

OFFICIAL



Mansfield Shire

Council Meeting

Tuesday 25 June 2024 5:00 pm
Mansfield Council Office

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

Officers

Kirsten Alexander, Chief Executive Officer
Melissa Crane, General Manager Investment & Planning

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

13.2-13.6 Officer reports are presented to the Council, where required.

14. Council resolutions report

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

15. Advisory and Special Committee reports

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

16. 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.

17. 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.

18. Presentation of confidential reports

19. Reopen meeting to members of the public

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

20. 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

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 Holcombe
- 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

The Deputy Mayor 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 Holcombe
- Councillor Tehan
- Councillor Sladdin
- Councillor Webb

7. Confirmation of minutes

Recommendation

THAT the Minutes of the Mansfield Shire Council meeting held on 21 May 2024 be confirmed as an accurate record.

8. Representations

9. Notices of motion

Nil

10. Mayor's report

Mayor Steve Rabie will present the monthly Mayor's report to the Council as follows:

Mansfield Shire has a long history of standing together as a community when it matters most. On Saturday morning of 15 June, we came together for a community meeting. More than 2,000 people gathered in the median strip with signs and banners, united together against the potential hospital merger. Just as we did 20 years ago, when we came together to oppose the state government's decision to amalgamate our local government. The move we made then has enabled us, as a Council, to be here for our community and to be a support during this time.

As elected representatives of our community, this Council has spoken loudly on behalf of our community to call on the state government to consult with our people and be transparent about any changes to healthcare services and how they operate in Mansfield Shire.

Council consults thoroughly and widely on decisions that impact our community. We have built a culture where every member of our community feels heard and consulted on key decisions. We ask, we listen, we act in a way that is informed by community feedback. Many community engagement standards are set by the state government. Now, we ask that the same standards are upheld and that there is a transparent and consultative process to support any healthcare changes.

Community consultation is how Council assures it takes a well-informed approach when there are complicated decisions to make. A good example of this is the roll-out of our food and organics waste. Almost 2,500 green bins have now been delivered across the shire, with the new food and organic waste (FOGO) collection service starting from 1 July 2024. We had two days out in the community – one over the long weekend and one during the community meeting. Officers had great feedback, again, from the community members who came to ask questions. We were able to clarify that residents can start using their green bins from the first week in July, when the service will begin. The collection will be on the same day as your red bin but alternating with recycling every second week – this is what our community wanted in the comprehensive consultation we held. We're also handing out kitchen caddies so you can easily start disposing of your kitchen scraps. These can be picked up from Council's Customer Service team and are made from recycled plastic, helping keep more waste out of landfill.

If you live in a rural area without a FOGO service, you can enrol in a composting workshop that Council is offering for later in the year, and you'll receive a composting bucket as part of that. If

you live in an outlying township, there is still time for you to opt-in and express your interest in a green bin service by calling Council's friendly Customer Service team. The Council team has worked hard to minimise costs, which I'm pleased to report will be a great outcome for ratepayers and the community. If you're interested in any of these initiatives, I encourage you to visit our website - mansfield.vic.gov.au/FOGO.

Another major consultation has been Council's 2024-25 Budget. It was released for consultation in May and a community information session was held. I'm pleased to say that only 7 further submissions were received from the community following the initial consultation in January. Most submissions have been included in the final proposed Budget.

Mansfield has an extremely strong arts culture being the soul of any community. Council continues to be the main sponsor of Arts Mansfield's biennial Three Faces Arts Prize and I was honoured to act as a judge at the recent event where the portraits of the sitter, Cathie Smith (a recent Citizen of the Year Award winner) were unveiled. The Unveiling Dinner was very well attended and congratulations to the contributing artists and Arts Mansfield on another very successful event. The winning portrait by Kym Stubbs will soon be on display in the Council office foyer together with past winning entries. I even had the opportunity to draw my own portrait, along with other table representatives, a creative process that I thoroughly enjoyed!

It's been a busy month. In addition to being the spokesperson for the community on all the major networks as they ran the news about hospital mergers, we advocated at MAV State Council for Ausnet to prune our trees differently after the hard pruning we sadly saw in Malcolm Street. We attended the Historical Society's 'slab party' to celebrate the pouring of the concrete slab on the Mansfield Heritage Museum. I stood with the doctors and nurses to listen to community members signing the petition at the community stand on the long weekend. We held a budget community consultation session, attended a planning reform dinner for Mayors and CEOs in Melbourne, attended the Rural Australians for Refugees talk, went to the North East Waste and Recycling Forum and went to St Andrews Church's dedication to their new church fit out and hall renovation.

As you can see, it's been a busy month being Mayor of this community and a hugely fulfilling one. I have been proud to stand with our doctors, nurses and community members who are passionate about making sure this community has all it needs to continue to thrive.

*Cr Steve Rabie
Mayor*

Recommendation
THAT COUNCIL receive the Mayor's report for the period 21 May 2024 to 19 June 2024.

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 Cr Steve Rabie ▶ Cr James Tehan ▶ Cr Mark Holcombe
Mansfield Shire CEO Employment Matters Committee	<ul style="list-style-type: none"> ▶ Mayor Cr Steve Rabie ▶ Cr James Tehan ▶ Cr Mark Holcombe
Goulburn Murray Climate Alliance (GMCA)	<ul style="list-style-type: none"> ▶ Cr Rohan Webb
Hume Regional Local Government Network (HRLGN)	<ul style="list-style-type: none"> ▶ Mayor Cr Steve Rabie
Mansfield Shire Council Audit and Risk Committee	<ul style="list-style-type: none"> ▶ Mayor Cr Steve Rabie ▶ Cr Mark Holcombe
Municipal Association of Victoria (MAV)	<ul style="list-style-type: none"> ▶ Mayor Cr Steve Rabie ▶ Substitute - Deputy Mayor Cr Mark Holcombe
Rural Councils Victoria (RCV)	<ul style="list-style-type: none"> ▶ Mayor Cr Steve Rabie ▶ Cr James Tehan

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, 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
- ▶ Finance
- ▶ New Initiatives
- ▶ Statutory Planning
- ▶ Building Services
- ▶ Regulatory Services
- ▶ Leasing and Licensing
- ▶ Waste Services
- ▶ Revenue Services
- ▶ Field Services
- ▶ Community Health and Wellbeing
- ▶ Visitor Services (Tourism & Events, Economic Development, VIC and Library)
- ▶ Communications
- ▶ Digital Transformation Project

Recommendation

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

Support Attachments

1. CEO Monthly Report - May 2024 [13.1.1.1 - 47 pages]

13.2. Investment and Planning

13.2.1. DP001/23 - 102, 126 & Lot 30 Highton Lane Mansfield - Residential Development Plan

File Number	DA8160 DP001/23	Recommending Officer	Coordinator Statutory Planning, Nicole Embling
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Purpose

This report seeks Council's determination of application DP001/23, lodged for the approval of a Development Plan for General Residential land at 102, 106, and Lot 30 Highton Lane, Mansfield.

Executive Summary

Application Details

APPLICANT	North East Survey Design
PROPOSAL	Development Plan for General Residential Zoned land
APPLICATION LODGED	8 November 2023 Submitted plans amended 11 June 2024
NOTICE AND SUBMISSIONS	Letters to owners and occupiers of neighbouring properties, including 117 properties Sign on site Notice in <i>Mansfield Courier</i> There are 3 outstanding submissions

Property Details

PROPERTY ADDRESS	102, 106 and Lot 30 Highton Lane Mansfield
LAND DESCRIPTION	Lot 31 on Plan of Subdivision LP135575 Lot 1 on Title Plan TP210771M Lot 30 on Plan of Subdivision LP135575
RESTRICTIVE COVENANTS	Nil
LAND AREA	12.3 hectares
EXISTING USE	102 Highton Lane – Existing single dwelling 126 Highton Lane – Existing single dwelling Lot 30 Highton Lane - Vacant

Planning Provisions

ZONE	Clause 32.08 - General Residential Zone
OVERLAYS	Clause 43.04 - Development Plan Overlay, Schedule 1 General Residential Zone <i>A permit must not be granted to use or subdivide land, construct a building or construct or carryout works until a development plan has been prepared to the satisfaction of the Responsible Authority</i>

<p>MUNICIPAL PLANNING STRATEGY</p>	<p>Clause 02.03-1 – Settlement (Mansfield Township) Clause 02.03-2 – Environmental and Landscape Values (Landscapes) Clause 02.03-4 – Natural resource management (Water and Declared Special Water Supply Catchments) Clause 02.03-5 – Built Environment and Heritage (Township and Neighbourhood Character) Clause 02.03-6 – Housing Clause 02.03-9 – Infrastructure (Development Infrastructure)</p>
<p>PLANNING POLICY FRAMEWORK</p>	<p>Clause 11.01-1L-01 – Mansfield Township Clause 13.02 - Bushfire Clause 14.02-1L - Catchment Planning and Management Clause 15.01-1S – Urban Design Clause 15.01-3S – Subdivision Design Clause 15.01-4S – Healthy Neighbourhoods Clause 15.01-5S – Neighbourhood Character Clause 16.01-1L – Housing Supply in Mansfield Township Clause 19.03-1L – Development and Infrastructure Contributions Plans</p>
<p>PARTICULAR PROVISIONS</p>	<p>Clause 53.01 - Public Open Space Contribution and Subdivision Clause 53.18 - Stormwater Management in Urban Developments</p>

A Development Plan is required prior to any approval for subdivision or development when land is within a Development Plan Overlay, the Plan guides future uses and development, including subdivision.

Subject Land

The proposal includes three (3) parcels of land, 102, 126, and Lot 30 Highton Lane, Mansfield which are adjoining properties on the east side of Highton Lane, as shown on the aerial below.



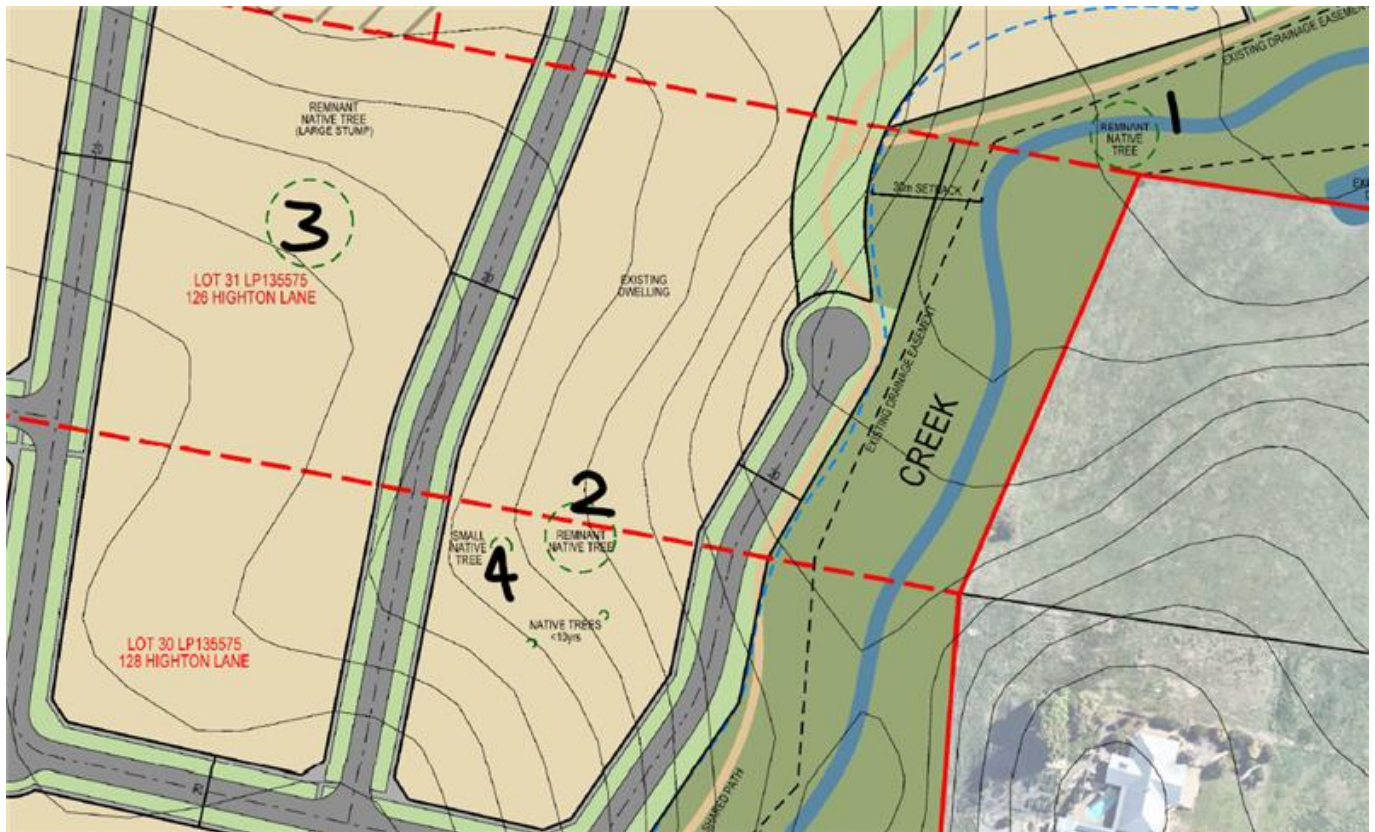
Figure 1: Aerial imagery of Subject Land

102 Highton Lane is the northern most parcel and has an existing dwelling with a driveway in the north-east corner of the land, the remainder of the land is vacant, save some non-native vegetation and landscaping. The parcel is recognised as a battle-axe shape with an approximate 8 metre frontage to Highton Lane.

126 Highton Lane is the middle lot and is developed with a single dwelling and extensive landscaping covering most of the land. There is an existing access at the south-east corner of the property where there is a 10 metre frontage.

Lot 30 Highton Lane is the southernmost parcel and is currently vacant with no formed access. However, the land has a 10 metre frontage to Highton Lane adjoining 126 Highton Lane.

Across the three parcels of land there are some scattered native trees, including some less than 10 years old and four (4) remnant native trees. While no trees are proposed to be removed as part of the development plan, Council officers have undertaken an assessment of the four remnant trees that would be subject to a planning application for removal. The four trees are identified in the below figure:



Of these four trees, the following has been assessed:

- Tree 1 – This tree is located in a future creek reserve and will be able to be retained.
- Tree 2 – This tree is within a future lot, but near a boundary and will be able to be protected.
- Tree 3 – This is the largest tree in the plan, however it is actually only a stump, and would likely be able to be removed.
- Tree 4 – This tree is quite small, barely over 10 years old, and may be removed. Council officers will work to retain it within a property where possible in a future development.

There is also a dam in the south-east corner of 102 Highton Lane. The land's topography is gently undulating and slopes down from the south-east corner of Lot 30 to the lowest point in the north-east corner of 102 Highton Lane.

The subject land is within the General Residential Zone (GRZ) and the Development Plan Overlay, Schedule 1 General Residential Zone 1 (DPO1) applies. The land is within a Designated Bushfire Prone Area and is not in an area of Cultural Heritage Sensitivity.

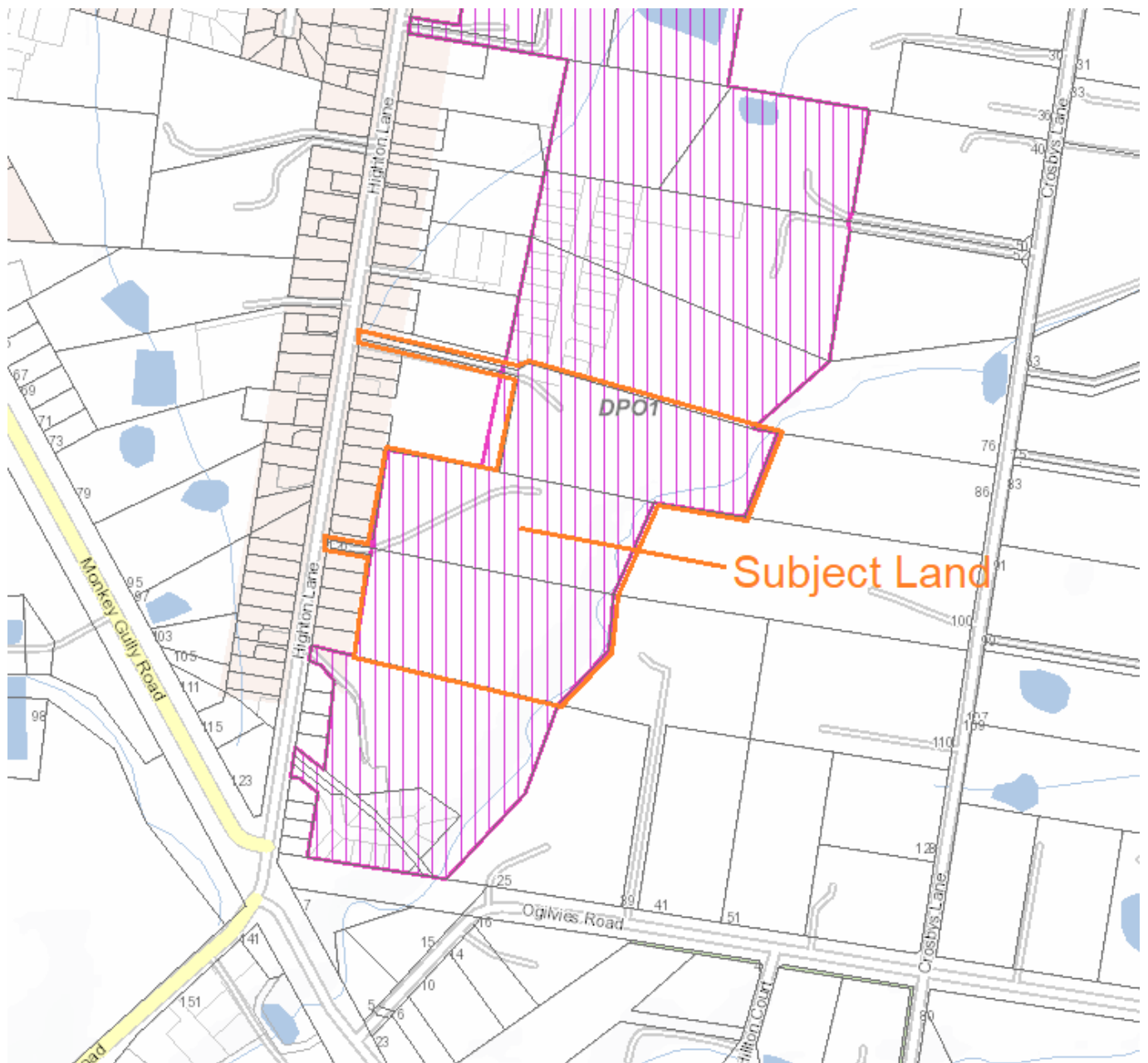


Figure 2: Development Plan Overlay

The submitted Development Plan provides objectives and guidelines for future development, uses and subdivisions. Consideration of the existing waterways and drainage lines within the subject land and adjoining properties has been incorporated into the Development Plan and provides for some road layouts which respond to the land's natural characteristics.

The Plan proposes a public Reserve surrounding the Creek connecting to the footpath network and providing connectivity through the land. The road network has been designed to provide two connections with Highton Lane and connection to the already approved subdivision to the north at 100 Highton Lane.

Additionally, while the adjoining land at 110 Highton Lane is not affected by the DPO1 and is not subject to this Development Plan, the plan has included an indicative layout of how any subdivision of that land could connect in the future.

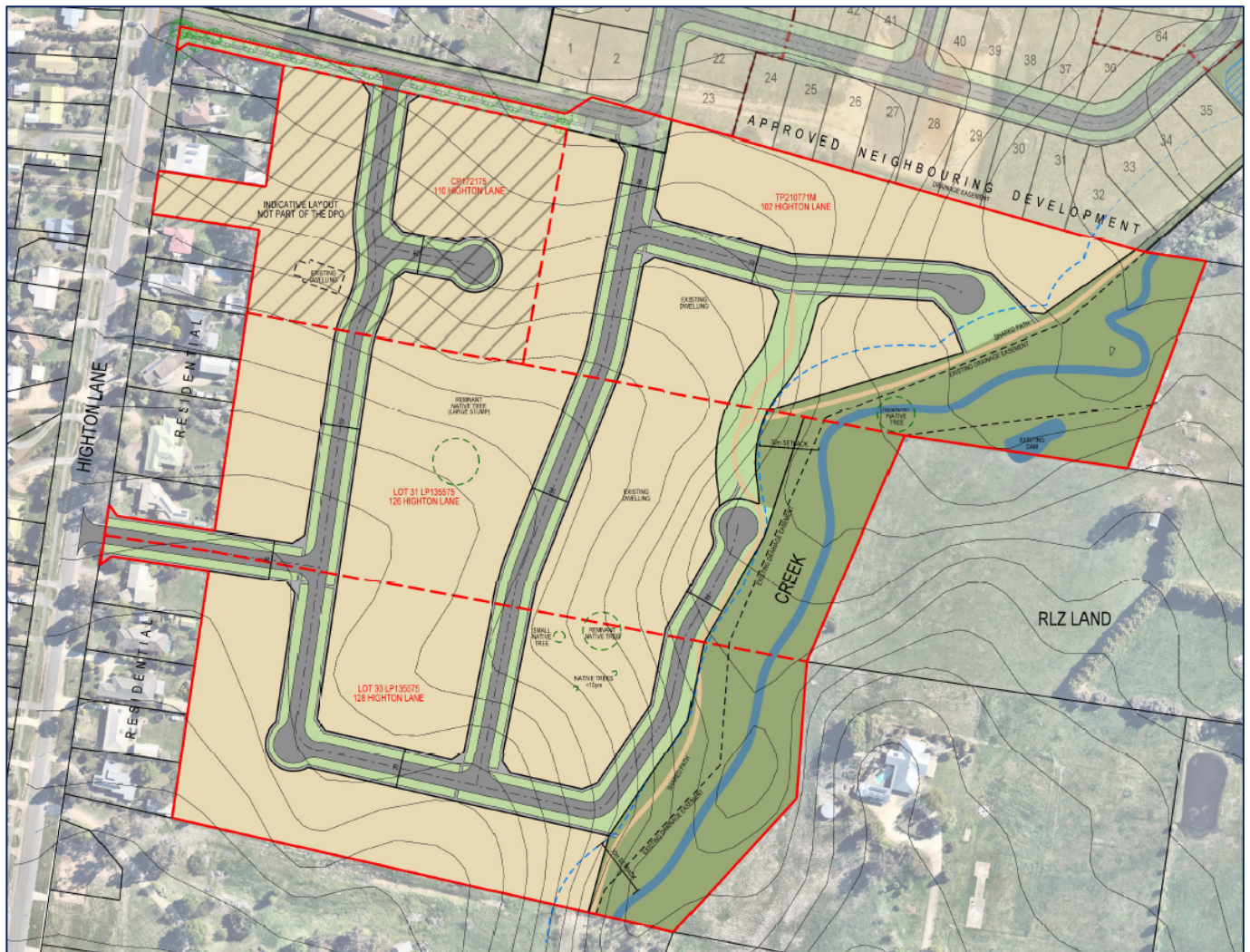


Figure 3: Submitted Development Plan layout

Approval of this Development Plan would allow future consideration of any planning permit applications in accordance with this Plan without the need for further notice and review by the broader public. The process of approving a Development Plan does not enable any appeal rights to the Victorian Civil and Administrative Tribunal (VCAT). However, Council officers have undertaken extensive public notice with the local community, who have been given an opportunity to provide their comments and feedback, which have been included in the consideration of this plan.

Key Issues

A detailed assessment of the Development Plan against the Objectives and Requirements of the DPO1 is attached in the Delegate Assessment Report. Generally, the application complies with the requirements of the Overlay and is considered to provide an appropriate outcome for future residential development with good traffic connections to existing roads, opportunities for pedestrian linkages, and protection of natural features. A copy of the submitted Development Plan and associated plans is attached.

It is noted that section 4.2 of the Development Plan, where the plan details how Clause 19.03-1L *Development and Infrastructure Contributions Plans* have been responded to includes the clause "It is acknowledged that development contributions will need to be made in agreement

between the developer and council at the time of subdivision”. This is in accordance with other development plans in the area and will require that Council set a contribution as a condition on a future planning permit. The actual amount is not set when approving the development plan, as there may be some years between when the plan is approved and when a planning permit is issued. This ensures that the contribution included for the future development is set as close as possible to the time of development and will better reflect the actual costs at that time.

External Authorities

The application has been referred to the following authorities for comment, noting that any future application for subdivision in accordance with an approved Development Plan would require formal referrals in accordance with the requirements of the Mansfield Planning Scheme and *Planning and Environment Act 1987*.

Referral Authority	Comments
AusNet Electricity Services	Supporting
Country Fire Authority (CFA)	Supporting, recommending that Council consider bushfire risks.
Department of Energy, Environment and Climate Action (DEECA)	Supporting, noting that given the likely impacts to native vegetation being minimal they will not be a Referral Authority for future subdivision Planning Permit Applications.
Department of Transport and Planning (DTP)	Supporting
Goulburn Broken Catchment Management Authority (GBCMA)	Supporting, noting that a 30 metre buffer around the Creek would be required
Goulburn Murray Water (GMW)	Supporting, noting that a 30 metre buffer around the Creek would be required
Goulburn Valley Water (GVW)	Supporting

Internal Referrals

The Development Plan application has been provided to Council’s Strategic Planning, Environment and Engineering Teams for specialist advice and comments. All responses have been supportive of the proposal.

Specifically, the responses from the Strategic Planning Team requested further consideration of through connections for roads and shared path networks, as the original plan submitted included some Court bowls and disconnection with the internal footpath network. The current plans, as attached, show how future road connections will be able to be made and the internal footpath network will connect along the creek, along all internal streets and will directly connect with the footpath network in Highton Lane and the existing approved subdivision on the adjoining land to the north.

The Engineering Team have assessed and approved detailed Stormwater Management Plans which relate to the subject land and the adjoining approved subdivision land to the north at 100 Highton Lane. The current plans detail how stormwater management will be able to retain and reduce pre-development flows without any significant impact to the creek.

Submissions

The application for a Development Plan was extensively advertised through a four-week period (11 January – 8 February 2024) whereby the application was advertised with a sign on the frontage of the land, notice in the *Mansfield Courier* for two (2) consecutive weeks, and letters were sent to the owners and occupiers of adjoining and nearby land, including 117 properties.

During the four-week period Council received phone calls from residents of Highton Lane and Crosbys Lane whose main questions were about 126 Highton Lane. There is a general understanding in the community that the owners of 126 Highton Lane have no intention of selling and/or developing their land, therefore this Development Plan cannot be enacted to its full extent. Council Officers were able to explain the process of a Development Plan and that approval of the plan would not then require any development or subdivision, but merely provided a master plan to ensure any development of these three (3) parcels of land would not be in isolation.

Also, Council Officers have spoken at length with the landowners of 126 Highton Lane, who are comfortable with the Development Plan process, understand the opportunities it presents for them, and did not lodge a submission.

The Development Plan application has received three (3) submissions, all are from landowners in the Highton Lane and Crosbys Lane area. An assessment against the submissions is included in the Assessment of Submissions, attached, and in summary the submissions raise concerns about:

- *The landowner of 126 Highton Lane has no intention of developing and therefore this Plan is pointless*
- *Lack of detail for the potential native vegetation removal and impacts*
- *Increase in density does not reflect the existing neighbourhood character*
- *Additional traffic impacts to the Highton Lane and Mt Buller Road intersection*

Recommendation

THAT COUNCIL approves the submitted Development Plan for General Residential Zoned land on **Lot 31 LP135575, Lot 1 TP210771M, and Lot 30 LP135575**, commonly addressed as 102, 126 and Lot 30 Highton Lane, Mansfield.

Support Attachments

1. Delegate Assessment Report [13.2.1.1 - 14 pages]
2. Assessment of Submissions [13.2.1.2 - 3 pages]
3. Development Plan Report [13.2.1.3 - 24 pages]
4. Development Layout Plans [13.2.1.4 - 4 pages]
5. Landscaping Plan [13.2.1.5 - 1 page]
6. Applicant Response to Submissions [13.2.1.6 - 1 page]
7. CONFIDENTIAL - Submissions - Combined [13.2.1.7 - 3 pages]

Considerations and Implications of Recommendation

Sustainability Implications

The application has been assessed against the provisions of the Mansfield Planning Scheme, including all relevant sustainability principles and policies.

Community Engagement

The Development Plan has been subject to notification to nearby and adjoining owners, by way of a sign on site and a public notice in the Mansfield Courier. As part of this process 3 objections were received. An assessment of the objections, the responses from the applicant and officer consideration of each objection has been undertaken. This detailed assessment can be found at Attachment 3.

It is noted that approval of this Development Plan would allow future consideration of any planning permit applications in accordance with this Plan without the need for further notice and review by the broader public. The process of approving a Development Plan does not enable any appeal rights to the Victorian Civil and Administrative Tribunal (VCAT). Through the extensive public notice as detailed in the previous paragraph, the local community has been given an opportunity to provide their comments and feedback, which have been included in the consideration of this plan.

Collaboration

Not Applicable

Financial Impact

The application has been assessed as part of the operations of the Statutory Planning team with existing council resources, an application fee of \$1,337.70 was received.

Legal and Risk Implications

This Development Plan is being undertaken in accordance with the requirements of the *Planning and Environment Act 1987*.

Regional, State and National Plans and Policies

This application has been assessed in accordance with the *Planning and Environment Act 1987* and the future subdivision of the land will be done in accordance with the requirements of the Mansfield Planning Scheme.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 1: Connected and Healthy Community Strategic Objective 1: The health and wellbeing of families and communities is maximised

Theme 2: Vibrant Liveability Strategic Objective 3 Future focused: Intelligent land use and infrastructure

- Strategy 3.2 Enhance township character
- Strategy 3.3 Improve roads, drainage and footpaths

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.

13.2.2. Key Worker Housing Workshops

File Number	E11130	Responsible Officer	Economic Development Officer - Business & Industry, Derek Beautyman
Purpose			

To provide Council with information on the two key worker housing forums already held and provide details on the proposed future forums.

Executive Summary

Mansfield Shire has been experiencing high rates of population growth which have created both challenges and opportunities for the community in relation providing affordable accommodation options for key workers across the municipality.

Engagement with local businesses that was undertaken during the pandemic highlighted the growing issue of staff accommodation needs within the business community. The need for staff accommodation has not changed since that time. As staff became harder to recruit and maintain, many local business owners began leasing property to accommodate staff, or housing staff in the business owner’s own premises and within their commercial properties/ places of business. However, there remains a gap in the provision of accommodation that continues to impact on the ability of local businesses to attract and retain staff.

To investigate potential solutions and understand the barriers influencing the provision of key worker accommodation, over the last 6 months Council has hosted two forums with local businesses and representatives of the development industry. The focus of these forums was to collaboratively workshop potential opportunities to fill this gap in Mansfield Shire with key industry and not-for-profit groups, local employers, government representatives and development industry professionals.

Two workshops were held at the Mansfield Golf Club, as follows:

1. Workshop 1 – Held 11 December 2023
2. Workshop 2 – Held 27 March 2024

Key Issues

A summary of the workshops and the outcomes from them is as follows:

Workshop 1

This workshop focused on exploring strategies for the development of affordable keyworker housing within the Mansfield Shire by bringing together a range of professionals from various sectors – including local business, property development, real estate, banking and finance, and Victorian State Government representatives to collaborate and share insights on:

- Addressing the housing crisis for key workers and seasonal hospitality employees.
- Identifying and overcoming potential challenges in affordable housing projects.
- Viable models for affordable housing projects

The keynote speaker was Matt Nelson – Regional Director (Hume Region), Rural and Regional Victoria, Department Jobs, Skills Industry and Regions. Matt provided a project briefing on the Regional Worker Accommodation Fund.

Mansfield Shire Council's Strategic Planning and Economic Development teams provided a situation report including status and needs data for Mansfield Shire. Information was also presented on the Bogong and Hotham Worker Accommodation Projects.

The attendees were then put into breakout/workshop sessions which focused specifically on Land, Finance and Capacity.

From these sessions, the following actions were proposed:

- The potential to create a committee between Mansfield District Business (MDBA) and local developers supported by Mansfield Shire Council to focus on the housing of key workers within the Shire.
- Proceed with investment attraction, with action by Mansfield Shire to pursue investment opportunities and work with local and broader investment interests.
- Progress advocacy discussions between Council and MAV (Municipal Association of Victoria).
- Advocacy to State Government with MAV for planning changes and authority response times.

Following the success of the December workshop including the announcement by Regional Development Victoria of Regional Worker Accommodation Fund (RWAF), the uptake was rapid. From nine parties initially seeking to progress applications, eight applications were submitted for various projects within Mansfield Shire. These were primarily located around the Mansfield township, with one located in Bonnie Doon. Council officers have been informed that one of these applications has progressed through to the next round.

Workshop 2

The scope of this workshop was tailored to further inform and assist the numerous funding applicants from Mansfield Shire and to “further the conversation into funding and financial models to support key worker housing development.”

The agenda reviewed actions from the previous workshop including outcomes, progress, and successes. The following presentations were part of that workshop:

- Council officers presented updated data on key worker housing.
- Bess Nolan-Cook CEO (Chief Executive Officer) Tourism North East (TNE) presented an overview and update on the Northeast Workforce Management and Appropriate Housing project (NEWMAH).
- David Impey, CEO - Community Enterprise Foundation – Bendigo Bank presented on community financing and philanthropic investment attraction.
- Jim Hardy, Director - Bendigo Bank Dingley Village presented financing models, special purpose vehicles and the Housing Australia Future Fund Facility.

Once again, the attendees were asked to participate in breakout/workshop sessions which looked at the following:

- Questions and solutions to the barriers and learnings encountered during the current round of funding, understanding shovel readiness, and developing work pipelines for future funding.
- Concepts for future workshops to be developed to assist businesses, developers, community groups and individuals and local government to gain early certainty into funding requirements.
- Council to investigate as many EOI's (applications) as possible to explore potential funding vehicles if government funding during this round is not available.
- Discussion of key considerations for applying for the federal funding which is now available.

Council officers have now considered what is the next steps in relation to the issues surrounding key worker housing and are proposing two additional workshops as follows:

Workshop 3

Council officers are proposing to conduct a workshop that will provide an opportunity for the broader community to get access to all the relevant information in relation to key worker accommodation and to provide their input and ideas on other solutions.

It is proposed at this session, Council takes the opportunity to provide an overview of the two previous workshops, a scope of topics within Business and Development landscape (Land, Finance, Capacity) and presentation from State (Housing Victoria) and Federal (Housing Australia) government agencies explaining what they are doing to address the housing crisis.

It is also proposed to invite Community Housing providers currently servicing Mansfield Shire to provide information on what they are doing within the municipality.

Workshop 4

Council officers are also proposing to organise a workshop/drop-in session for new or potential developers and landowners to offer them access on an as-needs basis to information across a range of issues in relation to housing more generally through a "speed dating" type scenario, where a range of services are made available for people to come and ask questions on their particular matters. The services proposed to be represented are as follows:

- Statutory Planning
- Strategic Planning
- Environmental Health (including prescribed accommodation regulations, etc)
- Building Services

The next workshop is proposed to be held at the either the end of August or early September (depending on availability of speakers), with the fourth workshop proposed to be held approximately one month after that date. Council officers will promote these opportunities through social media, the Mansfield Matters section of the Mansfield Courier and on Mansfield Radio.

Recommendation
THAT COUNCIL note the information provided on the Key Worker Housing forums.
Support Attachments
<ol style="list-style-type: none"> 1. Situation Report Mansfield Shire [13.2.2.1 - 3 pages] 2. Keynote Speaker Presentation [13.2.2.2 - 10 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The future forums will be scheduled and planned to allow involvement from interested community members. The forums will be widely advertised in Mansfield Matters and on social media.

Collaboration

Council has collaborated with a wide range of employers, businesses and industry professionals, including those working in property development, real estate, banking and finance, as well as Victorian State Government representatives. This collaboration has involved bringing people together to identify achievable local solutions to key worker housing, for the benefit of local businesses and the wider community.

Financial Impact

All work to plan and deliver the forums has been undertaken internally by Council Officers within existing staff resources. Any costs associated with presenters have been accounted for in the operational budget.

Legal and Risk Implications

Not Applicable.

Regional, State and National Plans and Policies

- Victoria's Housing Statement
- *Planning and Environment Act 1987*
- *Building Act 1993*
- Housing Support Program
- Housing Australia Future Fund

Innovation and Continuous Improvement

The workshops have been planned and delivered with a focus on improving the current situation for local employers and businesses by bringing together a wide range of participants from across the sector. The feedback from the earlier workshops with developers and businesses has been used to inform the planning for the upcoming forums with landowners and the broader community, with a continued focus on identifying achievable local solutions and facilitating connections within Mansfield Shire.

Alignment to Council Plan

Theme 2: Vibrant Liveability Strategic Objective 3 Future focused: Intelligent land use and infrastructure

Strategy 3.4 Plan for and encourage appropriate housing

Theme 2: Vibrant Liveability Strategic Objective 5 Prosperous: Industries, businesses and workforces of the future

Strategy 5.2 Enable land use and base infrastructure that stimulates commercial activity

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.

13.2.3. Strategic Planning Program, Infrastructure Plan & Flood Study

File Number	E1555	Responsible Officer	General Manager, Planning & Investment, Melissa Crane
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Purpose

To update Council on the status of Council’s Strategic Planning Program, Infrastructure Plan and Flood Study.

Executive Summary

Council officers have prepared an update on both the strategic planning program, the Infrastructure Plan and the Mansfield Flood Study. All pieces of work are important strategic documents that will support the fair and orderly development of Mansfield Shire.

Key Issues

Strategic Planning Program

The table below includes an update for the program and has been reviewed with respect to the program priorities and proposed upcoming exhibition processes before the election caretaker period.

Project	Stage	Description	Status
C55mans Planning Scheme Amendment	In Progress	Alters the urban floodway zone at Redgum Rise Estate.	Two submissions have been received that are not related to the amendment. Council Officers are progressing the amendment through the process with the Department of Transport and Planning (DTP) and have held meetings with DTP to progress.
C56mans Planning Scheme Amendment	Ready for Exhibition	Implements the Alpine Approaches into Design and Development Overlays.	Authorised by DTP for Exhibition. Ready to commence the Exhibition process, expecting to commence in August.
C57mans Planning Scheme Amendment	Exhibited	Implements the Mansfield Planning Scheme Review and Mansfield Open Space Strategy.	Exhibition completed, four submissions and a letter of advice with concerns from CFA, were received. Council Officers are mediating with the Submitters and CFA before providing the amendment to Council for adoption or referral to a planning panel.
C60mans Planning Scheme Amendment	In Progress	Implement Mansfield Planning Scheme Review and Planning Strategy into the Mansfield Planning Scheme.	Councillors have requested more information about commercial strategy and clarification on Curia St Rezoning. This is expected to be presented at the July Council Meeting to request approval to prepare and exhibit the amendment.

Project	Stage	Description	Status
C61 Planning Scheme Amendment	Awaiting Response	Create a planning scheme amendment to implement the Bonnie Doon and Merton Plans.	Amendment drafted and submitted to DTP for review. Waiting on a response from DTP to the draft amendment.
C62 Planning Scheme Amendment	In Progress	Environmental Significance Overlay review to reduce referrals to Goulburn Murray Water (GMW) and simplify the permit triggers.	Planning Officers are actively engaging with GMW to incorporate their requests into the amended Ordinance. Once the Ordinance is drafted it will be presented to a Council Meeting for authorisation to Exhibit.
C63 Planning Scheme Amendment	New	Proponent led amendment to re-zone land at 73 & 75 Dead Horse Lane Mansfield to Industrial 3 Zone.	Received 30 May 2024, Officers are undertaking an initial assessment before presenting to a Council Meeting for authorisation to Exhibit.
Delatite Valley Plan	In progress	Create a community, tourism and structure plan applying from Merrijig to Mirimibah.	Community Engagement expected to commence in late June 2024.
Goughs Bay Plan	In Progress	Creates a Structure Plan for Goughs Bay for the next 20 years.	Draft Plan is being finalised by Officers before undertaking a second round of community engagement.
High Street Design	ON HOLD	Preparation of a study and strategy for the future design of the Mansfield township CBD and Parking Strategy.	To be undertaken in conjunction with Parking Study in 2024/25.

The above table will be updated monthly and included in the CEO Report of the Council Agenda, providing updates to Council and the community on the status of all strategic planning projects.

Infrastructure Plan

Council has engaged Tomkinson Pty Ltd to undertake the preparation of an Infrastructure Plan, as recommended in the Mansfield Planning Strategy. The Plan will be used as the basis for the application of Development Contributions to be used to fund infrastructure upgrades required to accommodate future growth in Mansfield. This project is being fully funded through a Streamlining for Growth grant from the Victorian Planning Authority.

The consultants have done extensive background research into Council’s various planning documents and long-term capital works plans to identify what infrastructure requirements have already been identified.

A draft plan will be submitted to Council officers for assessment by 30 June 2024. Upon receipt of the plan, it will be assessed by Council officers prior to the commencement of broader engagement, both with referral agencies and with the community, over the contents of the draft plan.

Flood Study

Council has engaged Stantec Pty Ltd to undertake the Mansfield Flood Study. The final report is due to be completed by the end of March 2025. In addition to the flood study, Council took the opportunity to have 7 causeways assessed as part of the exercise. The following causeways were assessed:

1. McLeods Lane
2. Graves Road
3. Ogilvies Road
4. Withers Lane
5. O'Halloran Road
6. Bryne Lane
7. Buttercup Road

This work involved undertaking a high-flow assessment of each crossing, to determine appropriate culvert sizes for upgrade of the existing culverts. This information will be used to inform future capital works projects.

The flood study project is being undertaken in 7 parts, as follows:

Part	What	Key Tasks	Status
1	Methodology Report	Required data collection and validation report and methodology report.	Completed
2	Community Consultation	Community engagement meetings to seek input on local flood knowledge.	Initial engagement undertaken. Further engagement to be undertaken when we have the draft flood, mapping and analysis of potential catchment actions.
3	Hydrologic Analysis	Develop hydrologic and hydraulic model, calibration and validation of model	75% complete. Will be used to inform the flood hydraulic analysis. This is due to be completed by late June 2024.
4	Flood Hydraulic Analysis	The hydrologic and hydraulic models will be simulated	10% complete. Cannot be completed until all analysis information provided.
5	Flood Behaviours & Intelligence Output	Create flood mapping outlets	Not yet started
6	Structural Flood Mitigation Assessment	List of flood mitigation options identified	Not yet started
7	Project Report	Final report for exhibition	Not yet started

Recommendation
THAT COUNCIL notes the progress updates on the strategic planning program, the Infrastructure Plan and the Mansfield Flood Study.
Support Attachments
Nil

Considerations and Implications of Recommendation

Sustainability Implications

All strategic planning projects give due consideration to long term sustainability for both Council and the community.

Community Engagement

Community engagement will be undertaken in accordance with Council’s Community Engagement policy.

Collaboration

The Mansfield Flood Study is being undertaken in collaboration with the Goulburn Broken Catchment Management Authority.

Financial Impact

Strategic planning projects are undertaken within either existing council resources or with funding from external sources.

Legal and Risk Implications

All strategic planning projects are undertaken in accordance with the *Planning and Environment Act 1987*.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 1: Connected and Healthy Community Strategic Objective 1: The health and wellbeing of families and communities is maximised

Strategy 1.3 Contribute to efforts that ensure essential community services exist locally.

Strategy 2.2 Create an environment where community and clubs can recreate, socialise and contribute to the health and wellbeing of the community

Strategy 2.3 Enhance the social and economic value of tourism to Mansfield.

Theme 2: Vibrant Liveability Strategic Objective 3 Future focused: Intelligent land use and infrastructure

Strategy 3.1 Protect natural vistas and farmlets

Strategy 3.2 Enhance township character

Strategy 3.4 Plan for and encourage appropriate housing

Strategy 5.1 Create conditions that enable local businesses and employers to thrive

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”

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.

13.3. Capital Works & Operations

13.3.1. Mansfield Swimming Pool End of Season Report

File Number	E2686	Responsible Officer	Asset Maintenance Officer, Chloe Schlemitz
Purpose			

This report presents to Council the Mansfield Swimming Pool End of Season Report for the 2023/24 season, including a comprehensive overview of the operational performance of the Mansfield Swimming Pool during the season. It aims to highlight key achievements, challenges and opportunities, maintenance activities undertaken, and recommendations for improvement.

Executive Summary

The 2023/24 swimming season marked the third year of operations under the management of Belgravia Health and Leisure Pty Ltd. Despite facing recruitment challenges and staffing issues, the pool experienced a significant increase in patronage compared to the previous season.

This report presents the feedback from engagement with pool users via the end of season survey undertaken by Belgravia, together with some opportunities for improvement identified by Council officers regarding communication with schools for swimming lessons and the ongoing maintenance of water quality.

The swimming pool contract is managed internally by Council’s Asset Maintenance Officer with support from the Community Health & Wellbeing team in relation to coordination of the school’s program and other community events and activities involving the pool.

Key Issues

The facility was open from Saturday 18 November 2023 to Sunday 17 March 2024 inclusive, as per the requirement of the contract. The contract with Belgravia for operation of the pool is for a fixed lump sum price per year, with the annual cost to Council per the contract of \$184,939.00 (ex. GST). The contract with Belgravia has recently been offered for extension by a further year, to incorporate the 2024-25 season.

Pool patronage is detailed within the Belgravia report, showing a total of 12,825 admissions for the 2023/24 season reflecting a 36% increase from the year before.

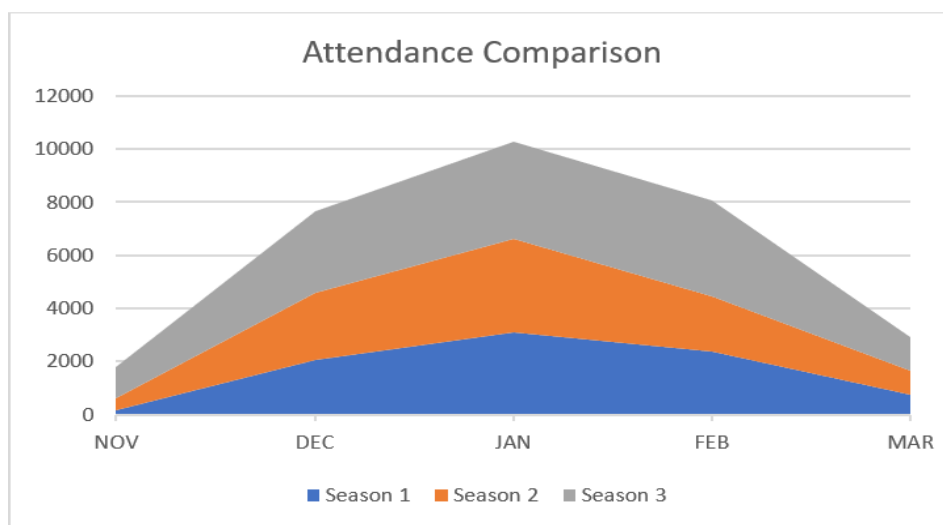
The end of season community survey obtained feedback from 127 community members. The survey also reflected an increase in the satisfaction of pool users, with 71% of responses rating the pool at a 7 or higher for the 2023/24 season, a robust increase on the 56% achieved for the previous season. The items with the highest satisfaction rating were the pool staff, followed by the pool facilities and location.

Survey feedback with respect to potential improvements for next season included requests for the following:

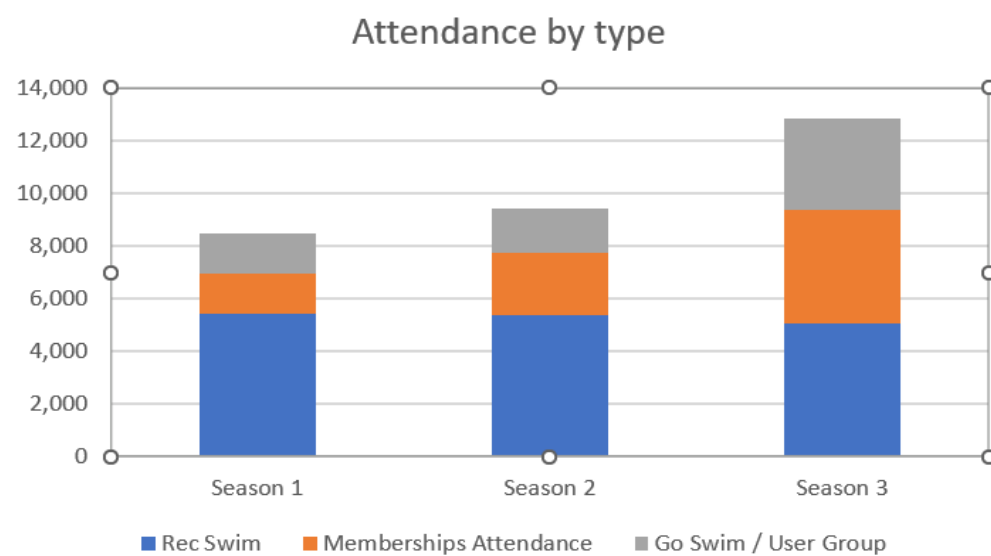
- More swimming lessons.
- Changeroom improvements – although relatively new, the flooring is stained and can appear dirty even after being deep cleaned.
- Earlier opening and later closing times, no lunch time closure, longer hours on weekends and a longer season.
- Indoor pool facilities for year-round use.

Further details of the post-season feedback received through the community drop-in session are provided in the community engagement section of this report.

The figure below depicts the attendance for each season, year on year, with a sustained improvement achieved in pool patronage over the life of the contract.



When considering attendance by type, there was a small decline in recreational swims this year but an almost tripling of memberships purchased indicating a strong up take by the community.



The swimming lesson offerings have more than doubled in capacity since the first season of operation, with a strong community desire for more.

Belgravia successfully recruited one swim teacher to be able to offer lessons to our community again this year. Although Council officers had received advice last year that some local schools would also be having their own staff trained, to provide more flexibility when booking for lessons and greater opportunity for local children, feedback was provided during the post-season drop-in sessions that this did not occur. Due to a shortage of local teachers, the schools decided not to book lanes with their own teachers in Mansfield and to bus students to Benalla during the off season instead. Notwithstanding this, lessons were held for all schools using the Belgravia swim teacher.

Feedback from schools and the end of season survey has indicated a strong desire for increased local capacity for swimming lessons. Belgravia will be again looking to increase the number of local swim teachers. The short season due to the lack of a year-round indoor pool also affects available capacity.

Feedback received from the YAFM (Year-round Aquatics Facility Mansfield) community committee supported this key concern:

YAFM has welcomed the attention the council staff are giving the need for learn to swim lessons, rehabilitation, and a year-round aquatic facility with the grant application to cover the smaller pool for the winter months. YAFM's strong survey results from the Needs Analysis highlighted the community's wish to ensure water safety and wellness for our kids, youth, adults, families and the aged.

While this grant will provide some interim solutions at the current facility YAFM is continuing to investigate and assess the site on Malcolm Street for a longer and more permanent solution.

Thanks for all your efforts

As referenced in the YAFM feedback, Council is currently awaiting the result of a grant application to enclose the learner pool. The upgrade of this asset would enable additional swimming lessons to be offered to schools and to the wider community. Access to a year-round indoor pool would make employment opportunities for swim teachers more attractive as it would allow for ongoing contracts rather than seasonal employment.

Pool Maintenance and Upgrades

Routine maintenance tasks, including mechanical servicing, gutter cleaning, and pool edging repainting, were completed this financial year to maintain safe operation and enhance the overall aesthetics of the facility.

Repairs to equipment and infrastructure, such as pool lights, signage, and pool cover ropes, were also carried out to ensure uninterrupted operation and increase pool user satisfaction.

Environmental Health Officer Inspection

A mandatory inspection by Council's Environmental Health Officer found the operations of the pool to be considered particularly good with some minor concerns most around signage and the availability of hardcopy resources onsite, where Belgravia offers these online.

There was a reported incident from a group of users who reportedly contracted “hot tub rash” from the toddler pool towards the end of the season. The pool was closed immediately, and remedial actions have been implemented to address this issue.

Going forward, additional conditions will be introduced for Belgravia Lifeguards to require a 2 hourly testing for this pool to manage this risk. If the result is outside of regulations, remedial actions will include immediate contact with Council officers and actions to ensure that the pool is bought back within regulations before further use. If the toddler pool needs to be closed for any period of time longer than 1 hour, community notification will be undertaken through social media.

It is noted that due to the nature of toddler pools (shallow depth) achieving a consistent and balanced pool disinfection can be difficult over a sustained period of time, however it is considered that the mitigation measures proposed will address this risk appropriately for the next season.

Safety and Lifeguarding

The pool maintained an important level of safety and security throughout the year, with trained lifeguards on duty during all operating hours. No major safety incidents were reported during the year, with 2 moderate and 6 minor incidents recorded. With only two moderate instances reported, both of those patrons involved were contacted the following day and confirmed to be in good health.

Conclusion

The Mansfield Swimming Pool continues to serve as a vital recreational hub for the community, offering a safe and enjoyable environment for outdoor activities. Moving forward, the actions proposed to address ongoing recruitment challenges, continued and enhanced communication with user groups, and continued facilities maintenance will be implemented to support the long-term sustainability and success of the facility. The recommendations outlined in this report aim to address identified issues and further improve the quality-of-service delivery in the upcoming seasons.

Recommendation	
THAT COUNCIL note the 2023/24 Mansfield Swimming Pool End of Season Report.	
Support Attachments	
1.	CONFIDENTIAL - Mansfield End of Season Report 2023-24 [13.3.1.1 - 19 pages]
2.	CONFIDENTIAL - Contract Partner P& L Mansfield March 24 [13.3.1.2 - 2 pages]

Considerations and Implications of Recommendation

Sustainability Implications

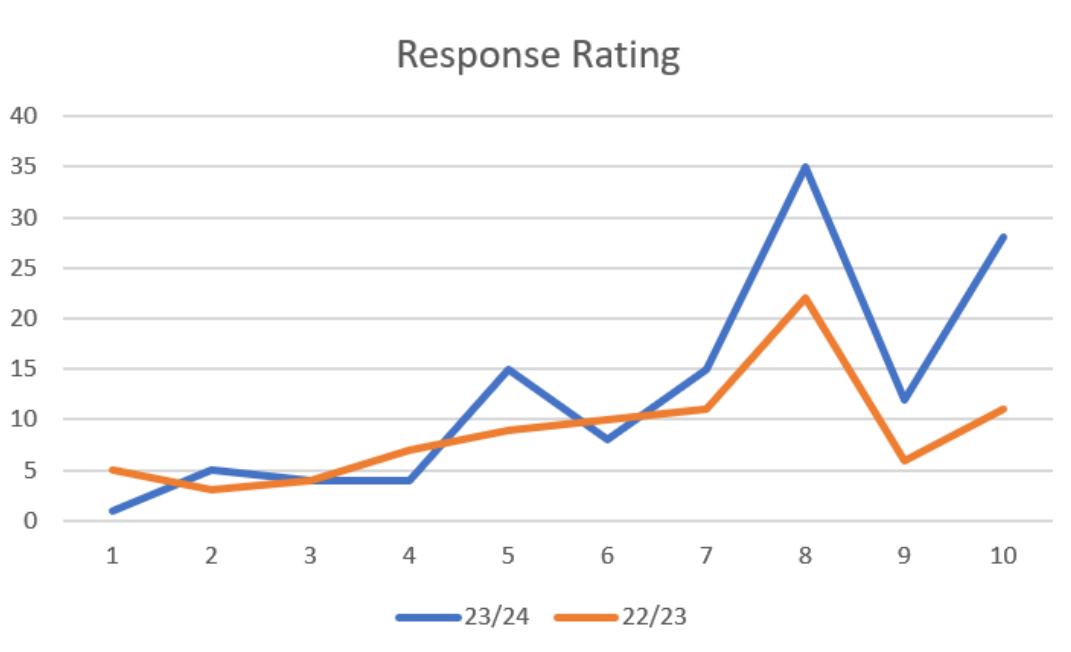
Economic – The employment and training of additional staff to work at the pool facility provides economic benefit to the local community, as does the ability to access local services without the need to travel.

Social – Increasing access to swimming lessons and recreational use provides improved social benefits for the community.

Environmental – The practice of retaining water in the two larger pools year-round has proven worthwhile, with environmental benefits achieved over the previous method of draining, cleaning and refilling each pool prior to the next season. The benefits are twofold, with less water consumption and reduced risk to the pool structures through ground movement when empty.

Community Engagement

This season’s community survey resulted in feedback from 127 community members. The figure below depicts the rating spread for the last two years. A substantial increase in satisfaction was achieved this year. Where 56% of responses rated the pool at a 7 or higher for the 2022/23 season, a robust growth to 71% of responses rating it at 7 or higher was achieved in 2023/24.



The top 90 responses scored the Mansfield pool site at a 7 and above; from these results the following were key reasons why they scored so highly:

- 32 responses for Staff
- 19 responses for Facilities
- 12 responses for Location
- 4 responses for Price
- 3 responses for Service.

The post season feedback drop-in session was well attended with representatives from various stakeholder groups. Key themes from the session in terms of opportunities for improvement were:

- Communications were initially poor during bookings at the start of the season (this will be explored with Belgravia for next season to move this responsibility to a local contact).
- Lifeguards were good but some observations were made with respect to supervising the individual pools.
- Availability of swimming lessons to match the schools’ preferences was a key theme. Due to the short season and only one swim teacher, there was a lack of availability to meet demand. Schools indicated that they were considering moving their swim program to Benalla. For example, Mansfield Primary School for Terms 2 & 3 have 150 students all

receiving 4x45-minute swimming lessons, which can't be met without a year-round facility.

Financial Impact

The operation of the pool is included in the Annual Budget, with income and expenditure over the past four years as tabled below. The reduction in 2022-23 was due to lower repair and maintenance costs that year.

Account	2021-22	2022-23	2023-24	2024-25
500200. Mansfield Pool Expenses	\$239,566	\$220,691	\$240,804	\$246,100
500201. Mansfield Pool Income	(\$16,803)	(\$25,087)	(\$19,651)	(\$24,500)
Grand Total	\$222,763	\$195,605	\$221,153	\$221,600

The above costs do not include the Asset Maintenance Officer salary for management of the Belgravia contract.

Legal and Risk Implications

There are no inherent risks related to this report. However, there is always risk related to management and operation of a pool. There are stringent regulations and standards that must be met, and these are managed through appropriate risk management planning and risk mitigation activities.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

While awaiting advice on the SPLASH package grant application for enclosing the learner pool, Council will proceed with lane rope replacements for continued patron safety in the 2024/25 season.

Investigations to improve the efficiency of the current dosage system have been completed and identified that a digital auto-dosing upgrade would also be of great benefit. Opportunities for funding this system improvement will be explored.

Alignment to Council Plan

Theme 1: Connected and Healthy Community Strategic Objective 1: The health and wellbeing of families and communities is maximised

Strategy 1.1 Embed health and wellbeing enablers and protections to reduce risks to our communities.

Strategy 1.2 Connect, develop and support children and young people.

Strategy 1.3 Contribute to efforts that ensure essential community services exist locally.

Strategy 2.2 Create an environment where community and clubs can recreate, socialise and contribute to the health and wellbeing of the community

Theme 2: Vibrant Liveability Strategic Objective 5 Prosperous: Industries, businesses and workforces of the future

Strategy 5.1 Create conditions that enable local businesses

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”

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.

13.4. People, Communications and Governance

13.4.1. Public Interest Disclosures Policy & Procedure

File Number	E1533	Responsible Officer	Governance and Risk Officer, Chelsea Young
Purpose			

To seek Council endorsement of the revised Public Interest Disclosures Policy and Procedure.

Executive Summary

The purpose of the Public Interest Disclosures (PID) Policy is to ensure that Council is compliant with its obligations under the Public Interest Disclosures Act 2012 (PID Act) and the Independent Broad-based Anti-Corruption Commission Act 2011 (IBAC Act). The PID Procedure ensures that there is an effective process for managing the receipt of public interest disclosures, their assessment and notification.

Key Issues

The policy and procedure have been reviewed and the procedure has been substantially updated to reflect the requirements of guidelines published by IBAC. A copy of the tracked changes, revised Policy is attached for reference. Following consideration by Council, community notification of the updated policy and procedure will be undertaken through Mansfield Matters and Council’s website.

The revised documents will continue to provide Council with the tools to effectively manage disclosures of suspected misconduct or corrupt conduct.

Recommendation

THAT COUNCIL endorse the Public Interest Disclosures Policy and Procedure 2024.

Support Attachments

1. Public Interest Disclosures Policy 2024 [13.4.1.1 - 5 pages]
2. Public Interest Disclosures Procedure 2024 [13.4.1.2 - 19 pages]
3. Tracked Changes - Public Interest Disclosures Policy 2024 [13.4.1.3 - 5 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The updated policy and procedure will be published on Council’s website and the community will be notified of the revised documents through Mansfield Matters.

Collaboration

Not Applicable

Financial Impact

All work to review and update the policy and procedure has been undertaken internally by Council Officers within existing staff resources.

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.

13.4.2. Community Engagement Policy

File Number	E1533	Responsible Officer	Coordinator Communications, Governance & Risk, Tanya Tabone
Purpose			

To seek Council endorsement of the revised Community Engagement Policy.

Executive Summary

The Community Engagement Policy is a requirement under the Local Government Act 2020 and outlines Council’s commitment to meaningful community engagement, its investment in and approach to engagement activities, with the objective to meet or exceed legislative obligations.

Key Issues

A review of the Community Engagement Policy has been completed and a revised and updated Policy has been developed. The policy remains aligned with the original policy in terms of substance. The revised policy was made available for community review and comment via Engage Mansfield from 22 May 2024 – 11 June 2024. No comments were received.

A copy of the tracked changes, revised Policy is attached for reference.

Recommendation

THAT COUNCIL endorse the Community Engagement Policy 2024.

Support Attachments

1. Community Engagement Policy 2024 [13.4.2.1 - 8 pages]
2. Tracked Changes - Community Engagement Policy 2024 [13.4.2.2 - 8 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Community Engagement has been undertaken in accordance with the Council Community Engagement Policy 2021 through Engage Mansfield from 22 May 2024 – 11 June 2024 seeking feedback on the draft policy. No comments were received for consideration in the final review of the policy.

Collaboration

Not Applicable

Financial Impact

All work to create the policy has been undertaken internally by Council Officers within existing staff resources.

Legal and Risk Implications

Reputation Risk: Consistency and clarity in Council's approach to community engagement provides certainty of the process for Councillors, Council officers and the community.

Regional, State and National Plans and Policies

The Community Engagement Policy addresses s55 of the Local Government Act 2020.

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"

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.

13.4.3. Complaints Policy

File Number	E1533	Responsible Officer	Governance and Risk Officer, Chelsea Young
Purpose			

To seek Council endorsement of the revised Complaints Policy and Process.

Executive Summary

The Local Government Act 2020 requires councils to develop and maintain a complaints policy and process that describes how it responds to and manages complaints. This Policy and the associated Process satisfies that requirement.

Council recognises that members of the public have the right to complain and have complaints handled objectively.

Key Issues

A review of the Complaints Policy and Process has been completed, with revised and updated documents developed. Changes made are primarily to bring the Policy and Process into alignment with the Customer Charter and to reflect changes to position titles and definitions.

A copy of the tracked changes, revised Policy and Process is attached for reference. Following consideration by Council, community notification of the updated policy and process will be undertaken through Mansfield Matters and Council's website.

Recommendation

THAT COUNCIL endorse the Complaints Policy and Process 2024.

Support Attachments

1. Complaints Handling Policy 2024 [13.4.3.1 - 7 pages]
2. Complaints Handling Process 2024 [13.4.3.2 - 4 pages]
3. Tracked Changes - Complaints Handling Policy 2024 [13.4.3.3 - 7 pages]
4. Tracked Changes - Complaints Handling Process 2024 [13.4.3.4 - 4 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The updated documents will be published on Council's website and the community will be notified of the revised documents through Mansfield Matters.

Collaboration

Not Applicable

Financial Impact

All work to create the policy has been undertaken internally by Council Officers within existing staff resources.

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.

13.4.4. CEO Employment & Remuneration Policy

File Number	E1533	Responsible Officer	Executive Manager People, Communications & Governance, Janique Snyder
Purpose			

To seek Council endorsement of the revised CEO Employment Remuneration Policy.

Executive Summary

The CEO Employment and Remuneration Policy is a requirement under s.45(2) of the Local Government Act 2020.

The Policy outlines the way in which Council will manage the recruitment and appointment of its CEO, and provide consistency for contract inclusions, performance monitoring and annual review. The policy must also include provision for Council to obtain independent professional advice in relation to the matters dealt with in the Policy and have regard to the Victorian Government’s Public Entity Executive Remuneration Policy.

Key Issues

A review of the CEO Employment Remuneration Policy has been completed and a revised and updated Policy has been developed with minor changes. A tracked changes copy of the revised Policy is attached for reference. Following consideration by Council, community notification of the updated policy will be undertaken through Mansfield Matters and Council’s website.

Recommendation

THAT COUNCIL endorse the CEO Employment Remuneration Policy 2024.

Support Attachments

1. CEO Employment and Remuneration Policy 2024 [13.4.4.1 - 7 pages]
2. Tracked Changes - CEO Employment and Remuneration Policy 2024 [13.4.4.2 - 7 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The updated policy will be published on Council’s website and the community will be notified of the revised document through Mansfield Matters.

Collaboration

Not Applicable

Financial Impact

All work to create the policy has been undertaken internally by Council Officers within existing staff resources.

Legal and Risk Implications

Not Applicable.

Regional, State and National Plans and Policies

The policy includes provision for Council to obtain independent professional advice in relation to the matters dealt with in the Policy and have regard to the Victorian Government's Public Entity Executive Remuneration Policy.

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 6.2 Building organisational capacity through its people

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.

13.4.5. Council Expenses Policy

File Number	E1533	Responsible Officer	Governance and Risk Officer, Chelsea Young
Purpose			

To seek Council endorsement of the revised Council Expenses Policy.

Executive Summary

The Council Expenses Policy is a requirement under s.41(1) of the Local Government Act 2020. The Policy seeks to ensure that the reimbursement of expenses is in accordance with the Act and meets the Act’s principles of public transparency; achieving the best outcomes for the community and ensuring the ongoing financial viability of Council.

Key Issues

A review of the Council Expenses Policy has been completed and a revised and updated Policy has been developed. The following changes of note have been made to the policy:

- The allocation of a Mayoral vehicle has been removed
- Councillors who attend paid professional development must provide a report to Council at the Council Meeting following the event/training
- The Mayor will receive 24-hour access to the Municipal office
- Requirements for approval of legal expenses
- Employee Assistance Program to be available to Councillors

A copy of the tracked changes, revised Policy is attached for reference. Following consideration by Council, community notification of the updated policy will be undertaken through Mansfield Matters and Council’s website.

Recommendation
THAT COUNCIL endorse the Council Expenses Policy 2024.
Support Attachments
1. Council Expense Policy 2024 [13.4.5.1 - 13 pages]
2. Tracked Changes - Council Expenses Policy 2024 [13.4.5.2 - 13 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The updated policy will be published on Council’s website and the community will be notified of the revised document through Mansfield Matters.

Collaboration

Not Applicable

Financial Impact

All work to create the policy has been undertaken internally by Council Officers within existing staff resources.

Legal and Risk Implications

Reputation Risk: Consistency and clarity in Council's approach to expenses provides certainty of the process for Councillors, Council officers and the community.

Regional, State and National Plans and Policies

The Council Expenses Policy addresses s41 of the Local Government Act 2020 and the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act was referenced to during the policy review.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 7 Financial sustainability and value for money

Strategy 7.1 Increase Council's financial resilience by utilising opportunities to derive own-source of funding income and optimising costs of delivering services

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.

13.4.6. Council Plan 2021-25

File Number	E9390	Responsible Officer	Governance and Risk Officer, Chelsea Young
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Purpose

For Council to endorse the wording change in Strategy 3.1 of the Council Plan 2021-25.

Executive Summary

The *Local Government Act 2020* (the Act) requires that Council develop and adopt a new Council Plan by 31 October of the year following a general election. The current Council Plan 2021-25 was adopted by Council on 19 October 2021 with the following resolution:

THAT COUNCIL:

1. *Adopts the draft Council Plan 2021-2025;*
2. *Endorses the publications Council Plan 2021-2025 Plan-on-a-Page, understanding that these are dynamic publications that will be developed ongoing fit for purpose (audience); and*
3. *Authorises the Chief Executive Officer to make any editorial corrections as required to the draft Council Plan 2021-2025 and the Plan-on-a-Page publications.*

The Plan is the key strategic document to guide Council's decision-making over the four years and articulates the role Council will play in leading, supporting and advocating for the best possible outcomes for the Mansfield Shire.

The Plan informs the major initiatives included in the annual Budget, and reports to Council are provided each year on progress against the actions required to deliver the Council Plan.

Key Issues

As part of the 2024-25 Budget engagement process a submission was received requesting that the word 'Farmlot' in Strategy 3.1 of the Council Plan be changed to 'Farmland'. This change is supported by Council officers to reflect actions already being undertaken to protect farmland through the strategic planning program and other initiatives included in the Budget.

Following consideration by Council of this change, the Plan will be updated on Council's website.

Recommendation

THAT COUNCIL endorses the wording change to Strategy 3.1 of the Council Plan 2021-25 to 'Protect natural vistas and farmland'.

Support Attachments

1. Mansfield Shire Council Plan 2021-2025 - revised 25 June 2024 [13.4.6.1 - 29 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The proposed wording change to the Council Plan has been informed by community feedback received through the Budget engagement process. Following consideration by Council the revised Plan will be published on Council's website.

Collaboration

Not Applicable

Financial Impact

Development of the Plan was undertaken in 2021 with consultancy support at a cost of \$40,850 (inc. GST). The revision was undertaken internally by Council Officers within existing staff resources.

Legal and Risk Implications

Not Applicable

Regional, State and National Plans and Policies

The Council Plan addresses s90 of the Local Government Act 2020.

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.

13.5. Community Health and Wellbeing

13.5.1. Municipal Early Years Plan 2024 - 2028

File Number	E11190	Responsible Officer	Early Years Community Project Officer, Jenny Lovick
Purpose			

To present the final Mansfield Municipal Early Years Plan 2024-2028 to Council for adoption following key stakeholder consultation and community engagement.

Executive Summary

The Municipal Early Years Plan (MEYP) fosters a whole-of-community, whole-of-system approach to building community strength and addressing the underlying causes for inequality and vulnerability of children and families. It is a place-based focus on prevention, equity, health, and long term social and educational outcomes for children.

The MEYP lays out our community’s vision and priorities for a child friendly community for every child in the shire. The MEYP will support the delivery of local policies, programs and infrastructure that can influence the health, education and wellbeing of its younger population and their families. Council will plan, partner, advocate for and provide leadership to ensure that Mansfield and our surrounding communities are child friendly and support optimal outcomes.

The Plan has been developed by Council, in partnership with the community, to support the enhancement of community health and wellbeing. The Mansfield MEYP encompasses children from birth to 12 years.

Key Issues

Although MEYPs are not statutorily required, they are important for the strategic alignment of effort across Council to achieve the health and wellbeing of children in our municipality, and to influence and improve their educational and developmental outcomes.

The importance of implementing local policies, developing and delivering programs and providing infrastructure that can influence the health, education and wellbeing of its younger population is well recognised and reflected in the MEYP.

The MEYP identifies Council’s role across the early years' programs – not just those activities directly delivered by Council. They encompass the universal, targeted, and intensive service systems as well as broader programs and activities such as health promotion and environmental planning.

The MEYP will also act as a catalyst for consistent multi-agency planning across the municipality where our local partners can work towards agreed outcomes.

Community Engagement has been undertaken in accordance with Council’s Community Engagement Policy. The plan is informed by engagement with children, parents, Early Childhood Education (ECE) providers, other service providers and stakeholders in Mansfield who provided feedback on what is important to them.

The feedback from these engagements has shaped the final version of the MEYP.

Type of engagement	What	When	Number of Responses
Workshops/ meetings	Workshops and Family Services strategy planning sessions. (Meeting and interviews)	Feb 2024	N/A
Community and children’s voices	Written and/or pictorial input sort from families and children “What do you wish for?” (In your community) A display and suggestion box set up in the library. Questionnaires distributed through networks, services, schools, and email to interested parties.	March – April 2024	36 responses received. As summarised in s5.2 MEYP
Network meetings	Early Years Network participants including service providers, ECE and schools undertook a key stakeholder survey providing input and feedback on the priorities and objectives.	Feb - April 2024	Distributed to 93 network participants. 12 written responses, some suggesting additional actions to be included. Actions modified to include suggestions.
Exhibition of amended MEYP undertaken	Draft MEYP was made available on Engage Mansfield webpage, notification to all previous submitters, ECE, schools, and services. Draft MEYP was made available to 93 key stakeholders via email.	1 June – 14 June 2024 on the Engage Mansfield webpage.	Gadhaba suggested minor changes of wording to an action which have been implemented in Objective 3.6. WHGNE (Womens Health Goulburn North East) provided extensive feedback with an inclusion for advocacy in Objective 1.6. Other feedback was positive and provided ideas for future budget initiatives.

Recommendation

THAT COUNCIL adopt the Mansfield Municipal Early Years Plan 2024-2028.

Support Attachments

1. Mansfield Municipal Early Years Plan 2024-2028.pdf [13.5.2.1 - 27 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Economic: Economic sustainability is important for ensuring the long-term success and impact of a MEYP. This includes relying on a mixture of diverse funding sources as well as grants, and partnerships to ensure sustainability and not over relying on single source. Regular assessment of initiatives and impact may justify ongoing and future funding.

Social: Consideration of a broad spectrum of social implications is required to ensure the plan promotes positive outcomes for children and families and the community at large. The plan addresses these considerations, promoting health, wellbeing, and development of children; contributing to the social fabric of the community, as follows:

- + Equity and inclusion, ensuring all children, regardless of their socioeconomic background have equitable access to early years services.
- + Programs that respect and incorporate diverse cultural backgrounds.
- + Families and children are involved in program planning and decision making
- + Foster collaboration between local organisations, ECEs, schools, and businesses.
- + Implement early intervention.
- + Offers parent and caregiver support.
- + Addresses social and economic disparities by targeting support to disadvantaged and marginalised groups in our community.

Community Engagement

Community Engagement has been undertaken in accordance with Council's Community Engagement Policy. The plan is informed by engagement with children, parents, Early Childhood Education (ECE) providers, other service providers and stakeholders in Mansfield who told us what is important to them through consultation.

The feedback from these engagements has shaped the final version of the MEYP.

Financial Impact

All work to create the plan has been undertaken internally by Council Officers within existing staff resources, with a fixed term project officer employed to deliver the plan (funded position).

Legal and Risk Implications

Asset Risk: This involves planning, providing, and maintaining a range of early years infrastructure. Council provides the physical infrastructure from which several early years services operate. Renewal of assets is required for continued availability of services. In recent years, Council has been actively advocating for increased funding for additional early years infrastructure required in Mansfield Shire to service the rapidly growing population.

Reputation Risk: There is potential for reputational damage if the MEYP is not implemented in line with community expectations. Council has transparently and actively engaged with the community during preparation of the plan to manage this risk, and further engagement will occur during execution.

Social Risk: The plan addresses potential risks for those families and children experiencing vulnerabilities. By providing a plan that has been developed with broad community input and support, it responds to the need for equitable health and wellbeing outcomes for all.

Strategic Risk: Failure to adapt to the changing needs of the community or not planning for future development and growth could see the area become inadequate or not fit-for-purpose in the future. This underscores the importance of the plan to ensure that Mansfield and our surrounding communities are child friendly and support optimal outcomes.

Regional, State and National Plans and Policies

State of Victoria's Children Report - <https://www.vic.gov.au/state-victorias-children-report>

Commonwealth Child Safe Standards – 11 child safe standards came into place from 1 July 2022 in Victoria.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 1: Connected and Healthy Community

Strategic Objective 1: The health and wellbeing of families and communities is maximised.

Strategy 1.1 Embed health and wellbeing enablers and protections to reduce risks to our communities.

Strategy 1.2 Connect, develop and support children and young people.

Strategy 1.3 Contribute to efforts that ensure essential community services exist locally.

Theme 2: Vibrant Liveability

Strategic Objective 5 Prosperous: Industries, businesses, and workforces of the future.

Strategy 5.1 Create conditions that enable local businesses and employers to thrive

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.

13.6. Executive Services

13.6.1. Revised Revenue & Rating Plan 2021-25

File Number	E10415	Responsible Officer	Coordinator Financial Planning & Analysis, James Alcaniz
Purpose			

To present Council with the Revised Revenue and Rating Plan 2021-25 for adoption.

Executive Summary

The *Local Government Act 2020* requires each Council to prepare a Revenue and Rating Plan for a period of at least 4 years by 30 June after a general election.

The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to operate.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council to generate income to deliver on the Council Plan, services, and the capital works program.

Key Issues

The Revenue and Rating Plan 2021-25 was adopted by Council at the Ordinary Council Meeting held on Tuesday, 22 June 2021.

Council has made the decision that rating fairness is measured by a consistent sharing of rates charges between rating sectors from year to year. It is a method called the 'pie model'. It means that each year, each rating sector should contribute a very similar amount of the rating pie. This reflects the intent of section 101(1) (c) of the *Local Government Act 2020* which requires that Councils seek to provide stability and predictability in the financial impact on the municipal community.

To maintain consistency in the percentage of rates being charged across the five rating sectors it is critical to understand that the differential rate is not a discount or a fixed element that underpins rating fairness, rather that it is an economic lever to be used to ensure that the current rates proportion is maintained between rating sectors.

This equilibrium in charges between rating sectors is often disturbed through changes in property valuations between rating sectors. If valuations in one sector increase or decrease disproportionately to the overall movement in valuations it will skew the proportion of rates paid by one sector and this needs to be adjusted through alteration of one or more differentials.

Council will continue to attempt to minimise the impact of rating increases on the community by seeking ongoing organisational efficiencies.

The Revenue and Rating Plan contains the necessary statutory information in accordance with the *Local Government Act 2020*.

The Revenue and Rating Plan outlines the Council’s primary components of the revenue raising framework 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.

The Valuer General Victoria is responsible for valuing all properties as of 1 January each year and the resulting Capital Improved Values are used to allocate Council rates.

The final certified valuations (Stage 4) were returned to Council in May 2024 with some changes to the capital improved values. This resulted in some minor adjustments required to the differential rates in the Proposed Budget. The 2024 valuations have returned valuation increases that are more consistent and lower than the previous year.

Council has reviewed the impact of these increases on general rates in relation to each type or class of land and is proposing to modify the differential rates applied to each property category to ensure a more equitable distribution of the general rates revenue. If unaddressed this would have the effect of shifting the rate burden toward those property categories with higher valuation increases.

The profile of the change in general rates revenue by type or class of land is presented in the table below, compared with the original Proposed 2024/25 Budget amounts:

<i>Type or class of land</i>	<i>General Rate Revenue</i>		
	<i>Draft</i>	<i>Final</i>	<i>Percentage Change</i>
	<i>2024/25</i>	<i>2024/25</i>	
	<i>\$'000</i>	<i>\$'000</i>	
Residential	4,222	4,222	0.00%
Commercial	968	968	0.00%
Vacant properties	589	593	0.67%
Rural residential	3,714	3,716	0.05%
Farmland	1,763	1,765	0.11%
Total amount to be raised by rates	11,252	11,262	0.08%

The Revised Revenue and Rating Plan 2021-25 proposes changed differential rates for 2024-25 as shown in the table below:

<i>Differential Category</i>	<i>Differential as a percentage (%) of the Residential Rate</i>		
	<i>Draft 2024/25</i>	<i>Final 2024/25</i>	<i>Percentage Change</i>
Residential	100.00%	100.00%	0.00%
Commercial	165.00%	166.00%	1.00%
Vacant properties	185.00%	180.00%	-5.00%
Rural residential	86.00%	86.00%	0.00%
Farmland	61.00%	61.20%	0.20%

Recommendation

THAT COUNCIL adopt the *Revised Revenue and Rating Plan 2021-25*.

Support Attachments

1. Revised Revenue and Rating Plan 2021-25 [13.6.1.1 - 28 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Economic: The disparate impact of the annual property valuations on each differential rating category has been mitigated through the 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, Residential, Rural Residential and Vacant.

Community Engagement

The proposed differential rates were provided for public review within the Proposed 2024-25 Budget. The budget has been available for public comment via Council’s Engage website from 11 May 2024 to 7 June 2024. The Mayor also spoke to the differential rates at the Budget Consultation sessions held with community on 29 May 2024. No public submissions regarding the differential rates were received by the close of business on 7 June 2024.

Collaboration

Not Applicable

Financial Impact

The Revenue and Rating Plan does not set revenue targets for Council. The Plan outlines the strategic framework and decisions that inform how Council will determine and collect its revenue.

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 8.1: 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.

13.6.2. Budget 2024-25

File Number	E10415	Responsible Officer	Coordinator Financial Planning & Analysis, James Alcaniz
Purpose			

To present Council with the 2024-25 Budget including the schedule of fees and charges for adoption.

Executive Summary

Development of the annual budget is an essential planning process to provide for the operational and financial sustainability of Mansfield Shire Council and the services it provides to the community. Sound financial management and well-planned infrastructure investment is necessary to support the long-term growth of the Shire, deliver Council Plan initiatives, and respond to emerging challenges and opportunities.

The budget document covers the financial year commencing from 1 July 2024 to 30 June 2025 and includes financial projections for the following three years. It 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

Council gave public notice and invited submissions for consideration in development of the 2024-25 Budget between Friday 8 January 2023 and Friday 31 January 2024.

A total of 75 written submissions were received during the early budget engagement process, with more than half related to the installation of a new shared footpath at Howqua (42%) and infrastructure upgrades for Lord's Oval (14.7%). A summary of the submissions was included in the Proposed Budget 2024-25 document, with more than 80% of the submissions incorporated.

The Proposed Budget 2024-25 was released for further community consideration from 10 May 2024 to 5pm 7 June 2024, with a hybrid Community Information Session led by the Mayor on 29 May 2024. Seven (7) submissions were received from the community in response to the Proposed Budget. These submissions are summarised along with responses to each submission in this report.

The budget includes a rate cap increase of 2.25%, down from the maximum 2.75% set by the Minister under the Fair Go Rates System.

Budget Summary

The Proposed Budget provides for a total operating expenditure of \$23.5 million and a capital works program of \$18.75 million. This includes:

- \$17.219 million on the road network including renewal and upgrade works to sealed and unsealed roads, kerb and channel, bridges, culverts, footpaths, and car parks.
- \$0.760 million on community buildings and recreational facilities.
- \$0.772 million on plant and equipment.

Proposed carried forward works of \$5.104 million from 2023-24 include the completion of priority projects such as the Impact Route, Emergency Resilience Centre, Heritage Museum, and Lords Reserve Pavilion.

Key indicators within the 2024-25 Budget include:

- Operating Surplus: \$10.223 million
- Underlying operating surplus: \$0.418 million
- Asset renewal of \$4.898 million compared to depreciation of \$5.069 million, new assets \$1.294 million and asset upgrades \$8.104 million

In addition to the planned delivery of services, the Budget incorporates funding of several new initiatives. The new initiatives are as follows:

- Purchase and installation of a new weather station system - \$5,000.
- A new spring clean-up event for green waste (disposal free of charge) and tip-vouchers for free disposal of green waste at the Mansfield Resource Recovery Centre (MRRC) once per year - \$22,000
- Upgrade to the Re-Use shop at the Mansfield Resource Recovery Centre - \$15,000
- Streamlining of planning services to make it easier to apply for permits, make payments and track applications as part of our digital transformation program.
- Continued commitment to the Outlying Communities Infrastructure Fund - \$75,000
- Expanded Volunteer Program – increased officer time to provide support for expansion of Council’s volunteer program and attract, induct and on-board new volunteers.
- Continuing the Community Connections Officer role to support and provide advocacy for the community during the Australian Government’s transition to a Single Assessment Model for home and community care services – to be completed in December 2024.
- Increased frontline resources to create productivity savings through bringing fire inspections in-house and increased presence within the Local Laws team.
- Increased mechanical resources to undertake additional vehicle and heavy plant servicing in-house at a reduced cost and new ongoing full-time leading hand position in the parks and garden team to increase irrigation capability and support recreational facilities and open space improvements across the Shire.
- Finalisation of a Flood Study into flood prone areas.
- Additional resources for weed management, controlling weeds such as blackberry and Patterson’s curse, and improving environmental mapping.
- Purchase of Bowling Club land (over two years) – offset by the sale of Lakins Road land.

Capital Projects

Council’s Capital Works program provides for renewal of existing infrastructure and for the upgrade or provision of new assets to meet community expectations.

A record Capital Works program for 2024-25 of \$18.75 million will be funded with \$10.95 million from government grants, \$0.97 million from development contributions and \$6.83 million from Council operations. Included within the Capital Works program is \$5.104 million in estimated carryover expenditure from 2023-24 for priority projects currently in progress.

Some of the key infrastructure projects included in the 2024-25 Capital Works Program are:

- Completing the IMPACT Route with Highton Lane, Rifle Butts Road and Chapel Hill works being finalised, including upgrade of the Lanky Creek crossing and the bridge over the Delatite River.
- Progressing the Mansfield Heritage Museum. We are working with the Mansfield Historical Society and other project partners including Taungurung on the fit-out of the building.
- Malcolm Street Reconstruction Program Stage 1– improving the road surface from Hihett Street to Village Court.
- Township Sealing Program – upgrade of James Street, Bonnie Doon.
- Installation of solar panels at the Mansfield Sporting Complex and upgrade of streetlights to LED lighting as part of our Climate Action Plan.
- Installation of shared footpaths at Piries-Goughs Bay Road, Kidston Parade, and Mansfield-Woods Point Road in Jamieson.

Other major programs of work for the 2024-25 financial year include:

- Rolling out green waste bins for food and organic waste.
- Filling in more of the missing links in our shared path network.
- Working with our community to create the Delatite Valley Plan.
- Increasing funding for stormwater and bridges to address:
 - Longstanding localised flooding issues on Rowe Street, Mansfield and Hurley St, Woods Point.
 - Major upgrade works on the Graves Road culvert.
 - Bridge renewal works for Bracks Bridge, Goughs Bay.
- A parking study as part of the High Street Masterplan to improve accessibility to the Mansfield township and respond to growth.
- Creation of a Wetlands Management Plan for ongoing management of the Mullum Wetlands.

We also continue our longstanding commitment to seeking funding that will help to deliver on our community's needs, including:

- Funding applications and advocacy for the Emergency Resilience Centre construction on the Maroondah Highway in Mansfield, co-located with the SES to provide an important hub for emergency management training and collaboration between first responders, building community resilience. This is a project that will take place over 2 years, subject to grant funding.
- Funding applications and advocacy for an upgrade of facilities at the Mansfield swimming pool including a new roof over the learner's pool and improved accessibility so that it can be used for swimming lessons all year round.
- Road safety, including funding applications and advocacy for construction of new roundabouts at several intersections, including the black spot at the intersection of Dead Horse Lane and the Mansfield-Whitfield Road, which is a Vic Roads / State Government Road.

Waste Service Charges

The cost to Council of waste disposal is decreasing year on year, due to a collaborative renegotiation of waste collection costs.

State Government charges such as the Environment Protection Agency (EPA) waste levy have increased significantly in recent years from \$33.03 in 2019-20 up to \$64.55 in 2023-24, nearly double. Despite this, Council's cost of waste collection services will reduce moving into 2024-25 due to the renegotiation of waste service contracts with our primary service provider. This has resulted in the following reductions to our waste charges proposed from 1 July 2024:

- i. Community Waste - down 6% to \$86.29
- ii. Kerbside Garbage 80L – down 8% to \$172.72
- iii. Kerbside Garbage 120L - down 8% to \$259.08
- iv. Kerbside Garbage 240L - down 8% to \$518.16
- v. Kerbside Recycling 240L - down 18% to \$137.87
- vi. Kerbside FOGO 240L (Green Bin) - \$98.69 (new service charge)

Hence, the **average household waste charge will reduce by 10%** for those households not receiving a new green bin.

In 2021, the Victorian Government introduced legislation which requires all local governments to manage four waste streams; general waste (red bin), commingled recycling (yellow bin), FOGO (Food Organics and Garden Organics – green bin) and glass (purple bin). After extensive community consultation and feedback during 2022-23 and 2023-24 to inform the frequency of the green bin collection service and the township areas included, the green bin service will be introduced from 1 July 2024. This service will commence in Mansfield and will be progressively rolled out to townships in outlying areas in the first half of 2024-25.

Each household included in the collection areas receives a 240L green lid bin and will contribute to reducing the amount of green waste currently deposited into landfill, which is estimated at 30% within the shire.

The cost of this new service will be an additional \$40.46 per year to the average household waste charge (\$581.93 total charge inclusive of green bin) for residents who receive the new service, consistent with the advice provided to community during consultation over the waste and recycling service collection frequencies.

Residents who do not receive the new service will have a household waste charge average of \$483.24 which is down 10% from the 2023-24 year.

Loan Funding

The 2024-25 Budget does not include any new borrowings. Council debt at 30 June 2024 will be \$4.067 million and is expected to reduce to \$1.865 million across the next four years.

Cash Management

Overall, total cash and investments of \$18.968 million are forecast as at 30 June 2024.

Submissions

No financial amendments were required to the 2024-25 Budget as a result of the latest round of community submissions received (summarised below). However, some wording amendments have been made to 2024-25 Budget per community submissions and are summarised as follows:

The submissions are summarised below:

Submitter	Focus of Communication	Council Response
Joan Tehan	Thank you and change of wording requested for Council Plan: "farmlot" to "farmland"	The word "farmlot" changed to "farmland" within pages 13 & 18 of budget document. Other matters raised are acknowledged.
Anthony Tehan	Thank you for weather station and other items. Commentary re: Cyclists and gravel road project, footpath impediments, TNE subscription, maintaining preservation of farmland.	Acknowledged.
Marta Wakeling	Grading of Old Howqua Track	To be considered at Council Meeting in first quarter of Budget period.
Emma & Matt Hartridge	Grading of Old Howqua Track	To be considered at Council Meeting in first quarter of Budget period.
Robyn Sloggett	Grading of Old Howqua Track	To be considered at Council Meeting in first quarter of Budget period.
Arts Mansfield	Lobbying for Arts representation	Acknowledged
Robert Powell	Thank you for including footpath between Oaksford Drive & Karen Court, Mansfield	Acknowledged

Fees and Charges

The Fees and Charges schedule has been included as part of the 2024-25 Budget with no amendments required following community consultation.

Rates and Charges

Due to the final certified (Stage 4) property valuations provided to Council by the Valuer General during May 2024, the following amendments were made to the Budget 2024-25 with the key tables below updated to show the total valuations for each rating category and the proposed rate in the dollar due to the amendments from Stage 3 to Stage 4 valuations:

Stage 3 Revaluation 20 March 2024

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
Residential	2,540,818	2,582,718	41,900	1.65%
Commercial	347,455	357,357	9,902	2.85%
Vacant land	192,751	194,683	1,932	1.00%
Rural residential	2,503,213	2,641,692	138,479	5.53%
Farmland	1,685,878	1,767,416	81,538	4.84%
Total value of land	7,270,115	7,543,866	273,751	3.77%

Stage 4 Revaluation – 20 May 2024

Type or class of land	2023/24 \$'000	Revised 2024/25 \$'000	Change \$'000	%
Residential	2,540,818	2,581,901	41,083	1.62%
Commercial	347,455	356,720	9,265	2.67%
Vacant land	192,751	201,392	8,641	4.48%
Rural residential	2,503,213	2,643,136	139,923	5.59%
Farmland	1,685,878	1,766,001	80,123	4.75%
Total value of land	7,270,115	7,549,150	279,035	3.84%

Stage 3 Revaluation 20 March 2024

Type or class of land	2023/24 cents/\$CIV	2024/25 cents/\$CIV*	Change
General rate for rateable residential properties	0.1610	0.1635	1.50%
General rate for rateable commercial properties	0.2689	0.2698	0.30%
General rate for rateable vacant land	0.2930	0.3024	3.20%
General rate for rateable rural residential properties	0.1433	0.1406	(1.90%)
General rate for rateable farmland	0.1030	0.0997	(3.20%)

Stage 4 Revaluation – 20 May 2024

Type or class of land	2023/24 cents/\$CIV	Revised 2024/25 cents/\$CIV*	Change
General rate for rateable residential properties	0.1610	0.1635	1.50%
General rate for rateable commercial properties	0.2689	0.2714	0.90%
General rate for rateable vacant land	0.2930	0.2942	0.40%
General rate for rateable rural residential properties	0.1433	0.1406	(1.90%)
General rate for rateable farmland	0.1030	0.1000	(2.90%)

Type of Charge	Per Rateable Property 2023/24 \$	Per Rateable Property 2024/25 \$	Change \$	%
Municipal	341	347	6	1.76%

Type of Charge	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
Municipal	2,741	2,800	59	2.15%

The table below represents the dollar change in the type/class of land based on the 2.25% proposed rate cap increase, showing the amendments required as a result of the Stage 4 valuations:

Stage 3 Revaluation 20 March 2024

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
Residential	4,091	4,222	131	3.2%
Commercial	934	964	30	3.2%
Vacant land	565	589	24	4.3%
Rural residential	3,587	3,714	127	3.5%
Farmland	1,736	1,763	27	1.5%
Total amount to be raised by general rates	10,913	11,252	339	3.1%

Stage 4 Revaluation – 20 May 2024

Type or class of land	2023/24 \$'000	Revised 2024/25 \$'000	Change \$'000	%
Residential	4,091	4,220	130	3.2%
Commercial	934	968	34	3.6%
Vacant land	565	593	28	4.9%
Rural residential	3,587	3,716	129	3.6%
Farmland	1,736	1,765	29	1.7%
Total amount to be raised by general rates	10,913	11,262	349	3.2%

Budget Savings

During the budget process Council identified cost savings and additional revenue initiatives that were recognised and included in the 2024-25 Budget, including:

- Re-negotiated kerbside waste collection contracts
- In-house mechanical servicing for light fleet vehicles
- In-house VCAT preparation and appearances for permit appeals
- In-house recruitment services

- In-house arborist inspections
- Preparation of key documents often previously requiring a consultant, such as the Annual Report, strategic planning reports and engineering concept designs
- In-house fire inspections saving on external contractor costs
- Increased asset renewal work and maintenance delivered in-house including gravel re-sheeting of roads and street sweeping
- Reduced electricity costs due to solar panel installation and streetlights changing to LED

Recommendation

THAT COUNCIL:

1. Having considered all submissions received on the Proposed Budget 2024-25, adopts the Budget 2024-25 including the Schedule of Fees and Charges for the financial year ending 30 June 2025.
2. Formally declares and sets the following rates and charges for the 2024-25 rating year:

General Rates

- a. Pursuant to the provisions of Section 161 of the Local Government Act 1989 the following differential rates be declared for the 2024-25 financial year:
 - i. A general rate of 0.1635 cents in the dollar of Capital Improved Value for all rateable residential properties.
 - ii. A general rate of 0.2714 cents in the dollar of Capital Improved Value for all rateable commercial properties.
 - iii. A general rate of 0.2942 cents in the dollar of Capital Improved Value for all rateable vacant land.
 - iv. A general rate of 0.1406 cents in the dollar of Capital Improved Value for all rateable rural residential properties.
 - v. A general rate of 0.1000 cents in the dollar of Capital Improved Value for all rateable farmland properties.
- b. It be recorded that Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out in the Revised Revenue and Rating Plan 2021-25 and shown at item 4.1.1 of the Budget 2024-25 as attached.
- c. In accordance with the *Cultural and Recreational Lands Act 1963* the cultural and recreational charge, in lieu of rates in respect of the 2024-25 financial year, be applied to all land to which the Act applies.

Municipal Charge

- d. Pursuant to the provisions of Section 159 of the *Local Government Act 1989* a municipal charge be declared in respect of the 2024-25 financial year.
- e. The municipal charge be declared for the purpose of covering some of the administrative costs to Council.
- f. The municipal charge in the sum of \$347 for each rateable land (or part) in respect of which a municipal charge may be levied is declared in respect of the 2024-25 financial year.
- g. It be confirmed that the municipal charge is declared in respect of all rateable land within the municipal district of which a municipal charge may be levied.

Annual Service Charge

- h. Pursuant to the provisions of Section 162 of the *Local Government Act 1989* an annual service charge relating to waste management be declared for the 2024-25 financial year for each rateable property as follows:
 - i. Kerbside rubbish collection 80 litre bin \$172.22
 - ii. Kerbside rubbish collection 120 litre bin \$259.08
 - iii. Kerbside rubbish collection 240 litre bin \$518.16
 - iv. Kerbside recycling collection 240 litre bin \$137.87
 - v. Kerbside recycling collection 240 litre additional bin \$137.87
 - vi. Kerbisde FOGO collection 240 litre bin \$98.69
 - vii. Community Waste \$86.29
 - i. Pursuant to the provisions of Section 221 of the *Local Government Act 1989* an annual service charge relating to waste management be declared for the 2024-25 financial year for each non-rateable property the same as for a rateable property. The charges are:
 - i. Kerbside rubbish collection 80 litre bin \$172.22
 - ii. Kerbside rubbish collection 120 litre bin \$259.08
 - iii. Kerbside rubbish collection 240 litre bin \$518.16
 - iv. Kerbside recycling collection 240 litre bin \$137.87
 - v. Kerbside recycling collection 240 litre additional bin \$137.87
 - vi. Kerbisde FOGO collection 240 litre bin \$98.69
3. **Rate Payments**
- a. Rates are due and payable in four (4) instalments, due by:
 - i. First Instalment: 30 September
 - ii. Second instalment: 30 November
 - iii. Third instalment: 28 February
 - iv. Fourth instalment: 31 May
4. Writes to all submitters thanking them for their participation in the budget development process and advising them in writing of the reasons for Council's decision.

Support Attachments

1. Mansfield Shire Council Budget 2024-25 [**13.6.2.1** - 78 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Economic: The economy is continuing to grow after a period of uncertainty created by the COVID pandemic, with inflationary pressures and associated interest rate rises contributing to cost of living pressures. Council has responded to this by undertaking a comprehensive review of operational expenditure.

Mansfield Shire experienced extraordinary growth (3.4%) over the 2021-22 period and is expected to continue at a rate of 2.02% per annum, this puts Mansfield only behind the City of Wodonga as experiencing the fastest population growth in North East Victoria. Over the next 15 years Mansfield Shire's permanent population is forecast to grow by 4,000 residents. This together with the non-resident population, which currently equates to 43% of our rate base,

presents some emerging opportunities and challenges, which have been considered during development of the 2024-25 Budget.

Community Engagement

Council sought community input into the 2024-25 budget process for the period 8 January 2023 to 31 January 2024, with 75 submissions being received. This early consultation occurred through Council's Engage Mansfield portal and allowed officers to consider and respond to the community feedback received in the Proposed Budget 2024-25.

Council released the Proposed Budget 2024-25 on 10 May 2024 for public exhibition until 7 June 2024, inviting community feedback and submissions. The exhibition of the Proposed Budget 2024-25 was through the Engage Mansfield portal on Council's website. Council undertook a public information session in a hybrid format on 29 May 2024.

Public submissions were received until close of business Friday, 7 June 2024.

7 final submissions were received by Council and have been addressed in this report.

Collaboration

Not Applicable

Financial Impact

The Mansfield Shire Council Budget 2024-25 contains the financial resources required to deliver the Council Plan.

Legal and Risk Implications

There are no known legal and risk implications associated with this report.

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 7 Financial sustainability and value for money

Strategy 7.1 Increase Council's financial resilience by utilising opportunities to derive own-source of funding income and optimising costs of delivering services

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

13.6.3. Insurance Renewal

File Number	E11021	Responsible Officer	Financial Controller, Michael McCormack
Purpose			

To seek approval for the payment of invoices relating to Mansfield Shire Council’s insurance renewal for 2024-25, as the total sum exceeds financial delegations.

Executive Summary

Council has received advice relating to the 2024-25 insurance renewal that requires Council approval, as the invoices exceed the CEO’s financial delegation.

Council’s insurance program is coordinated through JLT Public Sector (JLT), a division of Jardine Lloyd Thompson Pty Ltd, which is part of the Marsh Group of Companies. JLT Public Sector has been delivering specialist services to local government authorities since 1972 and arrange several insurance policies on Council’s behalf.

The JMAPP Policy covers Council’s assets including buildings, vehicles, machinery and artworks. MAV Insurance provides Public and Products Liability and Professional Indemnity cover, and Crime Insurances. Final costings for these are yet to be received and are estimated as outlined in this report.

The total premiums for the insurance cover are \$485,705.06 (excluding stamp duty and administration fees), an increase of 3.5% over the 2023-24 cost. The invoices for the policies will include stamp duty and policy administration fees that are yet to be advised, although expected to be similar to prior years.

Key Issues

The various policies included in the 2024-25 insurance renewal are detailed in the table below. The policies cover the period commencing 1 July 2024 to 30 June 2025 and acceptance of the renewal advice is due on Wednesday 26 June 2024.

The Insurance Renewal documents arrived on Tuesday 18 June 2024, with acceptance and execution of the documents requested of Council by Tuesday 25 June 2024. Council officers requested and were granted an extension until Wednesday 26 June 2024 to enable presentation to Council for approval.

The table below provides a breakdown of the insurance costs compared with previous financial years. The JMAPP policy costings have increased by 2.3% over the 2023/24 costs. This includes an increase in the cover for hirers and stall holders and follows a comprehensive review of Council’s insurance cover undertaken by the Business Performance team.

Insurance Comparison					
Class	2022/2023 Actual Premium ex stamp duty, admin fee, GST (Ex GST)	2023/2024 Actual Premium ex stamp duty, admin fee, GST (Ex GST)	2024/2025 Actual Premium ex stamp duty, admin fee, GST (Ex GST)	Year on Year Variance	Year on Year Variance - Percentage
Councillors & Officers	\$17,907.78	\$17,707.78	\$17,880.35	\$172.57	1.0%
Cyber	\$17,384.00	\$18,387.31	\$19,376.05	\$988.74	5.4%
Motor Vehicle	\$40,396.78	\$41,289.06	\$43,633.35	\$2,344.29	5.7%
Personal Accident	\$1,074.13	\$917.84	\$1,310.10	\$392.26	42.7%
Personal Accident - Associated Organisations	\$407.45	\$217.82	\$501.58	\$283.76	130.3%
Community Liability Pack (Public & Liabilites)	\$1,494.00	\$2,229.75	\$5,348.50	\$3,118.75	139.9%
Corporate Travel	\$70.55	\$114.12	\$127.60	\$13.48	11.8%
JMAPP (JLT Discretionary Trust)	\$160,288.40	\$143,858.20	\$140,502.12	(\$3,356.08)	(2.33%)
Fee	\$25,000.00	\$25,000.00	\$26,750.00	\$1,750.00	7.0%
SUB TOTAL	\$264,023.09	\$249,721.88	\$255,429.65	\$5,707.77	2.3%
Stamp Duty	\$17,542.97	\$8,894.60			
Policy Admin Fee		\$1,200.00			
Policy Admin GST Fee		\$2,620.00			
GST		\$22,468.19	\$25,542.97	\$3,074.78	
TOTAL	\$281,566.06	\$284,904.67	\$280,972.62	-\$3,932.05	-1.4%
Crime	\$2,900.11	\$3,732.44	\$4,732.44	\$1,000.00	26.8%
Local Govt Liability Insurance (LMI 000359)	\$134,723.00	\$180,798.41	\$200,000.00	\$19,201.59	10.6%
TOTAL	\$401,646.20	\$469,435.52	\$485,705.06	\$16,269.54	3.5%

** LMI and Crime costs for 2024/25 are an estimate only.

Recommendation

THAT COUNCIL authorises the Chief Executive Officer to accept the offer relating to Mansfield Shire Council's 2024-25 insurance renewal for a total amount of \$485,705.06 (including GST) plus applicable stamp duty and policy administration fees.

Support Attachments

Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

The 2024-25 insurance renewal costs have budget of \$490,436 allocated in the 2024-25 Budget.

Legal and Risk Implications

The insurance policies are structured to manage key risks to Council's financial sustainability.

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.

14. 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 14 June 2024.
Support Attachments
1. Mansfield Shire Council Action Register as at 14 June 2024 [14.1.1 - 7 pages]

15. Advisory and Special Committee reports

15.1. Audit & Risk Committee Meeting Agenda & Minutes

The Agenda & Minutes of the Mansfield Shire Audit and Risk Committee, held 27 May 2024, are attached for the Councils information.

Recommendation
THAT COUNCIL receive the Agenda & Minutes of the Mansfield Shire Audit and Risk Committee meeting held 27 May 2024.
Support Attachments
1. Audit and Risk Committee Meeting Agenda - 27 May 2024 [15.1.1 - 70 pages]
2. Audit and Risk Committee Meeting Minutes - 27 May 2024 [15.1.2 - 7 pages]

16. Authorisation of sealing of documents

Nil

17. Closure of meeting to members of the public

Council has the power to close its meeting to the public in certain circumstances pursuant to the provisions of Section 66(2) of the Local Government Act 2020. The circumstances where a meeting can be closed to the public are:

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

The definition of confidential information is provided in Section 3(1) of the *Local Government Act 2020*.

Recommendation
THAT COUNCIL close the meeting to members of the public under Section 66(2)(a) of the Local Government Act 2020 to consider Confidential Reports in accordance with section 66(2) of the Local Government Act 2020 for reasons set out in section 18 below.

18. Confidential Reports

18.1. Tender Award: Landfill Disposal Services

Confidential

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(a) - Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

18.2. Road Reserves Sale & Land Acquisition Proposal

Confidential

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(h) - confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);

18.3. Tender Award: Chapel Hill Road - Lanky Creek Crossing Construction

Confidential

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(a) - Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

18.4. Tender Award: Municipal Building Services

Confidential

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(a) - Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

19. Reopen meeting to members of the public

Recommendation

THAT COUNCIL reopen the meeting to members of the public.

20. Close of meeting