

OFFICIAL



Mansfield Shire

Council Meeting

Tuesday 26 November 2024 5:00 pm
Mansfield Council Chamber

Notice and Agenda of meeting livestreamed via the
[Mansfield Shire Council website](#)
Commencing at 5pm

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 Tim Berenyi
Cr Bonnie Clark
Cr Steve Rabie
Cr James Tehan
Cr Mandy Treasure

Officers

Kirsten Alexander, Chief Executive Officer
Melissa Crane, General Manager Investment & Planning
Janique Snyder, Executive Manager People, Communications & Governance
Ari Croxford-Demasi, Executive Manager Capital Works & Operations
Nola Cleeland, Executive Manager Community Health & Wellbeing

Order of Business

1. Opening of the meeting

The Chair 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 Model Councillor Code of Conduct.

5. Acknowledgement of Country

The Council affirms its recognition of the Taungurung people being traditional custodians 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 and 127 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. Determination of Mayoral Term

8. Election of Mayor

9. Election of Deputy Mayor

10. Confirmation of minutes

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

11. Confirmation of Oath or Affirmation of Office

12. 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.

13. 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.

14. 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.

15. Officer reports

15.1 Council considers a report from the Chief Executive Officer on the current operations, activities and projects undertaken with each department over the past month

15.2-15.4 Officer reports are presented to the Council, where required.

16. Council resolutions report

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

17. Advisory and Special Committee reports

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

18. 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.

19. Close of meeting

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

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Agenda

1. Opening of the meeting

Pursuant to the provisions of the *Local Government Act 2020* and the *Mansfield Shire Council Governance Rules*, the Chief Executive Officer shall act as Chairperson until the election of the Mayor is concluded.

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 Berenyi
- Councillor Clark
- Councillor Rabie
- Councillor Tehan
- Councillor Treasure

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 state 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 Model Councillor Code of Conduct. We will, at all times, faithfully represent and uphold the trust placed in us by the community.”

5. Acknowledgement of Country

The Chair will recite Council’s Acknowledgement of Country:

“Our meeting is being held on the traditional lands of the Taungurung people. We wish to acknowledge them as the traditional custodians and pay our respects to their Elders past and present. We extend that respect to all members of our community.”

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 Berenyi
- Councillor Clark
- Councillor Rabie
- Councillor Tehan
- Councillor Treasure

7. Determination of Mayoral Term

File Number	E502	Responsible Officer	Chief Executive Officer, Kirsten Alexander
Purpose			

The purpose of this report is to determine the term of office for the Mayor of Mansfield Shire Council.

Executive Summary

In accordance with section 25 of the *Local Government Act 2020* (the Act), Council must elect a Councillor to be the Mayor.

Before a Mayor is elected, the Council must determine the term of the Mayor. Historically, Council has elected a Mayor for a term of one year, however the term of office may be for one or two years.

Under the Act, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the term as is reasonably practicable. Should Council continue to hold its scheduled meetings on the fourth Tuesday of the month, the next Mayoral election would be held by 25 November 2025 or 24 November 2026, depending on the length of the term of office.

Key Issues

The determination of the Mayoral term must precede the election of the Mayor.

Recommendation

THAT COUNCIL:

1. Determines the length of the Mayoral term to be a period of ____ year(s).
2. Determines the next Mayoral election be held at the November _____ scheduled meeting of Council.

Support Attachments

Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

Not Applicable

Legal and Risk Implications

Not Applicable.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 6: Council possesses in-house and outsourced capability to meet community expectations

Strategy 6.1 Use and gain knowledge of our community to make good decisions

Governance - 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.

8. Election of Mayor

File Number	E502	Responsible Officer	Chief Executive Officer, Kirsten Alexander
Purpose			

This report provides advice on the process for the election of the Mayor of Mansfield Shire.

Executive Summary

The *Local Government Act 2020* (the Act) requires Council to elect a Councillor to be Mayor, at a meeting open to the public, by an absolute majority of all Councillors elected to the Council. The Act also requires the Chief Executive Officer to Chair the election of the Mayor.

The role of the Mayor and the specific powers of the Mayor are set out in the Act and require the Mayor to:

- chair Council meetings; and
- be the principal spokesperson for the Council; and
- lead engagement with the municipal community on the development of the Council Plan; and
- report to the municipal community, at least once each year, on the implementation of the Council Plan; and
- promote behaviour among Councillors that is consistent with the Model Councillor Code of Conduct; and
- assist Councillors to understand their role; and
- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- perform civic and ceremonial duties on behalf of the Council.

In accordance with Council's Governance Rules, the Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Act. The election of Mayor must be carried out by a show of hands or such other visual or audible means as the Chief Executive Officer determines.

Nominations are to be in writing in a form prescribed by the Chief Executive Officer and seconded by another Councillor. The nominee is to be provided with an opportunity to accept or decline the nomination.

Once nominations for the office of Mayor have been received, provisions will govern the election of the Mayor as per Chapter 2 Part B of the *Mansfield Shire Council Governance Rules 2022*.

Key Issues

Council is required to elect a Mayor at a meeting open to the public. The successful Councillor will be Mayor of Mansfield Shire until the conclusion of the term of office, as previously determined by Council.

After the Mayor is elected, the Mayor will assume the Chair for the remainder of the meeting, including the election of the Deputy Mayor.

Recommendation
THAT pursuant to the provisions of sections 25 and 26 of the <i>Local Government Act 2020</i> , COUNCIL appoints Cr _____ as Mayor of Mansfield Shire for a term of ___ year/s, no later than the scheduled meeting of 26 November 2024.
Support Attachments
Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

In accordance with section 39 of the Act, a Mayor is entitled to receive from the Council an allowance as a Mayor.

On 7 March 2022, in accordance with section 23A of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (Vic), the Tribunal made the Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022. The Determination applies to all Mayors, Deputy Mayors and Councillors (Council members) in all 79 Victorian Councils.

The Tribunal is required to make an annual adjustment to the values of allowances. On 27 June 2024, the Tribunal made the Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2024. This Determination adjusts the values of allowances with effect from 1 July 2024.

The Determination sets a base allowance for each Council member. The value of the base allowance payable to a Council member varies depending on the role (Mayor, Deputy Mayor or Councillor) and the Council allowance category assigned to the Council as specified in the Determination. Mansfield Shire Council is a Category 1 council.

Table 1: Value of the base allowance for Mayors, by Council allowance category, 1 July 2024 until 17 December 2024

Council allowance category	Value of allowance (\$ per annum)
Category 1	84,498
Category 2	109,114
Category 3	134,954
Category 4 – Melbourne City Council	269,909

Table 2: Value of the base allowance for Mayors, by Council allowance category, 18 December 2024 until 17 December 2025

Council allowance category	Value of allowance (\$ per annum)
Category 1	86,722
Category 2	111,987
Category 3	138,506
Category 4 – Melbourne City Council	277,014

Table 3: Value of the base allowance for Mayors, by Council allowance category, from 18 December 2025

Council allowance category	Value of allowance (\$ per annum)
Category 1	88,945
Category 2	114,857
Category 3	142,057
Category 4 – Melbourne City Council	284,116

Legal and Risk Implications

Sections 25 and 26 of the Act govern the election of the Mayor and when the Mayor is to be elected.

Section 20 of the Act provides for when the office of the Mayor becomes vacant.

The process for electing the Mayor is to be conducted in accordance with the Mansfield Shire Governance Rules.

Regional, State and National Plans and Policies

Local Government Act 2020.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 6: Council possesses in-house and outsourced capability to meet community expectations

Strategy 6.1 Use and gain knowledge of our community to make good decisions

Governance - 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.

9. Election of Deputy Mayor

File Number	E502	Responsible Officer	Mayor
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Purpose

This report provides advice on the process for the election of the Deputy Mayor of Mansfield Shire.

Executive Summary

The *Local Government Act 2020* (the Act) states Council may establish an office of Deputy Mayor. Council's *Governance Rules* outline the process for the election of a Deputy Mayor.

Under the Act, the Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if—

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- the office of Mayor is vacant.

The Deputy Mayor does not hold any other additional powers or functions.

In accordance with Council's *Governance Rules*, the election of the Deputy Mayor must be by a show of hands or such other visual or audible means as the Chief Executive Officer determines at a meeting open to the public.

The process for the election of a Deputy Mayor is the same as the process for the election of Mayor, i.e., in accordance with Council's *Governance Rules*.

The successful Councillor will hold the position of Deputy Mayor until the term of office for the Mayor concludes, as previously determined by Council.

Key Issues

The Act and Council's *Governance Rules* provide for the position of Deputy Mayor and govern the process for the election. Should Council proceed to elect a Deputy Mayor, the successful Councillor would hold the position of Deputy Mayor until the Mayoral term of office concludes, as previously determined by Council.

Recommendation

THAT pursuant to the provisions of sections 27 of the *Local Government Act 2020*, COUNCIL appoints Cr _____ as Deputy Mayor of Mansfield Shire for a term of 1 year, no later than the scheduled meeting of 26 November 2024.

Support Attachments

Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

In accordance with section 39 of the Act, a Deputy Mayor is entitled to receive from the Council an allowance as a Deputy Mayor.

On 7 March 2022, in accordance with section 23A of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (Vic), the Tribunal made the Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022. The Determination applies to all Mayors, Deputy Mayors and Councillors (Council members) in all 79 Victorian Councils.

The Tribunal is required to make an annual adjustment to the values of allowances. On 27 June 2024, the Tribunal made the Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2024. This Determination adjusts the values of allowances with effect from 1 July 2024.

The Determination sets a base allowance for each Council member. The value of the base allowance payable to a Council member varies depending on the role (Mayor, Deputy Mayor or Councillor) and the Council allowance category assigned to the Council as specified in the Determination. Mansfield Shire Council is a Category 1.

Table 4: Value of the base allowance for Deputy Mayors, by Council allowance category, 1 July 2024 until 17 December 2024

Council allowance category	Value of allowance (\$ per annum)
Category 1	42,248
Category 2	54,558
Category 3	67,477
Category 4 – Melbourne City Council	134,955

Table 5: Value of the base allowance for Deputy Mayors, by Council allowance category, 18 December 2024 until 17 December 2025

Council allowance category	Value of allowance (\$ per annum)
Category 1	43,360
Category 2	55,994
Category 3	69,252
Category 4 – Melbourne City Council	138,507

Table 6: Value of the base allowance for Deputy Mayors, by Council allowance category, from 18 December 2025

Council allowance category	Value of allowance (\$ per annum)
Category 1	44,473
Category 2	57,429
Category 3	71,028
Category 4 – Melbourne City Council	142,058

Legal and Risk Implications

Not Applicable

Regional, State and National Plans and Policies

Local Government Act 2020.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 6: Council possesses in-house and outsourced capability to meet community expectations

Strategy 6.1 Use and gain knowledge of our community to make good decisions

Governance - 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.

10. Confirmation of minutes

Recommendation

THAT the Minutes of the Mansfield Shire Council meeting held on 26 November 2024 be confirmed as an accurate record. Cr James Tehan

11. Confirmation of Councillor Oath or Affirmation of Office

In accordance with section 30 of the *Local Government Act 2020*, it must be recorded in the minutes of Council that the Mansfield Shire Councillors oath or affirmation of office was undertaken.

Recommendation

THAT COUNCIL, in accordance with section 30 the Local Government Act, confirms that the following Councillors of Mansfield Shire Council have taken their Oath or Affirmation of Office administered by the Chief Executive Officer:

- Cr James Tehan
- Cr Steve Rabie
- Cr Mandy Treasure
- Cr Bonnie Clark
- Cr Tim Berenyi

12. Representations

13. Notices of motion

14. 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.

15. Officer reports

15.1. Chief Executive Officer's report

File Number: E103

Responsible Officer: Chief Executive Officer, Kirsten Alexander

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
- Governance
- Capital Works
- Statutory & Strategic Planning
- Property
- Building Services
- Regulatory Services
- Waste Services
- Revenue Services
- Field Services
- Community Health and Wellbeing
- Library
- Visitor Services
- Communications
- Digital Transformation Project

Recommendation

THAT COUNCIL receive and note the Chief Executive Officer's report for the period 1 October 2024 to 31 October 2024.

Support Attachments

1. CEO Monthly Report - October 2024 [15.1.1 – 49 pages]

15.2. Investment and Planning

15.2.1. Planning Permit Application P152/22 - 295 Tabletop Road, Bridge Creek

File Number	DA3040/ P152/22	Responsible Officer	Senior Statutory Planner, Claire Wilkinson
Purpose			

This report seeks Council’s determination of planning permit application P152/22, lodged for buildings and works for the alteration of an existing dwelling and change of use of existing outbuilding to group accommodation. This application is being referred to Council for determination as the permit applicant is an employee of Mansfield Shire Council.

Executive Summary	
<i>Application Details</i>	
APPLICANT	A Ellis & J Snyder
PROPOSAL	Buildings and works for the alteration of an existing dwelling and change of use of existing outbuilding to group accommodation
APPLICATION LODGED	8 August 2022 Application amended 19 August 2024 (to include alterations and extension to existing dwelling)
NOTICE AND SUBMISSIONS	Advertised in accordance with Section 52 of the <i>Planning and Environment Act 1987</i> . Notices sent to four (4) Owners/Occupiers of surrounding properties. Notice on site - Yes No objections received. (4 April 2023 – 26 April 2023)
<i>Property Details</i>	
PROPERTY ADDRESS	295 Tabletop Road, Bridge Creek
LAND DESCRIPTION	Crown Allotment 49A Parish of Dueran
ENCUMBRANCES	Nil
EASEMENTS	Nil
LAND AREA	3.5 hectares (approx.)
EXISTING USE	Small farming allotment- no agricultural use
EXISTING DEVELOPMENT	Dwelling and outbuilding
<i>Planning Provisions</i>	
ZONE	Clause 35.07 – Farming Zone (FZ)
OVERLAYS	Clause 42.01 – Environmental Significance Overlay – Schedule 2 (ESO2)
MUNICIPAL PLANNING STRATEGY	Clause 02.03-1 – Settlement Clause 02.03-2 – Environmental and Landscape Values

	<p>Clause 02.03-3 – Environmental Risks and Amenity (Bushfire)</p> <p>Clause 02.03-4 – Natural Resource Management (Agriculture)</p> <p>Clause 02.03-4 – Natural Resource Management (Water and Declared Special Water Supply Catchments)</p>
PLANNING POLICY FRAMEWORK	<p>Clause 11.01-1S – Settlement</p> <p>Clause 12.03-1S – River and Riparian Corridors, Waterways, Lakes, Wetlands</p> <p>Clause 14.01-1S – Protection of Agricultural Land</p> <p>Clause 14.01-1L – Dwellings and Subdivisions in Rural Areas</p> <p>Clause 14.02-1S – Catchment Planning and Management</p> <p>Clause 14.02-1L – Catchment Planning and Management</p> <p>Clause 14.02-2S – Water Quality</p> <p>Clause 15.01-2S – Building Design</p> <p>Clause 15.01-6S – Design for Rural Areas</p> <p>Clause 19.03.3S – Integrated Water Management</p>
PARTICULAR PROVISIONS	Clause 52.06 Car Parking
GENERAL PROVISIONS	Clause 65.01 – Approval of an application or plan
<i>Permit Triggers</i>	
FARMING ZONE	<i>Clause 35.07-1 A permit is required for the use of land for group accommodation</i>
	<i>Clause 35.07-4 A permit is required for buildings and works associated with a Section 2 Use (dwelling on an allotment less than 40 hectares and Group Accommodation)</i>
ENVIRONMENTAL SIGNIFICANCE OVERLAY	<i>Clause 42.01-2 A permit is required to construct a building or construct or carry out works where new wastewater is generated on a lot less than 40hectares</i>
<i>Other</i>	
CULTURAL SENSITIVITY	Not applicable to the land
SITE INSPECTION	Yes

The permit applicant seeks approval for the alterations to an existing dwelling. The applicants are also seeking a change of use to convert an existing shed to a two-bedroom group accommodation building.

Subject Land

The subject land adjoins multiple farming zoned allotments that are located between the Mansfield-Whitfield Road and Tabletop Road in Bridge Creek. The allotment is formally identified as Crown Allotment 49A Parish of Dueran and more commonly referred to as 295 Tabletop Road, Bridge Creek. The property is a triangular shaped lot with a land area of

approximately 3.5 hectares.

The subject land is currently used for domestic land use and is improved by an existing outbuilding (associated with the dwelling), two dams, a woodshed and water tanks. There is an existing established access off Tabletop Road. The property does not have access to reticulated water/wastewater, drainage services. Electricity is connected to the site. Land surrounding the site to the north, west and south is zoned FZ. To the east, the subject site is across from a ten-allotment rural living residential estate. The property is approximately 8.5 kilometres from Tolmie.

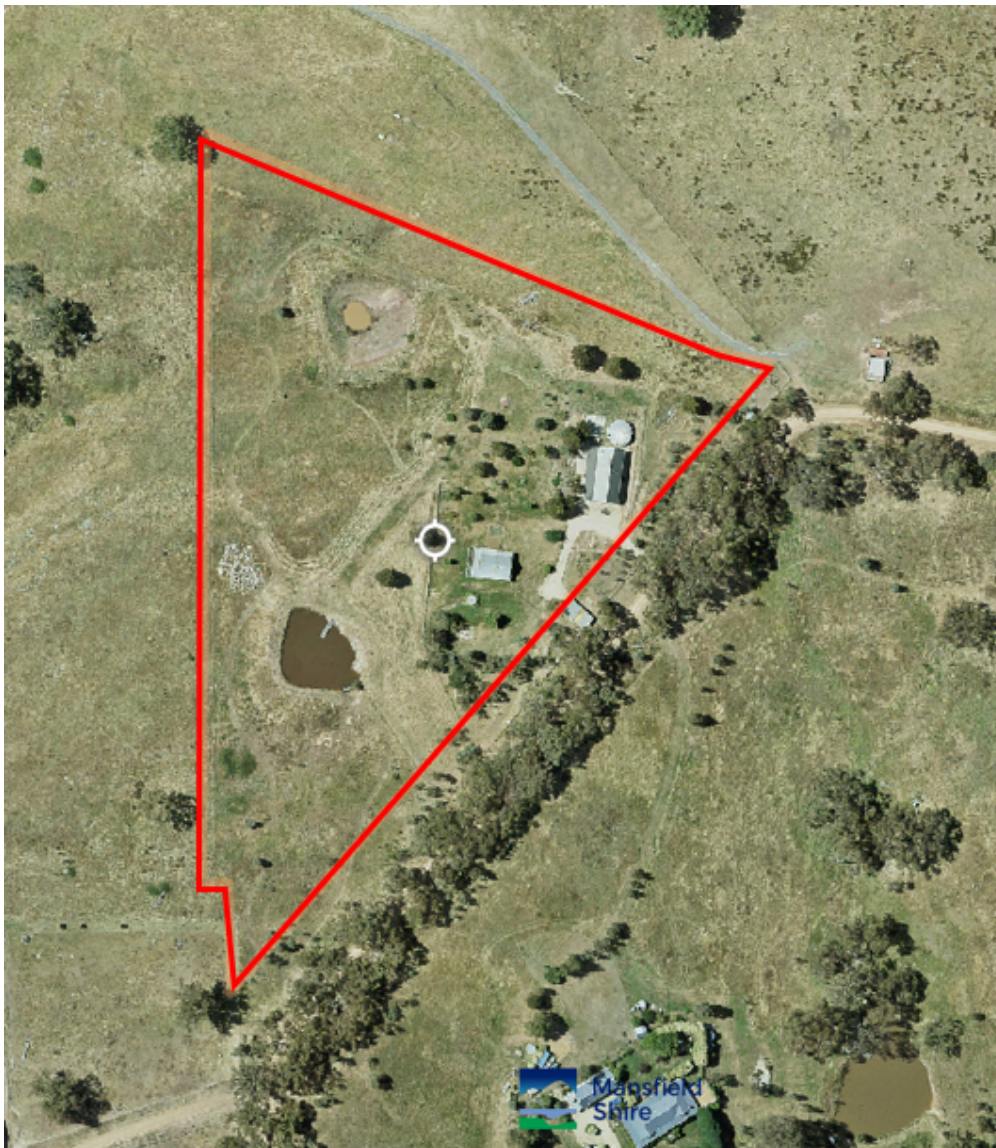


Figure 1: Aerial image of the Subject Lane. Source: POZI Mapping 2023

The land is in the Farming Zone and is affected by the Environmental Significance Overlay – Schedule 2 (ESO2). There is a seasonal drainage line in the northwestern section of the property and there are two dams on the site.

Proposal

The key features of the current proposal area:

Dwelling alteration

- The existing dwelling comprises two (2) bedrooms; a single main bathroom, a laundry and open plan living, dining and kitchen.
- The proposed alteration would add an additional 61.4 square metres of floor area. The existing dwelling has a floor area of 87.1 square metres. The new total floor area will be 148.5 square metres.
- Maximum building height will remain similar to existing. The proposed elevation plans show that new roof gables will be added as part of the exterior changes proposed.
- The applicant is not proposing to increase the existing capacity of the dwelling and the number of bedrooms remains the same.

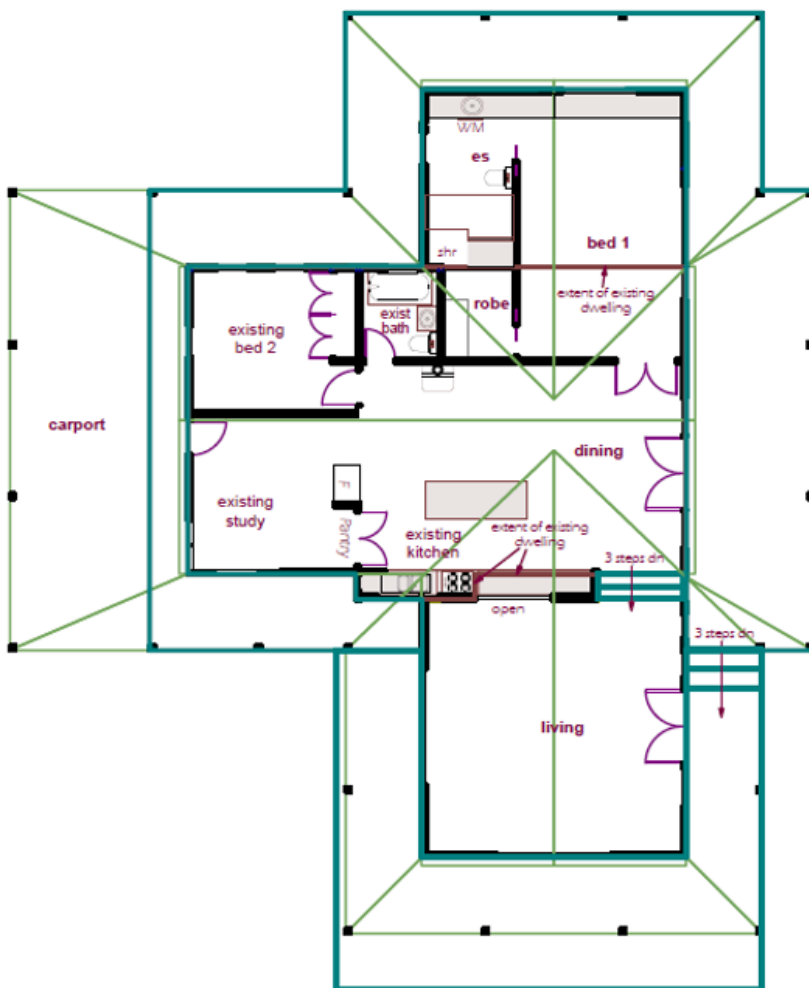


Figure 2: Proposed floor plan. Source- Application documents

Outbuilding (group accommodation)

- Conversion of an existing 10.58 m by 20.058 m (200 m²) outbuilding.
- The outbuilding will comprise 120 sqm at ground level for shed/garage area.
- On the ground floor of the outbuilding there will be an 8m by 10 metre living/ dining and kitchen area with bathroom and shower.
- A spiral staircase will lead up to a second level living area that comprises a open mezzanine bedroom with an attached study.
- The study has been considered as a second bedroom as it can be closed to serve as an additional bedroom.
- Maximum building height would be 6.345 m.
- Setbacks:
 - 37 m north east of the existing dwelling
 - 40 metres from the northern boundary
 - 22 metres from the eastern (front) boundary adjoining Tabletop Road.

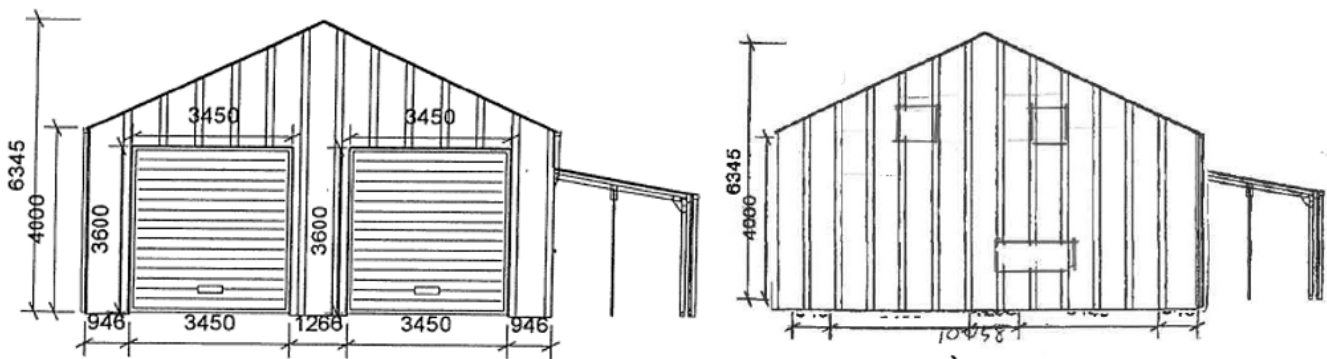


Figure 3: Proposed outbuilding plan. Source- Application documents

Access

Access to the subject site is to be provided by the existing vehicle crossover and access in the northeast area of the site where the domestic zone has been established. The scope of the proposal will not change access off Tabletop Road.

Car Parking

Provision of at least two covered car parking spaces to the dwelling have been established within the existing outbuilding. There are two additional areas on the subject site within the domestic zone where additional unenclosed car parking areas exist. These are to the east of the dwelling and along the eastern elevation of the outbuilding.



Figure 4: Site Plan. Source- Application documents

Referral Authorities

<i>Referral Agency</i>	<i>Referral trigger</i>	<i>Response</i>
COUNTRY FIRE AUTHORITY (CFA)	Section 52	Conditional consent
GOULBURN-MURRAY WATER (GMW)	Section 55	Conditional consent
MSC ENGINEERING	N/A	Conditional consent
MSC ENVIRONMENTAL HEALTH	N/A	Conditional consent

The conditional consent from Goulburn Murray Water requires that the wastewater disposal area be located in accordance with the setback distances set out in the Environmental Protection Authority Guideline for Onsite Wastewater Management, May 2024. The consent also requires that the existing onsite wastewater management system be decommissioned once the new system is installed and operational. All wastewater from the dwelling and group accommodation must be disposed of via connection to the new wastewater management system to the satisfaction of Council’s Environmental Health Department.

Public Notice

Advertising was carried out in accordance with the requirements of the Planning and Environment Act 1987 including a Public Notice being sent to four (4) owners and occupiers of the adjoining and nearby properties, and a sign onsite for the period of 4 April 2023 – 26 April

2023. Following the public notice period, Council received no objection to the scope of the proposal.

Key Issues

Accommodation in the Farming Zone

The proposal introduces new non-agricultural use(s) to the subject land. Key state and local policy relating to agriculture (Clauses 02.03-4, 14.01-1S and 14.01-1L) seeks to avoid impacts on and the removal of productive agricultural land. The size of the allotment and existing domestic use on a hobby farm sized lot is more in keeping with the adjoining Rural Living Zone land to the east of the property. The proposed adaption of the site to allow for Group Accommodation is in a manner that it consistent with existing use and development in the surrounds which capitalises on rural tourism opportunities and is consistent with the existing domestic use for the single dwelling on the land.

The use and development of the existing dwelling on site has been separately considered and approved as part of previous Planning Permit approvals. The proposed buildings and works to the dwelling to increase floor area are not considered to be disproportionately large. The overall bedroom numbers will not increase, the alterations provide for an addition to the floor area and also allow for a wrap-around verandah area.

Onsite Wastewater Treatment in the Special Water Supply Catchment Area

An updated wastewater treatment system and effluent dispersal field will be installed for the proposed new use and development on site. All wastewater will be pumped from the existing residence and group accommodation to address minimum EPA requirements and setbacks from nearby waterways. Likewise, the submitted Land Capability Assessment demonstrates that wastewater can be appropriately managed onsite in a manner that can avoid impact on waterways and catchment health.

Bushfire

The subject land is not within a Bushfire Management Overlay however a new accommodation use in a Bushfire Prone Area under the *Building Act 1993* means that bushfire risk must be considered. The proposed development would introduce an intensity of accommodation use to the site, however not beyond the extent reasonably anticipated for the site. There is an increase in risk by placing accommodation in a rural location, however, the risk is commensurate with mitigation measures taken. A satisfactory Bushfire Emergency Management Plan (BEMP) has been submitted as part of this application. The proposal would therefore adequately ensure human life is protected in a fire event in accordance with the policy direction at Clause 13.02-1S and 13.02-1L of the Mansfield Planning Scheme.

Conclusion

The proposal is generally consistent with the relevant provisions of the Mansfield Planning Scheme, as discussed in more detail in the Delegate Assessment Report included as an attachment. The application is therefore recommended for approval.

Recommendation

THAT COUNCIL issue a PERMIT for Planning Application P152/22 to allow for the *Buildings and works for the alteration of an existing dwelling and change of use of existing outbuilding to group accommodation* on Crown Allotment 49A Parish of Dueran, commonly addressed as 295 Tabletop Road, Bridge Creek in accordance with the endorsed plans and subject to the following conditions:

Endorsed Plans

1. The use and development must be in accordance with the endorsed plans forming part of this permit and must not be altered without the prior written consent of the Responsible Authority.
2. The external materials of the buildings, including the roof, must be constructed of materials of muted colours to protect the aesthetic amenity of the area. No materials having a highly reflective surface must be used. For the purpose of this clause "highly reflective" includes unpainted or untreated aluminium, zinc or similar materials.

Infrastructure

3. Access to the dwelling and group accommodation must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.
4. The dwelling and group accommodation building must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from the dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the Environment Protection Act 2017 for an on-site wastewater management system.
5. The dwelling and group accommodation building approved by this permit must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.
6. The dwelling and group accommodation building approved by this permit must be connected to a reticulated electricity supply or have an alternative energy source.

Engineering

7. Access to the property must be via the existing driveway and crossing except with the written consent of the Responsible Authority.
8. The internal access track shall be of an all-weather construction with dimensions adequate to accommodate emergency vehicles and be sufficient to meet CFA access requirements.
9. Prior to any works proceeding within the road reserve, an application for Works Within Roads Reserve Permit shall be made.
10. Prior to commencement of any building and civil works, application must be made to Council to obtain a Legal Point of Stormwater Discharge
11. All stormwater is to be contained to the pre-development runoff equivalent using detention water tanks or similar and then shall be discharged to the legal point of stormwater discharge
12. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991) to the satisfaction of the Responsible Authority.

Environmental Health

13. Prior to commencement of the development, a 'Permit To Alter an Onsite Wastewater

Management System' must be approved by the Environmental Health Department of Council.

14. The Onsite Wastewater Management System must be developed in accordance with the Land Capability Assessment (Report No. 1091264.0000.R1.V4) as prepared by Chadwicks Geotechnics, dated the June 2024, to the satisfaction of the Responsible Authority.

Goulburn Murray Water

15. All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).
16. All wastewater from the dwelling and group accommodation must be treated and disposed of using an approved system. The system must have a certificate of conformity issued by the relevant body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard(s) and EPA Guideline for Onsite Wastewater Management, May 2024, as updated or replaced.
17. The wastewater disposal area must be located in accordance with the setback distances set out in Table 4-10 of the EPA Guideline for Onsite Wastewater Management, May 2024, as updated or replaced.
18. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy, including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the relevant Australian Standard(s) and EPA Guideline for Onsite Wastewater Management, May 2024, as updated or replaced, to the satisfaction of Council's Environmental Health Department.
19. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.
20. The existing onsite wastewater management system must be decommissioned once the new system is installed and operational. All wastewater from the dwelling and group accommodation must be disposed of via connection to the new wastewater management system to the satisfaction of Council's Environmental Health Department.
21. Stormwater must be discharged to a legal point as nominated by the Responsible Authority. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

Permit Expiry

22. This permit will expire if one of the following circumstances applies:
 - ▶ The development has not started within two (2) years of the date of this permit;
 - ▶ The development is not completed and the use commenced within four (4) years of the date of this permit.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition

NOTATIONS

1. This permit does not authorise the commencement of any building works. Building

approval must be obtained prior to the commencement of any approved works.

2. Before any earthworks are undertaken, it is recommended that you contact 'Dial Before You Dig' on 1100
3. The permit holder acknowledges and accepts that the possibility of nuisance from adjoining or nearby agricultural operations may occur. The possible off-site impacts include but are not limited to dust, odour, waste, vibration, soot smoke, or the presence of vermin, from animal husbandry, animal waste, spray drift, agricultural machinery, pumps, trucks and associated hours of operation. In acknowledging the existence of the agricultural operations being conducted from adjoining or nearby land, the permit holder and guests of the accommodation shall not make complaint against lawful agricultural activities on the adjoining or nearby land.

Support Attachments

1. Submitted Application Plans [15.2.1.1 - 9 pages]
2. Delegate Assessment against Planning Scheme [15.2.1.2 - 34 pages]

Considerations and Implications of Recommendation

Sustainability Implications

The application has been assessed against the provisions of the Mansfield Planning Scheme, which includes consideration of sustainable land use, with the requirement to make the use and development as sustainable as possible within the current legislation.

Community Engagement

The application was advertised to nearby and adjoining landowners in accordance with the provisions of the *Planning and Environment Act 1987* and Council's community engagement policy.

Collaboration

Not applicable

Financial Impact

The application has been assessed within existing Council resources in the Statutory Planning Department. An application fee of \$1,360.80 was received for the application. An advertising fee of \$237.60 was also received.

Legal and Risk Implications

The application has been assessed under the provisions of the *Planning and Environment Act 1987* and the Mansfield Planning Scheme. Should a Planning Permit be issued the permit applicant may seek a review at the Victorian Civil and Administrative Tribunal (VCAT) of any conditions placed on the permit. If Council determines to issue a Notice of Decision to Refuse to a Grant a Permit be issued, the permit applicant may seek a review of this decision at the VCAT.

Regional, State and National Plans and Policies

The application has been assessed under the provisions of the *Planning and Environment Act 1987* and the Mansfield Planning Scheme.

Innovation and Continuous Improvement

Not applicable.

Alignment to Council Plan

Theme 2: Vibrant Liveability Strategic

Objective 3 Future focused: Intelligent land use and infrastructure - Strategy 3.1 Protect natural vistas and farmlets.

Objective 5 Prosperous: Industries, businesses, and workforces of the future - Strategy 5.1 Create conditions that enable local businesses - Strategy 5.2 Enable land use and base infrastructure that stimulates commercial activity.

Theme 3: A Trusted, Effective and Efficient Council Strategic

Objective 8 A consultative Council that represents and empowers its community - Strategy 8.1 Increase community trust in Council to make informed decisions with “no surprises”.

Governance - 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*.

15.3. People, Communications and Governance

15.3.1. Schedule of Meetings: Dec 2024 - Nov 2025

File Number	E343	Responsible Officer	Governance and Risk Officer, Chelsea Young
Purpose			

This report seeks Council endorsement of the meeting schedule of Mansfield Shire Council meetings for the next 12 months (December 2024 – November 2025).

Executive Summary

In accordance with Council’s Governance Rules (the ‘Rules’), Council is required to establish the time and date of its Council meetings and provide reasonable notice to the public. The fundamental purpose of Council meetings is to facilitate the good governance of the municipal district through the transaction of business relating to legislation, legal, procedural and policy requirements.

In accordance with the notice requirements in the Rules, Council is also able to conduct additional Council meetings to deal with extraordinary items as required.

Key Issues

Meetings are usually held on the third Tuesday of the month, except for the following adjustments to the monthly meeting schedule:

- December is held on the second Tuesday,
- January there is no meeting,
- February meeting to be held on the second Wednesday,
- June meeting to be held on the fourth Tuesday to accommodate the Australian Local Government Association’s National General Assembly, and
- November meeting to be held on the fourth Tuesday due to the Melbourne Cup public holiday.

The following meeting schedule for Mansfield Shire Council is proposed from December 2024 until November 2025:

Meeting Date	Meeting Time	Meeting Location
10 December 2024	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
No meeting January 2025		
12 February 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
18 March 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
15 April 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)

Meeting Date	Meeting Time	Meeting Location
20 May 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
24 June 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
15 July 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
19 August 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
16 September 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
21 October 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)
25 November 2025	5.00 pm	Hybrid – Council Chamber, Online (ZOOM) / Livestream (YouTube)

Recommendation

THAT COUNCIL adopt the proposed meeting schedule for Mansfield Shire Council from December 2024 – November 2025.

Support Attachments

Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Council meeting dates are advertised to the community in accordance with the Governance Rules.

Collaboration

Not Applicable

Financial Impact

Not Applicable

Legal and Risk Implications

As elected representatives in local government, Councillors are required to attend Council meetings. It is in these meetings that elected members participate in discussion and debate on a wide variety of issues to make decisions representing the overall public interest of the municipality.

In accordance with section 60 of the *Local Government Act 2020* (the Act), Council’s Governance Rules set the conduct required for Councillors during Council meetings, including attendance.

Under section 66 of the Act, Council meetings must remain open to the public unless the Council considers it necessary to close the meeting to the public because of a specified circumstance such as:

- the meeting is to consider confidential information; or
- security reasons; or
- it is necessary to do so to enable the meeting to proceed in an orderly manner.

Further, in accordance with the notice requirements in the Rules, Council is able to conduct additional Council meetings to deal with extraordinary items as required.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 8 A consultative Council that represents and empowers its community

Strategy 8.1 Increase community trust in Council to make informed decisions with “no surprises”

Governance - 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.

15.3.2. Councillor Appointed Representation on Committees

File Number	E502	Responsible Officer	Governance and Risk Officer, Chelsea Young
Purpose			

This report seeks Council’s determination of Councillor representation on internal Committees of Council and outlines external committees that require the appointment of Councillor representatives.

Executive Summary

In accordance with the *Local Government Act 2020 (the Act)*, Council may establish Delegated Committees or Joint Delegated Committees by resolution under section 64 of the Act. Mansfield Shire Council has one Delegated Committee, the Mansfield Station Precinct Museum Complex Community Asset Committee.

In accordance with section 53 of the Act, it is a legislative requirement that Council establish an Audit and Risk Committee, comprising two Councillors and independent community representatives who are not Councillors.

In addition, and although not a statutory requirement, Council has established Committees to provide a conduit for public input and expertise into the decision-making process. These Committees do not have any delegated decision-making powers from Council. They exist to provide advice and more structured public input into decisions made by Council. Updates from these Committee meetings are provided at the next available Council meeting for noting.

Key Issues

Council’s internal committees comprise:

Mansfield Shire Audit and Risk Committee

The Audit and Risk Committee is a statutory committee required by section 53 of the Act and was established by Council resolution on 21 July 2020.

The purpose of this Committee is to:

- a) Monitor the compliance of Council policies and procedures with:
 - the overarching governance principles pursuant to section 9 of the Act; and
 - the associated regulations and any Ministerial directions;
- b) Monitor Council financial and performance reporting;
- c) Monitor and provide advice on risk management and fraud prevention systems and controls; and
- d) Oversee internal and external audit functions.

The Committee must include two Councillors and three or four independent skill-based members who are not Councillors. The Chairperson must not be a Councillor of Mansfield Shire Council.

Recommendation

THAT COUNCIL nominates the following Councillors to the Mansfield Shire Audit and Risk Committee:

1. Cr _____
2. Cr _____

Chief Executive Officer (CEO) Employment Matters Committee

This committee oversees matters relating to CEO employment and remuneration in accordance with section 45(2) of the Act, including:

- Recruitment and Appointment of CEO
- Contractual Arrangements
- Remuneration and Expenses
- CEO Performance Objectives and Review

The Committee must include the Mayor and at least two Councillors. A quorum of three Councillors is required for a meeting. The Committee is chaired by the Mayor.

Recommendation

THAT COUNCIL nominates the following Councillors to Chief Executive Officer Employment Matters Committee:

1. Mayor Cr _____
2. Cr _____
3. Cr _____

Mansfield Station Precinct Museum Complex Community Asset Committee

This Community Asset Committee manages and coordinates the use of the Mansfield Station Precinct Museum Complex, encompassing the Railway Carriages, Railway Station Buildings and Platform area, Heritage Museum and Gadhaba Gathering Place.

The Committee requires representation from one Mansfield Shire Councillor. The Committee is chaired by the appointed Councillor.

Recommendation

THAT COUNCIL nominates Cr _____ to the Mansfield Station Precinct Museum Complex Community Asset Committee.

Australia Day Awards Committee

This Committee assesses nominations and decides on the recommended award recipients for the Mansfield Citizen Awards.

This Committee requires representation from the Mansfield Shire Council Mayor and two additional Councillors.

Recommendation

THAT COUNCIL nominates Mayor Cr _____ and Crs _____ and _____ to the Australia Day Awards Committee.

In addition to the above internal committees, Council participates in a broader network of councils, peak bodies and regional partnerships that focus on specific industry issues. Participation in external committees can provide benefit and support to both Council and its community.

Such committees are attended by a mixture of senior Council officers and Councillor representatives. Formal agreements or charters are often in place to define their roles and responsibilities.

The following external committees require the appointment of a Councillor representative:

Goulburn Murray Climate Alliance (GMCA)

The GMCA, previously known as the Goulburn Broken Greenhouse Alliance, is a membership based alliance of 13 local governments, the Goulburn Broken Catchment Management Authority, North East Catchment Management Authority and DELWP (now DEECA) (Hume).

This Alliance requires representation from one Mansfield Shire Councillor.

Recommendation

THAT COUNCIL nominates Cr _____ to the Goulburn Murray Climate Alliance (GMCA).

Hume Regional Local Government Network (HRLGN)

The HRLGN is made up of 12 member councils from across the Hume Region covering over 40,000 sq kms of rural and regional Victoria. Participants consist of Mayors and CEO's of the member councils being Alpine, Benalla, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Shepparton, Strathbogie, Towong, Wangaratta, and Wodonga.

This Network requires representation from the Mansfield Shire Council Mayor.

Recommendation

THAT COUNCIL nominates Mayor Cr _____ to the Hume Regional Local Government Network (HRLGN).

Municipal Association of Victoria (MAV)

The MAV is a membership association and the legislated peak body for local government in Victoria offering diverse business services to member councils including specialist policy and advocacy, governance and legislative advice, sector development, insurance, and procurement services.

The MAV requires representation from the Mansfield Shire Council Mayor, with the Deputy Mayor appointed as substitute.

Recommendation

THAT COUNCIL

1. appoints Mayor Cr _____ to the Municipal Association of Victoria (MAV).
2. appoints Deputy Mayor Cr _____ as substitute Council representative to the MAV.

Rural Councils Victoria (RCV)

Rural Councils Victoria (RCV) is a representative body of the Victorian LGAs deemed to be Rural. RCV supports and promotes sustainable, liveable, and prosperous rural communities that are fundamental to the ongoing success of Victoria.

RCV has six regions and a CEO and Councillor from each region is elected onto the Committee for a four year term. This process will occur at the end of 2024. The Committee meets 6-8 times per year.

Each member council can nominate a Councillor for a position on the Committee. If more than one nominee is received for each region, then an election will be undertaken.

Recommendation

THAT COUNCIL:

1. nominates Mayor Cr _____ or Cr _____ for election to represent the Rural North East Region on the Rural Councils Victoria (RCV) Committee.

OR

2. does not nominate a Council representative for election to represent the Rural North East Region on the Rural Councils Victoria (RCV) Committee.

North East Local Government Waste and Recovery Forum

The NELGWRF is a collaboration between the seven local councils and Alpine Resorts Victoria who make up the municipal districts constituting the previous North East WRRG Region in section (4)1 of the *Environment Protection Act 1970*.

The Forum aims to enhance local governments' and Alpine Resorts' ability to deliver sustainable waste and resource recovery across the North East Region, collaborating with industry, government, and communities to improve planning and management.

Each member council and alpine resort shall nominate one staff member or one staff member and one elected member to represent the NELGWRF.

Recommendation

THAT COUNCIL nominates Cr _____ to the North East Local Government Waste and Recovery Forum.

Taungurung-Local Government Forum

The Taungurung-Local Government Forum is to 'foster and govern a constructive and meaningful operational partnership between TLaWC and Local Governments on Taungurung Country'.

The Forum requires representation from the Mansfield Shire Council Mayor.

Recommendation

THAT COUNCIL nominates Mayor Cr _____ to the Taungurung-Local Government Forum.

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

There is an annual membership cost for the Municipal Association of Victoria, Rural Councils Victoria, Goulburn Murray Climate Alliance and the Hume Regional Local Government Network. These annual membership fees are included in the 2024-25 Budget

Legal and Risk Implications

Not Applicable

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council Strategic Objective 8 A consultative Council that represents and empowers its community
Strategy 8.2 Develop capacity and capability to advocate powerfully for the most important interests of the Mansfield community

Governance - 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.

15.4. Executive Services Directorate

15.4.1. Quarterly Finance Report

File Number	E11863	Responsible Officer	Coordinator Financial Planning & Analysis, James Alcaniz, Financial Accountant, Chintan Patel
Purpose			

This report provides information on Council's financial performance against the 2024-25 Updated Budget for the period 1 July 2024 to 30 September 2024.

Executive Summary

The financial statements and performance indicators (refer attachments) have been prepared for the period ended 30 September 2024. The Updated Budget figures include the carry forward amounts approved by Council at the 15 October Council meeting.

Based on the information provided by responsible officers and managers Council's overall financial performance is in line with budget.

Each quarterly report will include financial projections for the rest of the financial year. The quarterly report is prepared in accordance with the Local Government Act 2020 (the Act), Local Government (Planning and Reporting) Regulations 2020 (the Regulations), Better Practice Guides and the Australian Accounting Standards.

Key Issues

Income Statement (Attachment 1)

The Income Statement measures how well Council has performed from an operating nature. It reports revenues and expenditure from the activities and functions undertaken, with the net effect being a surplus or deficit. Capital expenditure is excluded from this statement, as it is reflected in the Balance Sheet.

Attachment 1 shows that Council generated \$32.875 million in revenue and \$5.097 million in expenses to 30 September 2024. This has resulted in an operating surplus of \$27.778 million for the three months ending 30 September 2024, which will reduce through the year.

Income

Rates and charges account for 55% of the total budgeted (Updated Budget) income for 2024-25. Rates and charges are recognised when the rates have been raised, not when the income has been received. An amount of \$17.948 million has been recognised as income for the three months ending 30 September 2024.

User charges account for 0.51% of the total budgeted income for 30 September 2024 and \$0.168 million has been received to 30 September 2024. The majority of this relates to transfer station fees, Visitor Information Centre income and commercial waste management charges.

Recurrent Operating Grants received for the year to date total \$4.850 million to 30 September 2024, including \$2.513 million from the Victorian Local Government Grants Commission

(VLGCC) for general purpose grants and \$1.089 million for the local roads' grants. As identified in Council's 2023-24 Annual Report, the payment from the VLGCC for these Federal Assistance Grants was delayed and was received in July this year, although normally paid in June.

Recurrent Operating Grants	2024-25 Updated Budget ('000s)	2024-25 YTD Actuals ('000s)	2024-25 Total Forecast ('000s)	Carry Forward Funding (Y/N)
Financial Accounting Management - VLGGC Income	2,865	2,513	2,836	N
Municipal Emergency Resourcing Program (MERP) - Income	60	60	60	N
Local Roads Operations - VLGGC Income	1,148	1,089	1,232	N
School Crossing Supervision - Income	40	0	39	N
Tobacco & E-Cigarette Activity - Income GST Applicable	0	8	12	N
Financial Counsellor Income	22	6	22	N
Integrated Family Services Income	352	174	352	Y
Mansfield FreeZa Youth Events Income	47	12	29	Y
Engage! Funded Project - Income	57	32	32	Y
Victorian Seniors Festival Income	15	16	16	Y
Social Inclusion Action Group - Income	556	370	538	Y
Maternal & Child Health Income	148	71	148	Y
Supported Playgroups - Income	115	62	111	Y
Maternal & Child Health - Enhanced Income	386	294	434	Y
Dads Group Grant- Income	32	13	32	Y
Mansfield Library Income (GST Free)	137	131	131	N
Total OPERATIONAL GRANT - Recurrent	5,980	4,850	6,024	

Non-recurrent Operating Grants received year to date total \$1.656 million to 30 September 2024. This includes grant income carried forward from the prior year, as indicated in the table below, which will be expended during the year on the relevant projects and services.

Non-Recurrent Operating Grants	2024-25 Updated Budget ('000s)	2024-25 YTD Actuals ('000s)	2024-25 Total Forecast ('000s)	Carry Forward Funding (Y/N)
LNERCC - Shared Technology & Collaboration - Income	0	498	498	Y
Resilience Benchmarking Project - Income	18	18	18	Y
Integrated Water Management - Income	70	152	152	Y
Goughs Bay Water-Sensitive Town Plan Feasibility Study - Income	73	73	73	Y
FOGO Collections - Income	17	17	17	Y
Improvement and promotion of recycling services - Income	18	28	42	Y
Environmental Projects - Income	26	28	28	Y
Strategic Planning General (Streamlining for Growth Mansfield Infrastructure Planning)	95	109	109	Y
Strategic Planning General (Risk and Resilience Program)	58	120	120	Y
Upper Catchment Tributaries Flood Study - Income	50	50	50	Y
Youth Bushfire Recovery (Future Proof) - Income	273	195	305	Y
L2P Funded Programme - Income	41	0	41	N

Non-Recurrent Operating Grants	2024-25 Updated Budget ('000s)	2024-25 YTD Actuals ('000s)	2024-25 Total Forecast ('000s)	Carry Forward Funding (Y/N)
Gough's Bay Boat Club Redevelopment Project - Income	199	199	199	Y
Vic Health Local Government Partnership - Income	122	54	54	Y
Central Registration & Enrolment Scheme (CRES) - Income	49	59	59	Y
Jumpstart - Income	11	2	2	Y
Tracks & Trail Upgrade Strategy - Income	36	36	36	Y
Australia Day Community Event - Income	8	0	8	N
Gravel Cycling Project - Income	0	20	20	Y
Total Non-Recurrent Grants	1,164	1,656	1,831	

Recurrent Capital Grants received year to date total \$1.041 million to 30 September 2024. This includes the annual Roads to Recovery allocation received during September. This has been confirmed as the annual amount to be received until June 2029, which is less than anticipated in the 2024-25 Budget.

Recurrent Capital Grants	2024-25 Updated Budget ('000s)	2024-25 YTD Actuals ('000s)	2024-25 Total Forecast ('000s)	Carry Forward Funding (Y/N)
Roads to Recovery - Income	1,180	1,041	1,041	N
Total CAPITAL - Recurrent	1,180	1,041	1,041	

Non-recurrent Capital Grants received year to date total \$5.119 million to 30 September 2024. This includes grant income carried forward from the prior year, as indicated in the table below, which will be expended during the year on the relevant projects.

Council has also been successful in obtaining grants that were not budgeted for, including the Flexible Local Transport Solution Program grant of \$210,000 and the Piries-Goughs Bay Road – Stage 1 grant of \$100,000. This pre-paid grant income was received during June 2024 and was also carried forward.

Non- recurrent Capital Grants	2024-25 Updated Budget ('000s)	2024-25 YTD Actuals ('000s)	2024-25 Total Forecast ('000s)	Carry Forward Funding (Y/N)
Local Government Infrastructure fund LRCI Phase 1 - Income	0	59	59	N
Local Government Infrastructure fund LRCI Phase 3 - Income	578	473	592	N
Local Government Infrastructure fund LRCI Phase 4 - Income	341	0	341	N
IMPACT Route - Income	9,130	4,238	9,130	Y
Flexible Local Transport Solution Program - Income	210	210	230	Y
Piries Goughs Bay Rd- Stage 1 - Income	100	100	100	Y
Lords Reserve Oval - Upgrade - Income	0	0	22	N
Howqua Inlet Boat Ramp Income	39	39	39	Y
Lords Reserve Pavilion Upgrade 2024-25 - Income	0	0	1,410	N
Total Non-Recurrent Grants	10,938	5,119	11,923	

As of 1 July 2024, total unearned grant revenue of \$6.870 million was carried forward from last financial year into this year. Council is committed to expending carry-forward funds during the current financial year and progress will be reported in each quarterly report.

Expenses

Employee Costs of \$2.982 million have been incurred to 30 September 2024 and are currently \$0.209 million below budget due to a number of vacancies, which will be filled.

Materials and Services costs of \$2.050 million have been incurred to 30 September 2024 and are currently \$0.693 million below the Updated Budget. There are several projects, including those carried forward from 2023-24, that are expected to be completed before the end of the financial year, with an increased level of expenditure anticipated.

The Updated Budget figures include an increase of \$1.642 million in materials and contracts costs (\$12.557 million to \$14.199 million) based on the carry forward projects approved by Council on 15 October 2024.

Balance Sheet (Attachment 2)

The Balance Sheet is one of the main financial statements and reports Council's assets, liabilities and equity at a given date, in this case 30 September 2024. Comparative figures have been provided as at 30 June 2024.

Council's current assets have increased by \$15.366 million due to rates revenue which was recognised during July 2024. Assets have increased from \$17.223 million as at 30 June 2024 to \$32.589 million as at 30 September 2024. Cash and Investments have increased by \$4.490 million to a total of \$16.414 million.

Total liabilities have decreased by \$10.472 million since 30 June 2024 partly due to the transfer of unearned grant revenue of \$6.870 million, now appearing as revenue. Other reductions are due to the payment of various creditors (accounts payable).

THAT COUNCIL receives and notes the Comprehensive Income Statement, Balance Sheet and Financial Performance Indicators for the period ending 30 September 2024.

Support Attachments

1. Comprehensive Income Statement [15.4.1.1 - 1 page]
2. Balance Sheet [15.4.1.2 - 1 page]
3. Financial Performance Indicators [15.4.1.3 - 2 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable.

Community Engagement

Community Engagement occurred during the 2024-25 Budget preparation.

Collaboration

Not Applicable

Policy / Relevant Law

Section 97 – Quarterly Budget Report of the Local Government Act 2020 states:

1. As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.
2. A quarterly budget report must include -
 - a. a comparison of the actual and budgeted results to date; and
 - b. an explanation of any material variations; and
 - c. any other matters prescribed by the regulations.
3. In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Risk Assessment

Council is required to establish and maintain a budgeting and reporting framework that is consistent with the principles of sound management and this report assists Council in meeting that requirement.

Financial Impact

The financial reports attached provide the opportunity for regular monitoring of Council's financial position to ensure compliance with budgets.

Legal and Risk Implications

Financial Risk: 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.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

The content of the Quarterly report has been reviewed to ensure meaningful data is provided.

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 6: Council possesses in-house and outsourced capability to meet community expectations.

Strategy 6.1 Use and gain knowledge of our community to make good decisions

Strategic Objective 8: A consultative Council that represents and empowers its community.

Strategy 8.1 Increase community trust in Council to make informed decisions with "no surprises".

Governance - 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.

16. Advisory and Special Committee reports

Nil

17. Council Meeting Resolution Actions Status Register

This report presents to Council the Mansfield Shire Council Meeting Resolution Actions Status Register

Recommendation
THAT COUNCIL receive and note the Mansfield Shire Council Meeting Resolution Actions Status Register as at 13 November 2024.
Support Attachments
2. Mansfield Shire Council Action Register as at 13 November 2024 [17.1.1 - 5 pages]
3. CONFIDENTIAL Mansfield Shire Council Action Register as at 13 November 2024 [17.1.2 - 2 pages]

18. Authorisation of sealing of documents

Nil

19. Close of meeting