



MANSFIELD SHIRE

High Country, Lakes and Rivers

COUNCIL MEETING

TUESDAY, 20 APRIL 2021

**Notice and Agenda of meeting
livestreamed via the
[Mansfield Shire Council website](#)**

Commencing at 5.00pm

Our aspiration for our Shire and its community

We live, work and play in an inclusive, dynamic and prosperous place where community spirit is strong and people are empowered to engage in issues that affect their lives.

Councillors:

Cr Mark Holcombe (Mayor)
Cr James Tehan (Deputy Mayor)
Cr Steve Rabie
Cr Paul Sladdin
Cr Rohan Webb

Officers:

*Chief Executive Officer:
General Manager Infrastructure and Planning
General Manager Community and Corporate Services*

*Kaylene Conrick
Kirsten Alexander
Chris Snook*



MANSFIELD SHIRE COUNCIL

Order of Business

1. OPENING OF THE MEETING

The Mayor, who chairs the meeting, will formally open the meeting and welcome all present.

2. PRESENT

Where a meeting is held virtually, Councillors will confirm that they can see and hear each other.

3. APOLOGIES

Where a Councillor is not present, his/her absence is noted in the Minutes of the meeting.

4. STATEMENT OF COMMITMENT

The Council affirms its commitment to ensuring its behaviour meets the standards set by the Mansfield Shire Councillor Code of Conduct and Councillor Charter.

5. ACKNOWLEDGEMENT OF COUNTRY

The Council affirms its recognition of the Taungurung people being traditional owners of this area, and pays respect to their Elders past and present.

6. DISCLOSURE OF CONFLICTS OF INTEREST

In accordance with the *Local Government Act 2020*, a Councillor must declare any Conflicts of Interest pursuant to sections 126 - 128 Act in any items on this Agenda.

Council officers or contractors who have provided advice in relation to any items listed on this Agenda must declare a Conflict of Interest regarding the specific item.

7. CONFIRMATION OF MINUTES

The minutes of the previous meeting are placed before Council to confirm the accuracy and completeness of the record.

8. REPRESENTATIONS

Council receives or presents acknowledgements to the general public. Deputations may also be heard by members of the general public who have made submission on any matter or requested to address the Council. Council may also receive petitions from residents and ratepayers on various issues. Any petitions received since the previous Council meeting are tabled at the meeting and the matter referred to the appropriate Council officer for consideration.

9. NOTICES OF MOTION

A Motion is a request (Notice of Motion) that may be made by a Councillor for an issue not listed on the Agenda to be discussed at a Council meeting and for a decision to be made.

10. MAYOR'S REPORT

The Mayor provides a report on his activities.

11. REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees will provide an update where relevant.

12. PUBLIC QUESTION TIME

Councillors will respond to questions from the community that have been received in writing, by midday on the Monday prior to the Council meeting. A form is provided on Council's website.



13. OFFICER REPORTS

13.1 The Chief Executive Officer will provide a status update to the Council for each Department.

13.2-13.7 Officer reports are presented to the Council, where required.

Detailed reports prepared by officers from the Infrastructure and Planning Directorate are considered by the Council. This includes reports from the following Departments:

- Planning and Environment
- Operations and Capital Works
- Community Safety
- Field Services

A Council position is adopted on the matters considered.

Detailed reports prepared by officers from the Community and Corporate Services Directorate will also be considered by the Council:

- Business and Performance
- Community Health and Wellbeing
- Community and Economic Development
- Governance and Risk

A Council position is adopted on the matters considered.

14. ASSEMBLY OF COUNCILLORS

In accordance with section 80A of the *Local Government Act 1989*, Council must keep a written record of all assemblies of Councillors. An Assembly of Councillors is defined as a planned or scheduled meeting, comprising at least three Councillors and one member of Council staff, that consider matters that are intended or likely to be the subject of a decision of the Council or subject to the exercise of a function; duty or power of a Council that has been delegated to a person or committee [s.76AA].

15. COUNCIL RESOLUTIONS REPORT

Council reviews the outstanding actions arising from resolutions from previous Council meetings.

16. ADVISORY AND SPECIAL COMMITTEE REPORTS

Council considers reports from Advisory Committees that Councillors represent Council on.

17. AUTHORISATION OF SEALING OF DOCUMENTS

Any documents that are required to be endorsed by the Chief Executive Officer under delegated authority and sealed by the Council are presented to the Council.

18. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Whilst all Council meetings are open to members of the public, Council has the power under the *Local Government Act 2020* to close its meeting to the general public in certain circumstances which are noted where appropriate on the Council Agenda. Where this occurs, members of the public are excluded from the meeting while the matter is being discussed.

19. PRESENTATION OF CONFIDENTIAL REPORTS

20. REOPEN MEETING TO MEMBERS OF THE PUBLIC

The Mayor will reopen the meeting to members of the public.

21. CLOSE OF MEETING

The Mayor will formally close the meeting and thank all present for attending.



MANSFIELD SHIRE

COUNCIL MEETING

TUESDAY, 20 April 2021

AGENDA

MANSFIELD SHIRE COUNCIL
Livestreamed to members of the public via the
[Mansfield Shire Council website](https://www.mansfieldshire.vic.gov.au)
5.00pm

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MANSFIELD SHIRE

COUNCIL MEETING

TUESDAY, 20 April 2021

AGENDA

MANSFIELD SHIRE COUNCIL
Livestreamed to members of the public via the
[Mansfield Shire Council website](#)
5.00pm

1. OPENING OF THE MEETING

2. PRESENT

The Chair will call on each Councillor and ask them to confirm verbally that they can see all Councillors and hear the proceedings:

- Councillor Rabie
- Councillor Sladdin
- Councillor Tehan
- Councillor Webb

Councillors will respond to their name with: *"I can hear the proceedings and see all Councillors and Council officers"*.

The Chair will ask each Councillor to confirm by raising their hand that they could all hear each statement of the councillors.

Councillors will raise their hand to acknowledge they can hear each other.

3. APOLOGIES

The Chair will call on the CEO for any apologies.

4. STATEMENT OF COMMITMENT

The Chair will read the statement and call on each Councillor to confirm their commitment:

"As Councillors of Mansfield Shire we are committed to ensuring our behaviour meets the standards set by the Mansfield Shire Councillor Code of Conduct and Councillor Charter. We will, at all times, faithfully represent and uphold the trust placed in us by the community."



5. ACKNOWLEDGEMENT OF COUNTRY

Deputy Mayor James Tehan will recite Council's Acknowledgement of Country:

"Our meeting is being held on the lands of the Taungurung people and we wish to acknowledge them as Traditional Owners. We would also like to pay our respects to their Elders, past and present, and Aboriginal Elders of other communities who may be here today."

6. DISCLOSURE OF CONFLICTS OF INTEREST

The Chair will call on each Councillor in turn and ask them to declare whether they have any conflicts of interest in relation to any agenda items:

- Councillor Rabie
- Councillor Sladdin
- Councillor Tehan
- Councillor Webb

7. CONFIRMATION OF MINUTES

Recommendation:

THAT the Minutes of the Mansfield Shire Council meeting held on 16 March 2021 be confirmed as an accurate record.

8. REPRESENTATIONS

8.1 Petition supporting a Public Toilet Facility at Merrijig

A petition has been received from residents seeking the construction of a public toilet facility at Merrijig. The petition has 157 signatures.

Petition Requirements

The submitted petition meets the required format of a petition in accordance with Chapter 2, Division 9 of Council's Governance Rules 2020, and in line with Council's Petitions Policy.

Recommendation:

THAT COUNCIL

- 1. Receive and note the petition regarding a public toilet facility at Merrijig; and**
- 2. Refer the petition to the Chief Executive Officer for consideration and a response to be tabled at a future meeting.**



9. NOTICES OF MOTION

Nil.

10. MAYOR'S REPORT

Mayor Mark Holcombe will present the monthly Mayor's report from 17 March to 13 April 2021 to the Council as follows:

Subsequent to the March Council meeting Councillors and the Executive have undertaken considerable work and discussions to prepare the 2021/22 Budget. This will be presented to the April Council meeting for adoption prior to being made available for comment and feedback from the community.

The Budget process was somewhat extended because of the latest property valuations which have just been received from the Valuer General's office. These showed some significant increases in property valuations across the Shire's various rateable property classes.

As part of our induction process all Councillors and members of the Executive participated in a bus tour of the outlying Shire communities. The visit included meeting with community groups in the areas of Merton, Bonnie Doon, Goughs Bay, Jamieson, Merrijig and Tolmie.

It was a great opportunity to hear issues facing residents and also to see the work that had been done by both residents and the council in these areas. In particular, it was very heartening to see the results of the significant effort that had been put into the Community halls in these areas.

I would very much like to thank the community members to whom we spoke and the effort they went to in presenting to us the problems and opportunities of each community. Council will now work through the list of priorities that was compiled on the day.

The Councillor induction process also continued with briefings on some major items including the Lake Eildon Master Plan.

Councillors, with the assistance of an independent consultancy, commenced the CEO's performance review. One of the benefits of this process is that it assists in aligning the direction of Councillors with that of the Executive.

In terms of Mayoral duties I was privileged to be part of Citizenship ceremonies for four Mansfield residents who have now become Australian citizens. I was also invited to be part of the 15 year anniversary of the Friends of Venilale first visit by Mansfield Council representatives to Timor. This visit established the long standing, successful relationship between Mansfield and Venilale.

A meeting was also held with the Mayor of Byron Bay Council. The issues Byron Bay has with managing development, tourism, parking, etc is about 10 years ahead of where Mansfield Shire is currently and provide some insights of how we may manage these going forward.

Meetings were also held with the Federal Member for Indi Helen Haines, and Tania Maxwell MP for the Northern Victoria region. An interview with Win News was also conducted for the Gadabah Indigenous Edible Garden which is being constructed in the Botanic Gardens.



Recommendation:

THAT Council receive the Mayor's report for the period 17 March to 13 April 2021.



11. REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees will provide a verbal update where relevant.

COMMITTEE	Responsible Councillor(s)
Australia Day Awards Committee	<ul style="list-style-type: none"> Mayor Mark Holcombe Cr James Tehan Cr Steve Rabie
Mansfield Shire CEO Performance and Remuneration Review Reference and Advisory Group	All Councillors
Goulburn Broken Greenhouse Alliance (GBGA)	Cr Rohan Webb
Hume Regional Local Government Network (HRLGN)	Mayor Mark Holcombe
Lake Eildon Land & On-Water Management Plan Implementation Committee	Cr Paul Sladdin
Mansfield Shire Council Audit and Risk Committee	<ul style="list-style-type: none"> Mayor Mark Holcombe Cr Rohan Webb
Mansfield Shire Business and Community Recovery Advisory Committee	<ul style="list-style-type: none"> Mayor Mark Holcombe Cr Paul Sladdin
Municipal Association of Victoria (MAV)	<ul style="list-style-type: none"> Mayor Mark Holcombe Substitute - Deputy Mayor James Tehan
North East Local Government Waste Forum (a committee of the North East Regional Waste and Resource Recovery Group)	Cr Steve Rabie
Rural Councils Victoria (RCV)	Mayor Mark Holcombe (delegate)

Recommendation:

THAT Council note the verbal reports provided by Councillors in relation to their representation on external Committees.

12. PUBLIC QUESTION TIME

Council welcomes questions from the community. A question must be submitted by midday on the Monday prior to the Council meeting. The [‘ask a question’ form](#) is available from Council's website.

The Mayor will read out the question and answer at the meeting.



13. OFFICER REPORTS

13.1 CHIEF EXECUTIVE OFFICER'S REPORT

File Number: E103
Responsible Officer: Chief Executive Officer, Kaylene Conrick

Introduction

The Chief Executive Officer's report allows a short briefing to be provided to the Council on the current operations, tasks and projects undertaken within each department over the past month.

The Chief Executive Officer report will provide information relation to:

- Customer Service
- Capital Works
- New Initiatives
- Building Services
- Regulatory Services
- Revenue Services
- Governance
- Community Health and Wellbeing

Attachment

- 1 CEO's report

Recommendation:

THAT Council receive and note the Chief Executive Officer's report for the period 17 March 2021 to 13 April 2021.

**13.2 INFRASTRUCTURE AND PLANNING DIRECTORATE****13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets.**

File Number: P055A/20 – DA7320
Responsible Officer: General Manager Infrastructure and Planning, Kirsten Alexander

Recommendation	Issue a Notice of Refusal to Grant an Amendment to Planning Permit
Applicant Applicant Contact	Six Star Developments Pty Ltd Ellen Hogan and Associates
Title/Covenant/S173 Agreement	None
Date Application Received	26 February 2021
Current statutory days	53
Zoning	Clause 32.08 General Residential Zone – Schedule 1 (GRZ1)
Overlays	Clause 43.04 Development Plan Overlay – Schedule 1 (DPO1)
Number of outstanding objections	None

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020*.

Introduction

The purpose of this report is to seek Council's determination of an application for a planning permit amendment to remove Condition 8 from Planning Permit P055/20, for a 15 lot subdivision at 340 Dead Horse Lane, Mansfield.

13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets. – Cont...

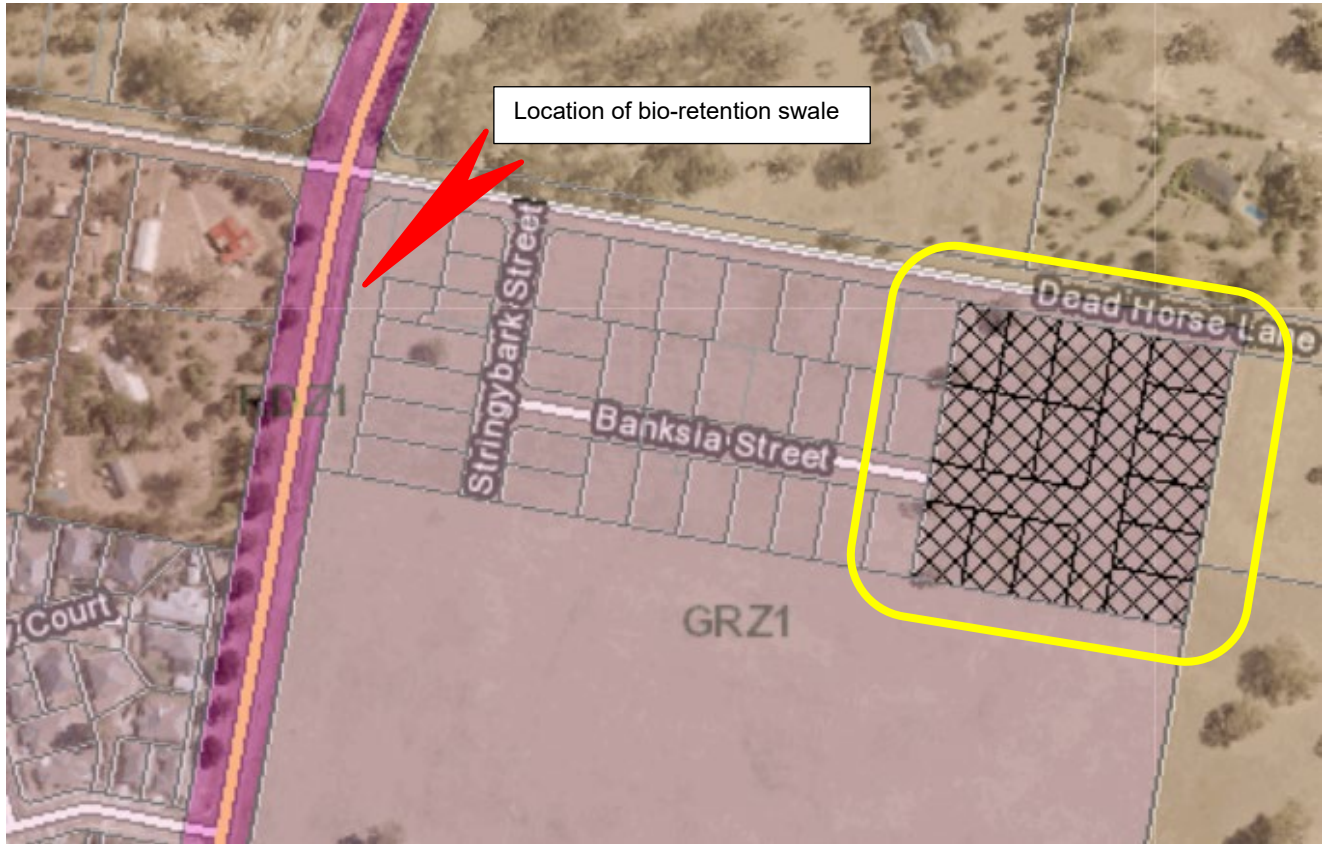


Figure 1 - Area subject to subdivision permit

Condition 8 of that permit states as follows:

8. *Protection of downstream stormwater assets*
- *Prior to the commencement of works a bond must be calculated and submitted to the satisfaction of the responsible authority to the equivalent calculation of 1.5 times the value of a reset and replanting of downstream bio-retention systems and water sensitive urban design assets utilised as stormwater treatment by the subdivision.*
 - *The bond will be released following the reset and replanting downstream bio-retention systems and water sensitive urban design assets utilised as stormwater treatment by the subdivision to the satisfaction of the responsible authority. This will occur no sooner than two years following the issue of Statement of Compliance.*

The application is being referred to Council as the recommendation for the application is to refuse the amendment to the permit.

Background

The original Planning Permit No P055/20 was issued on 25 September 2020 which allows for a 15 lot subdivision. The applicant is proposing to delete Condition 8 of the permit, as the applicant believes the bond for protection of Council downstream stormwater assets is unnecessary. The purpose of the bond is not to bond any proposed assets that they may construct but rather to ensure that, should the development cause any reduction in

13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets. – Cont...

capacity or efficiency of the stormwater retarding basin and bio-retention water sensitive urban design features installed as part of the two previous stages of the subdivision in this area, then the developers rather than the ratepayers would bear the cost of remediation. See Figure 2 for an image of the bio-retention swale:



Figure 2 - Bio-retention swale running along-side the Mansfield-Whitfield Road that is subject of the bond

The Civil Engineer of the applicant inspected the retention dam constructed for all stages of the subdivision and has advised that the dam is well vegetated and looks very healthy.

It is the officers' view that this is correct and that once the 15 lot subdivision has been completed and dwellings erected on the land, in the two years following the subdivision's completion, the bond will ensure that the retention basin will be in a similar condition and therefore continue to perform its function of preventing undesirable runoff into Ford Creek. If the bond is not required or not fully expended, any remaining funds would be returned to the developer.

The applicant has stated that a Site Environmental Management Plan (SEMP) was submitted to Council as required by a Condition of permit. It was said that the SEMP was developed by recently appointed contractors undertaking the earthworks for the subdivision.

13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets. - Cont...

Based on the above grounds, the applicant is now proposing to remove Condition 8 that is relating to a bond for the bio-retention systems. The applicant submits that the SEMP satisfies Condition 12 of the permit and can be regarded as temporary stormwater treatments to protect Council's stormwater assets during construction period of the subdivision.

Officers have not been persuaded that this is sufficient to protect Council's assets through to the end of the two year construction period that will occur after the subdivision is completed.

Policy and Legislative Implications

In accordance with Section 72 of the *Planning and Environment Act 1987*, a person who is entitled to use or develop land in accordance with a permit may apply to the Responsible Authority for an amendment to the permit. Subsequently the Responsible Authority may approve or refuse an application for amendment to any endorsed plan or planning permit.

The application is seeking the deletion of condition 8 in relation to protection of downstream stormwater assets of Planning Permit P055/20. This would dismiss the requirement of the bond that is 1.5 times the value of a reset and replanting of downstream bio-retention systems. The bond was requested to make good the bio-retention systems for any damages due to the development which otherwise will be released following the reset and replanting of the systems.

Accompanied with the amendment application is a Site Environmental Management Plan (SEMP) to satisfy Condition 12 of the permit as temporary environmental protection measures for subdivision construction site. However, Condition 8 is used where Council's assets have the potential to be affected by upstream construction or development activities. The developer has the onus to protect these assets should they be affected.

It should be highlighted that the proposed use of temporary protections during construction can only address the sediment runoff during the construction phased of the subdivision not the following dwelling developments at the location. It is also noted that the accompanied SEMP does not properly indicate the location of sediment controls etc. which needs to be amended and resubmitted.

The Environment Officer's referral report in relation to the approval of the 15 lot subdivision, identified that all stormwater is identified as being directed to existing Council stormwater assets. Council WSUD assets need to be adequately maintained by the developer during the construction period and for two years following Statement of Compliance. Specifically this applies to the swale drain and bio-retention basin adjoining Stage 1 Loyola Run. The bond covering existing WSUD assets is necessary for this consideration.

Under the Mansfield Planning Scheme, the following clauses are particularly relevant in this case:

13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets. - Cont...

Clause 14.02-1S Catchment planning and management: the following strategies give effect to the objective of this clause:

- Undertake measures to minimise the quantity and retard the flow of stormwater from developed areas.
- Require appropriate measures to filter sediment and wastes from stormwater prior to its discharge into waterways, including the preservation of floodplain or other land for wetlands and retention basins.
- Ensure land use and development minimises nutrient contributions to water bodies and the potential for the development of algal blooms.
- Require appropriate measures to restrict sediment discharges from construction sites.

The condition was placed on the permit to give effect to the strategies mentioned above. The removal of Condition 8 of the permit would mean that Council would have to bear the cost of any works necessary to remediate the bio-retention swale were it to become less efficient due to discharges from the subdivision site and any later construction of dwellings in that subdivision.

Clause 14.02-2S Water Quality: the strategies supporting the objective of this clause state, as relevant that planning should:

- Protect reservoirs, water mains and local storage facilities from potential contamination.
- Ensure that land use activities potentially discharging contaminated runoff or wastes to waterways are sited and managed to minimise such discharges and to protect the quality of surface water and groundwater resources, rivers, streams, wetlands, estuaries and marine environments.

Storm water from this subdivision site flows into Ford Creek which is a tributary of Lake Eildon that supplies potable water to various townships and settlements along the Goulburn River.

Clause 19.03-3 Integrated water management: the objective of this clause is: *To sustainably manage water supply, water resources, wastewater, drainage and stormwater through an integrated water management approach.* The accompanying relevant strategies are:

- Protect downstream environments, waterways and bays.
- Reduce pressure on Victoria's drinking water supplies.
- Minimise drainage, water or wastewater infrastructure and operational costs.

Ensure that development protects and improves the health of water bodies including creeks, rivers, wetlands, estuaries and bays by:

- Minimising stormwater quality and quantity related impacts.
- Filtering sediment and waste from stormwater prior to discharge from a site.
- Managing industrial and commercial toxicants in an appropriate way.
- Requiring appropriate measures to mitigate litter, sediment and other discharges from construction sites.



13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets. – Cont...

Manage stormwater quality and quantity through a mix of on-site measures and developer contributions at a scale that will provide greatest net community benefit.

Ensure land is set aside for water management infrastructure at the subdivision design stage.

Condition 8 plays its part in providing for the above objective and strategies and its removal would cause the costs associated with these actions to be foisted upon Council.

Clause 21.09 Mansfield Township – Strategy 3.5: this objective is to encourage new subdivisions to adopt best practice in relation to water sensitive urban design and other sustainability initiatives. The proposed deletion of Condition 8 does not meet this strategy as Council's stormwater assets are likely to be affected during the construction period of the subdivision and the following housing developments without the bond as a protection measure.

Clause 43.04 Development Plan Overlay (DPO1): the proposal is required to meet relevant residential urban design principals including quality urban environmental standards such as water sensitive urban stormwater treatment, protection and incorporation of natural features before a permit is granted. The proposed deletion of Condition 8 does not meet this requirement as Council's stormwater assets have the potential to be affected during the construction period of the subdivision and the following housing developments. Without the bond as a precautionary protection measure, the burden of rehabilitating the retarding basin and bio-retention basin would fall to the existing ratepayers.

There have been no changes to the zoning or overlay controls over the land since the permit was issued. However, it is considered that the amendment would transform the nature of the original approval and also seeks authorization for which primary consent is required under the planning scheme. The proposed application does not meet the all the strategies of Local Planning Policy Framework – Mansfield Township and all the relevant decision guidelines under DPO1. It is therefore considered appropriate that the amendment should not be supported.

Community Engagement

The initial 15 lot subdivision was not advertised as no material detriment was identified as accruing to any other person. This amendment application was not advertised as the removal of the permit condition is considered to be a technical judgement rather than a matter that would have the potential to cause material detriment to the surrounding properties.

Key Issues

The condition on the permit will ensure that Council's assets are not negatively impacted by the development of 340 Dead Horse Lane, Mansfield. This bond will ensure that if Council's assets are impacted, they will be reset and revegetated appropriately, at no cost to Council. If the permit holder undertakes work in an appropriate way, and does not impact on Council's assets, any remaining bond monies would be refunded two years after the completion of the development.



13.2.1 Application for an Amendment to Planning Permit No. P055A/20 – Deletion of Condition 8 relating to protection of downstream stormwater assets. - Cont...

Attachments

- 1 Planning Permit P055/20

Recommendation:

THAT COUNCIL, having considered all the relevant matters required under Section 60 of the *Planning and Environment Act 1987* and under the provisions of the Mansfield Planning Scheme, issue a Notice of Refusal to Grant an Amendment to Planning Permit P055/20, for the development of the land for a 15 lot subdivision at 340 Dead Horse Lane, Mansfield, on the following grounds:

- 1. The proposed amendment does not address the decision guidelines of Clause 43.04, Development Plan Overlay, Schedule 1, as it has not demonstrated that there will be no additional impact on Council's downstream stormwater assets during the construction period.**
- 2. The proposed amendment does not achieve the objectives of Clauses 14.02-1S, 14.02-2S and 19.03-3S.**
- 3. The proposed amendment is not in accordance with Clause 21.09, Mansfield Township Strategy 3.5 as it is not considered that the removal of Condition 8 would provide an appropriate Water Sensitive Urban Design outcome.**



13.2 INFRASTRUCTURE AND PLANNING DIRECTORATE CONT.

13.2.2 Mansfield 2040 Planning Land Use Strategy

File Number: E7378
Responsible Officer: General Manager Infrastructure and Planning, Kirsten Alexander

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020*.

Introduction

This report outlines the project progress for the Mansfield 2040 Planning Land Use Strategy, and includes a recommended process for community engagement.

Background

In December 2019 Council engaged project consultants *SGS Economics and Planning* to prepare a planning strategy for Mansfield Shire which will have a horizon from 2021-2040.

The strategy will outline how land within the Shire is to be managed (focusing on urban land), and recommend directions and policies for land use and development, including informing planning scheme amendments.

Following the Councillor Briefing on 2 March 2021, updates have been made to the two background documents, as outlined below, ready for consultation with community.

A key project driver is the need to update previous planning strategy work, which dates back to 2005 (*Mansfield 2030*). The Mansfield 2040 planning strategy will ensure that there is a clear and updated direction for land management across the Shire for the next 20 years. In addition:

- The *Mansfield Housing Strategy* previously developed to focus on the Mansfield township did not outline planning recommendations for other settlements across the Shire. Accordingly, this Mansfield 2040 planning strategy project has expanded and updated the housing supply and demand analysis to cover the whole Shire, as well as considering whether there is a mismatch in the type of land currently available for housing (e.g., within the townships), compared to where people want to live (i.e., the rural areas).
- Several other planning and economic development strategies are currently being prepared or have recently been prepared for Council. The Mansfield 2040 work will streamline recommendations and present them in one strategy, so that there is a clear pathway between planning policy, and the planning scheme amendments that would be required to implement those policies.

13.2.2 Mansfield 2040 Planning Land Use Strategy - Cont...

Report updates

The following updates have been made to the Mansfield 2040 *Background Technical Paper* and *Consultation Summary*, in preparation for community engagement:

- Agriculture employment numbers have been reviewed – these are based on ABS employment data.
- Updated process diagram has been incorporated in both documents with dates to reflect revised timing (see attached).
- References for climate change have been included.
- Data sources for the demographic profile have been provided to clarify the source of the figures. In relation to the population and employment numbers:
 - They are based on state-managed forecasts maintained by DELWP in Victoria in Future (VIF), which are underpinned by ABS data. Explanation has been added in the Technical Paper.
 - Part of the project is to assist Council to get some central numbers it can rely on for planning work. The forecasts are based on state-managed datasets as outlined above. These may need some review for inclusion in the draft Strategy given the possibility of accelerated development prospects post Covid (they were prepared early in 2020).
 - Part of this project is to ensure strategies included in the documents that are being prepared by other consultants will be a part of the ultimate *Mansfield 2040 Planning Strategy*.

A summary has been added about the Housing Strategy in Section 4.3 (Mansfield policies and plans), explaining the findings from that work. Importantly, because the Housing Strategy only considered supply and demand in the Mansfield township, it did not contemplate a mismatch in demand for lifestyle housing compared to housing within the township area.

A focus of the Mansfield 2040 Strategy will be how affordable housing issues could be addressed for people who do wish to live in town and need access to services. This will be done in comparison to the demand for lifestyle properties, as well as agriculturally important parcels and sites with environmental significance or risks. All of these variables put different pressures on Council administratively to provide services.

Policy and Legislative Implications

There are no legislative implications arising from this report, however once the Strategy is adopted by Council a planning scheme amendment would need to be initiated to allow the recommendations be incorporated into the Mansfield Planning Scheme. Any amendment to the planning scheme will be undertaken in accordance with the relevant Ministerial Directions and the requirements of the *Planning and Environment Act 1987*.

Council Plan

This strategy is being prepared in accordance with Strategic Objective 2.6 *Our population continues to steadily grow, supported by the provision of sustainable community infrastructure and services*, in that it will assist with policy development for the Mansfield Planning Scheme across a range of strategic planning matters.

Financial

Grant funding was obtained from the Victorian Planning Authority, in conjunction with budgeted funds from Council, to complete the Strategy.

13.2.2 Mansfield 2040 Planning Land Use Strategy - Cont...

Social

There will be opportunities for the community to participate in the process of developing this Strategy.

Environmental

There will be no negative impact on the environment as a result of this Strategy.

Economic

The Strategy will incorporate economic development strategies in a planning document for implementation into the Mansfield Planning Scheme, providing a more coordinated response for the municipality.

Risk Management

No risks have been identified from this report.

Community Engagement

The Mansfield 2040 planning strategy engagement is likely to overlap with the intent of the Council Plan/Community Vision work being prepared, and consideration has been given to avoiding consultation “fatigue”. Accordingly, the following process is recommended:

April-May 2021	Background reports published on the Mansfield Have Your Say website, for information
June-July 2021	<p>Community consultation on the draft Mansfield 2040 Planning Strategy:</p> <ul style="list-style-type: none"> • Online survey on the Have Your Say website • School(s) workshop • Strategy forum/Q&A. <p>The purpose of engagement will be to:</p> <ul style="list-style-type: none"> • Discuss how issues and opportunities affecting land use and development in Mansfield Shire will be managed in the future • Identify core values that stakeholders and community members wish to protect, promote or grow • Identify a vision for sustainable development in Mansfield Shire • Identify potential immediate and long-term planning challenges. <p>The consultation will have a broad focus and therefore the main stakeholder groups would be:</p> <ul style="list-style-type: none"> • People living and/or working in Mansfield Shire • Non-resident ratepayers • Community groups with a special interest in land use and development.
August 2021	Synthesise/summarise community feedback and prepare Consultation Summary Report
September 2021	Final Mansfield 2040 Strategy

13.2.2 Mansfield 2040 Planning Land Use Strategy - Cont...

The suggested approach will:

- Provide the opportunity for community members to see the work to date.
- Allow space for more meaningful discussion of the issues and opportunities to be addressed in the Strategy
- Place greater emphasis on the draft Strategy for community comment (i.e., the part of the project that proposes changes, rather than just background information which has been prepared to date).
- Alleviate any overlap about vision and values with the Council/Community Plan work also to be completed in 2021.

The project team have received information from the community from other live projects such as the *Commercial and Industrial Land Use Strategy* and the *Tourism and Economic Development Strategy*. Therefore, the intent is to be focused on land use and development issues that have not recently been discussed with the Shire-wide community, for example: housing. Some targeted stakeholder interviews have already been conducted (for example, with real estate agents) as part of the background data collection.

The consultation will have a broad focus and therefore the main stakeholder groups would be:

- People living and/or working in Mansfield Shire
- Non-resident ratepayers
- Community groups with a special interest in land use and development.

Key Issues and Next Steps

As highlighted earlier, the key project drivers are:

- The last Shire-wide planning strategy was prepared in 2005 (*Mansfield 2030*) and needs to be updated.
- The *Mansfield 2040* Planning Land Use Strategy will ensure that there is a clear and updated direction for land management across the Shire for the next 20 years.
- The *Mansfield Housing Strategy* focused on the Mansfield township, but did not outline planning recommendations for other settlements across the Shire. Accordingly, this Mansfield 2040 planning strategy project has expanded and updated the housing supply and demand analysis to cover the whole Shire, as well as to consider whether there is a mismatch in the type of land currently available for housing, compared to where people want to live.
- Several other planning and economic development strategies are currently being prepared or have recently been prepared for Council. The Mansfield 2040 work will streamline recommendations and present them in one Strategy, so that there is a clear pathway between planning policy, and the planning scheme amendments that would be required to implement those other strategies.

Based on the information above, the next steps for the Mansfield 2040 project are:

- Update project website to show key project dates.
- Upload background/technical documents to website for community reference.
- Include space on Have Your Say website for questions/comments (currently active).
- Preparation of a draft Strategy outline to be workshopped with Council officers and then with Councillors.

13.2.2 Mansfield 2040 Planning Land Use Strategy - Cont...

- Once Councillors have been involved in the Strategy workshop (planned for May 2021), the draft will be prepared and refined for Community Consultation.
- Community consultation will enable people in Mansfield Shire to review all the work to date and discuss expectations and preferences for the Strategy directions: *How will land use and development be managed in the Shire towards 2040?*

Attachments

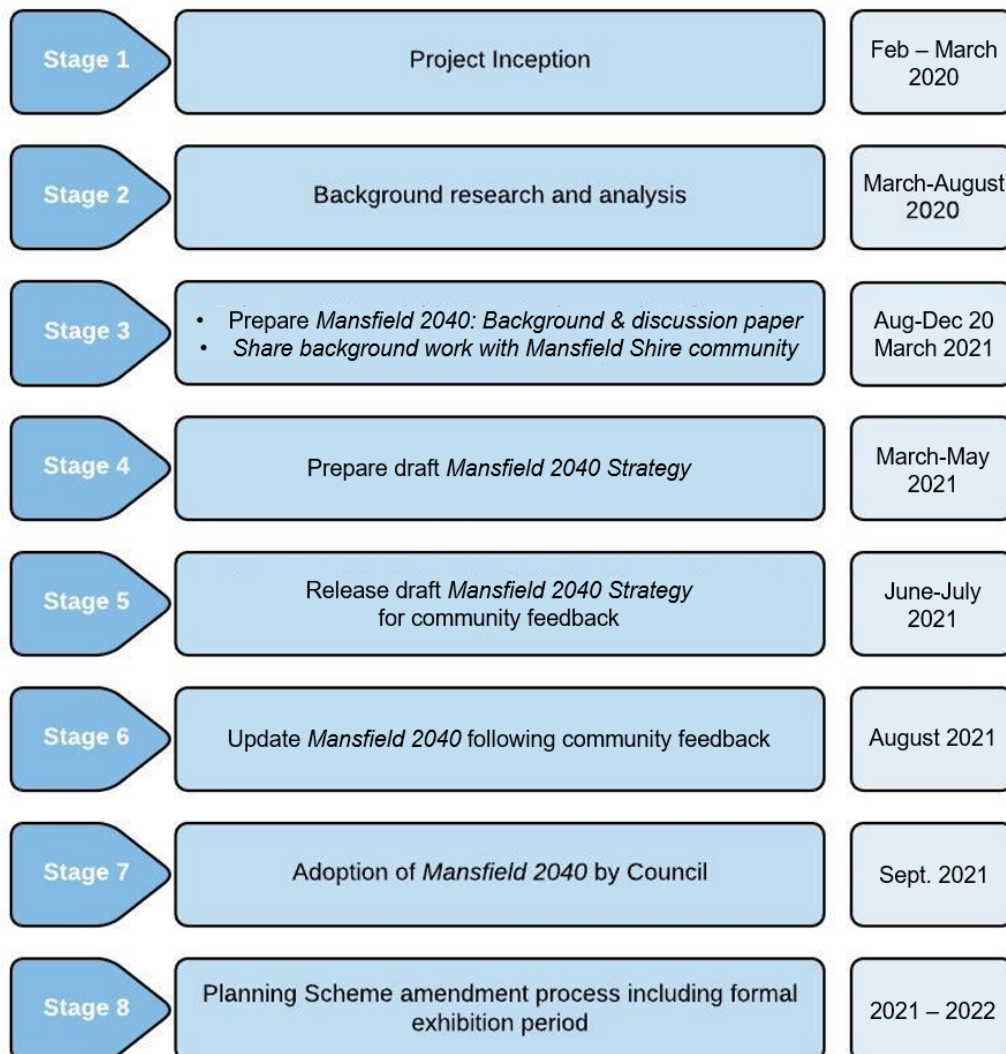
1. Project timeline
2. Mansfield 2040 Background and discussion paper Consultation Report
3. Mansfield 2040 Background and discussion paper Technical Report

Recommendation:

THAT COUNCIL:

Note the update provided on progress with the preparation of the draft Mansfield 2040 strategy and supporting documents, and the proposed next steps for engagement with the community provided in the report.

Attachment 1: Project timeline



**13.2 INFRASTRUCTURE AND PLANNING DIRECTORATE CONT.****13.2.3 Request for Council Consent – Rezoning of Land under Government Land Planning Service – Withers Lane, Mansfield**

File Number: E7278
Responsible Officer: General Manager Infrastructure and Planning, Kirsten Alexander

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report have no conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020*.

Recommendation	THAT COUNCIL having considered Goulburn Valley Water's request: <ol style="list-style-type: none"> 1. Provide written consent to Goulburn Valley Water (GVW) for the rezoning of the land 2. Request that Council be provided with opportunities to comment on any future Planning Scheme Amendment process under the GLPS.
Applicant Applicant Contact	Kirk Dalziell, Goulburn Valley Water
Title/Covenant/S173 Agreement	None
Date Application Received	19 February 2021
Current statutory days	NA
Zoning	Farming Zone
Overlays	None
Number of outstanding objections	NA

Introduction

Council is in receipt of a written request from Goulburn Valley Water (GVW) seeking agreement from Council to seek a rezoning of their land at Withers Lane, Mansfield from Farming Zone (FZ) to Public Use Zone Schedule 1 (PUZ1) through the Government Land Planning Service (GLPS). The request seeks Council's consent to the proposed change, in order to allow the amendment to be undertaken through the GLPS process.

13.2.3 Request for Council Consent – Rezoning of Land under Government Land Planning Service – Withers Lane, Mansfield - Cont...

This report is presented to Council to consider the request of GVW to grant consent to the proposed rezoning (see red outline in Figure 1). For completeness the area of the proposed Design and Development Overlay in the area, forming part of the Township Approaches Strategy is indicated in yellow.

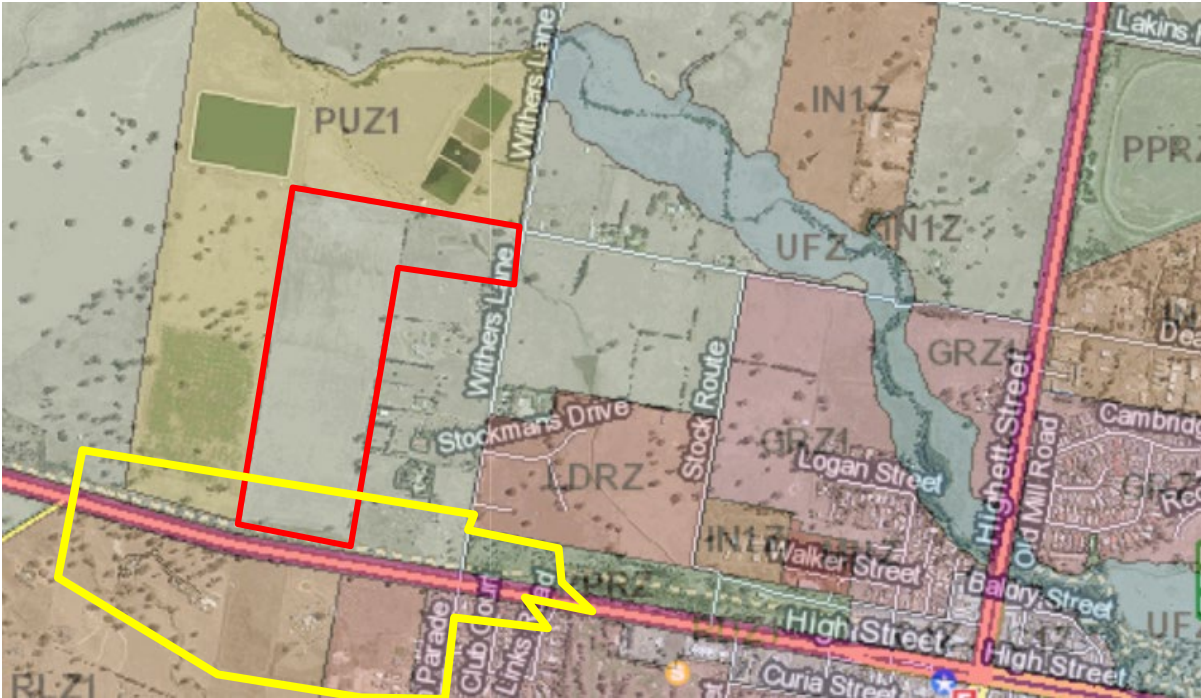


Figure 3 - GVW land to be rezoned.

Background

GVW provided a written request to Council on 19 February 2021 seeking Council’s written consent for the rezoning from FZ to PUZ1. The proposal is appropriate and they are willing for the rezoning to be undertaken through the GLPS process. In effect this transfers the powers, duties and obligations of Council, acting as the Planning Authority, to the GLPS.

The various public use zones below are listed in the Mansfield Planning Scheme:

36.01-6
19/01/2006
VC37

Table of public land use

Shown on the planning scheme map	Purpose of public land use
PUZ1	Service & Utility
PUZ2	Education
PUZ3	Health & Community
PUZ4	Transport
PUZ5	Cemetery/Crematorium
PUZ6	Local Government
PUZ7	Other public use

13.2.3 Request for Council Consent – Rezoning of Land under Government Land Planning Service – Withers Lane, Mansfield - Cont...

The GLPS is a fast-track system for considering planning scheme amendments on State Government land, correcting anomalies in planning schemes or updated provisions to correctly reflect use and development. Requests for amendments to the GLPS are considered by the Minister for Planning or appointed Advisory committees, rather than Council.

The subject land for the amendment is adjacent to the GVW Wastewater Management Facility (WMF) and is presently used for irrigation purposes. . It consists of two lots that are formally designated as Lot 1 on LP131762 and CP156320. GVW also advise that future intentions for the land include construction of other infrastructure, including additional winter storage. The remaining land making up the WMF is zoned PUZ1. The amendment is therefore sought by GVM to reflect its current use and allow for other infrastructure improvements or upgrades as required by the authority. The land to the east of the site is currently used for dwellings in the FZ with the Stockman's Rise low density residential estate lying on the eastern side of Withers Lane.

Providing that it complies with the purpose of the PUZ1, any future use or development of the land would not require a planning permit under the zone provisions of the Mansfield Planning Scheme. Other provisions such as overlays and particular provisions may still apply.

Since this request was received from GVW, an amendment to the Victoria Planning Provisions known as amendment V10 that was Gazetted on the 3rd March 2021. This amendment created the Buffer Area Overlay (BAO) at Clause 44.08. The purpose of this overlay is as follows:

Purpose

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To identify buffer areas where there is potential for off-site impacts on human health or safety, or significant off-site impacts on amenity, from industry, warehouse, infrastructure or other uses.

To ensure that use and development within buffer areas is compatible with potential off-site impacts.

It would not be unreasonable to assume that at the time of undertaking the rezoning of the land, the BAO may be also introduced into the scheme to give formal recognition to the area around the WMF.

Public consultation

Unless the Minister provides an exemption under Section 20 or determines to prepare the amendment under the provisions of Section 20A of the Planning and Environment Act 1987, Sections 17-19 would provide for public exhibition of the amendment with affected persons and authorities having rights to make a submission on the amendment and to have their submissions considered. Council would not be the authority to receive these submission but rather the GLPS would consider all such submissions. Any unresolved submission would usually be referred to an Independent Planning Panel for its consideration.

13.2.3 Request for Council Consent – Rezoning of Land under Government Land Planning Service – Withers Lane, Mansfield - Cont...

Policy and Legislative Implications

As discussed, the GLPS is a State Government initiative to deliver planning scheme changes for Government owned land parcels and other projects in a streamlined process. In this instance, the Amendment process will be administered by the GLPS including all administrative and statutory functions.

The authority seeking the Amendment has sought to engage with Council and seek consent to process the rezone land through GLPS process.

The Mansfield Planning Scheme is delegated legislation under the Planning and Environment Act 1987 and so its amendment sits within this background.

There are no other statutory or legislative impacts for Council to consider.

Council Plan

The request is made by GVM to investigate rezoning of their land to correctly reflect the nature of the ownership, use and development of the land and protect the ongoing use of the land into the future. The change is considered to respond to the following strategic directions of Council's Plan:

1. Participation and partnerships
Partnerships are strong between key service providers and authorities across the municipality and this project continues a history of co-operation between Council and the State Government and its agencies.
2. Financial sustainability
Undertaking planning scheme amendments can be a costly process and GVW's proposal to have this amendment undertaken by the GLPS will relieve Council of the accompanying financial burden, including staff time, to undertake this amendment.
3. Engage with regional partners, including the Hume Regional Road Group, to deliver regional infrastructure planning and works that will benefit our municipality.

Financial

There are no financial impacts on Council as a result of consenting to this request. Consenting to GVW seeking to have this amendment managed by the GPLS will relieve Council of the cost of managing and processing this amendment. Were Council to withhold its consent, a future planning scheme amendment application to Council by GVW would see Council incurring staff and financial costs in the management and processing of the amendment.

Social

There are no social impacts on Council as a result of this request. It is assumed that the amendment will allow GVW to continue to enhance their facility to serve the needs of the people of Mansfield Township. Any social impacts identified by affected landowners in the vicinity, as a result of exhibition of the amendment would be dealt with by GLPS in the processing of the amendment.



13.2.3 Request for Council Consent – Rezoning of Land under Government Land Planning Service – Withers Lane, Mansfield - Cont...

Environmental

It is noted that the land is presently used for the purposes of irrigation associated with the GVW Wastewater Management Facility. Where a permit is required any future use and development of the land for any other purposes will require consideration of environmental impact.

There are no negative, environmental impacts identified by Council as a result of this request.

Economic

It is considered that enabling the ongoing use of land for critical urban infrastructure and associated uses will have positive economic benefits for Mansfield generally.

There are no economic impacts on Council as a result of this request unless Council refuses to grant consent to the request in which case Council would likely have to deal with the application including statutory panel and staff costs involved were an application lodged by GVW.

Risk Management

There are no risks associated with this report.

Community Engagement

This report is recommending that the planning scheme amendment be undertaken by the Government Land Planning Service, who would be responsible for any exhibition requirements as required by the Department of Environment, Land, Water and Planning. However, the rezoning is not considered to have any detrimental amenity impacts on the community, and will effectively zone the land in accordance with its use.

Key Issues

The request from Goulburn Valley Water is considered a reasonable response to how the land is used, and will reflect the appropriate zoning for the area. Referring the amendment process to the Government Land Planning Service will alleviate resourcing issues for Council officers and still achieve an appropriate outcome for the site.

Recommendation:

THAT COUNCIL having considered Goulburn Valley Water's request:

- 1. Provide written consent to Goulburn Valley Water (GVW) for the rezoning of the land;**
- 2. Request that Council be provided with opportunities to comment on any future Planning Scheme Amendment process under the GLPS.**

13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE

13.3.1 Council Plan Performance Reporting Q3 20-21

File Number: E4397
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020* (the Act).

Introduction

This report presents Council with an update on Council's performance against the Mansfield Shire Council Plan 2017-21.

Background

Item 5.3.2 of the Council Plan 2017-2021 requires management to provide quarterly updates on the delivery of the Council Plan and its performance measures.

Policy and Legislative Implications

The Local Government Performance Reporting Framework is a mandatory system of performance reporting for all Victorian councils. It ensures that councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

The *Local Government (Planning and Reporting) Regulations 2020*, which came into effect on 24 October 2020, require Council to indicate publically (in the annual report) whether they have received:

- Council Plan reporting - A report reviewing the performance of Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year; and
- Performance reporting - six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 98 of the *Local Government Act 2020*.

Council Plan

Strategic Direction Five: Responsible Leadership

Strategic Objective 5.3: Our organisation transparently reports on its performance through a comprehensive reporting and audit framework.

Financial

There are no financial implications in relation to this matter



13.3.1 Council Plan Performance Reporting Q3 20-21 - Cont...

Social

There are no social implications in relation to this matter

Environmental

There are no environmental implications in relation to this matter

Economic

There are no economic implications in relation to this matter

Risk Management

N/A

Community Engagement

N/A

Key Issues

See the attached report for details of performance against the Mansfield Shire Council Plan 2017-21 as at 31 March 2021 (quarter three of the 2020-21 financial year).

Since the Q2 report, a further ten deliverables have been completed.

Of the six key performance indicators that are shown as red in the report, these reflect results from the community satisfaction survey.

Attachments

- 1 Council Plan Performance Report Q3 20-21

Recommendation:

THAT COUNCIL receive and note the Council Plan Performance Report as at 31 March 2021.



13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

13.3.2 Gift, Benefits and Hospitality Policy

File Number: E513/2
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020* (the Act).

Introduction

The Gift, Benefits and Hospitality Policy is due for review and endorsement by Council.

Background

The policy outlines Mansfield Shire Council's position on elected Councillors and Council Officers responding to offers of gifts, benefits and hospitality. As a guiding principle, Councillors or staff should not accept gifts. A gift or hospitality can be perceived as intended to, or likely to, influence him or her in the fair, impartial and efficient discharge of their duties as a Councillor or staff member.

As part of the implementation of the Act, it is a requirement that Council adopts a gift policy within 6 months of the election. The Act states that the policy must include a process for the maintenance of a gift register and that Council may review and update the policy.

Mansfield Shire Council has had a Gift, Benefits and Hospitality Policy in place since 2015 and is now due for review, which is timely given the provisions of the new Act.

Policy and Legislative Implications

In accordance with section 138 of the Act, Council must endorse a gift policy by 23 April 2021.

Council Plan

Strategic Direction Five - Responsible Leadership.

Strategic Objective 5.1: *We achieve the highest standards of good governance*

Financial

There are no financial implications in relation to this matter

Social

There are no social implications in relation to this matter

Environmental

There are no environmental implications in relation to this matter

Economic

There are no economic implications in relation to this matter



13.3.2 Gift, Benefits and Hospitality Policy - Cont...

Risk Management

This Policy will ensure that Councillors and staff follow sound and transparent business practices that can withstand any public scrutiny around the acceptance of gifts, benefits and hospitality. Further, it ensures transparent recording and reporting of any gifts, hospitality and benefits received.

Community Engagement

N/A

Key Issues

This policy has been developed to ensure transparency and the principles of good governance and accountability are practised by Councillors and staff when receiving gifts and hospitality in the course of their duties.

Mansfield Shire Council acknowledges that as part of business or cultural practices, at times Councillors and/or council staff will be presented a gift in appreciation. While the Council is appreciative of such acts of generosity it is Council policy that gifts should not be accepted and be politely refused.

This policy confirms that all gifts, benefits and hospitality (as defined in this policy), whether accepted or declined, will be recorded in Council's Gift Register, which is available for public viewing on request.

Attachments

- 1 Gift, Benefits and Hospitality Policy

Recommendation:

THAT COUNCIL endorse the Gift, Benefits and Hospitality Policy 2021



13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

13.3.3 Privacy and Data Protection Policy

File Number: E513/2
Responsible Officer: General Manager Community & Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020* (the Act).

Introduction

The Privacy and Data Protection Policy is due for review and endorsement by Council.

Background

This policy outlines Council's commitment to protecting an individual's right to privacy and the management of personal information as required by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

The Policy applies to both personal information and health information collected and/or held by Mansfield Shire Council. This includes personal information collected on forms, in person, in correspondence, over the telephone, from third parties, through any of Council's public access interfaces or via our website.

This policy outlines the ten Information Privacy Principles (IPPs) and 11 Health Privacy Principles (HPPs) for Councillors, Council officers, contractors, volunteers and members of Council committees to note and observe as required by legislation.

The policy provides details on how Council will collect, use and disclose of personal information having regard to the IPPs and HPPs. It also identifies how Council handles breaches of the policy and privacy complaints.

Policy and Legislative Implications

Council is required to comply with the information privacy principles in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

Council Plan

Strategic Direction Five - Responsible Leadership.

Strategic Objective 5.1: *We achieve the highest standards of good governance*

Financial

There are no financial implications in relation to this matter

Social

Mansfield Shire Council will only use personal information for the primary purpose for which it was collected and any related purpose the individual would reasonably expect the



13.3.3 Privacy and Data Protection Policy - Cont...

Council to use or disclose the information to, or where the individual has consented to the use or disclosure.

Environmental

There are no environmental implications in relation to this matter

Economic

There are no economic implications in relation to this matter

Risk Management

This Policy outlines the process in place to ensure compliance with the collection, use or disclosure of personal information. All requests for personal details must be considered by Council's Privacy Officer in accordance with legislation and Council policy.

Community Engagement

N/A

Key Issues

Only minor amendments have been made to the existing Council policy, including more detailed information about how to deal with breaches of the policy as well as a section on the Notifiable Data Breaches Scheme.

Attachments

- 1 Privacy and Data Protection Policy

Recommendation:

THAT COUNCIL endorse the Privacy and Data Protection Policy



13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

13.3.4 Grants- Exceptional Assistance and Immediate Support Funding Results

File Number: E7278
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

A conflict of interest is declared by member of Council's Business and Community Recovery Advisory Committee (BCRAC) and sub-committee, Bart Smith for the application for Highline due to a personal link with the land owner and one of the event contractors.

A conflict of interest is declared by member of BCRAC, David Ritchie for the application for Harvest Moon due to his involvement in the application.

A conflict of interest is declared by member of BCRAC, Franziska Weiss for the application for Jam Fest due to due to her involvement in the application.

Introduction

This report summarises the outcome of the Exceptional Assistance and Immediate Support Funding (EAISF) 2021 assessment.

Council is requested to approve the BCRAC recommendation to fund Highline Mountain Bike Festival as the successful applicant of the EAISF.

Background

Exceptional Assistance and Immediate Support Funding has been made available through Bushfire Recovery Victoria.

In discussion with BCRAC Council decided to utilise \$100,000 to support one start-up/new event in its most critical early stages to make the event more financially viable in the future.

The grant was promoted to the Mansfield Shire Community with a single round online application process. The application included specific guidelines. Applications were open from early December 2020 through to 1 March 2021, and available to Mansfield Shire based organisations only.

Three applications were received:

- Highline Mountain Bike Festival by Xventure Pty (All Terrain Cycles)
- Harvest Moon, a Food Wine Wellbeing Festival by Delatite Winery
- Jam Fest, a Music Festival by Jamieson Community Group

The assessment process included three steps:

- A sub-committee including three BCRAC members and five Council Officers who checked eligibility, and scored each application against the assessment criteria.

13.3.4 Grants- Exceptional Assistance and Immediate Support Funding Results - Cont...

- Applicants were invited to a Question & Answer session with the sub-committee who then discussed the scored applications to provide a funding recommendation to BCRAC.
- BCRAC determined a final recommendation to Council based on the final assessment score sheet.

Assessment Sub-committee members were:

- Jon Gifford: BCRAC member
- John Lazarov: BCRAC member
- Bart Smith: BCRAC member
- Saskia Van Bever: Council's Community Recovery Coordinator
- Nicole Nye: Senior Council's Coordinator Community and Economic Development
- Danielle Roberts: Council's Economic Development Assistant
- Keira McDonagh: Council's Coordinator Community Development
- Bonnie Clark: Council's Coordinator Youth Services

Policy and Legislative Implications

There are no policy or legislative implications

Council Plan

Strategic Direction Three: Community resilience and connectivity

- Strategic Objective 3.2: We support our communities in meeting their own needs.
 - Provide advice to support local community events, including assistance with sourcing funding opportunities

Strategic Objective Four: Enhance liveability

- Strategic Objective 4.2 We are a community that is passionate about arts, culture, heritage and the environment.
 - Provide advice and expertise to community groups around event organisation and management.

Financial

The Exceptional Assistance and Immediate Support Funding has been made available through Bushfire Recovery Victoria.

The total EAISF amount is \$200,000.

In discussion with BCRAV it was decided to utilise \$100,000 to support one start-up/new event.

Options for the remaining \$100,000 will be considered by BCRAC at an upcoming meeting in April 2021.

13.3.4 Grants- Exceptional Assistance and Immediate Support Funding Results - Cont...

Social

After multiple lock downs and COVID restrictions people have been left feeling isolated. Holding large scale events brings communities together and builds connections and community resilience.

Environmental

Prior to the event being held, the successful applicant will be required to enter into a funding agreement stating that all legal requirements, permits and permissions necessary to undertake the event are the responsibility of the community organisation.

Economic

Applicants have been asked to utilise local suppliers and providers for their event services and assets where possible.

The event will promote visitation from interstate and when allowed, overseas people, and have a positive economic impact for the Shire.

Risk Management

The matters that are the subject of this report are considered within normal operational risk parameters. The successful applicant is required to enter into a funding agreement stating that:

- Council shall not be responsible at any time for any liabilities incurred or entered into by the event organiser as a result of, or in connection with, any activities undertaken as a result of the funding being received.
- The event organiser agrees to indemnify Mansfield Shire Council and its staff, from and against any claim, demand, liability, suit, cost, expense or action arising out of or in any way connected with the project or the activities of the event organiser.
- The event organiser has a current certificate of public liability.

Community Engagement

The grant was promoted to the Mansfield Shire Community with a single round online application process including specific guidelines. Applications were open early December 2020 through to 1 March 2021 and available to Mansfield based organisations.

The grant was promoted through:

- Media release
- Mansfield Matters advertisement running for the entire period of the application round
- Facebook posts on the Mansfield Shire Council page and shared to multiple local Facebook groups/ notice boards
- Inclusion in the weekly Mansfield Shire Council business newsletter
- Word of mouth through BCRAC members, Council staff and RDV Officer
- All community groups on the Mansfield directory were emailed directly



13.3.4 Grants- Exceptional Assistance and Immediate Support Funding Results - Cont...

Key Issues

Following the assessment process, results of the three applications are as follows:

Applicant	Reasoning behind assessment
Highline Mountain Festival	Highline Mountain festival scored highest due to the very clearly shown economic benefit, yield dispersal and growth potential. The event will be the first of its kind in Australia, making sure Mansfield is put on the map as a mountain bike destination ahead of locations such as Bright and Falls Creek. The riding style attracts national and international riders and sponsors, guaranteeing media exposure for Mansfield and surroundings. Organisers committed to working with local providers throughout the Shire and to donating some of the sponsorship income to the local girls' guides.
Delatite Winery	Harvest Moon Festival scored second highest. Lower scores were given because growth potential to ensure greater economic impact and sustainability was not clearly outlined.
Jamieson Community Group	Scored lowest due to the uncertain sustainability of the event and no clear marketing direction.

Both unsuccessful applicants will be given feedback and assistance will be offered to find alternative external funding.

Attachments

NIL

Recommendation:

THAT COUNCIL:-

- (1) supports the Business and Community Recovery and Resilience Advisory Committee's (BCRAC) recommendation to fund the Highline Mountain Bike Festival by Xventure Pty Ltd (All Terrain Cycles) through the Exceptional Assistance and Immediate Support Funding with a grant of \$100,000**
- (2) writes to all applicants to thank them for their application and to inform them of the results, and**
- (3) thanks the Business and Community Recovery and Resilience Advisory Committee for assisting Council in this process.**



13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

13.3.5 Finance Report: 1 July 2020 to 31 March 2021

File Number: E39
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020*.

Introduction

This report provides information on Council's financial performance against the 2020-21 budget.

This report is for noting only and no decision is required.

Background

Council adopted the budget for the 2020-21 financial year at its meeting of 4 August 2020. Subsequently Council approved carry forward projects from the 2019-20 year which have now been included and form part of the Updated Budget 2020-21.

This report explains material variances between the year to date actual financial results and the Updated Budget 2020-21. Favourable variances are reported as positive values, while unfavourable variances are shown as negative values.

Policy and Legislative Implications

Section 97 of the *Local Government Act 2020* requires quarterly reporting as soon as practicable after the end of each financial quarter, and in addition, a statement by the CEO in the second quarterly report of the financial year as to whether a revised budget is or may be required.

Council Plan

Strategic Direction Five: Responsible leadership

Financial

There is no direct financial impact in relation to this report. The financial reports attached provide the opportunity for regular monitoring of Council's financial position to ensure compliance with budgets.

Social

Nil.

Environmental

Nil.



13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

Economic

Nil.

Risk Management

Regular financial reporting is part of Council's financial strategy to ensure budgets are complied with and the short to medium term financial sustainability of Council is maintained.

Community Engagement

The 2020-21 budget engagement process facilitated opportunities for community input to and feedback on Council's budget. There has been no community engagement around the actual results against the budget.

Key Issues

DASHBOARDS

Below is a high level dashboard of the actual year to date (YTD) result against budget, and the forecast year end result against budget.



13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

YTD Dashboard

Indicator	Result YTD	Budget YTD / Target	Favourable / Unfavourable	Variance
Operating surplus/(deficit)	11,832,731	8,914,639	F	2,918,092
Underlying surplus/(deficit)	10,681,587	7,818,456	F	2,863,131
Capital expenditure	737,663	3,776,471	U	(3,038,808)
Working capital ratio	7.90	1.00	F	6.90
Cash and financial assets	16,528,013	8,146,000	F	8,382,013

	\$'000 YTD Revised Budget	\$'000 YTD Actual	\$'000 YTD Variance
Underlying surplus/(deficit)	5,403	7,151	(1,747)
Surplus/(deficit)	11,458	10,022	1,436
Departmental results			
Business and Performance	12,557	12,415	142
Community & Economic Development	(1,459)	(1,135)	(324)
Community Health and Wellbeing	(530)	(193)	(338)
Community Safety	(372)	451	(823)
Executive Management	(630)	(663)	33
Field Services	(1,571)	(1,313)	(257)
Governance & Risk	(931)	(693)	(238)
Operations & Capital Works	(1,323)	(1,133)	(190)
People & Culture	(883)	(844)	(39)
Planning & Environment	53	222	(169)
Operating result (excl capital income)	4,910	7,113	(2,203)
Capital works expenditure (net of income)	(5,214)	(216)	(4,998)



13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

Forecast Dashboard

Indicator	FY Budget	FY Forecast	Favourable / Unfavourable	Variance	
Operating surplus/(deficit)	7,783	3,732	U	4,051	52%
Underlying surplus/(deficit)	430	644	U	(213)	-50%
Capital expenditure (net of income)	(10,290)	(7,586)	U	(2,704)	26%

	\$'000 FY Updated Budget	\$'000 FY Forecast	\$'000 FY Variance	%
Underlying surplus/(deficit)	430	644	213	50%
Surplus/(deficit)	7,783	3,732	(4,051)	-52%
Departmental results				
Business and Performance	10,062	10,041	(21)	0%
Community & Economic Development	(1,943)	(1,763)	181	-9%
Community Health and Wellbeing	(779)	(605)	174	-22%
Community Safety	(564)	(557)	7	-1%
Executive Management	(894)	(917)	(23)	3%
Field Services	(1,705)	(1,743)	(38)	2%
Governance & Risk	(1,097)	(1,030)	67	-6%
Operations & Capital Works	(1,769)	(1,734)	35	-2%
People & Culture	(601)	(689)	(88)	15%
Planning & Environment	(937)	(1,031)	(94)	10%
Operating result (excl capital income)	(227)	(28)	199	-88%
Capital works expenditure (net of income)	(10,290)	(7,586)	2,704	-26%



13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

VARIANCE ANALYSIS

Detailed variance analysis is shown below.

Actual YTD against Budget

Operating Finance Report

Operating Income & Expenditure Actual against Updated Budget

The year to date operating result (excluding capital income which is discussed below with capital expenditure) is favourable (underspent) against the 2020-21 Updated Budget by \$2.2m (45%). Major variances are summarised below.

Favourable Variances (underspend or increased income)

- \$91k Information Technology – Timing issues in relation to software maintenance and consultancy costs. Phone costs under budget due to refund received from prior year.
- \$71k Customer Service & Records – Timing issues mainly relating to software expenditure costs. Wages currently under budget due to Working For Victoria staff and therefore secondment not being backfilled.
- \$142k Economic Development – Business & Industry – \$84k relates to Activating Outdoor Dining grant received, not yet fully expended. This grant was not budgeted, but will be fully spent and acquitted. Bushfire Recovery initiatives also underbudget YTD by \$62k, to be fully acquitted by the end of the financial year (timing variance only).
- \$131k Economic Development – Tourism & Events – Events postponed due to COVID19.
- \$240k Family Services & Partnerships – \$98k grant received for Community Activation & Social Isolation which has not yet been fully expended. Additional Integrated Family services income has been secured increasing income over budget. Maternal & Child Health are currently under spent by \$93k YTD, partly due to carry forward funds from prior year not yet spent.
- \$71k Youth Services – Youth services were shut down over COVID19 restrictions resulting in reduced expenditure YTD. Timing issues in relation to expending grants funds for Freeza, L2P & Engage programs.
- \$109k Building – \$75k grant received and not yet expended for Women Building Practitioner. Building income is over budget \$22k YTD.
- \$835k Emergency Management – Recovery – Bushfire Recovery grant funds were not budgeted as received in 2019-20 but accounted for in 2020-21 due to new accounting standards.

13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

- \$255 Plant Operating – Income over budget, however this is an internal charge only. Offset by increased plant hire costs (predominately in the Roads area)
- \$140k Council - \$120k budgeted for Victorian Electoral Commission (VEC) costs which have not been paid (timing only). Other minor timing variances.
- \$125k Risk Management – Insurances came in under budget by \$86k. Risk Officer role has not yet been filled.
- \$52k Community Assets & Land Management – Repairs and maintenance on buildings is currently under budget. Some timing variances in relation to rent invoiced in advance. Legal budget has not yet been required.
- \$99k Engineering Services – Wages under budget due to vacancies for significant part of the year. GIS position has not yet been filled. Training budget significantly under budget YTD.
- \$88k Working for Victoria – Timing only. Grant funding for this program has been received in advance.
- \$49k Strategic Planning – Consultancy costs are under budget.
- \$225k Waste Management – Waste Officer role is to commence 12 April. Timing issue in relation to invoices not yet processed for landfill costs.

Unfavourable Variances (overspend or decreased income)

- \$123k Financial Services – Interest on investments under budget \$40k YTD due to lower than budgeted interest rates. Timing issues in relation the Victorian Grants Commission payments (partly paid in June 2020).
- \$47k Revenue Services – Timing of the Fire Services Property Levy grant which has not yet been received.
- \$62k Salaries & Wages Clearing – Minor timing issues due to timing of leave taken.
- \$71k Emergency Management – Pandemic costs not budgeted.
- \$91k Local Laws – Timing of animal registrations due to be received in April. Wages over budget due to overtime worked.
- \$52k Field Services - \$29k relates to plant charges which were not budgeted and are an internal charge only. Other areas currently over budget include materials, training and wages.
- \$45k Human Resources - Over budget due to organisational restructure costs.

13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

- \$160k Statutory Planning – Overspent \$110k YTD in legal expenses. VCAT cases for the Station Street Convenience Restaurant and Service Station applications have cost \$120k YTD, and are forecast to reach \$130k. Statutory planning services review was not budgeted. Staff costs are over budget \$13k due to contract staffing required to cover vacancies whilst recruitment is undertaken, predominantly offset by savings in Development Services staff costs for vacancy at the manager level.

Capital Works Report

A summary of Council's budget Capital Works Program for 2020-21 is shown below:

Project	Purpose	Budgeted Project cost	External funding
Building renewal – Mechanics Institute	To contribute to the State Funding (\$600k) obtained by the Kinder to renovate the Mechanics Institute as part of the Kinder Masterplan redevelopment	\$173k	The funding will be used to math State funding the Kinder has been awarded.
Building renewal - general	Maintain council's buildings at optimal condition	\$400k	nil
Solar panels	Install solar panels on xx Council buildings	\$30k	nil
Nets behind the goals	Address insurance risk of wayward footballs injuring users of the netball courts or people/vehicles in the car park at the Mansfield Recreation Reserve	\$75k	\$38k to be raised from community contributions (ie sporting clubs or local businesses).
Plant & Equipment	Renewal of various light and heavy fleet, furniture, and ICT hardware	\$573k	nil
Reseal program	Road renewal – resealing the surface of sealed (bitumen or similar) roads	\$1.4m	\$592k – roads to recovery (recurrent Commonwealth funding)
View Street reconstruction	Upgrade of View Street (road surface and drainage) – key passage way to the new sports stadium	\$1.1m	Nil
Resheet program	Road renewal – resheeting unsealed roads with new material (gravel or similar)	\$1.4m	\$592k – local road and community infrastructure funding (non-recurrent Commonwealth funding)
Intersection upgrades	A new roundabout at the intersection of View Street and Highett Street to facilitate bus and school traffic, and the new stadium.	\$1m	\$600k Fixing Country Roads (non – recurrent State funding)



Project	Purpose	Budgeted Project cost	External funding
Infrastructure renewal	General renewal of Council's kerb and channel, drainage, bridges, footpaths and cycleways, and the pool.	\$981k	nil
Lords Pavillion	Construction of a new community pavilion including female friendly change rooms at the Lords Oval.	\$3.7m	\$3.2m – funding not yet identified
Outlying Communities Infrastructure Fund	A fund to which Community groups from outer communities can apply for small infrastructure projects	\$100k	Nil
Cardboard baler	New plant to bale cardboard at the Resource Recovery Centre so it can be stored more effectively and sold	\$90k	Nil
Indigenous Garden	Development of an indigenous garden at the Mansfield Botanic Park in partnership with the Ghadaba local indigenous network (GLIN)	\$62k	\$62k – fully funded (State funding accessed by the GLIN)
Playground	A new playground at the Botanic Park to replace aging and unsafe equipment	\$667k	\$417k – funding unidentified
Car park and bus turning circle	A new car park and bus turning circle at the new sports stadium off View Street	\$1.4m	\$88k – federal government funding as part of the stadium project (Building Better Regions).
Dual Court indoor stadium	A new multisport, dual court indoor sports stadium, in partnership with the local secondary college	\$1.7m (carried forward from prior year – total project \$3.31m)	\$3.31m – Building Better Regions (commonwealth funding).

Capital Income & Expenditure Actual against Budget

The net year to date capital works variance (net of capital income) is \$4.99m (96%) underspent compared to the 2020-21 year to date Updated Budget. Major variances are summarised below.

Favourable Variances (underspend or increased income)

- \$185k Bridges Renewal – Work expected to be carried out in May 2021.
- \$97k Bridges Structural Assessment – Assessment currently underway.

13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

- \$300k Toilet Block Refurbishment Program – Work is currently out for tender and is expected to come in \$50k under budget.
- \$200k Misc Drainage Works Provision – Work expected to take place in June 2021.
- \$539k Botanic Park Playground – Project expenditure is expected to come in under budget by \$83k. This however is being offset by a shortfall in funding of \$192k.
- \$160k Plant Purchases – New roller and backhoe are currently out for quotation. It is anticipated that the full budget will be expended this year.
- \$1.8m Heavy Vehicle Bypass – Project has been delayed and is to be re-scoped by designer.
- \$1m View Street Roundabout – Predominately timing of invoicing. The entire project of View Street upgrade and the roundabout is expected to come in \$681k under budget.
- \$1.4m Resheets – Timing only. Work on this contract has now commenced. Scope of project has been increased and is funded from Agrilinks grant and savings made on View Street project.
- \$104k Barwite Road Reconstruction – Reconstruction work was carried forward from prior year, and is now planned to be spent on design works. This will come in under budget, and savings are planned to be spent on various culverts.
- \$423k Fixing Country Roads Income – Income carried forward from prior year under new accounting standards implemented.
- \$276k Kerb & Channel Renewal – Currently in scoping stages and project likely to be completed in June 2021.
- \$1.2m Dual Court Indoor Sporting Stadium – Project has been delayed due to COVID19. Payment for next stages will be fall due April.

Unfavourable Variances (overspend or decreased income)

- \$192k Playground Income – Unable to source full funding amount as per the budget (see comment above about savings)
- \$295k Resheets Income – Timing only. 50% of Local Roads & Community Infrastructure Program has been paid, the other 50% is yet to be paid. An additional \$191k Agrilinks grant has also been secured.
- \$443k Roads to Recovery Income – Timing only, no claim has yet been made for payment. Claim will be made in March quarterly report.
- \$3.2m Lords Reserve Recreation Facilities Income – No grant income has been sourced for this project to date.



13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

Overall Position YTD

Operating Variance Favourable/(Unfavourable)	\$2,203,213
Capital Variance Favourable/(Unfavourable)	<u>\$4,997,994</u>
Total Variance Favourable/(Unfavourable)	\$7,201,158

Working Capital Ratio YTD

The working capital ratio (WCR) compares current assets to current liabilities and is an indicator of Council's capacity to meet its immediate debts when they fall due. A WCR of more than 1:1 (or 100%) is considered healthy.

WCR = 6.75 (675%)

Full Year Forecast against Budget

Operating Finance Report

Operating Income & Expenditure Budget against Forecast

The operating forecast reflects an anticipated decrease in operating surplus of \$199k compared to the Updated Budget for 2020-21. Major variances are summarised below.

Favourable Variances (underspend or increased income)

- Community & Economic Development – savings from COVID closures at the library (\$44k) and cancelled events (\$102k)
- Community Health & Wellbeing – \$85k additional income received for Integrated Family Services and Maternal & Child Health programs. \$60k reduced expenditure in relation to Maternal & Child Health due to delays in employment.
- Governance & Risk - \$85k savings in insurance premiums.

Unfavourable Variances (overspend or decreased income)

- Business Performance - \$46k lower than budgeted interest income due to low interest rates.
- Planning & Environment - \$130k increase in expenditure for legal and consultancy fees incurred for defending VCAT planning cases.



13.3.5 Finance Report: 1 July 2020 to 31 March 2021 – Cont...

Capital Works Report

Capital Income & Expenditure Budget against Forecast

The capital forecast shows a \$2.7m anticipated decrease in capital expenditure, net of income. Major variances are summarised below.

Favourable Variances (underspend)

- \$740k savings in the Car Park and Bus Turnaround at the new Alex Pullin Stadium
- \$681k savings in the View Street upgrade / roundabout
- \$1.07m delays in Heavy Vehicle Bypass project.
- \$333k savings in road re-sheets due to increased funding received.
- \$454k Lord oval funding not secured, therefore project will not proceed at this stage.

Unfavourable Variances (overspend)

- \$109k Botanic Park playground – unable to source full funding as per the budget (shortfall of \$192k), and although specifications were modified to reduce the total project costs from \$667k to \$584k there is still a net increase in spend.

Attachments

March 2021 Year to Date Financial Report, comprising:

- 1 Income and Expenditure Summary
- 2 Operating Report – income and expenditure by business unit
- 3 Capital Works Report – income and expenditure
- 4 Balance Sheet
- 5 Statement of Cash Flows

Recommendation:

THAT COUNCIL receives the Year to Date Finance Report for the period 1 July 2020 to 31 March 2021.



13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

13.3.6 Proposed Budget 2021-22

File Number: E7253
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020*.

Introduction

The proposed Budget for 2021-22 is presented to Council for endorsement.

The draft will then be made available for public exhibition for a period of 28 days. Public submissions received will be considered by Council prior to formal adoption of the Budget in June.

Background

The proposed Budget 2021-22 (the Budget) contains the necessary statutory information required under the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

The Budget responds to the results of the Long Term Financial Plan, and seeks to achieve:

- Fully funded asset renewal
- Breakeven underlying result
- Breakeven or better cash result
- Increasing cash reserves above \$3 million
- Debt below prudential level of 60% of rates

Key indicators in the Budget are:

- Operating surplus \$3.9 million
- Underlying deficit \$0.1 million
- Cash inflow from operations of \$8.2 million
- Cash reserves of \$8.4 million
- Debt at 29% of rates including new borrowings at a maximum of \$2.6m to deliver the Heavy Vehicle Alternative Route (part funded by the Federal Government)
- Asset renewal of \$5.9 million (compared to depreciation of \$4.2 million), new assets of \$1.9 million and asset upgrades of \$4.1 million

13.3.6 Proposed Budget 2021-22 – Cont...

Policy and Legislative Implications

The preparation of the Proposed Budget is governed by the following legislation:

- *Local Government Act 2020*, Sections 94-96
- *Local Government Act 1989*, Section 223
- *Local Government (Planning and Reporting) Regulations 2020*

The Budget also gives consideration to Council's Financial Management Strategy policy.

Council Plan

Section 94 of the Act requires council budgets to give effect to the Council Plan.

The current Mansfield Shire Council Plan expires 30 June 2021 and, in the first year of implementation of the new *Local Government Act 2020*, the statutory timeframes for adoption of the new Council Plan do not allow alignment with the budget.

Council expects to adopt its new Council Plan (2021-2025) by the statutory date of 31 October 2021, while Council is required to adopt its Budget 2021-22 by 30 June 2021.

Until such time as the new Council Plan has been adopted, Council will continue to deliver the existing level of services and initiatives across 28 major service categories, which are listed in Section 2 of the Budget document. The Budget has therefore been developed to allocate resources in order to continue providing existing and essential services while containing operating costs.

The 2022-23 budget, which will commence development in November 2021, will respond to the new Council Plan 2021-25 after its adoption in October 2021.

Financial

The Budget is the primary financial planning document for the financial year and underpins all spending in the 2021-22 financial year.

In an effort to provide some economic relief to ratepayers next year, budgeted rate revenue increase has been set at 0% (on the base average rate), which is 1.5% lower than the rate cap determined under the Victorian Government's Fair Go Rates System. This means that Council will not earn any additional income from rates in 2021-22, except in relation to 'new' properties (new parcels from subdivisions, new buildings on previously vacant land etc that are being rated for the first time).

Waste service charges will continue to be set at a level that enables Council to recover the cost of providing services for the collection and disposal of refuse. The cost to provide these services has increased, and service charges have increased accordingly (approximately \$3 to the average household).

13.3.6 Proposed Budget 2021-22 – Cont...

The Budget proposes that Council will fund just a few new initiatives in 2021-22, including:

- \$4.1m to complete the Heavy Vehicle Alternative Route and improve road safety through the central business district of Mansfield. The federal government's \$1.5m funding commitment under the Heavy Vehicle Safety Productivity Program requires that the work is completed in the 2021-22 financial year and Council therefore recommends \$2.6m in borrowings to meet our contribution.
- Council will advocate for a new Heritage Facility at the Station Precinct, delivering on the Master Plan (contingent upon successful applications for \$1.5m government funding).
- \$200,000 in strategic planning capability to progress planning scheme amendments and protect the amenity and land use within the Shire.
- \$130,000 investment in technology improvements to enable smart digital working practices, improved customer service and efficient service delivery.
- \$100,000 for planning and design works to improve the streetscapes in the outlying townships. This is the beginning of a five year program to progressively improve the amenity of our smaller towns and public spaces.
- Service reviews in the areas of rates, property and youth services valued at \$70,000.
- \$67,000 increase in parks and gardens capacity to maintain excellent service levels within the expanding public land areas arising from new subdivisions and development.
- Continuation of the Outlying Communities Infrastructure Fund, valued at \$50,000, to support community led projects for improving assets managed or maintained for community benefit outside of the Mansfield township.
- Solar panel installation on Council buildings valued at \$43,333, continuing the program commenced in 2020-21.

Council typically delivers a capital works program of approximately \$5-6m annually. The 2021-22 program will cost \$11.5m which is funded by:

- \$4.2m from external grants and contributions received
- \$4.7m from Council operations
- \$2.6m in new borrowings

Some of the key infrastructure projects to be undertaken include:

- \$3.4m for extensive road renewal projects (including \$591,592 government funding through the Roads 2 Recovery program and a further \$635,603 through the federal government Local Road and Community Infrastructure fund).
- \$620,000 invested in drainage infrastructure including storm water improvements around the intersection of Apollo Street and High Street in Mansfield, and rejuvenation of the Mullum Wetlands water catchment.
- \$400,000 to inspect and renew bridges infrastructure across the Shire.
- \$200,000 to refurbish the public toilets on Perkins Street in Jamieson.

13.3.6 Proposed Budget 2021-22 – Cont...

The Budget also includes the schedule of proposed fees and charges for 2021-22. The fees and charges have been updated to reflect either statutory requirements, a CPI increase, or cost recovery.

Social

Social issues have been taken into account during the budget process and underpin many of the assumptions contained therein.

Environmental

Environmental issues have been taken into account during the budget process, including the allocation of \$43,333 to continue the installation program of solar panels on Council buildings.

Economic

The global economy is continuing to experience a period of uncertainty as a result of the COVID-19 pandemic. The Budget has been prepared based on the best information available at the time of preparation.

Council's Financial Hardship Policy exists to support ratepayers experiencing financial distress.

Risk Management

The Budget addresses financial risk and the risk of asset failure. It focuses on not increasing Council's operating expenses, instead, renewing community infrastructure assets and planning for the future.

The capital spend in the Budget provides primarily for asset renewal (\$5.9m) above new (\$1.9m) and upgrade (\$4.1m) projects.

Community Engagement

Once Council endorses the Proposed Budget 2021-22, the document will be placed on public exhibition for the statutory period of 28 days, inviting community feedback and submissions.

Council will launch the Proposed Budget 2021-22 through its Engage Mansfield portal on Council's website and advertise the launch via Facebook and local print media. It is proposed to also provide opportunities to ask questions online and to make a formal submission either online or through the post. Hard copies will still be available in print and mailed upon request.

During the exhibition period it is proposed that Council will attend a number of information forums including the Mansfield & District Business Association's "business before hours" event and a Council led non-resident ratepayers forum in Melbourne

Public submissions will be received until close of business 18 May 2021. Public submissions received will be heard by a Special Committee of Council on 25 May 2021. To adhere to social distancing requirements submitters that request to be heard may be encouraged to do so remotely using the ZOOM web conferencing program, depending on the relevant public health advice at the time.



13.3.6 Proposed Budget 2021-22 – Cont...

Key Issues

The Proposed Budget 2021-22 has been developed in accordance with legislative and best practice requirements, based on the model provided by Local Government Victoria.

Attachments

- 1 Mansfield Shire Council Proposed Budget 2021-22 (including proposed schedule of fees and charges)

Recommendation:

That Council:

- 1. Formally prepare the Proposed Budget 2021-22 (including the Schedule of Fees and Charges) for the purpose of Section 94 of the *Local Government Act 2020*.**
- 2. Gives public notice in the Mansfield Courier, on Council's website and Facebook page of the preparation of the Proposed Budget 2021-22 and makes available copies of the Proposed Budget 2021-22 for public inspection purposes.**
- 3. In accordance with Section 223 of the *Local Government Act 1989*, establishes a Special Committee of Council consisting of all Councillors with a quorum of three Councillors to hear submissions in relation to the Proposed Budget 2021-22 on Tuesday 25 May 2021 at the Council Chamber, or held remotely via electronic means.**

13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

13.3.7 Proposed Revenue & Rating Plan 2021-25

File Number: E7253
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020* (the Act).

Introduction

The proposed Revenue and Rating Plan 2021-25 is presented to Council for endorsement.

The draft will then be made available for public exhibition for a period of 28 days during which submissions may be received for Council consideration prior to formal adoption in June.

Background

The Revenue and Rating Plan (the Plan) is a new document required under the Act that establishes the revenue raising framework within which Council proposes to operate. The Plan must cover a minimum period of four years following each Council election (ie 2021-25). Strategies outlined in the Plan will feed into the Budget and long term financial planning documents, as well as other strategic planning documents under Council's strategic planning framework.

Council's proposed Revenue and Rating Plan contains the necessary statutory information required under the Act and sector better practice guidance.

The Plan outlines Council's primary revenue streams including:

- Rates and charges
 - General rates
 - Rating differentials
 - Valuation basis
 - Municipal charge
 - Service charges
 - Special charge schemes
 - Financial hardship
- Other revenue
 - User fees and charges
 - Statutory fees
 - Grants
 - Contributions
 - Investment income

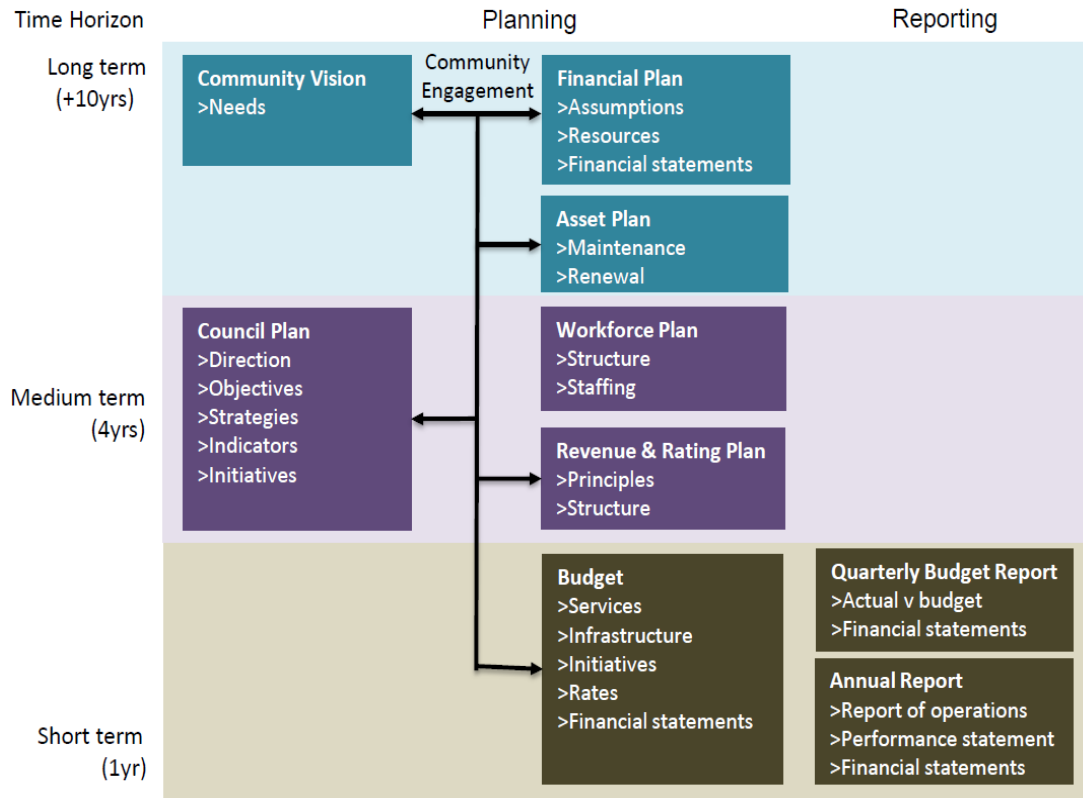
Policy and Legislative Implications

The Revenue and Rating Plan supersedes Council's previous Rating Strategy.

13.3.7 Proposed Revenue & Rating Plan 2021-25 – Cont...

Council Plan

The Revenue and Rating Plan is a statutory document that forms part of the Strategic Planning and Reporting Framework. The infographic below shows the connection to the Council Plan and other strategic planning components.



Financial

The Revenue and Rating Plan does not set revenue targets for Council. Instead it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

The financial impacts are considered in the Budget (short to medium term) and Financial Plan (long term).

Social

There are no significant social considerations in relation to this matter.

Environmental

There are no significant environmental considerations in relation to this matter.

Economic

The disparate impact of annual property revaluations on each differential rating category has been mitigated through revision of the differential percentages. This has the effect of ensuring the revaluation cycle does not unfairly redistribute the rate burden between ratepayers categorised as Commercial, Farmland, Vacant, Rural Residential and Residential.



13.3.7 Proposed Revenue & Rating Plan 2021-25 – Cont...

Risk Management

There are no significant risks in relation to this matter.

Community Engagement

Council will launch the Proposed Revenue & Rating Plan 2021-25 through its Engage Mansfield portal on Council's website and advertise the launch via Facebook and local media. It is proposed to also provide opportunities to ask questions online and to make a formal submission either online or through the post. Hard copies will still be available in print and mailed upon request.

Public submissions will be received until close of business 18 May 2021. Public submissions received will be heard by a Special Committee of Council on 25 May 2021. To adhere to social distancing requirements submitters that request to be heard may be encouraged to do so remotely using the ZOOM web conferencing program, depending on the relevant public health advice at the time.

Key Issues

The Proposed Revenue & Rating Plan 2021-25 (the Plan) seeks to determine an equitable rating structure through the use of differential rates, in accordance with Section 161 of the *Local Government Act 1989*.

The Valuer General Victoria is charged with valuing all rateable properties as at 1 January each year, and these valuations (Capital Improved Value) are used to allocate Council rates.

The preliminary valuations for 2021 have been returned to Council and have been utilised in determining the rating components of the Plan, and preparing the Proposed Budget 2021-22.

The preliminary valuations have returned valuation shifts that are more significant in some categories than others. Unaddressed, this has the effect of shifting the rate burden toward those property categories with higher revaluation increases. To mitigate this and effect an equitable rate burden distribution, Council is proposing to modify the level of the differentials applied to each property category.

The Plan proposes the following rating differentials for 2021-22:

Differential Category	Preliminary property revaluation increase – Capital Improved Value (as at 1 Jan 2021)	Differential as a % of the residential rate		
		2020-21	2021-22 (proposed)	Change
Residential	6.86 %	100 %	100 %	0 %
Rural Residential	13.51 %	89 %	86 %	- 3 %
Farmland	23.20 %	66 %	58 %	- 8 %
Commercial	3.15 %	137 %	143 %	6 %
Vacant land	13.60 %	130 %	130 %	0 %



13.3.7 Proposed Revenue & Rating Plan 2021-25 – Cont...

The final certified valuations will be returned to Council at the end of April, and any changes will be incorporated into the final versions of the Plan and the Budget presented to Council for adoption by 30 June 2021. There are not expected to be significant changes required.

Attachments

- 1 Proposed Mansfield Shire Council Revenue & Rating Plan 2021-25

Recommendation:

THAT COUNCIL:

- 1. Formally prepare the Proposed Revenue & Rating Plan 2021-25 for the purposes of Section 93 of the *Local Government Act 2020*.**
- 2. Gives public notice in the Mansfield Courier, on Council's website and Facebook page of the preparation of the Proposed Revenue & Rating Plan 2021-25 and makes available copies of the Proposed Revenue & Rating Plan 2021-25 for public inspection purposes.**
- 3. In accordance with Section 223 of the *Local Government Act 1989*, establishes a Special Committee of Council consisting of all Councillors with a quorum of three Councillors to hear submissions in relation to the Proposed Revenue & Rating Plan 2021-25 on Tuesday 25 May 2021 at the Council Chamber, or held remotely via electronic means.**



13.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE

13.3.8 Outlying Communities Infrastructure Fund Results

File Number: E7373
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

Disclosure of Conflicts of Interest

The author of this report and Officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the *Local Government Act 2020*.

Introduction

The purpose of this report is to present to Council the outcome of the Outlying Communities Infrastructure Fund 2021 assessment for Council's consideration. The report recommends that Council allocates a total amount of \$50,000 to three community projects.

In addition, as the Outlying Communities Infrastructure Fund is funded annually by Council, the report recommends Council refers an amount of \$50,000 to the draft 21/22 budget for consideration.

Background

The aim of Council's Outlying Communities Infrastructure Fund is to support communities to develop or improve community facilities that enhance liveability, and improve community resilience and connectivity in outlying communities within the Mansfield Shire.

Grants of up to \$20,000 are available from a total funding pool of \$100,000.

To be eligible to be considered for a grant, applicants must be:

- Groups and organisations registered on the Australian Government Australian Business Registry as an Incorporated Association, State or Local Government Entity, or
- Groups or organisations auspiced by an Incorporated Association, State or Local Government Entity

Eligible projects must:

- demonstrate ongoing community benefit
- take place in an outlying community within the Mansfield Shire (not within the Mansfield township as per the Planning Scheme)
- deliver capital improvement to:
 - buildings
 - facilities, or
 - publically accessible land managed/maintained for community benefit
- be 'shovel ready' with a starting date less than 12 weeks from 30 June 2021.

The funding round was from 5 February 2021 to 5 March 2021



A total of four applications were received with a total grant request of \$68,000.

Applications were assessed by a panel comprising:-

Name	Title
Chris Snook	General Manager Community & Corporate Services
Peter Hawkins	Acting Manager Planning & Environment
Kristian Burchat	Manager Operations & Capital Works
Belinda Langlands	Senior Accountant
Keira McDonagh	Coordinator Community Development
Michael Er	Project Engineer (Working For Victoria)

Applications were assessed against the following criteria:

CRITERIA	WEIGHTING
demonstrated link to funding objective with clear evidence of demand for the project and the ongoing benefits to community	50%
detailed project planning and demonstrated capacity to deliver project successfully	40%
community contribution	10%

A summary of the applications and the panel's recommendations are outlined in the attachment.

Policy and Legislative Implications

Nil

Council Plan

- Strategic Direction One – Participation and Partnerships
- Strategic Direction Three – Community Resilience and Connectivity
- Strategic Direction Four – Enhanced Liveability

Financial

Council's 2020-21 Budget includes a total funding pool of \$100,000 for the Outlying Communities Infrastructure Fund. The total of projects recommended for funding is within the budget allocation.

The Outlying Communities Infrastructure Fund has been allocated annually by Council through its budget processes for a number of years. The fund provides an opportunity for community groups to deliver much needed improvements to their local infrastructure.

To ensure this community funding opportunity continues, it is recommended that Council allocate an amount of \$50,000 to the Outlying Communities Infrastructure Fund in the 2021-22 budget.

Social

The Outlying Communities Infrastructure Fund aims to support communities to develop or improve community facilities that enhance liveability and improve community resilience and connectivity in outlying communities within the Mansfield Shire.

Environmental

Prior to the projects being started, successful applicants will be required to enter into a funding agreement stating that all legal requirements, permits and permissions necessary to undertake the project are the responsibility of the community organisation.

Economic

The matters that are the subject of this report are within normal operational economic parameters.

Risk Management

The matters that are the subject of this report are considered within normal operational risk parameters. The successful applicant is required to enter into a funding agreement stating that:

- Council shall not be responsible at any time for any liabilities incurred or entered into by the community organization as a result of, or in connection with, any activities undertaken as a result of the funding being received.
- The community organisation agrees to indemnify Mansfield Shire Council and its staff, from and against any claim, demand, liability, suit, cost, expense or action arising out of or in any way connected with the project or the activities of the community organisation.

Community Engagement

The Community was informed of the grant application process through the usual social channels, including Council's website. As part of the process, the Community Development Coordinator fields one-on-one requests for support and or further information regarding applications.

An applicant feedback form was included as part of the application form to help inform any future funding rounds.

Key Issues

The three projects recommended for funding will enable much needed enhancements to infrastructure for the local communities. Each of the three projects proposed by the Tolmie Mechanics Institute and Recreation Reserve Committee, the Bonnie Doon Football and Netball Club, and the Merton Recreational and Memorial Reserves Inc will contribute in some way to increasing and improving accessibility to facilities, particularly for people with



disabilities, improving the condition and therefore the enjoyability of the facility leading to increased usage, and supporting active living through enhancing local amenities. An allocation of funds in the 2021-22 budget will ensure that community groups in the outlying communities within the Mansfield Shire will have access to dedicated funds to address the needs in their own local communities. The value of these projects to local communities demonstrates the effectiveness of this fund.

Attachments

1. Assessment Panel Report

Recommendation:

THAT COUNCIL

- (1) Allocates the following funds from its Outlying Community Infrastructure Fund 2021 to:**
 - a. Tolmie Mechanics Institute and Recreation Reserve Committee \$10,000**
 - b. Bonnie Doon Football and Netball Club \$20,000**
 - c. Merton Recreation and Memorial Reserves Inc. \$20,000**
- (2) Refers an amount of \$50,000 to the 2021-22 budget for an Outlying Community Infrastructure Fund 2022.**
- (3) Writes to both the successful and unsuccessful applicants to advise them of the outcome and thank them for their applications.**

14. ASSEMBLIES OF COUNCILLORS

An assembly of Councillors is referred to in Council’s Governance Rules as a “meeting conducted under the auspices of Council”, meaning a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name);

A written record of each assembly is held by Council and is available for public inspection.

The following is a list for the past month of assemblies held, the issues discussed and any conflicts of interest declared.

DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
9 March 2021	<p>Councillors’ Briefing Session – Budget Workshop #3</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe – via Zoom • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>External Attendees:</p> <p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate, Chris Snook • Business and Performance Manager, Mandy Kynnersley • Manager Operations and Capital Works, Kristian Burchat • Coordinator Asset Management, John Hodson 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Capital Renewal, New Initiatives and Long Term Forecast.
16 March 2021	<p>Councillors’ Induction Session #11</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe – via Zoom • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>External Attendees:</p> <ul style="list-style-type: none"> • RDV Representative, Hilary Manning • Tourism North East CEO, Bess Nolan-Cook <p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate, Chris Snook • Coordinator Governance and Risk, Michelle Kain 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Lake Eildon Masterplan • Mansfield Station Precinct
30 March 2021	<p>Councillors’ Briefing Session – Budget Workshop #3</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Proposed Budget 2021-22 (incl fees and charges) • Proposed Revenue and Rating Plan • Communications Plan



DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
	<p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate, Chris Snook • Business and Performance Manager, Mandy Kynnersley • Manager Operations and Capital Works, Kristian Burchat 	
30 March 2021	<p>CEO Annual Review</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe – via Zoom • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>External Attendees: Consultant, Margaret Devlin</p> <p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick for final 30 minutes 	<p>Conflicts of Interest: NIL</p> <p>Issues Discussed:</p> <ul style="list-style-type: none"> • CEO performance evaluation
31 March 2021	<p>Bus Tour of Shire</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>External Attendees: Jamieson Community Group</p> <p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate, Chris Snook • Coordinator Governance and Risk, Michelle Kain • Manager Planning and Environment, Melissa Crane • Manager Operations and Capital Works, Kristian Burchat 	<p>Conflicts of Interest: NIL</p> <p>Issues Discussed:</p> <ul style="list-style-type: none"> • Outlying Community networking and discussions
1 April 2021	<p>Councillors' Briefing Session – Budget Workshop #4</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>External Attendees:</p> <ul style="list-style-type: none"> • Mark Davies, FP Solutions <p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate, Chris Snook • Business and Performance Manager, Mandy Kynnersley 	<p>Conflicts of Interest: NIL</p> <p>Issues Discussed:</p> <ul style="list-style-type: none"> • Rates Modelling



DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
6 April 2021	<p>Councillors' Briefing Session</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>External Attendees:</p> <ul style="list-style-type: none"> • Helen Haines, Federal Member for Indi and her Advisor, Hamish McKenzie • Charter KC Consultant, Simon Micmacher • Representatives from the Valuer General's office, Marcus Hann, Terry Maguire <p>Officers:</p> <ul style="list-style-type: none"> • CEO, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate, Chris Snook • Manager Planning and Environment, Melissa Crane • Interim Coordinator Strategic Planning, Peter Hawkins • Graphic Designer, Beatrice Sheldrick • Coordinator Revenue, Bess Gillard • Manager Business and Performance, Mandy Kynnersley 	<p>Conflicts of Interest:</p> <p>Cr Sladdin declared a Conflict of Interest in relation to the MACE/Cubby House discussion.</p> <p>Cr. Rabie declared a Conflict of Interest in relation to the Bonnie Doon Netball and Football Club discussion.</p> <p>Issues Discussed:</p> <ul style="list-style-type: none"> • Council Logo • Gift Policy • Private and Data Protection Policy • Strategic Planning Projects and Planning Amendments • Commercial and Industrial Land Use Strategy • Outlying Communities Infrastructure Fund • Discussion with Helen Haines <ul style="list-style-type: none"> ○ Canberra Open for Business ○ Connectivity including inland rail project ○ Mobile Blackspots ○ Mental and physical health ○ Aged Care ○ Renewable Energy Opportunity ○ Rural Australia Committee ○ Financial Assistance Grants ○ NBN Network • Land Valuation • Leasing and Licencing, Recreation Reserves

Recommendation:

THAT Council receive and note the Assemblies of Councillors report for the period 9 March 2021 to 6 April 2021.

15. COUNCIL RESOLUTIONS REGISTER

This report presents to Council a schedule of outstanding actions from Council meetings held from 20 August 2019 to 16 March 2021.

Attachment

1 Council Resolutions Register

Recommendation:

THAT Council receive and note the Council Resolutions Register as at 16 March 2021

16. ADVISORY AND SPECIAL COMMITTEE REPORTS

Nil.



17. AUTHORISATION OF SEALING OF DOCUMENTS

Nil.

18. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

N/A

19. PRESENTATION OF CONFIDENTIAL REPORTS

Nil.

20. REOPEN MEETING TO MEMBERS OF THE PUBLIC

N/A

21. CLOSE OF MEETING