

# Infrastructure Assets Local Law

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## **PART 1 - INTRODUCTION**

### **1. Title**

This is the Infrastructure Assets Local Law.

### **2. Purposes of Local Law**

The purposes of this Local Law are to:

- a) provide for the peace, order and good government of the Municipal District;
- b) protect public assets vested in Council from damage, accelerated deterioration or abuse during the building works process;
- c) providing a physical environment which aims to minimise hazards to the health and safety of persons attending building sites and those adjacent, opposite or passing building sites;
- d) prohibiting, regulating and controlling the presence and disposal of refuse, rubbish and soil on and from building sites within the municipal district to reduce hazards to the environment and promote an environment where residents can enjoy a quality of life that meets the general expectation of the community;
- e) defining the standards to which persons engaged in building works should adhere; and
- f) educating and inducing persons involved in building works to act responsibly to reduce the extent and cost of infrastructure damage for the benefit of the wider community.

### **3. Authorising provision**

This Local Law is made under Part 5 of the *Local Government Act 1989* (the Act).

### **4. Commencement and revocation**

- a) This Local Law commences on 6 December 2013.
- b) On the commencement of this Local Law, Local Law No 7 Asset Protection Local Law is revoked.

### **5. Area of operation**

This Local Law shall apply and have operation throughout the whole of the Municipal district.

### **6. Cessation date**

Unless this Local Law is revoked sooner, its operation will cease on 6 December 2023.

### **7. Administrative Policy Guidelines**

Policy, administrative and enforcement responsibility lies with the Manager Infrastructure Development.

### **8. Definitions**

In this Local Law:

**'appointed agent'** means the person authorised in writing by an owner of a building or land to make an application, appeal, referral or representation on their behalf.

**'Asset Protection Permit'** means a written permit issued by Council for the protection of public assets and infrastructure during building works.

**'authorised officer'** – means a person appointed by the Council under section 224 of the *Local Government Act 1989*.

**'builder'** means

- a) if a building permit has been issued, the person who is nominated as the builder on the relevant building permit, or
- b) if a building permit has not been obtained, the owner.

**'builder's refuse'** includes any solid or liquid domestic or commercial waste, debris or rubbish, and without limiting the generality of the above, includes any glass, metal, plastic, paper, fabric, wood, food, vegetation, soil, sand, concrete, rocks and any other waste material, substance or thing generated by or in connection with building works.

**'building'** includes any structure or building, whether temporary or permanent, or any part of such building or structure.

**'building site'** means land on which building work is being carried out

**'building work'** means work for or any activity undertaken in connection with the construction, renovation, alteration, demolition, relocation or removal of a building including excavation, landscaping, concreting and subdivision road construction but excludes minor building work.

**'carriageway'** means the portion of the road generally available for traffic by motor vehicles (whether sealed, formed or unconstructed).

**'construction period'** means the period in which building work is carried out.

**'construction zone'** means an area set aside for the building construction, storage/stacking of building materials and construction vehicles, and builder's refuse.

**'Council'** means the Nillumbik Shire Council.

**'Council Land'** means all land (including a road) under the control of Council.

**'minor building work'** means building work valued at less than \$5,000

**'municipal district'** means the municipal district of Council.

**'owner'** in relation to a building means the owner of land on which the building will be or is situated.

**'permit'** means a written permit issued by Council under this Local Law

**'refuse facility'** means a suitable rubbish receptacle capable of restricting debris and other waste from leaving the building site and capable of retaining all builder's refuse.

**'road'** has the meaning given to it in section 3 of the *Local Government Act 1989*.

**'security bond'** means a payment or guarantee made to Council for the purposes of securing public assets and infrastructure from the cost of damage during building works. **'site fencing'** means a temporary chain wire mesh fence around a construction zone, which is;

- a) at a height of not less than 1500 millimetres;
- b) capable of preventing litter from being transported from a building site by wind; and
- c) with not more than one access opening (unless with the prior written consent of Council) which:
  - i) has a width not greater than 3000 millimetres;
  - ii) is fitted with a 1500 millimetres high gate or gates which prevents or prevent litter from being transported from a building site when closed, and
  - iii) is located to correspond with the vehicle crossing referable to the building site.

**'site identification sign'** means a 600mm by 400mm sign with a white background and black writing erected at the entrance to a building site which includes:

- a) the lot number, as described on the Certificate of Title relevant to the land;

- b) the name of the owner of the land;
- c) the postal address of the owner of the land; and
- d) the 24-hour contact telephone numbers of the owner of the land.

**‘stormwater system’** means a stormwater or drainage system which provide for the conveyance of stormwater run-off including kerb and channel, open channels, underground pipe systems and natural waterways.

**‘temporary vehicle crossing’** is a constructed form of timber or other Council approved structure over a bed of sand, that extends from the boundary of a property over any public assets such as footpaths, nature strips, kerbs and channels to the road (carriageway), and is designed to minimise damage to the assets, caused by motor vehicles and materials entering and leaving the property, during the currency of building work.

**‘vehicle crossing’** is a bridge or crossing constructed to Council specifications, over any footpath or channel next to a road (carriageway) to enable a person using the road to have access to land on the other side of the footpath or channel, (the vehicle crossing is the responsibility of the owner, not Council).

## PART 2 – ASSET PROTECTION

### 9. Asset Protection

- a) The:
  - i) owner of any land;
  - ii) builder engaged to carry out building work on land;
  - iii) appointed agent; or
  - iv) demolition contractor engaged to carry out the demolition of a structure on the land, in the case of building work involving demolition,

unless deemed exempt by Council, must:

  - i) obtain an Asset Protection Permit before carrying out the building work or allowing the building work to be carried out on that land; or
  - ii) not carry out or allow to be carried out any building work on that land unless an Asset Protection Permit has been obtained.
- b) Where no exemption has been granted and before any building work is carried out on an owner's land, the owner must:
  - i) Apply for an Asset Protection Permit;
  - ii) Report to Council any existing damage to:
    - footpaths;
    - kerb and channel;
    - nature strips;
    - vehicle crossing;
    - other assets on or adjacent to the building site to which the works relate; or
    - any Council asset likely to be affected by the works.
  - iii) Pay the prescribed non-refundable application fee; and
  - iv) if required by Council, pay a security bond.

- c) Any Asset Protection Permit issued by Council:
  - i) may be issued subject to conditions; and
  - ii) will not be operative until the applicant for the Asset Protection Permit has paid the application fee and security bond as is required by Council.
- d) Where payment of the prescribed fees and/or bond has not been paid prior to works commencing, the resulting liability will be considered to be the liability of the owner of the property. The liability will be noted by Council on the property's rate records. Under sections 225 and 227 of the *Local Government Act*, the liability will be disclosed to any person who applies to Council for a land information certificate under section 229 of the Act. Such person may include a future purchaser or a financial institution from whom you may seek finance.
- e) The liability will incur interest at the rate set by Council from time to time. Interest will be calculated on and from the date on which the money becomes payable to Council and will continue to be payable until the payment or the recovery by Council of the money owed.
- f) A person to whom an Asset Protection Permit has been issued must comply with any conditions contained in that Asset Protection Permit.
- g) If the owner does not give notice to Council prior to works commencing in accordance with sub clause 9.b), it is deemed, for the purposes of sub clause 9 b), that there was no existing damage to the:-
  - i) footpath;
  - ii) kerb and channel;
  - iii) nature strip;
  - iv) vehicle crossing;
  - v) other assets on or adjacent to the land to which the building permit relates; or
  - vi) any Council asset likely to be affected by the works.

Subsequently, upon final inspection, the owner will then be liable for any damage recorded on any of the Council assets listed above.
- h) The owner must notify Council within a reasonable time (being no later than 28 days) that the works related to the Asset Protection Permit are complete.
- i) Upon receiving notification of completion of works, Council will, unless previously agreed to with the owner, endeavour to undertake a final inspection of its assets within 5 working days.
- j) If, as a result of the inspection, Council considers that the building work has caused damage to its assets, it may give notice to the owner requiring that person to repair or cause to be repaired to the satisfaction of Council, the footpath, kerb and channel, nature strip, vehicle crossing or other assets vested in Council within 28 days of the notice being given. The owner must comply with any such notice given to him or her.
- k) If the owner fails to comply with such a notice, Council may repair the damage itself and seek to recover the costs, including any administration fees. These costs will be deducted from any security bond that has been paid.
- l) If the amount of the security bond is insufficient to cover these costs or if a security bond was not required to be paid, Council may elect to apply a liability against the rates of the property.

- m) This liability will be noted by Council on your property's rate records. Under sections 225 and 227 of the Act, the liability will be disclosed to any person who applies to Council for a land information certificate under section 229 of the Act. Such person may include a future purchaser or a financial institution from whom the property owner may seek finance.
- n) Upon completion of the building works, the amount of the security bond:
  - i) may be retained by Council to offset the costs of carrying out of any works in accordance with this Local Law; but
  - ii) will otherwise be refunded to the person who lodged it.

## **PART 3 – INSPECTIONS**

### **10. Inspection**

- a) Council or an authorised officer may inspect a building site at any reasonable time.
- b) Upon receiving notification of completion of works, Council will, unless previously agreed to with the owner, endeavour to undertake the final inspection of its assets within five working days.
- c) If, as a result of the inspection, Council considers that the building work has caused damage to its assets, it may give notice to the owner requiring that person to make the area safe immediately and repair or cause to be repaired to the satisfaction of Council, the footpath, kerb and channel, nature strip, vehicle crossing or other assets vested in Council within 28 days of the notice being given. The owner must comply with any such notice given to him or her.

## **PART 4 – EQUIPMENT AND MATERIALS DELIVERY**

### **11. Equipment and materials delivery**

- a) A person must not deliver to a building site any equipment or materials unless an Asset Protection Permit has been obtained.
- b) A person must deliver to a building site any equipment or materials for the building works direct from the road, over the vehicle crossing to the allotment and not across the nature strip or footpath.
- c) The:
  - i) owner of any land;
  - ii) builder engaged to carry out building work on land;
  - iii) appointed agent; or
  - iv) demolition contractor engaged to carry out the demolition of a structure on the land, in the case of building work involving demolition,
  - v) must, in respect of building work, ensure that;
  - vi) no materials are stored outside the building site on any Council land without approval from an authorised officer; and
  - vii) entry takes place only across a temporary vehicle crossing or vehicle crossing.
- d) Unless written approval is obtained from the adjoining owners and submitted to Council, a person must not deliver or store building materials on the adjoining allotments to the building site.



- e) Where there is evidence of a vehicle accessing a building site from any point other than over the temporary vehicle crossing or vehicle crossing, the owner is liable for any damage to Council assets unless such damage was recorded prior to works commencing, in accordance with sub-clause 9 b).

## **PART 5 – FENCING**

### **12. Site fencing**

- a) The:
  - i) owner of any land;
  - ii) builder engaged to carry out building work on land; or
  - iii) appointed agent;must not carry out or allow to be carried out any building work on the land unless site fencing is provided on the building site.
- b) Site fencing must be maintained in a serviceable condition and remain in place for the duration of the building works.

### **13. Site identification sign**

- a) The:
  - i) owner of any land;
  - ii) builder engaged to carry out building work on land; or
  - iii) appointed agentmust not carry out or allow to be carried out any building work on the land unless a site identification sign is displayed on the building site in a prominent position clearly visible from the road
- b) The site identification sign must be maintained in a serviceable condition and remain on-site for the duration of the building works.

## **PART 6 – STORMWATER**

### **14. Stormwater protection**

- a) Where any building work is being carried out on any land, the owner must ensure that the land is developed and managed to minimise the risk of stormwater pollution, through the contamination of run-off by chemicals, fill, sediments, animal wastes, gross pollutants or any other material or substance in accordance with currently accepted best practice. This includes by adoption of measures to:-
  - i) prevent mud, dirt, sand, soil or stones being deposited on the abutting roads or washed into the stormwater system;
  - ii) prevent building cleanup, washdown or other wastes being discharged off site or allowed to enter the stormwater system;
  - iii) ensure that all vehicles delivering materials to the land are prevented from depositing mud, sand, soil or stones onto a road;
  - iv) ensure that any waste which has spilled onto the road or surrounding area is removed as soon as practicable so that any residues are prevented from entering the stormwater system;

- v) ensure that any footpath adjacent to the land is kept clear of mud and dirt at all times; and
- vi) where one is required, ensure that the land is managed and controlled in accordance with any Site Stormwater Management Plan or any other relevant guidelines that may be specified.

## **15. Drains and water courses**

- a) A person must not without a permit:
  - i) tap into or interfere with any Council drain;
  - ii) stop or obstruct any drain vested in the Council;
  - iii) alter or obstruct or in any manner interfere with any ditch, creek, gutter, drain, water course, tunnel, bridge, levee, culvert or fence after it has been made or taken under the charge of the Council;
  - iv) obstruct or in any manner interfere with the natural flow of any surface water on, through or across any land or road in such a manner as to cause any road to be injuriously affected by water; or
  - v) alter, obstruct or in any manner interfere with any other flow of water except where the flow arises from or is materially affected by the committing of an offence by another person against any Act or other law, on, through or across any land or road in such a manner as to cause any road to be injuriously affected by water.
  - vi) discharge any overflow or backwash from a swimming pool or spa into a Council drain or legal point of discharge.
- b) The owner or occupier of any land onto which any watercourse, drain or gutter discharges from any road or from which any water course, drain or gutter discharges on to any road, across which water course, drain or gutter wire netting has been placed, must take all reasonable precautions to prevent such wire netting causing or forming any obstruction to such water course, drain or gutter.

## **16. Stormwater drainage connections**

- a) An owner of land must ensure that all stormwater drainage outlets that discharge from that land to a Council drain are properly constructed and maintained at all times.
- b) An owner of land must ensure that all stormwater outlets on the land discharge to Council's storm water drainage system via the properties legal point of discharge as directed and approved by Council or an authorised officer.

## **PART 7 - VEHICLE CROSSINGS**

### **17. Construction of a Vehicle Crossing**

- a) Without a permit a person must not construct, install, remove or alter a vehicle crossing.
- b) An authorised officer may serve a Notice to Comply on the owner or occupier of land requiring:
  - i) the construction of a vehicle crossing if the land does not have a vehicle crossing as defined under Council's Vehicle Crossing policy;
  - ii) the repair of any vehicle crossing if the existing crossing is in such a state of disrepair that it constitutes a danger; or

- iii) the removal of any vehicle crossing and the reinstatement of kerb and channel and footpath if the crossing is no longer required.

## **PART 8 - CONTROL OF BUILDER'S REFUSE**

### **18. Containment of refuse**

- a) Where any building work (other than minor building work) is being carried out on any land, the owner must:-
  - i) provide a refuse facility for the purpose of disposal of builder's refuse and provided the refuse facility contains all builder's refuse on the land to the satisfaction of Council or an authorised officer, its size, design and construction will be at the discretion of the owner;
  - ii) place the refuse facility on the land and keep it in place (except for such periods as are necessary to empty the refuse facility) for the construction period;
  - iii) not place the refuse facility on any Council land without a permit;
  - iv) empty the refuse facility whenever full and, if necessary, provide a replacement refuse facility during the emptying process; and
  - v) take responsibility for the tidiness of an abutting road and surrounding area.

### **19. Disposal of builder's refuse**

- a) During building work being carried out on any land, the owner must ensure that:
  - i) all builder's refuse, which requires containment is placed in the refuse facility referred to in clause 18 a) i); and
  - ii) builder's refuse is not deposited in or on any land other than in accordance with clause 18; and
  - iii) builder's refuse is not deposited in or over any part of the stormwater system; and
  - iv) all vehicles that are removing mud, sand, soil, stones or other builder's refuse do not deposit any of these materials onto adjoining roads or the surrounding area.

### **20. Removal of builder's refuse**

- a) On any land where building work is being, or has been carried out, the owner must remove and lawfully dispose of all builder's refuse including, without limiting the generality of the above, the builder's refuse in the refuse facility referred to in clause 18, within 7 days of completion of the building work or issue of a Certificate of Occupancy, whichever occurs last.
- b) The driver of any vehicle involved in placing or removing builder's refuse facilities must access the building site by way of a temporary vehicle crossing, unless otherwise permitted by Council or an authorised officer and in accordance with that permission.

## **PART 9 - SANITARY FACILITIES BUILDING SITES**

### **21. Sanitary facilities**

- a) The owner of land on which building work is being carried out must not carry out or allow to be carried out any building work necessitating the employment of persons on a building site unless a seweraged toilet or an approved portable toilet (closed) system is provided on the allotment and serviced as required for the use of the persons on that building site to the satisfaction of Council or an authorised officer.
- b) Notwithstanding sub clause 21 a), where buildings are being constructed on up to three adjacent sites simultaneously by the same owner, a shared, seweraged toilet system or approved portable toilet (closed) system may be provided, provided there is a sufficient number (such as 2 systems per 3 dwellings within a 3 lot radius) and they are serviced as required to the satisfaction of Council or an authorised officer.
- c) An authorised officer may enter any building site at any reasonable time for the purpose of inspecting any seweraged toilet, portable toilet (closed) systems, urinals, pans, receptacles, vehicles, plant and any other things placed therein and thereon for the purpose of carrying out the provisions of this Local Law.

## **PART 10 - ADMINISTRATION AND ENFORCEMENT**

### **22. Permits**

- a) An application for a permit under this Local Law must be in a form approved by the Council and accompanied by the appropriate fee as prescribed by the Council.
- b) The Council may require an applicant to supply additional information or to give public notice of the application.
- c) The Council is exempt from the requirement to hold a permit under this Local Law.
- d) A permit may be issued subject to conditions.
- e) A person must comply with the conditions of a permit issued to them.

### **23. Exemptions**

- a) The Council may by resolution, or by a delegate if this matter is the subject of a delegation, exempt any person or class of persons from one or more of the requirements of this Local Law, including the requirement to obtain an Asset Protection Permit or other permit.
- b) An exemption may be granted subject to conditions.
- c) A person must comply with the conditions of an exemption.

### **24. Setting fees and charges**

- a) The Council may, from time to time, by resolution, determine the fees, charges, guarantees or security bonds to apply under this Local Law which may include an administrative or processing fee or charge and the Council must give reasonable public notice of any such resolution.

### **25. Offences**

A person is guilty of an offence if the person:

- a) does something which a provision of this Local Law prohibits to be done;
- b) fails to do something which a provision of this Local Law requires to be done;

- c) engages in activity without a current permit where a provision of this Local Law requires that person to obtain a permit before engaging in that activity;
  - d) breaches or fails to comply with a condition of a permit issued under this Local Law;
  - e) fails to comply with a direction of an authorised officer under this Local Law; or
- fails to remedy a thing in accordance with a Notice to Comply by the date and time stated in the Notice to Comply.

## **26. Notice to Comply**

- a) The Council or an authorised officer may, by serving a Notice to Comply in the form of Schedule 1 to this Local Law, direct any owner or occupier of land or other person on whom an obligation is imposed by this Local Law to remedy anything which constitutes a breach of this Local Law.
- b) A person to whom a Notice to Comply is issued must comply with that notice.
- c) The time and date specified in a Notice to Comply by which the situation must be remedied must be reasonable in the circumstances. What will be reasonable will vary depending on matters to be remedied, but should take into account, if applicable:
  - i) the amount of work involved;
  - ii) the degree of risk or potential risk;
  - iii) the degree of difficulty;
  - iv) the availability of necessary materials or other necessary items;
  - v) climatic conditions; or
  - vi) any other relevant matter.
- d) If any person served with a Notice to Comply fails to carry out any work stipulated in a Notice to Comply, Council may approve the carrying out of the work by another person or carry out the work itself and recover the cost of performing the work from that person in accordance with section 225 of the *Local Government Act 1989*.
- e) A person served with a Notice to Comply may make representation to Council about matters contained in the Notice to Comply.

## **27. Power to act in urgent circumstances**

- a) An authorised officer may, where a person has failed to comply with any requirement of this Local Law, take action considered necessary to prevent any danger to persons, the environment or any nuisance arising without serving a Notice to Comply, provided that:-
  - i) the authorised officer considers the circumstances to be sufficiently urgent and that the time necessary or potential difficulty in serving a Notice to Comply may place a person, animal, property or the environment at risk or in danger of substantial detrimental effect;
  - ii) details of the circumstances and of the remedial action taken are, as soon as practicable, forwarded to the person and the Chief Executive Officer of Council or his/her delegate.
- b) Action taken by an authorised officer under this Clause shall not extend beyond what is necessary to cause the immediate abatement or minimisation of the risk or danger involved.
- c) An authorised officer should issue a Notice of Urgent Works in the form of Schedule 2 to the person prior to any works being undertaken.

## **28. Impounding**

- a) An authorised officer may:
  - i) impound any item that contravenes or is being used in contravention of this Local Law;
  - ii) release the item to its owner on payment of a fee determined by the Council, which is not to exceed an amount that reasonably represents the cost to the Council of impounding, keeping and releasing the item; and
  - iii) sell, destroy, dispose of or give away the impounded item if the owner of the item has not paid the fee within 14 days of service of a notice under this clause 28.
- b) If an authorised officer impounds an item under sub-clause 28 a) i), he or she must serve on the owner a notice, in a form approved by the Council, as soon as possible after the impoundment.
- c) If the identity or whereabouts of the owner of the item impounded under sub-clause 28 a) is unknown, the authorised officer must take reasonable steps to ascertain the owner's identity and/or whereabouts prior to exercising its powers under sub-clause 28 b)
- d) Council is entitled to retain out of the proceeds of sale of any impounded item its reasonable costs incurred in impounding, keeping and selling the item.

## **29. Penalties**

- a) Any person who contravenes or fails to comply with any provision of this Local Law or contravenes or fails to comply with a Notice to Comply shall be guilty of an offence and shall be liable to a penalty of 10 penalty units for a first offence and to a further 2 penalty units for each day after conviction during which the contravention continues; and upon conviction for the second or subsequent offence, shall be liable to 20 penalty units; and as an alternative to prosecution for the offences, may be served with an infringement notice in a form approved by Council.

## **30. Cost Recovery**

- a) Where a cost has been incurred by Council, through either failure to pay a penalty notice or through Council undertaking remedial works on damaged assets, Council may choose to recover these costs. Where payment has not been made or the debt settled, any liability incurred will be considered to be a liability of the owner of the property. The liability will be noted by Council against the property's rate records. Under sections 225 and 227 of the Local Government Act, the liability will be disclosed to any person who applies to Council for a land information certificate under section 229 of the Act. Such person may include a future purchaser or a financial institution from whom the property owner may seek finance.
- b) The liability will incur interest at the rate set by Council from time to time. Interest will be calculated on and from the date on which the money becomes payable to Council and will continue to be payable until the payment to or the recovery by Council of the money owed.

## **31. Infringement Notices**

- a) Where an authorised officer has reason to believe that a person is guilty of an offence or offences against this Local Law, the authorised officer may serve on that person an Infringement Notice.
- b) The penalty fixed for any Infringement Notice under this Local Law is 2 penalty units.

**32. How is a payment to be made?**

Any person issued with an Infringement Notice may pay the penalty indicated to the cashier at the Municipal Offices.

**33. When must the penalty be paid?**

To avoid prosecution, the penalty indicated should be paid within 28 days from the date of the issue of the Infringement Notice.

**34. Person may disregard the notice**

Any person issued with an Infringement Notice is entitled to disregard the Infringement Notice and defend the prosecution in court.

**35. Can Council waive the notice?**

- a) An Infringement Notice may be waived by an authorised officer following representations from any person served with an Infringement Notice or made on behalf of that person.

**36. Failure to Comply With Notice**

- a) In the event of the failure of a person served with an Infringement Notice to pay the amount specified within 28 days of the issue of the Infringement Notice or such further time as Council may permit, Council may pursue the matter by prosecuting for an offence or by taking any steps which may be available for enforcing penalties by registration of Infringement Notices or through cost recovery as per clause 30.

**Infrastructure Assets Local Law - Nillumbik Shire Council**

**SCHEDULE NO. 1 -**

**NOTICE TO COMPLY**

To: (Name) .....

(Address) .....

The following constitutes a breach under Clause ..... of Council's Infrastructure Assets Local Law .  
To remedy the breach you must carry out the following work, by  
.....date (and time if desired).

Work to be undertaken

.....  
.....  
.....

You should contact .....(contact officer) at the Municipal Offices,  
between the hours of ..... for any further information about this Notice.

If you fail to comply with this Notice you will be guilty of an offence and liable for payment of the  
penalty of \$..... for the first/second\* or subsequent offence. Council may also proceed to  
carry out the work and you will be liable for the costs of carrying out that work in addition to the  
penalty.

Date .....(insert date)

(Name of authorised officer) .....

Telephone No .....

(Signature of authorised Officer) .....

\*strike out whichever is not applicable



**Infrastructure Assets Local Law - Nillumbik Shire Council**

**SCHEDULE NO. 2**

**NOTICE OF URGENT WORKS**

To: (Name) .....

(Address) .....

The following constitutes a breach under Clause ..... of Council's Infrastructure Assets Local Law .  
To remedy the breach you must carry out the following work, by  
.....date (and time if desired).

Work to be undertaken

.....  
.....  
.....

You should contact .....(contact officer) at the Municipal Offices,  
between the hours of ..... for any further information about this Notice.

If you fail to comply with this Notice, Council will carry out repair works which are necessary to  
cause the immediate abatement or minimisation of the risk or danger and you will be charged for  
the cost of the works.

Date .....(insert date)

(Name of authorised officer)

.....

Telephone No .....

(Signature of authorised officer)

.....

The resolution for making this Local Law was agreed to by the Nillumbik Shire Council on  
26 November 2013

THE COMMON SEAL of the NIILLUMBIK  
SHIRE COUNCIL was affixed hereto on  
the .....day of .....  
on the authority of the Council and signed by:

..... Councillor

..... Chief Executive Officer