663k lower than budgeted.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Poor decision-making impacts on financial sustainability.	Rare	Major	• Quarterly reporting provides a snapshot of performance for Council. Maintaining rigour in financial reporting supports Council to make financially sustainable decisions.

CONSULTATION

Consultation has been carried out with Council officers across the organisation in order to compile this report. The quarterly financial performance has been briefed to Council no later than one month following the quarterly cut-off, and the Report was presented to the February Audit and Risk Committee.

CONCLUSION

The Quarterly Budget Report for the period ending 31 December 2025 is presented for noting.

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
- Accountant

ATTACHMENT(S)

1. **8.3.2.1** Quarterly Budget Report Q 2 2025-26

8.3.3 Financial Sustainability Report - Quarter Two 2025/26

INTRODUCTION

The Financial Sustainability Strategy has been developed to reflect Alpine Shire Council's commitment to long-term planning and sound financial stewardship.

It seeks to address our financial sustainability challenge through a series of strategic and operational actions taken over the current Council cycle. It outlines seven Strategic Levers and a suite of associated actions to deliver Council to a sustainable long-term position.

As part of monitoring and performance, progress against the Financial Sustainability Strategy Action Plan is reported quarterly aligned to Council's financial reporting.

RECOMMENDATION

That Council receives and notes the 'Financial Sustainability Report Quarter 2 2025/26'.

BACKGROUND

The *Local Government Act 2020* (the Act) sets out clear objectives for councils to uphold sound financial management, long-term planning, and effective risk oversight to ensure sustainable outcomes for current and future communities.

In addition, Council has an integrated approach to planning, monitoring and performance reporting with a number of core legislated elements of an integrated strategic planning and reporting framework and outcomes. The Financial Sustainability Strategy and associated Action Plan was adopted in October 2025 to underpin all elements within this framework.

ISSUES

As of December 2025, all year one actions are on track to be completed as they are due.

One item has been closed relating to the consideration of undertaking a revised budget in 2025/26 as the focus is on the drafting the 2026/27 budget incorporating our financial sustainability targets.

Summary of Action Status as at December 2025

Strategic Lever	Status – Closed	Status – Open on Track	Status – Open in Danger	Total
Sustainable Cash Reserves		2		**2**
Optimise Revenue		1		**1**
Well Managed Assets		3		**3**
Strategic Service Delivery		1		**1**
Improve Finance Systems		1		**1**
Strengthen Governance and Financial Control	1	6		**7**
Stakeholder Engagement, Advocacy and Partnerships		3		**3**
Total	**1**	**17**	**0**	**18**

Details of progress against each action is included in the attachment.

Our targets for financial sustainability

- 0-2 years: Reduce Council's forecast underlying deficit to zero.
- 3–4 years: Start to build unrestricted cash reserves for specified purposes and deliver a new long term financial plan that reflects future financial requirements.

2025/26 Quarter Two Result (Year 1)

Measure	General Description	Target	June 2025	December 2025 (Q2) Forecast	Notes
Adjusted underlying result ratio	Ability to generate surplus in the ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions, to fund capital expenditure from its net result.	>0%	-10.5%	-8.63%	Adjusted underlying result ratio is skewed by the timing of Financial Assistance Grant. Operationally Council have reduced expenditure to result in a more favourable forecasted underlying deficit than the budgeted result of -3.43%.
Availability of Cash	Forecast future 5-year annual average change in the sum of cash and funds held in term deposits.	>$0M	-$2M	-$2.1M	A reforecast of the Cash Flow Statement for the next 4 years is expected in Q3 as part of the budget process.
Working capital ratio	Ability to pay existing liabilities in the next 12 months.	>1.2	3.76	3.39	

POLICY IMPLICATIONS

The recommendation is in accordance with the Priorities of the Council Plan 2025-2029:

2.8 We achieve long-term financial resilience to meet community needs now and into the future.

2.10 We systematically identify and manage risks to support informed decision-making and organisational resilience.

2.11 We prioritise effective governance to ensure transparent oversight of our operations.

FINANCIAL AND RESOURCE IMPLICATIONS

The Financial Sustainability Strategy details a series of strategic and operational actions that are largely reliant on internal resourcing and would form a part of the organisation's work planning processes.

Where budget allocation is required to deliver an action, this allocation is subject to Council's annual budgeting approvals.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Adverse impact on Council's financial sustainability.	Possible	Major	• All items listed in the Financial Sustainability Action Plan have been assigned to a responsible officer. • Clear monitoring and review processed have been determined within the Strategy.

CONSULTATION

Progress against actions identified in the Financial Sustainability Strategy have been determined through discussion with Council officers.

CONCLUSION

A core responsibility of Council is to remain financially sustainable, ensuring public funds are managed responsibly and that our assets are maintained for current and future generations.

The Financial Sustainability Strategy has been developed to reflect Council's commitment to long-term planning and sound financial stewardship. It seeks to address our financial sustainability challenge through a series of strategic and operational actions taken over the current Council cycle and outlines seven (7) Strategic Levers and a suite of associated actions to deliver Council to a sustainable long-term position.

The success of the Financial Sustainability Strategy is measured by Council's progress toward meeting financial sustainability indicators and regularly reported on using established mechanisms.

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
- Accountant

ATTACHMENT(S)

1. **8.3.3.1** Financial Sustainability Action Plan Status Q2 2025-26

8.3.4 P.2023.020 - 60 Prince Street Myrtleford

Application number:	P.2023.020
Proposal:	Two (2) lot subdivision; creation/alteration of access to a road in TRZ2
Applicant's name:	Fischer Development Solutions
Owner's name:	Matt Carlassare
Address:	60 Prince Street Myrtleford (Lot 14 PS608682G)
Land size:	1102sqm
Current use and development:	Existing dwelling with a garage
Site features:	Flat, well-maintained residential property
Why is a permit required?	GRZ1: 32.08-3: To subdivide land Clause 52.29-2: To subdivide land adjacent to a road in TRZ2; To create or alter access to a road in TRZ2
Zoning:	General Residential Zone, Schedule 1 (GRZ1)
Overlays:	N/A
Restrictive covenants on the title?	Nil
Date received:	20 February 2023 Section 57A Amendment: 6 May 2025
Statutory days:	225
Planner:	Matt Novacevski, Statutory Planning Coordinator

RECOMMENDATION

That a Notice of Decision to grant a planning permit be issued for two-lot subdivision and creation or alteration of access in a road in TRZ2 in accordance with the conditions outlined in the Attachment - Conditions, and for the following reasons:

1. ***The proposal demonstrates broad compliance with the relevant provisions of the Alpine Planning Scheme, including***
    a. ***Clause 02.03-1 and 02.03-6 of the Municipal Planning Strategy.***
    b. ***Clause 11.01-1L-01, 11.01-1L-03, 15.01-3S, 15.01-3L and 16.01-1S of the Planning Policy Framework.***

c. The purpose and decisions guidelines of the General Residential Zone 1, Transport 2 Zone and Clause 52.29 (Land Adjacent to the Principal Road Network).

2. The proposal provides additional housing opportunity in a location with convenient access to existing infrastructure and a range of community facilities.

3. The proposed subdivision has been appropriately designed with regard to the existing neighbourhood character and reflects the prevailing pattern in the surrounding context, as assessed against Clause 56 of the Alpine Planning Scheme.

PROPOSAL

The application seeks approval for a two-lot subdivision, including the creation of a shared accessway (common property) and alterations of the existing crossover. The proposal is summarised as follows:

	Area	Street frontage	Vehicle access
Lot 1	421sqm	15.22 to Price Street	Shared driveway and crossover from Prince Street providing access to both lots
Lot 2	543sqm	N/A - 5m to shared accessway	
Common Property	139sqm	5m to Prince Street	

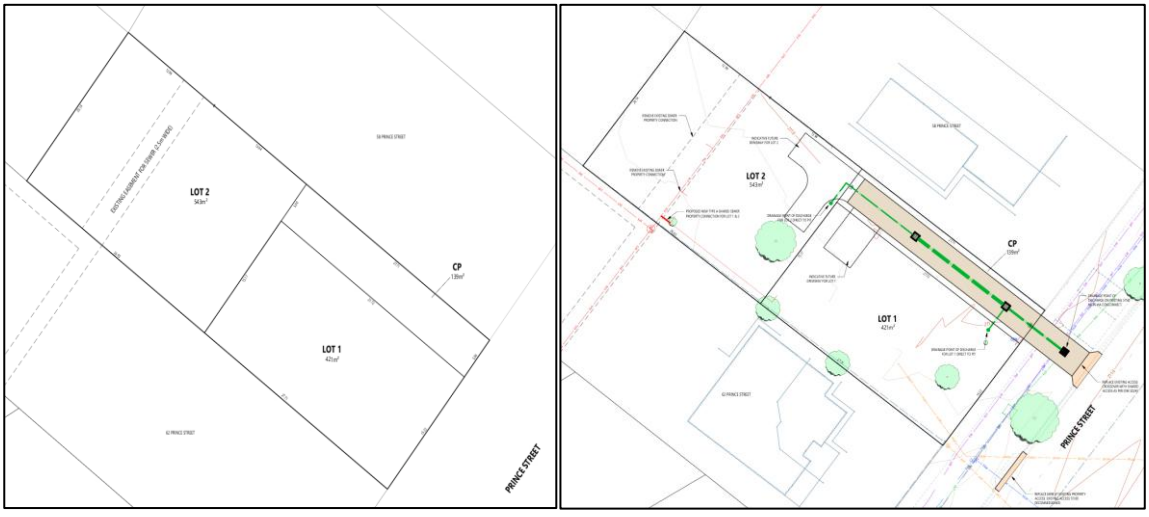

Figure 1: Shows the proposed subdivision plan (Left) and the development concept, with altered crossover (Right)

SUBJECT LAND AND SURROUNDS

The subject site is located at 60 Prince Street, Myrtleford, which is formally described as Lot 14 on Plan of Subdivision 608682.

Rectangular in shape, the site has a total area of approximately 1,102sqm, with a frontage of 20.22m to Prince Street. Vehicle access is currently provided via an existing crossover located toward the northern end of the frontage, leading to a driveway that extends along the northern boundary.

The subject site contains a single storey detached dwelling of brick construction, positioned toward the front of the lot. The remainder of the land consists of open space, including a small garden bed at both the front and rear, along with a garage. The land is generally flat and well maintained.

Surrounding development is predominantly residential, featuring single dwellings on variously sized lots. A mix of older weatherboard and brick homes contributes to the established residential character of this section of Prince Street.

Figure 2: Aerial image of the subject site and surrounding properties.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to owners and occupiers of nine surrounding properties, while a sign was also displayed on the subject land.

Four objections were received, and this is the reason the application is required to go before Council for decision. The key issues raised in the objections are summarised as follows:

- Concerns regarding the location of the proposed driveway.
- Potential construction of two-storey dwellings on the new lots and associated amenity impacts, including overshadowing, overlooking and loss of privacy.

- Potential parking and noise issues.
- Concern that the developer may obtain building approval from another municipality, whose understanding of the site context may be limited.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals:	Department of Transport and Planning (DTP): Consent with conditions Goulbourn-Murray Water (GMW): Consent with no conditions North East Water Authority (NEW): Consent with no conditions
Internal / external referrals:	Engineering: Consent with conditions

PLANNING ASSESSMENT AND RESPONSE TO GROUNDS OF OBJECTION

All applicable policy and decision guidelines can be found below.

STATE AND LOCAL PLANNING POLICY FRAMEWORK

The State Planning Policy Framework (SPPF) and Local Planning Policy Framework (LPPF) give support to the proposal with the following objectives and policy listed:

- Clause 02.03-1 (Settlement)
- Clause 02.03-6 (Housing)
- Clause 11.01-1L-01 (Settlement)
- Clause 11.01-1L-03 (Myrtleford)
- Clause 15.01-3S (Subdivision design)
- Clause 15.01-3L (Battle-axe development)
- Clause 16.01-1S (Housing supply)

The above policy gives clear support to the proposal. The following response can be provided:

- The proposal supports the role of a key township within the Shire in accommodating local growth and encourages consolidation and infill development in a well-established residential area.
- The subdivision provides additional housing opportunities in a fully serviced location, making efficient use of the existing infrastructure, and avoids dispersed residential growth in rural or underserviced areas.
- The layout adopts a subdivision pattern that is consistent with the surrounding neighbourhood, ensuring the new lots are functional, accessible and integrated with the existing street network.
- The lot sizes and proportions appropriately reflect the established residential character of the area, and the width of the access handle (shared driveway) complies with the relevant design requirement for battle-axe development.

ZONING AND LAND USE

The subject land is within General Residential Zone 1. The proposed subdivision is consistent with the purpose and decision guidelines of the zone for the following reasons:

- The subdivision supports the implementation of the MPS and PPF by facilitating appropriate residential development within an established township.
- The proposal respects the neighbourhood character through a lot layout that is compatible with surrounding residential patterns, while also contributing to housing supply and growth in a location with excellent access to services and infrastructure.
- The proposal has been designed to meet the relevant objectives and standards of Clause 56, ensuring each lot is functional, well connected, and capable of supporting future residential use. A full and detailed assessment is provided in the Attachment - Clause 56 Assessment.

PARTICULAR PROVISIONS

- Clause 52.29 (Land Adjacent to the Principal Road Network)

The purpose of this clause is to ensure appropriate subdivision and access to the Principal Road Network. Pursuant to Clause 52.29-4 the application was referred to the Department of Transport and Planning (DTP).

- Clause 56 (Residential Subdivision)

Key purposes of this provision are to create liveable and sustainable neighbourhoods and urban places with character and identity and to achieve residential subdivision outcomes that appropriately respond to the site and its context.

The provision applies to this application as the land is in the General Residential Zone that provides for residential development. A detailed Clause 56 assessment is included as an attachment to this report.

RESPONSE TO GROUNDS OF OBJECTIONS

The application has been assessed against the relevant provisions of the Alpine Planning Scheme as discussed above. The following provides a response to the concerns raised by objectors:

- There is no change to the location of the existing crossover, and the alteration to the crossover and driveway is in line with the requirements and advice of the determining referral authority (DTP).
- The proposal relates to subdivision only and does not include construction of dwelling(s).
- Car parking provisions under Clause 52.06 do not apply to this application.
- Building approval is a separate process from planning and will be assessed independently under the relevant legislation and requirements.

TRAFFIC MANAGEMENT

The Department of Transport and Planning (DTP) has reviewed the proposal and granted consent subject to conditions.

Council's Engineering Department also reviewed the proposal and granted consent subject to conditions. Conditions from both DTP and Council's Engineering Department have been incorporated on the recommended Notice of Decision.

NOISE POLLUTION

It is not expected that the proposal would result in any unreasonable noise impacts.

WASTE POLLUTION

The existing reticulated services is available at the site and can be connected to new lots.

CONCLUSION

The application is considered to be consistent with the Alpine Planning Scheme and should be approved for the following reasons:

- The proposal is consistent with the provisions of the relevant MPS and PPF of the Alpine Planning Scheme.
- The proposal is consistent with the purpose and decisions guidelines of the General Residential Zone and Clause 52.29.
- The subdivision will provide additional housing opportunities in a location with convenient access to reticulated services and community facilities.
- The subdivision has been designed to respond appropriately to the existing subdivision pattern and character of the area, and complies with the standards and objective of Clause 56.

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

APPENDICIES

Conditions

Clause 56 Assessments

9 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.

RECOMMENDATION

That the summary of informal meetings of Councillors for January and February 2026 be received.

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
27 January	Briefing Session
3 February	Briefing Session
10 February	Briefing Session
17 February	Briefing Session

ATTACHMENT(S)

1. **9.1.1** Informal Meeting of Councillors 20260127
2. **9.1.2** Informal Meeting of Councillors 20260203
3. **9.1.3** Informal Meeting of Councillors 20260210
4. **9.1.4** Informal Meeting of Councillors 20260217

10 Presentation of reports by delegates

11 General business

12 Motions for which notice has previously been given

13 Reception and reading of petitions

14 Documents for signing and sealing

15 Confidential reports

16 Closure of meeting