

OFFICIAL



Mansfield Shire

Council Meeting

Tuesday 16 September 2025

Mansfield Shire Council Chamber

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

Our aspiration for our Shire and its community

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

Councillors

Cr Steve Rabie (Mayor)
Cr James Tehan (Deputy Mayor)
Cr Mandy Treasure
Cr Bonnie Clark
Cr Tim Berenyi

Officers

Kirsten Alexander, Chief Executive Officer
Melissa Crane, General Manager Investment & Planning
Janique Snyder, Executive Manager Community Health & Wellbeing
Justin Hotton, Acting Executive Manager Capital Works & Operations
Maya Balvonova, Executive Manager Development & Customer Service

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, their absence is noted in the Minutes of the meeting.

4. Statement of commitment

The Council affirms its commitment to ensuring its behaviour meets the standards set by the Model Councillor Code of Conduct.

5. Acknowledgement of Country

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

6. Disclosure of conflicts of interest

In accordance with the *Local Government Act 2020*, a Councillor must declare any Conflicts of Interest pursuant to sections 126 and 127 Act in any items on this Agenda.

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

7. 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 their 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

13.2-13.4 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 any Councillor/s attending the meeting virtually and ask them to confirm verbally that they can see all Councillors and hear the proceedings.

Councillor/s attending virtually will respond to their name with: "I can hear the proceedings and see all Councillors and Council officers".

The Chair will ask the Councillor/s 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 Model Councillor Code of Conduct. We will, at all times, faithfully represent and uphold the trust placed in us by the community."

5. Acknowledgement of Country

The Deputy Mayor will recite Council's Acknowledgement of Country:

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

6. Disclosure of conflicts of interest

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

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

7. Confirmation of minutes

Recommendation

THAT the Minutes of the Mansfield Shire Council meeting held on 19 August 2025 be confirmed as an accurate record.

8. Representations

8.1. Deputations

8.2. External Presentations

- ▶ Julie Aldous - Medal of the Order of Timor-Leste

9. Notices of motion

Nil

10. Mayor's report

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

I'd like to offer my sincere condolences to all those affected by the horrible events at Porepunkah last month. It's a great tragedy that two police officers, cherished members of their communities, have lost their lives while trying to keep us all safe. The flags at our municipal offices were flown at half-mast the following day, and we recently lit up the police memorial in Mansfield in blue to show our respect. I have also written to the Local Area Commander at Victoria Police to share condolences on behalf of the local community. I hope you'll join me in showing appreciation for our local police and support for affected members of our community in this difficult time.

As we move into spring, most people will have recently received their annual rates notices. I understand many in our community are deeply concerned about having to pay the Victorian Government's Emergency Services Volunteer Fund, which Council is now required to collect along with municipal rates and charges.

I want to be very clear that this is not a Council-imposed charge. We have been as loud as we possibly can in opposing the burden it represents to our community. We are legally required to collect this tax on behalf of the Victorian Government. Unfortunately, there is no option for ratepayers to pay only the Council portion, even if that's their intention. Council still has to pay out of the funds that we would otherwise manage carefully and spend on local services and infrastructure. Ratepayers who do not pay the full amount will go into debt and be liable for penalty interest.

I have again written to the Treasurer urging the immediate repeal of this new tax. I have also joined the "Not in our name" campaign against the tax, and I am working with my fellow mayors and councillors across our region to lobby the Premier and Treasurer. Council will continue to advocate for the removal of the tax on behalf of our community.

Just as we're getting slapped with a new tax, many community members are telling me that the quality of the State road network in our Shire is continuing to get worse and worse. This is basic stuff that the Victorian Government should already be funding. We've certainly put in the hard work in recent years on Council-managed roads. We've heard your frustrations loud and clear, and I've written to the Minister for Roads and Road Safety to advocate for urgent improvements to State roads. Safe and reliable roads are essential for our rural communities, and I will continue to push for the attention and investment our region deserves.

On a brighter note, I had the pleasure of attending the recent Wangaratta Symphony Orchestra performance at Mansfield's own Performing Arts Centre. The concert had a strong turnout and was a great showcase of regional talent. It's always good to see the arts being supported in our neighbouring communities, and I encourage everyone to get along to local performances when they can.

I was also pleased to attend Bloom at Doon last month at the Bonnie Doon Community Centre. It was a fantastic event bringing out many familiar faces and offering the chance to connect while picking up new pot plants or gardening tools. I took the opportunity to grab some fabulous Anzac biscuits at the cake store! It was great to see such strong community support, and I'd like to thank everyone who came along and contributed to making the event a success.

Cr Steve Rabie
Mayor

Recommendation

THAT COUNCIL receive the Mayor's report for the period 20 August 2025 to 10 September 2025.

11. Reports from council appointed representatives

Councillors appointed by Council to internal and 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 Mandy Treasure
Goulburn Murray Climate Alliance (GMCA)	<ul style="list-style-type: none"> • Cr Tim Berenyi
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 Mandy Treasure
Mansfield Shire CEO Employment Matters Committee	<ul style="list-style-type: none"> • Mayor Cr Steve Rabie • Cr James Tehan • Cr Bonnie Clark
Municipal Association of Victoria (MAV)	<ul style="list-style-type: none"> • Mayor Cr Steve Rabie • Substitute - Deputy Mayor Cr James Tehan
North East Local Government Waste and Recovery Forum	<ul style="list-style-type: none"> • Cr Tim Berenyi
Rural Councils Victoria (RCV)	<ul style="list-style-type: none"> • Cr James Tehan
Station Precinct Museum Community Asset Committee	<ul style="list-style-type: none"> • Mayor Cr Steve Rabie
Taungurung-Local Government Forum	<ul style="list-style-type: none"> • Mayor Cr Steve Rabie

Recommendation

THAT COUNCIL note the verbal reports provided by Councillors in relation to their representation on internal and 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
- ▶ Capital Works
- ▶ Statutory and Strategic Planning
- ▶ Waste Services (Landfill)
- ▶ Field Services
- ▶ Youth Services and Events
- ▶ Library
- ▶ Communications
- ▶ Digital Transformation Project

Recommendation

THAT COUNCIL receive and note the Chief Executive Officer's report for the period 1 August 2025 to 31 August 2025.

Support Attachments

1. CEO Monthly Report - August 2025 [13.1.1.1 - 33 pages]

13.2. Investment and Planning

13.2.1. Planning Permit Application: P062-25 - 27 Hunter Street Mansfield

File Number	P062-25	Responsible Officer	Senior Coordinator Planning, Nicole Embling
Purpose			

This report seeks Council's determination of planning permit application P062-25 at 27 Hunter Street, Mansfield, lodged for *Three (3) Lot Re-Subdivision*. The application is being referred to Council for determination as the applicant is a Council staff member. The Officer recommendation is to issue a planning permit, subject to conditions and in accordance with endorsed plans.

Executive Summary	
<i>Application Details</i>	
PROPOSAL	Three (3) Lot Re-Subdivision
NOTICE AND SUBMISSIONS	Public notice was undertaken between 01 Aug to 22 Aug 2025 – No submissions were received
<i>Property Details</i>	
PROPERTY ADDRESS	27 Hunter Street, Mansfield VIC 3722
LAND DESCRIPTION	Lot 1 on Plan of Subdivision 821313A and Lot 2 on Plan of Subdivision 821313A
RESTRICTIVE COVENANTS	None
LAND AREA	3,413 square metres
EXISTING USE	Dwelling (Single Dwelling and associated Outbuildings)
<i>Planning Provisions</i>	
ZONE	Clause 32.08: General Residential Zone – Schedule 1
OVERLAYS	None
MUNICIPAL PLANNING STRATEGY	Clause 02.03 – Settlement – Mansfield Clause 02.03-6 – Housing
PLANNING POLICY FRAMEWORK	Clause 11.02-1S – Supply of urban land Clause 15.01-3S – Subdivision Design Clause 16.01-1L – Housing supply in Mansfield Township
PARTICULAR PROVISIONS	Clause 56 – Subdivision
<i>Permit Triggers</i>	
CLAUSE 35.08-3 (GRZ1)	A permit is required to subdivide land

Subject Land

The subject site consists of two parcels of land. The combined parcels are 3,413 square metres in total. Access to the land is facilitated by existing crossovers on Hunter Street to the south and New Street to the north. The development on the subject sites is mainly concentrated on the southern lot which contains an existing dwelling, with the northern lot mostly vacant other than a pair of sheds. The site contains little in the way of vegetation. The site has access to reticulated water and sewerage.



Figure 1: Aerial imagery of subject sites, showing reticulated water and sewerage lines

The subject site is located within the residential area of Mansfield Township. The surrounding area consists of similarly sized lots, subject to the General Residential Zone. These lots mostly comprise of single detached dwellings.



Figure 2: Aerial imagery of surrounding area (General Residential Zone in pink)

History of the land

On 19 January 2023, planning permit P063-22 was issued for *Subdivision of the land into four lots*. The permit was never acted upon and expired on 19 January 2025.

On 17 September 2018, planning permit P052-18 was issued for *Two lot subdivision*. The permit created the current boundaries of the subject land.

Proposal

A Planning Permit application has been submitted seeking approval for subdivision of the land at 27 Hunter Street Mansfield (Northern lot) and a boundary realignment with 2/27 Hunter Street (Southern Lot). The Applicant proposes the subdivision of the existing parcels of land (refer Figure 3).

The proposal seeks to realign the current boundary of 2/27 Hunter Street further north to capture an existing shed, and to subdivide the remaining northern block into two new blocks.

The Lot sizes are proposed as follows:

- ▶ 2/27 Hunter Street – 2,154 square metres, with the existing boundary to be realigned to capture the existing shed on the northern lot.
- ▶ Lot 1 – 603 square metres, to create new access from New Street.
- ▶ Lot 2 – 656 square metres, to utilise the new access created for Lot 1 from New Street.

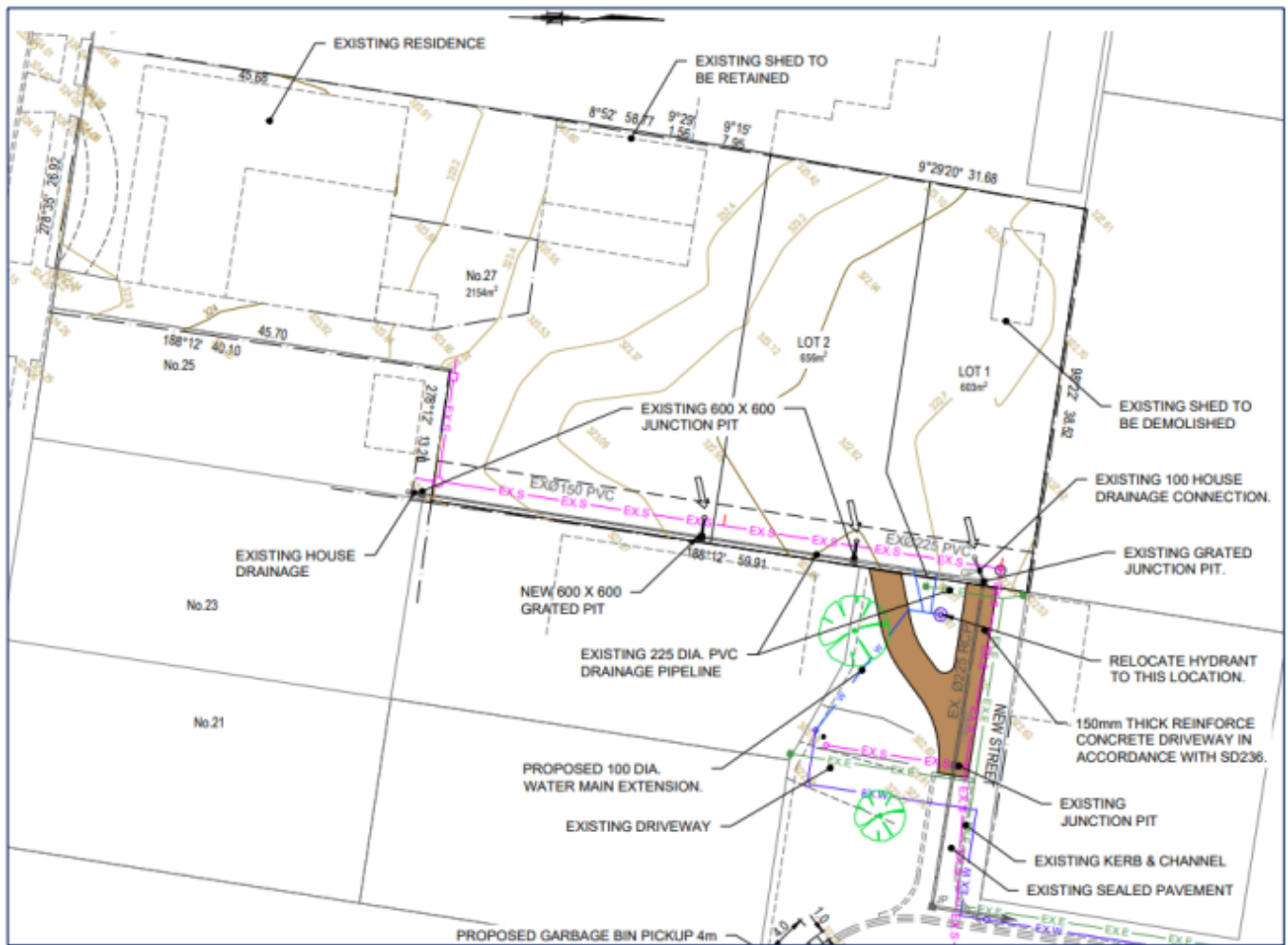


Figure 3: Proposed plan of subdivision

Key Issues

Referral Responses

Referral Authority	Type of Referral	Response
AusNet Electricity Services	Section 55 Referrals	No Objection with Conditions
Goulburn Valley Water	Section 55 Referrals	No Objection with Conditions
Engineering	For Comment	No Objection with Conditions

The conditions required by the referral authorities are included in the Officer recommendation.

Public Notice

Advertising was carried out in accordance with the requirements of the *Planning and Environment Act 1987*. Thirty (30) Letters were sent to the owners and occupiers of properties nearby. The public notice period ran from 01 Aug to 22 Aug 2025.

No submissions were received.

Officer Assessment

A complete assessment against the Mansfield Planning Scheme is attached.

The proposal will create two new vacant residential blocks in close proximity to Mansfield town centre. The proposal responds to the subdivision pattern of the area and intensifies the existing urban area. The proposal is generally consistent with the purposes of the General Residential Zone as it is residential development and would provide diverse housing options close to town with good access to services. The existing character of the neighbourhood is a mixture of traditional single detached dwellings and some smaller townhouse developments. Subdivision of the northern property into two new allotments will increase the diversity of housing opportunities within this area.

The application meets the Clause 56 ResCode design requirements of the Mansfield Planning Scheme.

Recommendation

THAT COUNCIL resolves to issue a Planning Permit for Application P062-25 for a Three (3) Lot Re-Subdivision at Lot 1 on Plan of Subdivision 821313A and Lot 2 on Plan of Subdivision 821313A, commonly known as 27 Hunter Street and 2/27 Hunter Street Mansfield, subject to the following conditions:

Endorsed Plans

1. The subdivision approved under this permit must be undertaken in accordance with the plans endorsed and forming part of this permit.

Subdivision Conditions

2. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities and electricity services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time
3. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created
4. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.
5. The owner of the land must enter into an agreement with:
 - a. a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b. a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
6. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a. a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b. a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

Engineering

7. Prior to the issue of Statement of Compliance, a new sealed crossover for Lot 1 and Lot 2 must be constructed in accordance with Councils Infrastructure Design Manual to the satisfaction of the Responsible Authority. A design drawing must be submitted to Council for review before the construction starts and all the works must be done according to the approved drawing.
8. Prior to any works proceeding within the road reserve, an application for Works Within Roads Reserve Permit shall be made.
9. Prior to the issue of Statement of Compliance, an agreement under Section 173 of the *Planning and Environmental Act 1987* must be entered into with the Responsible Authority for a rainwater tank to be connected to any dwellings connected on Lots 1 and 2 with a capacity not less than 5,000 litres, or as agreed with the Council. The tanks must be installed and connected to toilet system, laundry washing machine taps and garden watering.
The Section 173 Agreement must be prepared by Councils Solicitors, and all associated costs borne by the permit holder.
A written request to commence the Section 173 Agreement must be submitted to Council.
10. Interrupted overland flow from this development must not impact on the adjacent lots.
11. Any damage to Council assets such as roads and stormwater infrastructure, must be repaired at the cost of the developer to the satisfaction of the Responsible Authority.
12. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

Ausnet Electricity Services

13. The plan of subdivision submitted for certification must be referred to AusNet Electricity Services Pty Ltd in accordance with Section 8 of the subdivision Act 1988.
14. The applicant must –
15. Enter into an agreement with AusNet Electricity Services Pty Ltd for the extension, upgrading or rearrangement of the electricity supply to lots on the plan of subdivision. A payment to cover the cost of such work will be required.
16. Provide electricity easements internal and external to the subdivision in favour of AusNet Electricity Services Pty Ltd to service the lots on the plan of subdivision and/or abutting lands as required by AusNet Electricity Services Pty Ltd. The provision of reserves for electricity substations may also be required.

Goulburn Valley Water

17. Payment of new customer contribution charges for water supply to the development, such amount being determined by the Corporation at the time of payment.
18. Provision of a reticulated water supply and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation. (If water supply concept plan is adopted).
19. Provision of one water tapping per Lot at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
20. Any existing water service that crosses any of the proposed allotment boundaries within the proposed development must be disconnected and re-located at the developer's expense, to be wholly within one allotment only, including notification of the proposed lot to be serviced by the existing water meter, to the satisfaction of the Goulburn Valley Region Water Corporation.
21. Payment of new customer contributions charges for sewerage services to the development, such amount being determined by the Corporation at the time of payment.

22. Provision of sewerage connection points with an inspection opening to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
23. Provision of easements in favour of the Goulburn Valley Region Water Corporation over all existing and proposed gravity sewer mains located within private property.
24. The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Goulburn Valley Water. A copy of the format of the Agreement will be provided on request. (If water supply concept plan is adopted).
25. The plan of subdivision lodged for certification is to be referred to the Goulburn Valley Region Water Corporation pursuant to Section 8(1) of the Subdivision Act 1988.

Permit Expiry

26. This permit will expire if one of the following circumstances applies:
 - a. The plan of subdivision is not certified within three (3) years of the date of this permit.
 - b. The subdivision is not completed within five (5) years of the date of certification of the plan of subdivision.

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

Support Attachments

1. Proposed Plan of Subdivision [**13.2.1.1** - 1 page]
2. Assessment against the Planning Scheme [**13.2.1.2** - 14 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

Community Engagement has been undertaken in accordance with the Council Community Engagement Policy and the requirements of the *Planning and Environment Act 1987* whereby letters were sent to adjoining and nearby property owners and occupiers and signs were placed onsite notifying of the proposal.

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 \$1,598.20 was received which includes cost recovery of the public notice fees.

Legal and Risk Implications

This planning permit application is being undertaken in accordance with the requirements of the *Planning and Environment Act 1987* and the *Subdivision Act 1988*.

Regional, State and National Plans and Policies

This application has been assessed in accordance with the Mansfield Planning Scheme.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

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

Strategy 3.4 Plan for and encourage appropriate housing

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. Planning Permit Application: P245-22 - 151 Monkey Gully Road Mansfield

File Number	P245-22	Responsible Officer	Senior Coordinator Planning, Nicole Embling
Purpose			

The purpose of this report is to seek Council's determination of application P245-22, lodged for *development of land for twenty-one (21) Warehouses, twenty-two (22) lot subdivision, removal and destruction of native vegetation, and a reduction of car parking (3 spaces) at 151 Monkey Gully Road, Mansfield.*

This application is being referred to Council for determination as the estimated cost of works exceeds the maximum value for a decision under delegation, with an estimated cost of development being \$4 million.

Executive Summary	
<i>Application Details</i>	
APPLICANT	Bayside Town Planning
PROPOSAL	Use and development of land for twenty-one [21] Warehouses, twenty-two [22] lot subdivision, removal and destruction of native vegetation and reduction of car parking [3 spaces]
LODGED	Application was initially submitted to Council on 13 December 2022. Application was formally amended on 6 May 2025.
NOTICE AND SUBMISSIONS	Public notice included letters to neighbours and sign on site from 25 July 20 15 August 2025. No submissions were received.
<i>Property Details</i>	
PROPERTY ADDRESS	151 MONKEY GULLY ROAD MANSFIELD VIC 3722
LAND DESCRIPTION	Lot 1 Title Plan 122400Q
RESTRICTIVE COVENANTS	Nil
LAND AREA	1.588 hectares
EXISTING USE	Industry and Residential - three (3) dwellings
<i>Planning Provisions</i>	
ZONE	Clause 33.01 Industrial 1 Zone (IN1Z)
OVERLAYS	Clause 44.06 Bushfire Management Overlay (partial)
MUNICIPAL PLANNING STRATEGY	Clause 02.03-1 – Settlement – Mansfield Township Clause 02.03-3 – Environmental risks and amenity – Bushfire Clause 02.03-7 – Economic Development – Industrial Development Clause 02.03-9 – Infrastructure – Development Infrastructure
PLANNING POLICY FRAMEWORK	Clause 11.01-1L – Mansfield Township Clause 13.02-1S – Bushfire planning Clause 14.02-1S – Catchment planning and management Clause 15.01-3S – Subdivision design Clause 17.01-1S – Diversified Economy Clause 17.03-1S – Industrial Land Supply

	Clause 17.03-1L – Industrial Development Clause 17.03-2S – Sustainable Industry Clause 19.03-3S – Integrated water management
PARTICULAR PROVISIONS	Clause 52.06 – Car Parking Clause 52.34 – Bicycle Facilities Clause 53.01 – Public open space contribution and subdivision Clause 53.02 – Bushfire Planning Clause 53.18 – Stormwater Management in Urban Development
<i>Permit Triggers</i>	
INDUSTRIAL 1 ZONE	Clause 33.01-1 Industrial 1 Zone: Use of land for a Warehouse Clause 33.01-3 Industrial 1 Zone: Subdivide land Clause 33.01-4 Industrial 1 Zone: Construct a building or construct or carry out works
BUSHFIRE MANAGEMENT OVERLAY	Clause 44.06-2 Bushfire Management Overlay: Subdivide land Clause 44.06-2 Bushfire Management Overlay: Construct a building or construct or carry out works associated with Warehouses
NATIVE VEGETATION	Clause 52.17 – Removal and destruction of native vegetation
CAR PARKING	Clause 52.06 - Reduction of car parking spaces
<i>Other</i>	
CULTURAL SENSITIVITY	The site is not in an area of aboriginal cultural heritage sensitivity
BUSHFIRE PRONE AREA	The site is within a bushfire prone area

Subject Land

The subject land is irregular in shape with a north-west boundary frontage to Monkey Gully Road. The land is currently occupied with three old mill houses and a vacant paddock.



Figure 1: 2025 Aerial Imagery of the subject land

The land and surrounding properties to the south are in the Industrial 1 Zone, land to the north-east adjacent to the land is in the Rural Living Zone, and the land across the road to the north-west is in the Farming Zone. The subject land is near to the entrance to Council’s Resource Recovery Centre.

The land is partially within the Bushfire Management Overlay however; no development is proposed within the Overlay.

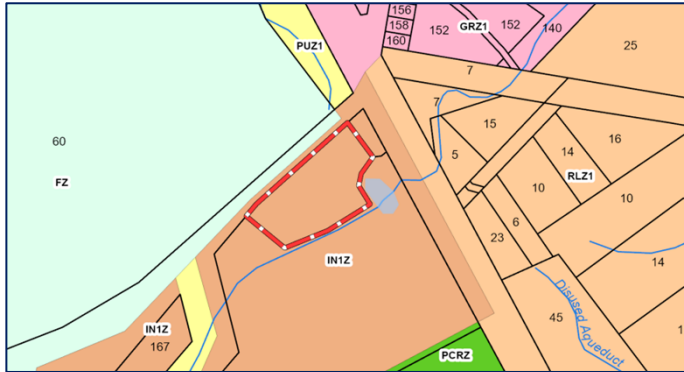


Figure 2: Zoning

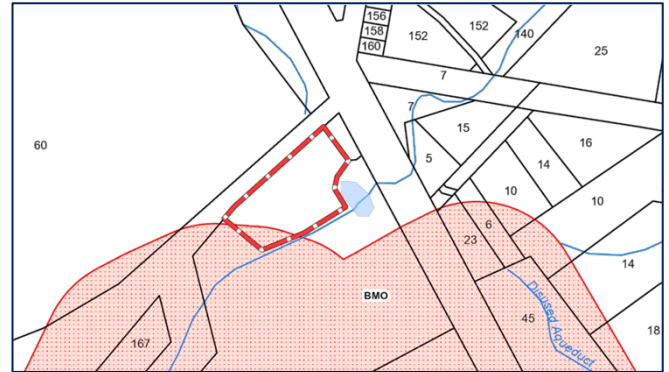


Figure 3: Bushfire Management Overlay

Proposal

The proposal is for the development of 21 Warehouses to be accessed from an internal Common Property Road with car parking for each premise and loading bays. Each Warehouse will be subdivided into a separate lot, with an additional large vacant lot at the west boundary, being 3,631sqm. The proposal also includes the removal of some planted exotic vegetation, the removal of one large native tree, some impact to another large native tree in Council’s Road reserve (Monkey Gully Road) and removal of a small patch of native vegetation. The tree in Council’s Road reserve is proposed to be retained and offset due to the encroachment of the proposed new road and will likely require some branches to be pruned to enable the safe passage of vehicles.

A Warehouse is defined in the Mansfield Planning Scheme as *Land used to store or display goods. It may include the storage and distribution of goods for wholesale and the storage and distribution of goods for online retail. It does not include premises allowing in-person retail or display of goods for retail, or allowing persons to collect goods that have been purchased online.* Additionally, Warehouse includes Commercial Display Area, Mail Centre, Milk Depot and Store, as defined by the Planning Scheme.



Figure 4: Artist 3D impression of Warehouses, as viewed from Monkey Gully Road

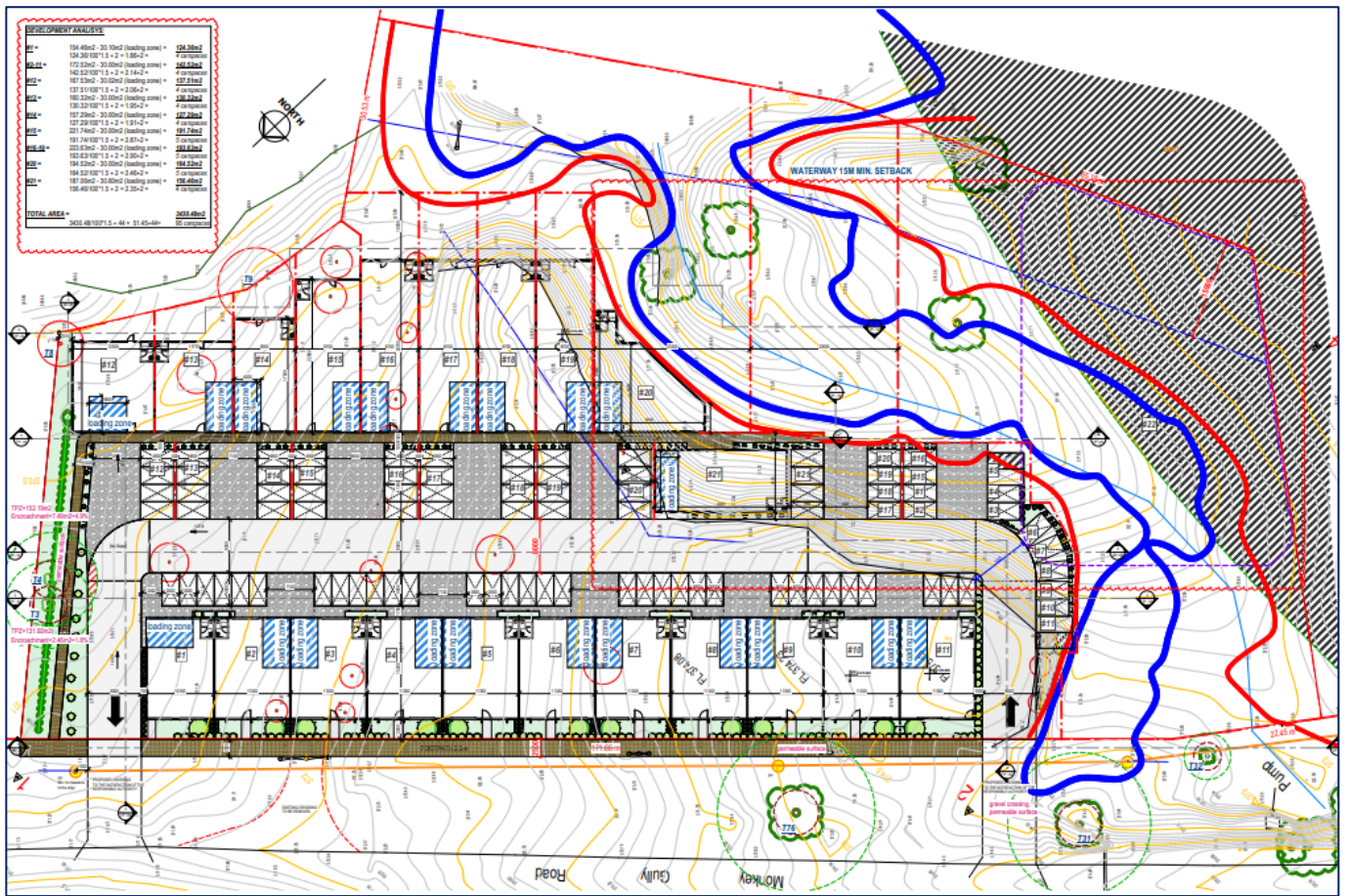


Figure 5: Development layout

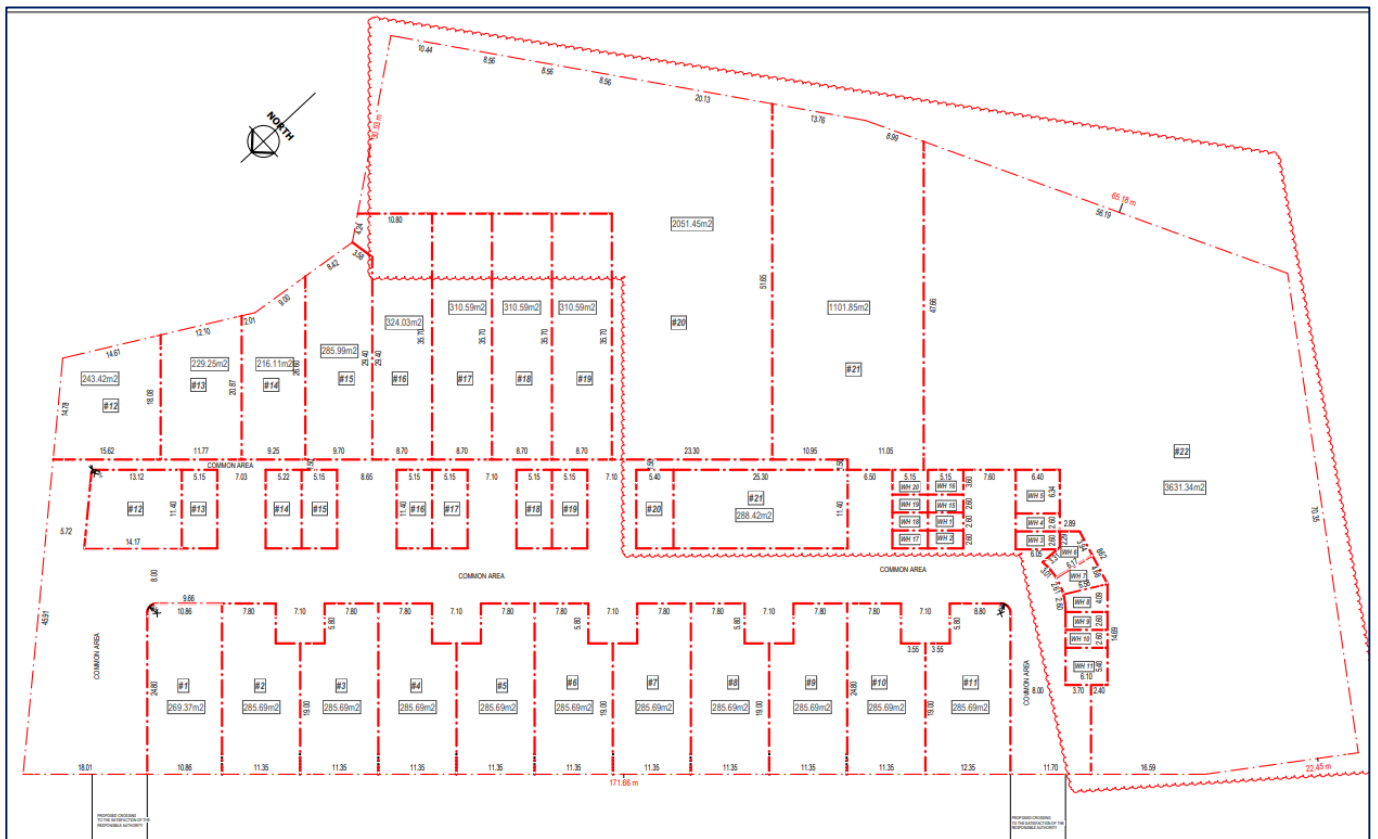


Figure 6: Subdivision layout



Figure 7: Native trees impacted by this development (Tree B being retained but offset)

Key Issues

The application was referred externally to many authorities in accordance with the requirements of the Mansfield Planning Scheme, and internally to Councils Engineering, Environment and Environmental Health Teams.

Authority	Referral Requirement	Response
AusNet Electricity	Determining	Conditional consent
Country Fire Authority	Determining	Conditional consent
Department Energy, Environment and Climate Action	Recommending	Conditional consent
Environment Protection Authority	Determining	Consent
Goulburn Broken Catchment Management Authority	For Comment	Conditional consent
Goulburn Murray Water	Determining	Conditional consent
Goulburn Valley Water	Determining	Conditional consent
Councils Engineering Team	For Comment	Conditional consent
Councils Environment Team	For Comment	Conditional consent
Councils Environmental Health Team	For Comment	Conditional consent

Officer Assessment

A complete assessment against the Mansfield Planning Scheme is attached.

Car Parking

The Mansfield Planning Scheme specifies car parking requirements for Warehouses as 2 spaces to each premise, plus 1.5 spaces to each 100sqm of net floor area. The proposal requires 93 car parking spaces to comply with the Scheme, however, is providing 90 car parking spaces onsite.

An assessment of the car parking has determined that a minor reduction by 3 spaces is appropriate, especially when considering the use of warehouses does not allow any customer interaction.

Native Vegetation

The attached Native Vegetation Removal Report provides a detailed assessment of the existing vegetation on the subject land. The subdivision design and layout results in the removal of one large tree and a patch of native vegetation, an additional native tree in Council's Road Reserve is required to be offset as the new road will impact the Tree Protection Zone however, the tree will be able to be retained just requiring some pruning.

Public Open Space Contribution

Clause 53.01 *Public Open Space Contribution and Subdivision* of the Mansfield Planning Scheme sets out when a contribution is required. The policy does not provide any relevant exemptions for the proposed subdivision.

Where Council does not have a specified contribution amount in the Planning Scheme Section 18 of the *Subdivision Act 1988* sets out the provisions for public open space contributions, which must not exceed 5% of the land area or 5% of value of the land.

It is standard practice for subdivisions to provide a 5% public open space contribution, which can be in the form of land or a monetary contribution. In this instance, the application does not include any public open space and therefore, the Officer Recommendation includes a condition requiring a 5% monetary contribution.

Conclusion

The proposal will develop an existing Industrially zoned piece of land in the Mansfield Township, abutting existing industrial land uses and in a location with access to reticulated water, sewer and electricity. The road network connections to the subject land will be able to accommodate for the types of land uses that would typically occupy Warehouses. It is considered that the design and layout of the subdivision and development will complement the area and provide for a smaller-scale business option for the local economy.

On the balance of the application and considering the requirements of the Mansfield Planning Scheme, the proposal is recommended to be supported by Council.

Recommendation

THAT COUNCIL issue a **Planning Permit** for *development of land for twenty-one (21) Warehouses, twenty-two (22) lot subdivision, removal and destruction of native vegetation, and reduction of car parking (3 spaces)* at 151 Monkey Gully Road, Mansfield, subject to the following conditions:

Endorsed Plans

1. The development must be in accordance with the endorsed plans forming part of this permit and must not be altered without the prior written consent of the Responsible Authority.
2. The subdivision approved under this permit must be undertaken in accordance with the plans endorsed and forming part of this permit.

External Cladding

3. The external materials of the buildings and associated infrastructure, including the roof of buildings and water tanks, must be constructed of materials of muted colours. No materials having a highly reflective surface are to be used. For the purpose of this clause "highly reflective" includes unpainted or untreated aluminium, zinc or similar materials.

Landscaping

4. Prior to the certification of the plan of subdivision and commencement of works, a landscaping plan must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will form part of the permit. The plans must be drawn to scale with dimensions. The plans must include:
 - a. Landscaping within the front boundary abutting Monkey Gully Road.
 - b. Landscaping within the development.
 - c. Canopy Trees, where appropriate.

Once approved the plans will be endorsed to form part of this permit.
5. Prior to the issue of a Statement of Compliance, or completion of works, which ever occurs first, the landscaping must be completed to the satisfaction of the Responsible Authority.

Subdivision

6. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
7. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
8. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.
9. The owner of the land must enter into an agreement with:
 - a. telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b. a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
10. Before the issue of a Statement of Compliance for any stage of the subdivision under

- the Subdivision Act 1988, the owner of the land must provide written confirmation from:
- a. telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b. suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

Public Open Space

11. The permit holder must make a contribution for public open space of a minimum 5% of the land.

Before the Statement of Compliance is issued under the Subdivision Act 1988, the monetary contribution must be paid. The Responsible Authority may delay the time for payment of the monetary contribution by agreement in writing with the permit holder.

Amenity

12. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:

- a. transport of materials, goods or commodities to or from the land
- b. appearance of any building, works or materials
- c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil
- d. presence of vermin.

to the satisfaction of the responsible authority.

13. At all times noise emanating from the land must comply with the requirements of the Environment Protection Regulations 2021 (as amended from time to time) as measured in accordance with the Noise Protocol to the satisfaction of the responsible authority. Noise Protocol means the Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues, published by the Environment Protection Authority on its website, as in force from time to time.

14. Any exterior lighting must comply with Australian Standard 4282-2019 'Control of the obtrusive effects of outdoor lighting' and must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

15. Noise emissions from the site must comply with the recommended noise levels as set out in Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues (EPA Publication 1826, March 2021) or as amended to the satisfaction of the Responsible Authority.

Signs

16. Business identification signage is to have a total area no larger than 8 square metres per premises/lot and must not be illuminated in any way.

Environment

17. The Tree marked 'B' in the NVRID 382_20250310_OH9 within the Monkey Gully Road Reserve is to be retained. Any required pruning or maintenance will require a Works Within a Road Reserve Permit from Council prior to the commencement of any works.

Environmental Health

18. Any Onsite Wastewater Management Systems are to be decommissioned. Existing septic tanks will need to be desludged, holed and backfilled with inert materials. Evidence of completion is required through the lodgement of a Plumbers Industry Certificate.
19. At all times noise emanating from the land must comply with the requirements of the

Environment Protection Regulations 2021 as measured in accordance with the Noise Protocol to the satisfaction of the responsible authority.

Noise Protocol means the Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues, published by the Environment Protection Authority on its website, as in force from time to time.

Engineering

20. All design work must be conducted by a suitably qualified CPEng, RPEng or National Engineering Registered (NER) engineer, to the satisfaction of the Responsible Authority.

Engineering - Road Infrastructure

21. Prior to any works proceeding within the road reserve, an application for Works Within Roads Reserve Permit shall be made.
22. Before any works associated with the development commences, detailed design drawings in accordance with Councils Infrastructure Design Manual (IDM) must be provided and approved to the satisfaction of the Responsible Authority. All works carried out must be in accordance with the approved design drawings to the satisfaction of the Responsible Authority.
23. Before any works associated with the development commences the internal common property access pavement must be designed by a suitably qualified engineer to the satisfaction of the responsible authority. All works carried out must be in accordance with the approved design drawings to the satisfaction of the Responsible Authority.
24. Prior to the commencement of works and certification of the plan of subdivision, a Traffic Impact Assessment Report must be submitted to Council for review. The report must check if BAL/BAR are warranted on Monkey Gully Road by the development. The report must also consider the affects of nearby intersections and additional traffic by the IMPACT route project. Must include turning movements for the design vehicle in and out of the development and within the development. Any improvement measures required as per TIAR must be provided by the developer and at no cost to Council.
25. All road intersections, must be signed and line marked to be compliant with VicRoads Traffic Engineering Manual Volume 2.
26. Prior to the commencement of works, a Site Management Plan is to be submitted and approved by Council. The Plan must contain at minimum:
 - a. Protection of any significant native vegetation during the construction of roads, reticulated services and other infrastructure.
 - b. Prevention of adverse environmental impacts on existing waterways including through run-off and siltation.
 - c. Procedures to ensure access by construction vehicles during the construction does not impact the amenity of the surrounding neighbourhood.
 - d. Measures in accordance with EPA Victoria Publication 960 Doing it right on subdivisions: Temporary environmental protection measures for subdivision construction sites
27. Prior to the issue of a Statement of Compliance, a 1.5-metre-wide concrete footpath must be constructed along one side of the road within the development in accordance with IDM and to the satisfaction of the Responsible Authority.
28. Prior to the issue of a Statement of Compliance a 2.5-metre-wide sealed shared path must be constructed along the frontage of the land within the Monkey Gully Road Reserve and must continue to the north-east, to connect with the existing path network along Highton Lane.
29. Disabled car parking spaces must be provided in accordance with the Disability Discrimination Act 1992.

Engineering - Drainage

30. Prior to commencement of any building and civil works, application must be made to Council to obtain a Legal Point of Stormwater Discharge.

31. Interrupted overland flow from this development must not impact on the adjacent lots.
32. Before any works associated with the development commences, a Stormwater Management Plan, drainage plans and computations to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. All works constructed or carried out must be in accordance with those plans to the satisfaction of the Responsible Authority.

The drainage plans must include:

- a. An on-site detention system designed by a suitably qualified engineering consultant to ensure no net increase in stormwater discharge from pre-development levels by the proposed development.
 - b. Measures to enhance stormwater discharge quality from the development including output from MUSIC, Stormupdated or similar with design calculation summaries of the treatment elements.
33. No industrial or commercial waste liquids are to be allowed to enter the drainage system. An EPA approved waste collection system shall be installed on site to collect such waste.

Engineering - Earthworks

34. The extent and depth of all proposed lot filling is to be denoted on the design plan. Where depths of fill on allotments exceed 300 mm, those areas are to be clearly differentiated from areas where the depths of fill are less than 300 mm.
35. Where the depth of fill exceeds 300mm, the fill is to be compacted in accordance with the Compaction Requirements of VicRoads Technical Specification.

Engineering - Lighting

36. The common property areas must be provided with suitable outdoor lighting that provides adequate illumination to the common property without affecting the general amenity of the area and of any nearby residents, to the satisfaction of the Responsible Authority.

Engineering - Asset Protection

37. Any damage to Council managed assets such as roads, footpaths, street trees and stormwater infrastructure, must be repaired at the cost of the developer to the satisfaction of the Responsible Authority.
38. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

Engineering - Administration, Permits, Fees and Charges

39. The Responsible Authority for plan checking and supervision must obtain, in writing, the name of the Project Coordinator appointed to oversee the works and notification of commencement date prior commencing works.
40. Prior to the issue of a Statement of Compliance, the developer is required to pay to The Responsible Authority a cash contribution of:
0.75% of the total actual documented cost of the engineering works for the checking of engineering plans associated with the development approved herewith.

Country Fire Authority (CFA)

41. Hydrants
Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 the following requirements must be met to the satisfaction of the CFA:
 - a. Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 90 metres and the hydrants must be no more than 120 metres apart. These distances must be measured around lot boundaries.
 - b. The hydrants must be identified with marker posts and road reflectors as

applicable to the satisfaction of the Country Fire Authority.

Note –CFA’s requirements for identification of hydrants are specified in ‘Identification of Street Hydrants for Firefighting Purposes’ available under publications on the CFA web site (www.cfa.vic.gov.au).

42. Common Property Access

- a. Access must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width
- b. The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 meters. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.
- c. Curves in driveway must have a minimum radius of 10 metres.
- d. Must provide a minimum trafficable width of 3.5 metres, be clear of encroachments 4 metres vertically and have no obstructions within 0.5 metres either side of the formed width of the road, to the satisfaction of the Responsible Authority.

Department of Energy, Environment and Climate Action (DEECA)

43. Notification of Permit Conditions

Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

44. Native vegetation permitted to be removed, destroyed or lopped

The native vegetation identified in NVRID ID 382_20250310_OH9 (dated 10/03/2025) and permitted to be removed, destroyed or lopped under this permit is 0.152 hectares of native vegetation, which is comprised of:

- a. 0.011 hectares patches of native vegetation
- b. 0.141 hectares of scattered trees, including 2 large trees

45. Native vegetation offsets

To offset the removal of 0.152 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017). The permit holder must secure the following offsets:

- a. A general offset of 0.032 general habitat units:
 - i. located within the Goulburn Broken Catchment Management boundary or Mansfield Shire municipal area
 - ii. with a minimum strategic biodiversity value of at least 0.272
- b. The offset(s) secured must provide protection of two (2) large trees.

46. Offset evidence

- a. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
 - i. an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site,
 - ii. credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
- b. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit.

47. Protection of vegetation to be retained

- a. Before works start, a native vegetation protection fence must be erected around all patches of native vegetation and scattered trees to be retained on site. This

fence must be erected around any retained patch of native vegetation at a minimum distance of two (2) metres from retained native vegetation and/or at a radius of $12 \times$ the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of tree. The fence must be constructed of star pickets/chain mesh/or similar to the satisfaction of the Responsible Authority. The fence must remain in place until all works are completed to the satisfaction of the Responsible Authority.

- b. Except with the written consent of the Responsible Authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:
 - i. vehicular access
 - ii. trenching or soil excavation
 - iii. storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
 - iv. entry and exit pits for the provision of underground services
 - v. any other actions or activities that may result in adverse impacts to retained native vegetation.

Goulburn Broken Catchment Management Authority (GBCMA)

48. The finished floor levels of the proposed warehouses are to be set at least 300 mm above the highest ground elevation under each warehouse floor foot-print.
49. Stormwater treatment must be in accordance with the Infrastructure Design Manual, version 5.50IDM 2025.

Goulburn Murray Water (GMW)

50. Any Plan of Subdivision lodged for Certification must be referred to Goulburn Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
51. The Plan of Subdivision submitted for Certification must show a building exclusion zone to prevent any future buildings being located within 15m of any waterways.
52. All stormwater discharged from the site must meet the urban run-off objectives and Standard C25 as specified in Clause 56.07-4 of the Victorian Planning Provisions. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.
53. Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
54. Prior to the Statement of Compliance being issued any existing onsite wastewater management systems must be decommissioned to the satisfaction of Council's Environmental Health Department.
55. All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).
56. No buildings are to be constructed within 15 metres of any waterways or on any drainage lines.
57. All wastewater from the warehouses must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
58. All stormwater must be discharged to a legal point as nominated by the Responsible Authority. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

Goulburn Valley Water

59. Payment of new customer contribution charges for water supply to the development, such amount being determined by the Corporation at the time of payment.
60. Provision of a reticulated water supply and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley

Region Water Corporation. Potential water network augmentation works are required, which could include but are not limited to water main upgrade/extension, construction of a water booster pumping station, storage or tanks and trunk mains etc. This will be confirmed during liaison with the Developer's engineering Consultant.

61. Decommission section of Private Line fronting this property.
62. Provision of water tapping in Common Property with manifold meter assembly to service each Lot at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
63. Provision of separate water supply meters to each tenement within the development, located at the property boundary and to the satisfaction of Goulburn Valley Region Water Corporation.
64. Payment of new customer contributions charges for sewerage services to the development, such amount being determined by the Corporation at the time of payment.
65. Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation. The works may include, but not be limited to the construction of a sewerage pumping station, rising mains and gravity mains etc. This will be confirmed during liaison with the Developer's engineering Consultant.
66. Provision of sewerage connection points and/or combined sewer drains with an inspection opening to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
67. Connection of all sanitary fixtures within the development to reticulated sewerage, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
All works required are to be carried out in accordance with AS 3500.2 - 'Sanitary plumbing and drainage', and to the satisfaction of the Corporation's Property Services department.
68. Provision of easements in favour of the Goulburn Valley Region Water Corporation over all existing and proposed gravity sewer mains located within private property.
69. A notation is to be placed on the plan of subdivision to note that pursuant to Section 12(2) of the Subdivision Act 1988, there exists "implied easements" over all of the allotments and the common property within the development.
Alternatively, the developer is to provide a two metre wide sewerage easement over the common portion of the house connection drain, in favour of the benefiting land, to the satisfaction of the Goulburn Valley Region Water Corporation.
70. The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Goulburn Valley Water. A copy of the format of the Agreement will be provided on request.
71. The plan of subdivision lodged for certification is to be referred to the Goulburn Valley Region Water Corporation pursuant to Section 8(1) of the Subdivision Act 1988.

Permit Expiry

72. This permit will expire if one of the following circumstances applies:
 - a. The plan of subdivision is not certified within three (3) years of the date of this permit.
 - b. The subdivision is not completed within five (5) years of the date of certification of the plan of subdivision.In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the Responsible Authority for an extension of the

periods referred to in this condition.

73. This permit will expire if one of the following circumstances applies:

- a. The buildings and works have not commenced within three (3) years of the date of this permit.
- b. The development is not completed within eight (8) years of the date of this permit. In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Permit Notes

- 1) This permit does not constitute any authority to carry out any building works or occupy the building or part of the building unless all relevant building permits are obtained.
- 2) Before any earthworks are undertaken, it is recommended that you contact Dial Before You Dig on 1100.
- 3) Where the land is to be developed in stages, the above conditions will, in general, apply to any subsequent stage of the subdivision.
- 4) Country Fire Authority (CFA)
 - a. Based on available information, the nearest fire hydrant to the subject land is approximately 500 metres away (Opposite 14 Ogilives Road). The area is serviced by reticulated water (150mm water main running along Rifle Butts Road) and whilst there appears to be a 20mm private water main running along Monkey Gully Road, this will not be suitable for fire hydrant coverage.
 - b. CFA requests that a copy of any permit and a copy of any notice given under section 64 or 65 of the Act be sent to CFA pursuant to section 66 of the Act.
- 5) Department of Energy, Environment and Climate Action (DEECA)
 - a. The applicant has indicated they will establish a First Party offset site for the removal of Native Vegetation on site. To deliver a first party offset you must agree to protect and manage native vegetation on your property in perpetuity. This method requires the applicant to enter into a legally binding offset agreement with a statutory authority. This includes management of the offset area for conservation purposes forever. Information on how to set up a first party offset can be found on DEECA's website. If you choose this method of offset, your application must include the written consent of the statutory authority you will be entering into a security agreement with.
 - b. All native wildlife in Victoria is protected under the Wildlife Act 1975, and approval to remove native vegetation does not exempt the works from other statutory obligations under the Wildlife Act 1975. Where works may impact on native fauna, and or habitat used by native fauna, the applicant must ensure that measures are implemented, and to act in a manner that does not harm, injure or kill wildlife. Prior to removal of vegetation, project managers are advised to determine whether a Wildlife Act authorisation is required. For further information please visit <https://www.vic.gov.au/wildlife-licences-and-permits>.

Works or other activities on public land, which may affect protected native plants, may require a Protected Flora Permit under the Flora and Fauna Guarantee (FFG) Act 1988. All native vegetation likely to be affected should be checked against the most up to date Protected Flora List (DEECA) to determine whether FFG approvals are required. Protected Flora Permits can be obtained from the regional DEECA office (Hume_NEP@deeca.vic.gov.au).

- c. The granting of this permit does not exempt the holder of a permit from the requirements of other Commonwealth and State legislation or policy.
- 6) Goulburn Broken Catchment Management Authority (GBCMA)

The 1 in 100 AEP flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 1 in 100 AEP flood, may occur in the

future.

7) Goulburn Valley Water (GVW)

- a. All structures must be constructed clear of any future easement in favour of the Corporation, and one metre laterally clear of future Corporation’s assets. In addition, structure foundations must be appropriate to not impose loads onto Corporation assets and comply with Corporation requirements. It is recommended that you engage a licensed surveyor to confirm the location and alignment of any existing sewer assets. Goulburn Valley Water will assist on site with accessing sewer maintenance structures, upon request.
- b. Goulburn Valley Water do not allow water connections to traverse under driveways/crossovers. This includes developer supplied (non-GVW) conduit. This is in line with Section 145 of the Water Act 1989 – Control Over Connections.

Support Attachments

- 1. Submitted Plans [13.2.2.1 - 6 pages]
- 2. Native Vegetation Removal Report [13.2.2.2 - 13 pages]
- 3. Assessment against Planning Scheme [13.2.2.3 - 19 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

Community Engagement has been undertaken in accordance with the Council Community Engagement Policy and the *Planning and Environment Act 1987*. The application, as it relates to subdivision of Industrial Zoned land and the development for Warehouses is exempt from notice (advertising) and review (appeal).

However, the application as it relates to the removal of native vegetation does not have any exemptions and therefore was advertised. The application was advertised to the owners and occupiers of nearby properties and the dwellings on the subject land and a total of 32 letters were sent and a sign was placed onsite. The public notice period was from 25 July to 15 August 2025, during this time no submissions were received.

Collaboration

Not Applicable

Financial Impact

This application is being assessed by Council’s existing Statutory Planning resources. Application fees of \$3,964.80 have been received which include cost recovery for public notice.

Legal and Risk Implications

This planning permit application is being undertaken in accordance with the requirements of the *Planning & Environment Act 1987* and the *Subdivision Act 1988*.

Regional, State and National Plans and Policies

This application has been assessed in accordance with the Mansfield Planning Scheme.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 1: Connected and Healthy Community Strategic Objective 2: Activities that promote connection and fitness of our people and visitors

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 3.3 Improve roads, drainage and footpaths

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. Asset Plan 2025-2035

File Number	E9809	Responsible Officer	Coordinator Asset Management, Sujita Sharma
Purpose			

To present the final Asset Plan 2025-2035 to Council for adoption following consideration of feedback from Council’s deliberative engagement process.

Executive Summary

Under Section 92 of the *Local Government Act 2020*, Council must develop, adopt and keep in force an Asset Plan with at least a 10-year financial horizon, that has been developed using a deliberative engagement process.

Council’s Asset Plan was first developed and adopted in 2022 and was reviewed with the community through a deliberative process involving extensive community consultation in 2023 and 2024. The Asset Plan 2023-2033 was adopted at the 21 May 2024 Council meeting.

Under Subsection (6) of the *Local Government Act 2020*, a Council must develop or review the Asset Plan in accordance with its deliberative engagement practices and adopt the Asset Plan by 31 October in the year following a general election. This means Council’s Asset Plan must be reviewed and adopted by 31 October 2025.

Community engagement has been undertaken to obtain feedback on the updated Asset Plan, including a deliberative workshop held on 13 August. A copy of the current Asset Plan was also shared with community members as part of deliberative engagement process over the Council Plan.

Council has now finalised the draft Asset Plan 2025-2035 following the engagement process. The Plan provides a long-term view of how Council’s assets and infrastructure contribute to the achievement of the Community Vision and deliver on the Council Plan, within the financial parameters set by Council’s Financial Plan 2025-2035.

Key Issues

Council manages a portfolio of infrastructure assets with a collective replacement value of more than \$300 million. These include local roads, footpaths and shared paths, bridges and culverts, stormwater pits and pipes, buildings and structures, open space assets such as playgrounds, sportsgrounds, and outdoor furniture.

In June 2022 Council adopted the first Asset Plan 2021-2031 following initial community consultation. Subsequently, Council did another round of community engagement in late 2023 and early 2024, using deliberative engagement processes to discuss the priority and timing of renewal and upgrade works for each asset class as an integral part of Council’s service provision to the community. As part of this process, three deliberative panel sessions were held with community members and Council staff on 29 and 30 November 2023, and 14 February 2024, along with exhibition on the Engage platform during November to December 2023 and February to March 2024. Following this engagement, Council adopted the second iteration of

the Asset Plan 2023-2033 in May 2024.

Council is required to review the Asset Plan in accordance with its deliberative engagement practices and to adopt the updated Asset Plan by 31 October 2025, following the general Council election held in 2024. Consultation has been undertaken to obtain community feedback on the Asset Plan as part of the Council Plan engagement in 2025. The Asset Plan was also exhibited on the Engage platform from 5 August to 26 August 2025 to seek community feedback through an online survey. During this period, 21 people downloaded the Plan, however, no responses were received from the survey.

A deliberative workshop on the updated Draft Asset Plan was held on 13 August 2025 with Councillors, community panel members and Council staff. This workshop allowed members to engage directly with council representatives, share their insights and discuss their concerns. A summary of the feedback from the workshop is outlined below:

Challenges

- ▶ Need for more pedestrian friendly access around the town.
- ▶ Need for more parking during peak seasons.
- ▶ Need for more ovals.

Opportunities

- ▶ External funding opportunities.
- ▶ More pedestrian friendly pathways can help reduce the need for parking.
- ▶ Use of social media and media releases to provide details of Council-managed and Department of Transport managed roads to improve community understanding of the responsible road authority for road defects.

What went well?

- ▶ Overall condition of council-managed roads improved.
- ▶ Unsealed roads have been very well maintained.
- ▶ Drainage and excavator work by Field Services team.
- ▶ Installation of new bore for water supply to stock.
- ▶ Communication through social channels especially Facebook.
- ▶ Maintenance of ovals.

What did not go well?

- ▶ A question was raised regarding the remaining unsealed section of Dead Horse Lane which is part of the Heavy Vehicle Alternative Route. Officers confirmed that this unsealed section is proposed to be sealed by the developer of the adjoining industrial land.

Suggestions

- ▶ Kilometre-marked jogging and walking loop track at Botanic Park.
- ▶ Media release/communications to inform residents that blocked crossovers must be cleared by property owners.

A detailed community engagement report is attached to this paper.

The Asset Plan has a 10-year horizon, outlining Council’s approach to management of key asset classes and the challenges and opportunities faced in allocation of funds. The Asset Plan 2025-2035 has been reviewed and updated, with deliberative engagement including a community workshop undertaken as required by the Local Government Act 2020. Updates made to the Plan reflect community feedback, changes in asset valuations, condition assessments and the addition of further years. The final Asset Plan 2025-2035 is attached to this report.

Recommendation
THAT COUNCIL adopts the Mansfield Shire Council Asset Plan 2025-2035.
Support Attachments
<ol style="list-style-type: none"> 1. Asset Plan 2025-2035 [13.2.3.1 - 46 pages] 2. Final Community Engagement Report Asset Plan and Financial Plan [13.2.3.2 - 4 pages]

Considerations and Implications of Recommendation

Sustainability Implications

The Asset Plan will assist in delivering financial sustainability by supporting Council to make decisions that lead to a cost-effective asset base, including focusing on asset renewal before new assets, rationalising underutilised assets, and limiting asset upgrades unless well justified. The Asset Plan provides a strong framework for management of Council’s assets to ensure they are fit for purpose, safe, reliable and sustainable, and remain available for the benefit of current and future generations.

Community Engagement

Community Engagement has been undertaken in accordance with Council’s Community Engagement Policy and the Local Government Act 2020 by undertaking a deliberative engagement workshop along with public exhibition on the Engage platform. Feedback from these engagements has been crucial in shaping the final version of the Asset Plan.

Collaboration

Not Applicable

Financial Impact

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

Legal and Risk Implications

Asset Risk: There is potential risk in not maintaining or renewing assets to a standard that is fit for purpose and meets community needs. Neglecting asset renewal leads to deterioration of assets over time and ultimately costs more overall to recover. The Asset Plan provides a clear strategic direction for ongoing maintenance and renewal of assets.

Reputational Risk: There is potential for reputational damage if assets are not maintained and renewed and plans not implemented in line with community expectations. Council has transparently and actively engaged with the community during preparation of the updated Asset Plan to obtain feedback.

Regional, State and National Plans and Policies

Under the *Local Government Act 2020*, a council must develop, adopt, and keep in force an Asset Plan with at least a 10-year financial horizon developed through a deliberative engagement process.

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 2: Vibrant Liveability

Strategic Objective 3 Future focused: Intelligent land use and infrastructure

Strategy 3.2 Enhance township character

Strategy 3.3 Improve roads, drainage and footpaths

Strategic Objective 4 Clean and green: Waste and energy sustainability

Strategy 4.1 Minimise and re-use waste

Strategy 4.2 Adopt and promote energy options that are affordable, self sustaining & carbon positive

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

Strategy 6.2 Building organisational capacity through its people

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*.

13.3. People, Communications and Governance

13.3.1. Governance and Management Checklist 2024-25

File Number	E7383	Responsible Officer	Coordinator Governance & Risk, Chelsea Young
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Purpose

This report presents the Governance and Management Checklist for the year ended 30 June 2025 for certification by the Mayor and Chief Executive Officer.

Executive Summary

Council is required under the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020* to prepare the Governance and Management Checklist which is to be certified by the Mayor and Chief Executive Officer.

The checklist is published within Council’s Annual Report and through the Know Your Council website which is managed by Local Government Victoria (LGV).

Key Issues

The checklist is a component of the Local Government Performance Reporting Framework (LGPRF) which requires Council to report on compliance with 27 governance and management practices for the 2024–25 financial year. Council is compliant with all 27 items listed in the checklist. This reflects Council’s ongoing commitment to strong governance standards and effective organisational management.

The checklist was reviewed by the Audit and Risk Committee on 25 August 2025.

Recommendation

THAT COUNCIL authorise Mayor Cr Steve Rabie and Chief Executive Officer, Kirsten Alexander, to certify the 2024-25 Governance and Management Checklist.

Support Attachments

1. Governance and Management Checklist for the year ended 30 June 2025 [13.3.1.1 - 3 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The Governance and Management Checklist forms part of Council’s Annual Report which will be available to the community on Council’s website.

Collaboration

Not Applicable

Financial Impact

Not Applicable

Legal and Risk Implications

Compliance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* ensures there is no risk to Council in relation to this reporting requirement.

Regional, State and National Plans and Policies

The Governance and Management Checklist is a component of the Local Government Performance Reporting Framework (LGPRF), a mandatory reporting system for all Victorian councils. The LGPRF ensures councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

LOCAL GOVERNMENT ACT 2020 - SECT 98

Annual report

- (1) A Council must prepare an annual report in respect of each financial year.
- (2) An annual report must contain the following—
 - (a) a report of operations of the Council;
- (3) The report of operations of the Council must contain the following—
 - (d) any other information prescribed by the regulations.

LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2020 - REG 9

Service performance indicators

- (2) For the purposes of section 98(3)(d) of the Act, the prescribed information is the following—
 - (c) an assessment of Council's governance and management in the form set out in Schedule 1.

Innovation and Continuous Improvement

The Governance and Management Checklist serves not only as a compliance tool but also as a mechanism for measuring and driving continuous improvement in governance and management of the organisation.

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.

13.3.2. Instruments of Delegation and Appointment Authorisation - S5 & S6

File Number	E2478	Responsible Officer	Coordinator Governance & Risk, Chelsea Young
Purpose			

To seek Council endorsement of the following Instruments:

- ▶ S5 Instrument of Delegation – Council to the Chief Executive Officer (CEO)
- ▶ S6 Instrument of Delegation - Council to Members of Staff

Executive Summary

Delegations to undertake a specific duty or power in accordance with a specific section of an Act of Parliament are essential to enable Council staff to carry out professional duties, particularly in areas which involve enforcement such as Planning, Local Laws, Environmental Health, Animal Management, Parking Control and Road Management.

Council subscribes to a delegations and authorisations service produced by the legal firm Maddocks. The firm reviews all legislation that impacts local government in Victoria and distributes an updated schedule of delegations that reflects any legislative changes bi-annually. This template is used by many Victorian councils and reflects common practice within the industry. Drawing on these updates, the Instruments of Delegation are updated periodically as legislation is amended, or new legislation is introduced which impacts the operations of Council.

This report seeks Council endorsement of the following revised Instrument of Delegation:

- ▶ **S5 Instrument of Delegation - Council to the Chief Executive Officer (CEO)** delegates all of Council's powers, duties and functions which are capable of delegation, subject to some exceptions and limitations, to the CEO pursuant to s11(1) (b) of the *Local Government Act 2020*.
- ▶ **S6 Instrument of Delegation - Council to Members of Staff** delegates Council powers, duties and functions within various Acts and Regulations which contain a specific power of delegation. This delegates certain powers directly from Council to Council staff due to the legislation referred to containing specific powers of delegation.

Key Issues

S5 Instrument of Delegation - Council to the Chief Executive Officer (CEO)

As part of a recent internal review of delegations, Council officers identified an opportunity to strengthen the S5 delegation by including a condition/limitation for expenditure that Council is, by or under legislation, required to make (for example the Emergency Services and Volunteers Fund (ESVF)). These payments are currently made under delegation.

Council officers propose amending the S5 Instrument to introduce an exemption for expenditure that Council is required to make under legislation up to \$750,000. Adding this condition/limitation would mean that approval from Council (through a Council resolution) would be required to make any payment that Council is, by or under legislation, required to make that exceeds this threshold.

Preparing Council reports to seek approval for expenditure that Council is required to make exceeding the threshold will increase administrative workload. However, it would:

- ▶ Provide transparency to the community by publicly reporting the amount Council is required to pay to the State Government for the ESVF each quarter.
- ▶ Align with Council's advocacy position opposing the ESVF and its collection through Council.
- ▶ Provide transparency to the community around how Council's budget is impacted by State-imposed charges, if the ESVF recovery impacts on arrears/debt recovery.

It is important to note that, as Council is a designated collection agent under the legislation, it is a legal requirement that these amounts are remitted to the Commissioner by the specified due dates. Failure to pay the ESVF is a breach of statutory obligation that could potentially lead to debt recovery, penalties, legal action and reputational consequences.

In addition to consideration of the above exemption, it is proposed to amend the delegation to allow the CEO to approve expenditure up to \$550,000 where it relates to the payment of insurance premiums or WorkCover premiums. Removing the requirement for a Council resolution to approve payment of these premiums will reduce administrative workload and enable the timely payment of invoices without needing to seek an extension of time from Council's insurers. Councillors will still be advised of the annual renewal premiums, and they will continue to be reported to the Audit and Risk Committee.

The proposed amendments add the following wording (underlined) to the existing \$200,000 expenditure limitation clause:

1.2 *"Making any expenditure that exceeds \$200,000 unless:*

1.2.1 it is expenditure which Council is, by or under legislation, required to make, in which case it must not exceed \$750,000."

1.2.2 it is expenditure related to the payment of Insurance Premiums or Workcover Premiums in which case it must not exceed \$550,000.

S6 Instrument of Delegation - Council to Members of Staff

The S6 Instrument has been updated drawing on the bi-annual update from Maddocks due to legislative changes as well as a recent review of the organisational structure.

Recommendation

THAT COUNCIL:

1. Revoke the existing:
 - a. Schedule 5 – Instrument of Delegation from Council to the Chief Executive Officer (CEO) previously endorsed by Council on 18 March 2025.
 - b. Schedule 6 - Instrument of Delegation from Council to Members of Council Staff previously endorsed by Council on 24 June 2025.
2. Endorse the following dated 24 June 2025:
 - a. Schedule 5 – Instrument of Delegation from Council to the Chief Executive Officer (CEO).
 - b. Schedule 6 - Instrument of Delegation from Council to Members of Council Staff.
3. Approve Mayor Cr Steve Rabie to sign the endorsed instruments as listed in point 2 and Deputy Mayor Cr James Tehan to witness the signing.

Support Attachments

1. DRAFT S5. Instrument of Delegation – Council to CEO (September 2025) [13.3.2.1 - 4 pages]
2. DRAFT S6. Instrument of Delegation – Council to Members of Staff (September 2025) [13.3.2.2 - 75 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

Council's subscription to Maddocks delegations and authorisations service is invoiced bi-annually for \$2,200 (excl. GST), this is accounted for in the operational budget. All work to update Mansfield Shire Council's delegations and authorisations is undertaken internally by Council Officers within existing staff resources.

Legal and Risk Implications

Regular reviews of delegations and authorisations ensure compliance with the relevant Acts and Regulations.

Regional, State and National Plans and Policies

Delegations are kept in accordance with 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 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.

13.3.3. Councillor Professional Development Policy

File Number	E1533	Responsible Officer	Coordinator Governance & Risk, Chelsea Young
Purpose			

To seek Council endorsement of the Councillor Professional Development Policy.

Executive Summary

In October 2024 the *Local Government Act 2020* (the Act) was amended and now mandates that all Councillors undertake induction training upon their election and ongoing professional development training throughout their four-year term. Further, the Mayor and Deputy Mayor are required to undertake additional training upon their appointment to that role.

The *Local Government (Governance and Integrity) Regulations 2020* (the Regulations) prescribe the matters that must be included in this training.

For the Mayor and Deputy Mayor, the prescribed matters are:

- (a) *roles and responsibilities;*
- (b) *chairing meetings;*
- (c) *engagement and advocacy;*
- (d) *leadership; and*
- (e) *any other matter relating to the role of the Mayor which the Chief Executive Officer has determined should be addressed.*

For all Councillors (for both induction and ongoing professional development), the prescribed matters are:

- (a) *working together in a council;*
- (b) *decision making, integrity and accountability;*
- (c) *community representation;*
- (d) *strategic planning and financial management;*
- (e) *conduct;*
- (f) *land use planning;*
- (g) *any other matter relating to the role of a Councillor which the Chief Executive Officer has determined should be addressed.*

A Councillor Professional Development Policy has been developed to outline Council's framework for supporting Councillor professional development and ensuring compliance with the Act.

Key Issues

The draft Councillor Professional Development Policy (the Policy) has been developed with reference to the sample policy provided by the Victorian Local Governance Association (VLGA) ensuring alignment with sector best practice.

The Policy outlines requirements for the Mayoral Induction Program, Councillor Induction Program and ongoing Councillor professional development. It also addresses the development and resourcing of these programs, Councillor participation expectations, reporting requirements and the roles and responsibilities of Councillors, the Chief Executive Officer and the Governance and Risk Department.

Following consideration by Council the community will be notified of the new policy through Council's Mansfield Matters column in the Courier and it will be published on Council's website.

Recommendation
THAT COUNCIL endorses the Councillor Professional Development Policy 2025.
Support Attachments
1. DRAFT Councillor Professional Development Policy 2025 [13.3.3.1 - 10 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The policy will be published on Council's website and the community will be notified through the Mansfield Matters column.

Collaboration

Not Applicable

Financial Impact

The development of the draft policy has been undertaken internally within existing staff resources. All activities required to meet the legislated training obligations will be carried out within the annual budget allocation.

Legal and Risk Implications

The Policy has been developed to ensure compliance with the Local Government Act 2020.

Regional, State and National Plans and Policies

- ▶ *Local Government Act 2020*
- ▶ *Local Government (Governance and Integrity) Regulations 2020*

Innovation and Continuous Improvement

The Policy provides a structured and transparent framework for councillor professional development to support continual improvement in councillor capability and decision-making.

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.

13.3.4. Independent Audit Member Recommendation

File Number	E11404	Responsible Officer	Coordinator Governance & Risk, Chelsea Young
Purpose			

To seek Council endorsement for the nomination of Ms Jane Watson to a second three-year term as an independent Audit and Risk Committee member.

Executive Summary

The Mansfield Shire Council Audit and Risk Committee (ARC) comprises two Councillors, currently Mayor Cr Steve Rabie and Cr Mandy Treasure, and three independent committee members.

The term of appointment for each independent member is, where possible, arranged to provide an orderly rotation of membership. Each independent member is appointed for a three-year term.

Jane Watson was appointed as an independent member of the Mansfield Shire Council ARC in November 2022 with her three-year term expiring in November 2025. Jane Watson is seeking re-appointment for a second three-year term.

Key Issues

Recruitment and appointment of independent Committee members requires a public process. However, under section 7.3 of the Charter of the Audit and Risk Committee, Council may use its discretion to directly appoint an independent member for a second term without going through a public recruitment process.

It is proposed that Council directly appoints Jane Watson for a second three-year term. All other members of the Committee are supportive of the proposal. Jane Watson is currently the Chair of the committee and an active participant of the ARC and brings a set of skills that are considered highly desirable to the Committee. Council will benefit from the continuity of Jane Watson being appointed for a second term.

AFS, Mansfield Council’s internal auditors, recently undertook a review of the effectiveness of the ARC – there were no issues raised during this process regarding the performance or skills mix of the Committee.

Recommendation
THAT COUNCIL appoints Ms Jane Watson to the Mansfield Shire Council Audit and Risk Committee for a second three-year term commencing 13 November 2025.
Support Attachments
Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

Independent members of the Audit and Risk Committee are remunerated for each meeting they attend in line with Council's Audit and Risk Committee Charter. This is accounted for in the annual budget allocation.

Legal and Risk Implications

Maintaining a good mix of skills and experience in the ARC members is an important risk mitigation measure, ensuring the Committee has the capability to provide independent assurance and assistance to Council on its risk, control and compliance framework.

Regional, State and National Plans and Policies

It is a requirement of the *Local Government Act 2020* that councils' Audit and Committee consist of a majority of members who are not Councillors and must not include any person who is a member of Council staff. Mansfield Shire Council's Audit and Risk Committee comprises two Councillors and three independent members.

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.

13.4. Executive Services Directorate

13.4.1. Financial Statements 2024-25

File Number	E11037	Responsible Officer	Financial Controller, Michael McCormack
Purpose			

This report presents the Financial Statements for the year ended 30 June 2025 to Council for certification.

Executive Summary

The draft Financial Statements 2024-25 have been prepared by Council officers in line with the requirements of the *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2020*, Australian Accounting Standards and the Local Government Victoria model.

The Financial Statements will be reviewed by Council's external auditor, the Victorian Auditor General's Office (VAGO). VAGO's closing report will be presented to the Committee at the meeting scheduled for 2 October 2025.

Section 99 of the *Local Government Act 2020* requires Council to pass a resolution at a Council Meeting giving its approval in principle to the draft Financial Statements prior to submitting the statements to the auditor so that they may prepare their reports.

The Financial Statements 2024-25 must be certified by Council after any amendments or changes requested by VAGO have been made, prior to adoption by Council.

Section 100 of the *Local Government Act 2020* requires the Mayor to report on the implementation of the Council Plan by presenting the Annual Report at a Council meeting open to the public, within 4 months of the end of the financial year (31 October). The final signed Financial Statements will become part of the Annual Report 2024-25 which will be a publicly available document.

Key Issues

The draft Financial Statements has been prepared by management and are attached to this paper.

The draft Financial Statements will be considered by the Audit and Risk Committee on 15 September 2025 in line with the *Local Government Act 2020* and Council's Audit and Risk Committee Charter and a verbal update of the Committee's feedback will be provided by Council Officers at the meeting.

Following Council's approval in principle, the financial statements will be submitted to the Victorian Auditor General's Office (VAGO) for reporting on the audit in line with Section 99(2) of the *Local Government Act 2020*.

The Financial Statements for 2024-25 show the following key statistics:

- Surplus for the year of \$12.506 million.
- Net asset revaluation increment of \$15.849 million.
- Net assets/Total equity of \$322,743 million
- Cash and other current assets totalling \$15.521 million including term deposits.
- Net gain on disposal of property, infrastructure, plant and equipment of \$0.367 million

Net Gain on Disposal of Property, Infrastructure, Plant and Equipment

In the FY2024-25 land at 141 Lakins Road was sold for \$1.58 million upon settlement in July 2025, however the net gain on disposal of property was \$0.367 million due to assets replaced through the expanded capital works program.

Net Asset Revaluation

To ensure the carrying value of Council assets does not materially differ from that which would be determined using fair value on 30 June 2025, a desktop revaluation was undertaken on Drainage Pits and Pipes.

Managerial revaluations using an indexation method were undertaken for all other asset classes.

The desktop and managerial revaluations were undertaken by Brightly Assetic – other than the revaluations for Land assets that were assessed by LG Valuations. Revaluations are in line with best practice ensuring that carrying amounts in the accounts are relevant. These revaluations saw an increase in the Net Asset Revaluation reserve of \$15.849 million.

Waste Management Reserve

Since 2022-23, Council has made significant efforts to both decrease waste transferred to landfill and raise additional income from recovery of materials. These continued efforts into the 2024-25 period have yielded an accumulated surplus of \$1.068 million resulting in a total Waste Reserve surplus as of 30 June 2025 of \$1.873 million.

The Waste Management Reserve is required to enable delivery of the Resource Recovery Centre (RRC) Masterplan and other waste initiatives and programs in future years, including upgrade of the RRC access road in 2025-26.

Significant Accounting Judgements and Estimates

There have been no significant accounting judgements and estimates applied to the 2024-25 financial statements that require specific review.

Recommendation

THAT COUNCIL:

1. Approves in principle the Financial Statements of Mansfield Shire Council for the year ended 30 June 2025; and
2. Authorises Mayor Cr Rabie and Deputy Mayor Cr Tehan to certify the Mansfield Shire Council Financial Statements for the year ended 30 June 2025 on behalf of Council, subject to any amendments or changes made as required by the Victorian Auditor-General's Office.

Support Attachments

Annual Report 2024-25

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The Financial Statements form part of Council's Annual Report which will be available to the community on Council's website. Notice of the meeting at which the Annual Report is discussed is also advertised locally.

Collaboration

Not Applicable

Financial Impact

Not Applicable

Legal and Risk Implications

It is a requirement under Sections 98 and 99 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*, that Council prepare an annual report in respect of the financial year that contains audited financial statements in line with the Act.

Regional, State and National Plans and Policies

As noted above, it is a requirement under Sections 98 and 99 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*, that Council prepares an annual report that contains audited financial statements.

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. Performance Statements 2024-25

File Number	E11037	Responsible Officer	Coordinator Governance & Risk, Chelsea Young
Purpose			

This report presents the draft Performance Statement for the year ended 30 June 2025 to Council for certification.

Executive Summary

The Performance Statement is a required document under the *Local Government Act 2020* as part of the Local Government Performance Reporting Framework. The statement is published in Council's Annual Report and contains some statistics publicly available through the *Know Your Council* website managed by Local Government Victoria.

The draft Performance Statement 2024-25 has been prepared by Council officers in line with the requirements of Sections 98 and 99 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Section 99(2) of the *Local Government Act 2020* requires Council to pass a resolution at a Council Meeting giving its approval in principle to the draft Performance Statement prior to submitting the statements to the auditor so that they may prepare their reports. The Performance Statement, in its final form after any changes recommended or agreed by the auditor have been made, will then be certified by two Councillors authorised by Council and the Chief Executive Officer and Principal Accounting Officer as prescribed by the *Local Government (Planning and Reporting) Regulations 2020*.

The final, signed Performance Statement will become part of the Annual Report.

Council must submit the LGPRF data to LGV by Friday 10 October 2025.

Key Issues

The draft Performance Statement has been prepared by management and is attached to this paper.

The draft Performance Statement will be considered by the Audit and Risk Committee on 15 September 2025 in line with the *Local Government Act 2020* and Council's Audit and Risk Committee Charter and a verbal update of the Committee's feedback will be provided by Council Officers at the meeting.

Following Council's approval in principle, the performance statement will be submitted to the Victorian Auditor General's Office (VAGO) for reporting on the audit in line with Section 99(2) of the *Local Government Act 2020*.

The information in this report has been submitted to Local Government Victoria for review.

The final signed Performance Statement will become part of the Annual Report which will be presented to Council by the Mayor at a Council meeting open to the public no later than 25 October 2024 as required under Section 100 of the *Local Government Act 2020*.

Recommendation

THAT COUNCIL:

1. Approves in principle the Performance Statements of Mansfield Shire Council for the year ended 30 June 2025; and
2. Authorises Mayor Cr Rabie and Deputy Mayor Cr Tehan to certify the Performance Statements of Mansfield Shire Council for the year ended 30 June 2025, subject to any amendments or changes made as required by the Victorian Auditor General's Office (VAGO).

Support Attachments

1. DRAFT Performance Statements 2024-25 [**13.4.2.1** - 5 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

The Performance Statement forms part of Council's Annual Report which will be available to the community on Council's website.

Collaboration

Not Applicable

Financial Impact

All activities reported on were accounted for in the Mansfield Shire Council Budget 2024-25.

Legal and Risk Implications

The Performance Statement has been prepared in accordance with the requirements of Sections 98 and 99 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* which require Council to prepare an Annual Report containing audited statements. Ensuring compliance with these provisions reduces the risk of regulatory breach and maintains transparency and accountability to the community.

Regional, State and National Plans and Policies

- *Local Government Act 2020*
- *Local Government (Planning and Reporting) Regulations 2020*

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

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 9 September 2025.
Support Attachments
<ol style="list-style-type: none"> 1. Mansfield Shire Council Action Register as at 9 September 2025 [14.1.1 - 5 pages] 2. CONFIDENTIAL Mansfield Shire Council Action Register as at 9 September 2025 [14.1.2 - 3 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 25 August 2025, are attached for the Councils information.

Recommendation
THAT COUNCIL receive the Agenda & Minutes of the Mansfield Shire Audit and Risk Committee meeting held 25 August 2025.
Support Attachments
<ol style="list-style-type: none"> 1. CONFIDENTIAL Audit and Risk Committee Meeting Agenda - 25 August 2025 [15.1.1 - 51 pages] 2. Audit and Risk Committee Meeting Minutes - 25 August 2025 [15.1.2 - 7 pages]

15.2. Audit & Risk Committee - Chair's Report to Council

File Number	E10900	Responsible Officer	Coordinator Governance & Risk, Chelsea Young
Purpose			

To present Council with a biannual report from the Mansfield Shire Audit and Risk Committee for the six months ending 30 June 2025.

Executive Summary

The Audit & Risk Committee Charter, endorsed by Council on 19 March 2024, and the *Local Government Act 2020* requires the Audit & Risk Committee to present a biannual report on its activities, findings, and recommendations to Council.

This Annual Report of the Audit and Risk Committee fulfils the requirements of the governing legislation.

Key Issues

The role of the Audit and Risk Committee is to provide independent assurance and assistance to the Council (and management) on Council's risk, control and compliance framework, and its external accountability responsibilities as defined in the governing legislation and in adherence to the various requirements of the Victorian Auditor-General's Office (VAGO).

The Audit and Risk Committee considered the attached report at its meeting on 25 August 2025 and has recommended the report to be presented to Council. The report presents an overview of the activities of the Mansfield Shire Audit and Risk Committee for the six months ending 30 June 2025, structured as follows:

- ▶ Overview
- ▶ Introduction
- ▶ Role of the Audit and Risk Committee
- ▶ Membership of the Audit and Risk Committee
- ▶ Meeting Attendance
- ▶ Annual Highlights
- ▶ Summary of the Work of the Committee
- ▶ Overall Assessment of Council's Risk, Control and Compliance Framework.

The Chair of the Audit and Risk Committee offers the attached report as fulfilling the requirements under section 9.4 (d) of the charter to facilitate a biannual audit and risk report that describes the activities of the Committee and includes its findings and recommendations.

Recommendation

THAT COUNCIL receives and notes the Mansfield Shire Audit and Risk Committee report describing the activities, findings and recommendations for the six months ending 30 June 2025.

Support Attachments

1. Audit and Risk Committee - Report to Council (January - June 2025) [15.2.1 - 7 pages]

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

All work to prepare the report is undertaken internally by Council Officers within existing staff resources.

Legal and Risk Implications

The report fulfils the requirements of the governing legislation.

Regional, State and National Plans and Policies

It is a requirement under the *Local Government Act 2020* that the Audit and Risk Committee present a biannual report on its activities, findings, and recommendations to Council.

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

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*.

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: Reconstruction & Reseal Preparation Program 25-26

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. Tender Award: Mansfield Heritage Museum

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.

18.3. CEO 12 Month Performance Review

Confidential

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(f) - personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

19. Reopen meeting to members of the public

Recommendation
THAT COUNCIL reopen the meeting to members of the public.

20. Close of meeting