



MANSFIELD SHIRE

*High Country, Lakes and Rivers*

# COUNCIL MEETING

**TUESDAY, 20 NOVEMBER 2018**

**Notice and Agenda of meeting  
to be held at the Woods Point  
Community Centre**

**Commencing at 5.00pm**

**Our aspiration for our Shire  
and its community**

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

**Councillors:**

Jamieson Ward:	Cr Harry Westendorp (Acting Mayor)
Mansfield Ward:	Cr Peter Olver
Tolmie Ward:	Cr Marg Attley
Bonnie Doon Ward:	Cr Paul Sladdin
Mansfield Ward:	Cr Paul Volkering

**Officers:**

*Chief Executive Officer:  
Community Services Manager:  
Development Services Manager:  
Finance Manager:  
Human Resources Manager:  
Infrastructure Manager:*

*Alex Green  
Melanie Hotton  
Ben McKay  
Mandy Kynnersley  
Sharon Scott  
Vacant*



# MANSFIELD SHIRE COUNCIL

## Order of Business

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### 1. OPENING OF THE MEETING

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

### 2. STATEMENT OF COMMITMENT

The Council affirms its commitment to carry out its duties in the best interests of the community and that its conduct shall maintain the standards of the Code of Good Governance by the following statement:

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

### 3. ACKNOWLEDGEMENT OF COUNTRY

The Council affirms its recognition of the Indigenous people being custodians of this area by the following statement:

*Mansfield Shire Council recognises that indigenous people have been custodians of this area for generations. We acknowledge the living culture and unique role of Taungurung people in our region.*

### 4. APOLOGIES

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

### 5. CONFIRMATION OF MINUTES

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

### 6. DISCLOSURE OF CONFLICT OF INTERESTS

In accordance with the *Local Government Act 1989*, a Councillor must declare any Conflict of Interest or Personal Interests pursuant to Sections 77A, 77B, 78, 79 and 79B of the Act in any items on this Agenda. (Note that Section 79(2)(a)(i) of the Act requires Councillors to disclose the nature of a Conflict of Interest or a Personal Interest immediately before the relevant consideration or discussion). Section 79B also requires that the Councillor declaring a Personal Interest must seek consent from Council to be exempt from voting on the item.

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

### 7. REPRESENTATIONS

Council receives or presents acknowledgements to the general public. Council may also receive petitions from residents & 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.

### 8. 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.

### 9. MAYOR'S REPORT

The Mayor provides a report on his/her activities.



## 10. OFFICER REPORTS

### 10.1 Departmental Reports

Monthly Departmental reports will be presented to the Council as follows:

- Community Services (**no report for November 2018**)
- Corporate and Organisational Development (**no report for November 2018**)
- Development Services
- Infrastructure
- Executive Services (**no report for November 2018**)
- Finance (**no report for November 2018**)

### 10.2 Development Services

All planning and development applications and strategic planning items will be considered by the Council. Reports also considered will be Building, Environment, Environmental Health and Local Laws. A Council position is adopted on the matters considered.

### 10.3 Community Services

Detailed reports prepared by the Community Services Department, including Tourism & Economic Development reports and are considered by Councillors. A Council position is adopted on the matters considered. (**No reports for November 2018.**)

### 10.4 Executive Services including Finance and Corporate & Organisational Development

Detailed reports prepared by officers from Executive Services, Finance Department and Corporate & Organisational Development Department will be considered by the Council. A Council position is adopted on the matters considered.

### 10.5 Infrastructure

Detailed reports prepared by officers from the Infrastructure Department are considered by the Council. A Council position is adopted on the matters considered. (**No reports for November 2018.**)

## 11. ASSEMBLIES OF COUNCILLORS

In accordance with section 80A of the *Local Government Act 1989*, Council must keep a written record of all assemblies of Councillors. An Assembly of Councillors is defined as a planned or scheduled meeting, comprising at least three Councillors and one member of Council staff, that consider matters that are intended or likely to be. All such meetings are recorded.

## 12. ADVISORY AND SPECIAL COMMITTEE REPORTS

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

## 13. 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.

## 14. PUBLIC QUESTION TIME

This is an opportunity (usually 30 minutes), for members of the Gallery to raise questions with Councillors. Question Time generally takes place at around 6.30pm.

## 15. 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 1989* 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 leave the Council Chamber while the matter is being discussed.

## 16. CLOSE OF MEETING

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

Mansfield Shire Council encourages its residents & ratepayers to participate in the local government of Mansfield. Accordingly, these notes have been developed to help residents and ratepayers better understand Council meetings. All meetings are conducted in accordance with Council's Community Local Law (Meeting Procedures).



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MANSFIELD SHIRE

# MANSFIELD SHIRE COUNCIL

## Ordinary Meeting of Council

# AGENDA

TUESDAY, 20 NOVEMBER 2018  
WOODS POINT COMMUNITY CENTRE  
Woods Point Road, Woods Point  
5.00PM

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MANSFIELD SHIRE

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## **Ordinary Meeting of Council**

# **AGENDA**

**TUESDAY, 20 NOVEMBER 2018**  
WOODS POINT COMMUNITY CENTRE  
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5.00PM

**1. OPENING OF THE MEETING**

**2. STATEMENT OF COMMITMENT**

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

**3. ACKNOWLEDGEMENT OF COUNTRY**

*“Mansfield Shire Council recognises that indigenous people have been custodians of this area for generations. We acknowledge the living culture and unique role of Taungurung people in our region.”*

**4. APOLOGIES**

Cr Peter Olver, Mansfield Ward

**5. CONFIRMATION OF MINUTES**

**Recommendation:**

**That the Minutes of the Mansfield Shire Council meeting, held on 16 October 2018, be confirmed as an accurate record.**

**6. DISCLOSURE OF CONFLICTS OF INTEREST**

**7. REPRESENTATIONS**

**8. NOTICES OF MOTION**

## 9. MAYOR'S REPORT

The Acting Mayor, Councillor Harry Westendorp, will present the monthly Mayor's report to the Council as follows:

*It's good to see the many Spring activities taking place, not just in Mansfield town itself, but especially so in many of our outlying communities. It would be great to attend all these events, but as they sometimes happen at the same time, that's not always possible. A recent example was the Jamieson Wine and Cheese night clashing with the Merrijig FireReady Supper Dance, and also with the Bonnie Doon Churches Support Group's Trivia Night fundraiser. It's encouraging to witness so many of these community-building events.*

*As we head into the State election, we need to consider carefully which candidate we believe will deliver the best outcome for our Shire. As is typically the case at this stage, there is no shortage of promises about the benefits that the hopefuls will deliver. All of us need to consider the issues carefully and objectively, and vote accordingly. The days following 24 November will certainly be interesting for each of us as individuals, and for the Council as an organisation.*

*We also need to prepare for what looks like being a long dry summer that will bring with it the risks of forest and grass fires. Our Emergency Management team is made up of senior representatives from all the local emergency services, as well as a broad cross-section of the community. We may not be able to prevent every incident, but it's good to know that Mansfield Shire will go into the season as well prepared as we are.*

*It was great to see our very own Mansfield Armchair Cinema take out the top honours for Community Service at the recent Victorian Regional Achievement and Community Awards. This is a recognition of the way MAC supports so many community initiatives, and also provides opportunities for many of our secondary students to get on-the-job training and qualifications. Congratulations and well done to Catriona and James Wilson and Karen Oliver (along with too many young people to name individually).*

*We note that the State Government has signed an agreement formally recognising the Taungurung people as the traditional owners of a large area of central Victoria. This will see the transfer of nine parks and reserves to the Taungurung as 'Aboriginal Title' and the granting of up to five Crown properties, which the Taungurung may request be transferred to freehold title held by the Taungurung Clans Aboriginal Corporation. The agreement recognises the Taungurung people's traditional owner rights to access Crown land to hunt, fish, camp, and gather natural resources. We congratulate the Taungurung Clans Aboriginal Corporation on reaching this great milestone and wish them well as they now, once again, become "custodians" of parts of their heritage.*



## 9. MAYOR'S REPORT CONT.

*In our Shire the main areas impacted by the Taungurung agreement are the Alpine National Park, and Lake Eildon National Park where Taungurung rangers will work alongside Parks Victoria rangers. While ordinary ratepayers in our Shire should notice little, if any, difference in their day-to-day affairs, the Shire itself, as Committee of Management for some Crown Lands, will be working with the Taungurung Clans Aboriginal Corporation to better understand how this affects our shared responsibilities. For landowners in the Shire who feel that their properties may contain items of aboriginal cultural significance, please do contact the Taungurung Clans Aboriginal Corporation so that these can be evaluated and recorded. This will also give you the opportunity to learn more about the cultural significance of your property ([www.taungurung.com.au](http://www.taungurung.com.au)).*

*The Mansfield High Country Festival was, once again, a great success with a packed program to cater for all tastes, ages and abilities. It was well attended by residents and visitors alike, starting early on Friday with the breakfast on High Street served by Autism Statewide Service, and ending on Tuesday afternoon with the Picnic Races - where the light rain didn't dampen anyone's enthusiasm. The town, and the Shire as a whole, were abuzz with the events. As Shire Councillors and officers we valued the opportunity to interact with a many ratepayers and visitors at the Bush Market. We gained valuable insights into the community's wishes for the Station Precinct and we will feed this information to our consultants to assist them in drawing up their report over the coming months.*

*The ninth staging of Targa High Country gave many in the community the opportunity to get "up close" to the drivers and their vehicles. At the final winner's announcements the organisers expressed their satisfaction with the way the Shire had facilitated the event. It once again helped to put us on the map, both within Australia and outside it, due to some international coverage.*

*On the centennial of Armistice Day 1918, we commemorated those people from the Shire who gave their lives in the line of duty as they represented Australia in the conflicts of the past hundred years. The service at the Memorial Gates was well attended and paid tribute to the fallen of all wars and, in particular, those of World War I. It was good to see so many attend to reflect on the cost of our freedoms.*

**Recommendation:**

**That the Acting Mayor's report, from 17 October to 19 November 2018, be received.**





## 10. OFFICER REPORTS

### 10.1 DEPARTMENTAL REPORTS

**File Number:** E103  
**Responsible Officer:** Chief Executive Officer, Alex Green

#### Introduction

Departmental reporting 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 will present the monthly Departmental reports to the Council, as follows:

- Development Services
- Infrastructure

#### Attachment

1 Departmental Reports

#### **Recommendation:**

**That the November 2018 Departmental reports for Development Services and Infrastructure be received.**



## 10.2 EXECUTIVE SERVICES

### 10.2.1 Mayoral and Councillor Allowances 2018 Adjustment

**File Number:** E504  
**Responsible Officer:** Chief Executive Officer, Alex Green

#### Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989* (the Act).

#### Introduction

In accordance with section 73B of the Act, the Minister for Local Government, the Hon. Marlene Kairouz MP, has recently reviewed the limits and ranges of the current Mayoral and Councillors allowances, and has determined that these allowances be increased by an adjustment factor of 2%, effective 1 December 2018.

#### Background

Section 71 of the Act outlines that a Councillor is entitled to be paid an allowance by the Council and that the allowance is to be at a rate fixed by the Council (subject to guidelines issued by the Minister) for the relevant financial year.

The range of amounts for each category of Council are set by the State Government and reviewed annually by the Minister for Local Government. Prior to the annual adjustment by the Minister, the maximum limits that apply for Mayoral and Councillor allowances for Mansfield Shire Council (a Category 1 council) are \$60,442 per annum for the Mayor and \$20,231 for Councillors.

In accordance with section 73B of Act, the Minister for Local Government must review the limits and ranges of Mayoral and Councillor allowances having regard to the movements in the levels of remuneration of executives within the meaning of the *Public Administration Act 2004*.

Once a determination has been made by the Minister, the annual adjustment must be published in the Victorian Government Gazette. This occurred on 29 October 2018 and as a result, a mandatory 2% increase to current Mayoral and Councillor allowances will take effect from 1 December 2018.

The new limits and ranges of the applicable Mayoral and Councillor allowances, amended in accordance with the adjustment factor are:

Category 1	Councillors:	\$8,660 - \$20,636 per annum
	Mayor:	up to \$61,651 per annum

Further, an amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to the above increase.



## 10.2.1 Mayoral and Councillor Allowances 2018 Adjustment cont.

### Statutory Requirements

The increase in allowances is a directive from the Minister for Local Government in accordance with section 73B of the Act. Clause 5 specifically states that a Council must increase the level of Councillor and Mayor allowances in accordance with the adjustment factor specified in the Government Gazette.

Further, the Mayor and Councillors are also entitled to receive a ‘remote area travel allowance’ of \$40 per day in certain circumstances, up to a maximum of \$5,000 per annum. Mansfield Shire Councillors do not currently claim this entitlement.

### Council Plan

One of Council's core values is to ‘...achieve the highest standards of good governance, transparency and accountability...’ – Strategic Direction Five.

### Financial

Mayoral and Councillor allowances are provided for in Council's budget.

The annual adjustment of 2% will increase the Mayoral and Councillor allowances as follows:

	Part A: Annual Allowance		Part B: Superannuation Guarantee Equivalent (at 9.5%)	
	Previous	New	Previous	New
Mayor	\$60,442	\$61,651	\$5,742	\$5,856
Councillors	\$20,231	\$20,636	\$1,922	\$1,960

### Social

It is appropriate that the Mayor and Councillors be paid an annual allowance due to the hours required by them to fulfill their civic role. As outlined, the Minister's determination is a statutory requirement for the Council to adopt.

### Environmental

There are no environmental impacts in relation to the increase in Mayoral and Councillor allowances.

### Economic

There are no economic impacts in relation to the increase in Mayoral and Councillor allowances.

### Risk Management

There are no risk management impacts in relation to this matter.



## 10.2.1 Mayoral and Councillor Allowances 2018 Adjustment cont.

### Community Engagement

There are no requirements for community engagement around the directive from the Local Government Minister to adopt the increases in allowances.

### Officer's Comments

It is a mandatory requirement for Council to index current allowances and superannuation guarantee payments set by the Minister of Local Government.

### Attachment

- 1 Victorian Government Gazette - No. S514, 29 October 2018

### **Recommendation:**

#### **That Council:**

1. **Note the determination by the Minister for Local Government to increase the Mayoral and Councillor allowances by 2%, effective 1 December 2018.**
2. **Increase the annual allowances and superannuation guarantee for the Mayor and Councillors to:**
  - **Mayor – Part A (annual allowance) of \$61,651 and Part B (superannuation guarantee equivalent payment) of \$5,856.**
  - **Councillors – Part A (annual allowance) of \$20,636 and Part B (superannuation guarantee equivalent) payment of \$1,960.**



## **10.2 EXECUTIVE SERVICES CONT.**

### **10.2.2 Interstate Travel by Mansfield Shire Council Mayor**

**File Number:** E88  
**Responsible Officer:** Chief Executive Officer, Alex Green

#### **Disclosure of Conflicts of Interest**

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989*.

#### **Introduction**

Council's Mayor and Chief Executive Officer propose to meet with numerous parliamentary ministers in Canberra to advocate on a range of projects on behalf of Mansfield Shire. The visit will take place during the week commencing 2 December 2018.

#### **Background**

As a result of the upcoming Federal election, Council is taking the opportunity to brief appropriate ministers on current and planned projects.

#### **Statutory Requirements**

There are no statutory requirements associated with this item.

#### **Council Plan**

Attendance in Canberra by Council's Mayor and Chief Executive Officer is in line with Council's 'Participation and Partnerships' theme, in particular Strategic Objective 1.2 - that "*Council is an effective advocate on behalf of its community*".

#### **Financial**

It is estimated that the total cost, including air fares, accommodation and incidental expenses, for both the Mayor and Chief Executive Officer will total approximately \$800 each.

#### **Social**

Presentations will be made to members of parliament as appropriate.

#### **Environmental**

There are no environmental implications associated with this item.



## **10.2.2 Interstate Travel by Mansfield Shire Council Mayor cont.**

### **Economic**

There are no economic implications associated with this item.

### **Risk Management**

There are no risk management implications associated with this item.

### **Community Engagement**

This visit will provide a valuable opportunity to advocate for projects that will enhance and assist with shaping the Mansfield community into the future.

### **Officer's Comments**

Council policy requires that the Mayor and Councillor interstate travel is noted by Council. CEO travel does not require Council noting and approval.

### **Attachments**

Nil.

### **Recommendation:**

**That Council note the attendance of Council's Mayor in Canberra for the week commencing 2 December 2018 to advocate for various projects on behalf of Council.**

## 10.2 EXECUTIVE SERVICES CONT.

### 10.2.3 Carry Forward Projects Policy

**File Number:** E5026  
**Responsible Officer:** Finance Manager, Mandy Kynnersley

#### Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989*.

#### Summary

A new Carry Forward Projects policy has been prepared and is presented to Council, recommended for endorsement.

#### Background

This policy has been developed to provide guidance around when it is appropriate or necessary to carry forward a project from one financial year to the next, and the mechanisms for doing so.

Carry forward refers to an allocation of funds (income or expense) that hasn't been used or received by the end of the financial year, but will be used or received in the next financial year.

Carry forward of projects can be needed because a budget is normally granted for a determined period of time only – one financial year.

Carry forward of projects should be an exception and justified by practical considerations. It is just one of many budget mechanisms used to streamline the transition between two financial years.

#### Statutory Requirements

There are no statutory requirements directly related to this policy.

#### Council Plan

Strategic Direction 2: Financial Sustainability

#### Financial

The Carry Forward Projects policy allows for the continuation of approved projects that are linked to contractual arrangements (including funding arrangements) that cross over financial years. There is no additional spend as the money has already been allocated from the previous budget, and therefore the accumulated cash position of Council is not impacted by this policy.

### 10.2.3 Carry Forward Projects Policy cont.

#### Social

There are no significant social impacts in relation to this policy.

#### Environmental

There are no direct environmental impacts in relation to this policy.

#### Economic

There are no direct economic impacts in relation to this policy.

#### Risk Management

A formal policy and process for carrying forward incomplete projects reduces the risk of:

- Non-compliance with contractual requirements
- Non-compliance with the Council Plan
- Misallocation of funds

#### Community Engagement

There has been no community engagement undertaken in relation to this policy.

#### Officer's Comments

The carry forward of projects is not a new process to Mansfield Shire Council and is a common practice within the local government sector.

The proposed policy formalises the procedures already in place, and includes some additional procedures to provide more transparency (ie, listing of carried forward and abandoned projects in the Quarterly Finance Report for Council endorsement).

#### Attachments

- 1 Carry Forward Projects Policy 2018

<b><u>Recommendation:</u></b>
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<b>That Council endorse the Carry Forward Projects Policy 2018.</b>
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## **10.2 EXECUTIVE SERVICES CONT.**

### **10.2.4 Financial Strategy**

**File Number:** E5026  
**Responsible Officer:** Finance Manager, Mandy Kynnersley

#### **Disclosure of Conflicts of Interest**

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989*.

#### **Summary**

A new Financial Strategy policy has been prepared and is presented to Council, recommended for endorsement.

#### **Background**

Each year Council adopts an Annual Budget and a four year Strategic Resource Plan (SRP). Officers also prepare a 10 year Long Term Financial Plan (LTFP).

There are many strategic financial decisions that underly the assumptions used in the preparations of the various financial plans. The Financial Strategy policy seeks to formalise these and provide consistency and transparency through the budgeting processes.

#### **Statutory Requirements**

The Financial Strategy has been prepared with consideration of statutory requirements, and best practice guidelines.

#### **Council Plan**

Strategic Objective 2: Financial Sustainability

#### **Financial**

The Financial Strategy sets the framework for future budgeting considerations.

#### **Social**

There are no social impacts in relation to this matter.

#### **Environmental**

There are no environment impacts in relation to this matter.

## **10.2.4 Financial Strategy cont.**

### **Economic**

There are no significant economic impacts in relation to this matter.

### **Risk Management**

A formal Financial Strategy assists in mitigating financial risk by providing a clear framework for budgeting and financial planning.

### **Community Engagement**

There is no community engagement required in relation to the Financial Strategy.

The Strategy, however, will inform the budget process, and the draft Annual Budget will be made available for community engagement in accordance with section 223 of the *Local Government Act 1989*.

### **Officer's Comments**

A Financial Strategy provides clear opportunity for Councillors to formally influence the financial direction of the Annual Budget, SRP and LTFP in the planning stages.

Concurrently, the Strategy will provide clear guidance to Officers to enable more efficient annual budgeting processes.

### *Waste Management Reserve*

Section 162 of the *Local Government Act 1989* allows council to declare a service rate or charge for the collection and disposal of refuse. There is no clear guidance within the Act as to what is classified as refuse.

The *waste management reserve* section of the Strategy defines the calculation of net surplus/(deficit) for each waste stream. This definition is based on preliminary legal advice obtained through the Municipal Association of Victoria (MAV).

The local government sector continues to work through clarification of which waste management costs are recoverable under the Act, and there is a possibility that changes to the Act or further legal advice may require changes to the definition with the Financial Strategy in future.

### **Attachments**

1 Financial Strategy 2018



#### **10.2.4 Financial Strategy cont.**

**Recommendation:**

- 1. That council endorse the Financial Strategy 2018.**
- 2. That council authorise the Chief Executive Officer to amend the Financial Strategy 2018, if required to reflect any change in statute or legal advice received, particularly in relation to recoverable waste costs.**

## 10.2 EXECUTIVE SERVICES CONT.

### 10.2.5 Draft Rating Strategy 2019-20

**File Number:** E549/E698  
**Responsible Officer:** Finance Manager, Mandy Kynnersley

#### Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989*.

#### Summary

Officers have prepared a draft Rating Strategy for the 2019-20 financial year and present it to council, recommended to be released in draft for community engagement.

#### Background

Council adopts a Rating Strategy each year that determines:

- The general rate differential categories, objectives and level
- The level of municipal charge
- Types of service charges levied (ie waste)
- Allowable rebates identified

All parts of the Rating Strategy are determined with consideration of the principals of equity and fairness, balanced with the statutory requirements of the *Local Government Act 1989* (the Act).

Financial modelling has been performed to determine the impacts of any changes to the current Rating Strategy, and this has been presented to Council during Briefings held in October 2018.

#### Statutory Requirements

Rates and Service Charges are regulated by Part 8 of the *Local Government Act 1989*.

Sections of particular note include:

- S158: Council must declare rates and charges (including differentials) by 30 June each year for the following financial year
- S159: Council may declare a municipal charge which cannot exceed 20% of the total of general rates and municipal charge combined.
  - Note this limit is expected to be revised to 10% if a new Act is passed
- S161: If a Council declares differential rates, it must specify the objectives of each differential rate

### 10.2.5 Draft Rating Strategy 2019-20 cont.

- S161(5): the highest differential rate must not be more than 4 times the lowest differential rate
- S162: Council may declare a service charge for the collection and disposal of refuse
- S185E: Council may apply the Essential Services Commission for a higher rate cap

#### Council Plan

Strategic Direction 2: Financial Sustainability

#### Financial

The majority of the Rating Strategy has no impact on the level of revenue generated by council, but rather determines the allocation of the allowable pool of general rates amongst property owners of the municipality.

Rebates and concessions reduce the level of income received, however these are considered immaterial for the purposes of the budget.

Recoverability of service costs via service charges (only waste management for Mansfield Shire Council) is determined by the *Local Government Act 1989* and supporting guidance from Local Government Victoria (influenced by the Victorian Ombudsman and the Victorian Auditor General's Office). The proposed Rating Strategy for 2019-20 provides for cost recovery for all waste services allowable under the Act, which assumes a net nil impact to Council's budget.

#### Social

There are no significant social impacts in relation to the Rating Strategy.

#### Environmental

There are no significant environmental impacts in relation to the Rating Strategy.

#### Economic

There are no significant known economic impacts in relation to the Rating Strategy.

Only 4% of rate assessments are over \$3,000 per annum, and only 1% over \$5,000.

There are some farmland assessments with significantly large land holdings, therefore high land valuations. These assessments will be impacted more-so than others by the change in the municipal charge level as the portion of rates based on property value is increased. However, the differential rate applied to Farmland is designed to compensate for this fact.

### **10.2.5 Draft Rating Strategy 2019-20 cont.**

Officers cannot make an assessment on how this may impact the farming economy, as we don't have access to profitability information of these enterprises.

#### **Risk Management**

Adopting a formal Rating Strategy minimises the risk on non-compliance with rating requirements of the *Local Government Act 1989*.

#### **Community Engagement**

Officers are proposing that the draft Rating Strategy 2019-20 be released for community engagement.

The financial modelling prepared around the Strategy was performed based on averages and medians.

The changes to shift some of the waste service charge into general rates has been modelled to have minimal impact to the average rate payer within each differential category. There will always be outliers to averages that are impacted more significantly.

Further, the proposed reduction in the municipal charge level is a fundamental shift in the burden of general rates. This will, on average, have a favourable impact on some rate assessments (predominantly residential and vacant land), and an unfavourable impact on others (commercial, farmland and rural residential).

It is therefore important that ratepayers are given the opportunity to provide feedback on the proposed Strategy. The consultation will be performed in conjunction with consideration of a rate variation application.

#### **Officer's Comments**

Officers recommend two significant changes to the Rating Strategy for 2019-20.

##### **1 - Differential Levels**

At the Ordinary Council Meeting in September 2018 Council passed a notice of motion to instruct the CEO to prepare for a potential rate variation application for the 2019-20 budget.

A rate variation may be sought to transfer excess service charge income from Waste Management service charges, into General Rates. This is simply a realignment of rates and charges, ensuring Council continues to receive the same total pool of income at no additional cost to the community overall.

The revised Rating Strategy for 2019-20 seeks to ensure that a successful rate variation application will have an equitable impact on the redistribution of rates and charges across the various differential categories. To achieve this, it is necessary to modify the differential levels.

## 10.2.5 Draft Rating Strategy 2019-20 cont.

Differential category	Current 2018-19	Proposed 2019-20
Residential	100%	100%
Rural Residential	93%	89%
Vacant land	139%	130%
Commercial	141%	137%
Farmland	72%	66%

### 2 – Municipal Charge

A municipal charge is a portion of general rates that is a fixed rate per assessment. This differs from the rest of general rates that are allocated based on property value (therefore a variable charge).

Fixed rate taxes are considered to be regressive as they assume all ratepayers are equal, and do not factor in any variables such as:

- Wealth
- Capacity to pay
- Access to services and infrastructure
- Burden on the community

The recent exposure draft of the new *Local Government Act* indicates the State intends to reduce the maximum municipal charge from 20% of the total rate pool to 10%.

Mansfield Shire Council's current municipal charge is at approximately 20% in 2018-19. Benchmarking with other small rural councils in 2017-18 indicated there was only one other council levying the maximum of 20%, and the average was 10%.

Considering the benchmarking exercise and the direction of the State Government indicated through the exposure draft, Officers have reduced the municipal charge in the draft Rating Strategy 2019-20 from 20% (\$276.70\*\*) to 10% (\$154.05\*\*).

The estimated impact on the average rate assessment in each differential category of this change is shown below.

Differential Category	Impact on average annual assessment Savings / (Cost)
Residential	\$ 33
Rural Residential	(\$ 9)
Vacant land	\$ 84
Commercial	(\$ 122)
Farmland	(\$ 143)

\*\*per assessment per annum based on 2018-19 budget figures. Actual charge in 2019-20 may differ due to supplementary assessments processed during 2018-19.



## 10.2.5 Draft Rating Strategy 2019-20 cont.

### **Contingencies**

It should be noted that the draft Rating Strategy 2019-20 has been developed on the assumption of a successful rate variation application. Should a rate variation application either not be submitted or not be approved, the Rating Strategy would need to be reconsidered. In this event, the amendment Officers would most likely recommend would be to revert differential levels back to the current levels adopted for 2018-19.

It is Officers intention that the final Rating Strategy 2019-20 will be presented to Council for endorsement concurrent with the adoption of the Annual Budget in June 2019.

### **Attachments**

- 1 Mansfield Shire Draft Rating Strategy 2019-20

### **Recommendation:**

**That council approve the Draft Rating Strategy 2019-20 to be released for community engagement.**



## 10.2 EXECUTIVE SERVICES CONT.

### 10.2.6 Finance Report: 1 July 2018 to 31 October 2018

**File Number:** E24  
**Responsible Officer:** Finance Manager, Mandy Kynnersley

#### Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989*.

#### Introduction

This finance report provides information on Council's operating and capital performance against the 2018-19 Budget. Favourable variances are reported as positive values, while unfavourable variances are negative values.

The following attachments form part of this month's financial report:

- Income and Expenditure Report
- Operating Finance Report – Income and Expenditure
- Capital Finance Report – Income and Expenditure
- Balance Sheet
- Statement of Cash Flows

#### Background

Council, at its Special meeting of 26 June 2018, adopted the budget for the 2018-19 financial year. Variances have been reported against the Revised 2018-19 Budget (the adopted 2018-19 budget revised only for classification changes between departments to match the change in management reporting structure).

Permanent Variances are known differences to the budget that are certain.

Temporary Variances are differences between the actual result and the budgeted result at a point in time during the financial year, that have arisen due to a variance in the anticipated timing of the event/income/expenditure. These variances are expected to "catch up" as the financial year progresses.

#### Statutory Requirements

Under Section 138 of the *Local Government Act 1989*, at least quarterly a report comparing expenses and revenue to budget must be presented to the Council.

#### Council Plan

The financial report is in line with the Council Plan goal of Responsible Leadership.

## 10.2.6 Finance Report: 1 July 2018 to 31 October 2018 cont.

### Financial

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

### Social

Nil.

### Environmental

Nil.

### Economic

Nil.

### Risk Management

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

### Community Engagement

The report forms part of the Council meeting agenda and minutes which are public documents.

### Officer's Comments

#### ***Operating Finance Report:***

#### Operating Income & Expenditure Actual against Budget

The year to date operating result is favourable against the 2018-19 Budget by \$180k (2%). Major variances are summarised below.

#### Unfavourable Variances

- \$137k Plant Operating – plant expenditure is on budget, but the internal charge income is below budget. This variance is offset in other areas as a reduced cost from internal plant charges.
- \$130k Engineering Services – building maintenance is \$21k over budget (a reallocation between the capital building budget and operating is required). Assetic is \$148k over budget. Half of this (\$74k) relates to implementation costs brought forward from future years of the 5 year contract (for ease and expedition of full use of the system) and the other half (\$74k) is just a timing difference.

### 10.2.6 Finance Report: 1 July 2018 to 31 October 2018 cont.

- \$177k financial services – Financial Assistance Grant income is under budget \$246k (amount received early in the 2017-18 financial year). This is offset by interest income \$26k over budget (higher cash balances on hand) and \$32k savings in the wages budget (Finance Manager only 0.8 FTE until October 2018).
- \$268k salary & wages clearing – oncost recovery income under budget \$313k offset by LSL expense over budget \$71k.

#### Favourable Variances

- \$94k Aged & Disability services – Planned Activities group grant income \$33k ahead of budget (temporary difference only due to timing variances – income is paid quarterly in advance). Commonwealth Home Support Program income is \$70k over budget due to income received quarterly in advance (temporary variance).
- \$66k Community development – L2P and Engage funding has been received in advance (\$25k and \$7k respectively), \$11k reduced wages at the Youth Centre (additional leave taken) and \$12k community development operations wages under budget as the Community & Cultural Connections coordinator role is currently at a lower FTE than budgeted
- \$66k Family Services & partnerships – Maternal & Child Health income received in advance for the Enhanced program (\$20k), and Integrated Family Services funding received in advance (\$30k).
- \$33k Customer services & records – the Kapish software upgrade has not yet been billed (\$26k) and lower wages due to staff leave (\$10k). This is offset by \$13k increase in TRIM costs for additional licenses.
- \$42k Field services – excess stock and unused items sold using the Grays Online auction house received \$19k in unbudgeted income. Delays in consultancy projects are behind a further \$20k timing variance.
- \$51k Parks & Gardens - \$23k under budget in plant hire which is just an internal charge. Remaining underspend is a timing variance generally across all areas, as works will increase over spring/summer.
- \$95k Road network maintenance – Internal plant charges under budget by \$115k (non-cash internal charge only – offset by plant income being under budget in the unfavourable variances). Rural and urban roads wages are under budget by \$100k due to vacancies and leave. These are offset with Financial Assistance Grant income under budget by \$109k (amount received early in the 2017-18 financial year).
- \$63k Corporate services – Predominantly wage underspend due to vacancies and extended leave not fully backfilled.



**10.2.6 Finance Report: 1 July 2018 to 31 October 2018 cont.**

- \$65k Revenue services – Supps are \$86k over budget. Income of \$24k has been invoiced for printed rates notices (unbudgeted). This is offset by a delay in receipt of FSPL grant funding (\$49k).
- \$127k Strategic Planning - \$80k in grant funding received for Station Precinct Master Plan (only \$50k budgeted). Additional savings due to staff vacancy.

**Capital Works:**

Capital Income & Expenditure Actual against Budget

The net year to date capital works variance (net of capital income) is \$78k unfavourable to the 2018-19 Budget. Major variances are predominately timing issues (temporary variances) with the exception of the following:

Unfavourable Variances

- \$11k Miscellaneous culvert works – design work for the Lakins Road culvert replacement. Unbudgeted, fully funded by unexpected Fixing Country Roads grant.
- \$107k Footpath reconstruction program – This project will be carried over from 2017-18 - \$113k grant funding from Vicroads, now completed in October 2018.
- \$17k Tennis hit up wall and hot shots courts – This project commenced in 2016-17 and has been completed in 2018-19.

A Confidential Report went to Council on 20 March 2018 to obtain Council endorsement of an overspend of \$64k due to scope changes occurring during the project and contract tenders. The completed project will be \$75k overspent.

The full project expenditure budget was spent in 2017-18 and therefore there are no funds to carry forward. There is still income of \$19,000 to come in 2018-19 which will offset the \$17k expense incurred this year.

Favourable Variances

- \$37k Howqua Track culvert replacement – This project was physically completed in 2017-18. Milestone reporting completed in August 2018 and final funding received. Total project finished \$14k over budget.
- \$10k Sale of land – unbudgeted income from sale of tree reserve at Redgum Court, Mansfield.

**Overall Position:**

Operating Variance Favourable/(Unfavourable)	\$180,230
Capital Variance Favourable/(Unfavourable)	<u>\$ (78,372)</u>
Total Variance Favourable/(Unfavourable)	\$101,858



## 10.2.6 Finance Report: 1 July 2018 to 31 October 2018 cont.

### Balance Sheet:

#### **Current Assets:**

Cash and investments total \$10.4m and includes \$9m general investments and \$277k for the Cemetery Trusts.

Net current receivables of \$9.8m, includes rates debt of \$9.5m, sundry debtors of \$149k, and loan debtors of \$37k. Loan debtors represent the principal not yet due for payment in relation to street schemes where residents have opted to repay over an agreed term and community group loans.

Debtors are being monitored and regular follow up action taken to minimise any write offs.

Council is generally owed money for the GST input tax credit and BASs are lodged monthly. All legislative requirements are being met.

#### **Current Liabilities:**

The major items here are provisions of \$1.9m (\$1.7m employee benefits & \$188k landfill) and trust funds of \$733k. Trust funds include \$277k Cemetery Trust, \$290k Refundable Deposits and \$166k Fire Services Property Levy. FSPL collections are held in trust until forwarded to the State Revenue Office.

#### **Current Ratio: 6.7 : 1**

The high working capital ratio is reflective of the full year rates income being raised in August and reported as a current asset (debtors). Only one of four instalments of rates notices has fallen due.

#### **Non-Current Assets:**

These include all infrastructure assets and for the purpose of this report the cost of the 2018-19 capital works has been treated as WIP and added to the balance sheet here.

#### **Non-Current Liabilities:**

Major items here include loan liability \$2.3m.

### Carry Forward Projects

The following projects approved in the 2017-18 (previous financial year) budget are recommended to be carried forward into 2018-19:

## 10.2.6 Finance Report: 1 July 2018 to 31 October 2018 cont.

### A. *Heavy Vehicle Bypass Route - \$815k expenditure*

The Heavy Vehicle Bypass (stage: sealing of Withers Lane and Deadhorse Lane West) was delayed due to contractor tenders coming in significantly over budget. \$595k of expenditure from the 2017-18 budget, plus \$220k of income received in 2017-18 over and above the budgeted amount of \$280k, need to be carried over to spend in 2018-19 – total \$815k. Council have also secured additional funding from the Fixing Country Roads program that will be contributed towards this stage of the Heavy Vehicle Bypass. The project is expected to be completed this financial year.

### B. *Footpath Reconstruction Program - \$113k expenditure*

Council received an unbudgeted \$113k in funding from Vicroads in late 2017-18. The funding was for construction of unsealed footpath on the Midland Highway to the racecourse) and on Mt Buller Road. Both projects were delayed due to weather, and completed in October 2018-19. The expenditure to match the income therefore needs to be carried forward to 2018-19.

### C. *Bonnie Doon Community Centre - \$10k expenditure*

The refurbishment of the Bonnie Doon Community Centre stalled in 2017-18 while the funding body (Regional Development Victoria) and the Bonnie Doon Community Group negotiated the final designs for the project. Funds should be carried over and the project completed in 2018-19.

## Abandoned Capital Projects

The following projects approved in the 2017-18 budget but not commenced are recommended to be abandoned.

### A. *Alpine Ridge Road Reconstruction - \$567k*

This project was cancelled in 2017-18 due to both a lack of physical resources and concerns that market changes were indicating the initial project budget would not be sufficient. A subsequent revision of road priorities over the next 5 years suggest this project should be abandoned this year, and loaded back into the long term financial plan for a few years' time.

### B. *Lochiel Road Reconstruction - \$206k*

Reassessment of Lochiel Road led to an alternative treatment being performed that was funded with the 2017-18 Road Reseals budget. The reconstruction project is no longer required at this time and should be abandoned.

## Attachments

- 1 October 2018 Finance Report



## 10.2.6 Finance Report: 1 July 2018 to 31 October 2018 cont.

### **Recommendation:**

1. That Council receive the Finance Report for the period 1 July 2018 to 31 October 2018.
2. That Council approve the carry forward of the following capital projects from the 2017-18 budget into the 2018-19 revised budget:
  - a. Heavy Vehicle Bypass Route - \$815,465 expenditure
  - b. Footpath Reconstruction Program - \$113,000 expenditure
  - c. Bonnie Doon Community Centre - \$10,000 expenditure
3. That Council approve the abandonment of the following capital projects from the 2017-18 budget that were not delivered:
  - a. Alpine Ridge Road Reconstruction - \$567,000 expenditure
  - b. Lochiel Road Reconstruction - \$206,000 expenditure

## 10.3 DEVELOPMENT SERVICES

### 10.3.1 Mansfield Station Precinct Activation Project – Vision Statement

**File Number:** E5296

**Responsible Officer:** Community Development Team Leader, Kirsten Lingard

#### Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 1989*.

#### Introduction

The Mansfield Station Precinct Activation Project (the Project) aims to establish a vision and provide a master plan with artist impressions for potential new and existing uses to bring the vision for the 13 hectare site on the approach to town to life.

The Project consists of three complementary stages, with stage one being the development of a vision statement (the Vision) and a background report outlining the issues affecting the study area, and the constraints and opportunities at the site.

This report provides an overview of stage one of the Project, including; the community engagement undertaken and the background report. The report presents the Vision to Council for endorsement, prior to the project moving into stage two and three where concept master plans and then a detailed master plan will be developed.

#### Background

The Mansfield Station Precinct is a 13 hectare site on the main approach to town.

Bounded by Maroondah Highway to the south, Yenckens Hardware to the east, Withers Lane to the west, the Station Precinct site is on Crown Land with Mansfield Shire as the Committee of Management.

The Station Precinct is a lineal precinct that includes the station building – occupied by the Mansfield Historical Society, platform and goods shed as well as the head of the Great Victorian Rail Trail, the Mansfield Visitor Information Centre and Mullum Wetlands.

The old railway precinct site, once served a bustling timber and agricultural town, ceased operation in 1978 when the Tallarook Line was closed and is now a destination an opportunity for an already thriving tourism market in Mansfield.

If appropriately developed the precinct would appeal to the high number of visitors to the region and importantly provide new opportunities for our engaged local community to interact with unique and exciting spaces in their town.

The Mansfield Station Precinct Activation Project will establish a vision and provide a masterplan with artist impressions for potential new and existing uses to bring the vision for the site to life.



### **10.3.1 Mansfield Station Precinct Activation Project – Vision Statement cont.**

The project consists of three complementary stages:

- Stage 1 will develop a vision statement for the site with a background report and business case that outlines the issues affecting the study area, the current opportunities and constraints, the constraints that may limit change and the visionary elements (what the community would like to see).
- Stage 2 will utilise the findings of the background report and business case to develop a concept masterplan for the precinct.
- Stage 3 will develop a detailed masterplan with broad design objectives. Accompanying artist impressions will bring the project to life and inform a business prospectus to leverage private and public investment interest in the precinct.

#### **Statutory Requirements**

There are no statutory requirements related to stage one of the Project and the information presented within this report.

Statutory requirements, associated with future stages of this project have been considered and discussed in the attached Project Background Report.

#### **Council Plan**

This project is aligned to the following strategic directions within the 2018-2019 Council Plan:

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

#### **Financial**

Cost associated with this Project are within the 2018-2019 Council budget and include grant funding from the State and Federal Governments.

The Project is predominantly being undertaken by an external and specialist consultant, SJB Urban, who were engaged through a tender process.

#### **Social**

Social factors associated with this project have been considered and discussed in the attached Project Background Report.

#### **Environmental**

Environmental factors associated with this project have been considered and discussed in the attached Project Background Report.

### **10.3.1 Mansfield Station Precinct Activation Project – Vision Statement cont.**

#### **Economic**

Economic factors associated with this project have been considered and discussed in the attached Project Background Report.

#### **Risk Management**

There are a number of competing interests from various businesses, community groups and individuals. To mitigate this risk extensive community engagement was undertaken to better understand the competing demands for the future use of the precinct and how these can be best balanced to achieve the appropriate mix.

The constraints and opportunities at the site have been considered and discussed in the attached Project Background Report.

#### **Community Engagement**

Broad based community engagement and ownership of the vision is key to the ongoing success of this project and will:

- ensure that stakeholders and the community will have the opportunity to provide feedback, share information and experiences to shape the vision
- provide a thorough understanding of the competing demands for the future use of the precinct and how these can be best balanced to ensure an appropriate mix of activities

A Project Steering Committee (PSC) with broad representation of the Mansfield community and a suitable skill set has been established to:

1. provide independent, considered and meaningful input into the development of the background work, community engagement, and the masterplan
2. work as a conduit between the PSC and the broader community, providing feedback to the PSC and the project consultants on community views
3. provide a variety of viewpoints and visions for the future of the site, assisting Council, the project consultants and the PSC to work through issues that will arise throughout the project, including through community engagement
4. review draft documentation and provide commentary to the consultants prior to any draft documentation going to Council

The membership of the PSC is a mixture of three Councillors, Council's Project Officer, Council's Development Services Manager, two general community representatives, two community representatives with business skills, a representative of the Department of Environment, Land, Water and Planning (DEWLP), a representative from the Taungurung Clans Aboriginal Corporation and a representative from Regional Development Victoria.

### 10.3.1 Mansfield Station Precinct Activation Project – Vision Statement cont.

The PSC has met three times (August 2018, September 2018 and November 2018). The August meeting was an introduction to the project, the September meeting provided the opportunity to review and provide commentary on the community engagement process and the November meeting provided opportunity for review and comment on the Background Report and Vision Statement pertaining to this Council report.

The Community Engagement Plan for Stage One of the Project consisted of the following engagement activities and opportunities for broad-based community feedback:

1. Meetings with stakeholder groups, businesses and individuals. These meetings were themed based on focus areas – businesses, arts and culture, sports and recreation, environment, tourism, age friendly and accessibility, current occupiers, current users and neighbouring properties. In addition to the themed meetings groups, businesses and individuals who requested or had information they wished to present in confidence were provided the opportunity to meet with the project consultants one-on-one
2. Two community drop-in sessions at the Project site (a week night and a weekend session)
3. Engagement activities at Council's stand at the Mansfield Bush Market
4. A survey
5. The opportunity to provide a written submission

The engagement activities and opportunity for the community to provide feedback were promoted broadly and via a number of mediums:

- Media releases. An initial media release promoting the community drop-in style meeting and meetings with interested groups, businesses and individuals and a second media release post these meetings to inform the community of further opportunities to provide feedback via the survey or Bush Market stall
- Ongoing advertising during the community engagement period within the Mansfield Matters section and the Public Notices section of the Mansfield Courier
- Council's website. Both the News section and Have Your Say section contained information pertaining to the project and how the community could provide feedback
- Social media: Regular social media updates, in particular before key events such as the drop in sessions, the bush market, the survey opening and closing were promoted via Council's Facebook Page and shared to other pages including the Mansfield and District Community Notice Board and Mansfield Mums.
- Letters were sent to the groups, businesses and individuals identified as stakeholders in the engagement plan inviting them to participate in the engagement process
- A DL flyer and posters promoting the engagement activities were developed and distributed to key locations including, Council's reception, the Visitor Information Centre, the Mansfield Library, the Mansfield Historical Society and a number of local cafe's and service stations

### 10.3.1 Mansfield Station Precinct Activation Project – Vision Statement cont.

- Community group and business directories: Information promoting the engagement activities was distributed to Councils community group and business directories
- Schools newsletters: Information promoting the engagement activities was provided to all schools (including Lauriston and Geelong Grammar) with a request for inclusion in school newsletters
- Mt Buller stakeholder database: Information promoting the engagement activities was provided to Mt Buller with a request to forward to their stakeholder database
- Ratepayer database: Information promoting the community drop-in style meeting and meetings was forwarded to Councils email database of ratepayers (3366 emails) and information to inform the community of further opportunities to provide feedback via the survey or Bush Market stall was included in the October rates instalment notices.

Approximately 400+ people provided feedback via engagement opportunities:

- 15 (40+ people) interested groups, businesses and individuals attended a themed meeting or met one-on-one with the project consultants
- 60+ individuals attended the drop-in style meetings on site. The majority of these participants represented local residents living permanently in the Mansfield Shire and were aged in the 30-50 or 50+ categories
- 200-300 people provided feedback via the engagement activities at the Mansfield Bush Market. It was estimated that approximately 70% of those who provided feedback were Mansfield residents and 30% were tourists. There was a fairly even distribution across the age categories.
- 76 survey responses were received with the majority (95%) of responses from those who live in Mansfield permanently and in the 26-40 age bracket (46%)
- A number of written submissions, mostly consisting of additional information following the one-on-one meetings with the consultant were also received.

The outcomes of the community engagement are summarised in the attached Background Report.

#### Officer's Comments

The process undertaken by the project consultants to develop the Background Report and resulting Vision was extensive and thorough.

The Background Report presents the outcomes of the urban economics analysis, traffic analysis, site and context analysis and the community consultation process. The report finds several synergies between the requirements and expectations of the many different community members who have engaged in the consultation process and the findings of the above mention analyses.

### 10.3.1 Mansfield Station Precinct Activation Project – Vision Statement cont.

#### Attachments

- 1 Background Report

#### **Recommendation:**

1. That Council receives the Mansfield Station Precinct Project Background Report
2. That Council endorses the Vision Statement:

**The Mansfield Station Precinct is a welcoming community place for people of all generations and cultures to come together in a vibrant, sustainable and engaging setting.**

- **Historic buildings and contemporary spaces will cater for a range of activities that showcase the Shire's rich heritage, the thriving arts and culture scene, active lifestyle opportunities and outstanding local produce.**
- **The landscapes within the precinct will celebrate the local environment, history and culture of the Taungurung people, the original and enduring custodians of the land as well as providing opportunities for exploration, contemplation, education and play.**
- **A unique tapestry of activities including complementary business opportunities, community infrastructure and tourism amenities, will contribute to the valued character of the Shire and help to build a sustainable future.**

## 11. ASSEMBLIES OF COUNCILLORS

Under section 76AA of the *Local Government Act 1989* an Assembly of Councillors (however titled) is defined as a planned or scheduled meeting, comprising at least three Councillors and one member of Council staff, that consider matters that are intended or likely to be:

- The subject of a decision of the Council; or
- Subject to the exercise of a function; duty or power of a Council that has been delegated to a person or committee [s.76AA].

An assembly of Councillors does not include a meeting of the Council, a special committee of the Council, or any club, association, peak body, political party of other organisation.

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

The following is a list for the past month of assemblies held and the issues discussed.

DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
16 October 2018	<p><b>Councillors' Briefing Session</b></p> <p><b>Councillors:</b></p> <ul style="list-style-type: none"> <li>• Cr Peter Olver</li> <li>• Cr Harry Westendorp</li> <li>• Cr Paul Sladdin</li> <li>• Cr Paul Volkering</li> <li>• Cr. Attley</li> </ul> <p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer, Alex Green</li> <li>• Community Services Manager, Melanie Hotton</li> <li>• Finance Manager, Mandy Kynnersley</li> <li>• Development Services Manager, Ben McKay</li> <li>• Rates Co-ordinator, Bess Gillard</li> </ul>	<p><b>Conflicts of Interest:</b> NIL</p> <p><b>Issues Discussed:</b></p> <ul style="list-style-type: none"> <li>• ESC consultation</li> <li>• Ombudsman Response Re: Waste Issue Station Precinct Consultation</li> <li>• Kitchen Street Sale Consultation</li> <li>• Saleyards Site Sale Consultation</li> <li>• Developers Forum</li> <li>• Quarterly Reporting</li> <li>• GMW Funding Hutchins Road Boat Ramp</li> <li>• Optus Mobile Reliability</li> <li>• Bonnie Doon Public Toilet Refurbishment</li> <li>• Tabletop Road Speed Limit</li> <li>• Dead Horse Lane Rezoning</li> <li>• Waste Charge</li> <li>• Country Roads Funding – Round 2</li> <li>• Drainage Survey</li> <li>• Heavy Vehicle Alternative Route</li> <li>• Botanic Park Lighting</li> </ul>
23 October 2018	<p><b>Councillors' Briefing Session</b></p> <p><b>Councillors:</b></p> <ul style="list-style-type: none"> <li>• Cr Peter Olver</li> <li>• Cr Harry Westendorp</li> <li>• Cr Paul Sladdin</li> <li>• Cr Paul Volkering</li> <li>• Cr. Attley</li> </ul> <p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer, Alex Green</li> <li>• Community Services Manager, Melanie Hotton</li> <li>• Finance Manager, Mandy Kynnersley</li> <li>• Development Services Manager, Ben McKay</li> </ul> <p><b>External Attendees:</b></p> <ul style="list-style-type: none"> <li>• Representatives from Mansfield Hospice, Bob Appleby, Bianca Sheeran and Rose</li> </ul>	<p><b>Conflicts of Interest:</b> NIL</p> <p><b>Issues Discussed:</b></p> <ul style="list-style-type: none"> <li>• Mansfield Community Hospice</li> <li>• Regional Councils Transformation Fund</li> <li>• Highton Lane Special Charges Scheme</li> <li>• Swimming Pool Contract</li> <li>• Starglen Lodge VCAT</li> <li>• Grandview Drive VCAT</li> <li>• Buttercup Road VCAT Hearing Outcome</li> <li>• Dead Horse Lane Rezoning</li> <li>• Planning Permit Objectors Consultation Meetings – no longer to occur</li> <li>• Opening of Glad Phillips Bridge</li> <li>• Update on ESC Rate Variation Process</li> <li>• Update on Notice of Intention to Sell Former Saleyards Site</li> <li>• Electoral Commission Review</li> </ul>

...cont.



11. ASSEMBLIES OF COUNCILLORS CONT.

<p>Continued 23 October 2018</p>	<p>Continued <b>Councillors' Briefing Session</b></p>	<p><i>Issues Discussed cont.:</i></p> <ul style="list-style-type: none"> <li>• Slashing of Grass at Former Saleyards Site</li> <li>• Ultimo Street Renumbering Update</li> <li>• Parking at Western End of Town</li> <li>• Update on application for Coffee Merchant Roasting Business</li> <li>• Issue with Trucks entering Tolmie Whitfield Road from Development adjacent to Botanic Park</li> <li>• Update on Pat Arbuthnot's Map</li> <li>• Municipal Emergency Management Planning Committee Meeting</li> </ul>
<p>30 October 2018</p>	<p><b>Councillors' Briefing Session</b></p> <p><i>Councillors:</i></p> <ul style="list-style-type: none"> <li>• Cr Peter Olver</li> <li>• Cr Harry Westendorp</li> <li>• Cr Paul Sladdin</li> <li>• Cr Paul Volkering</li> <li>• Cr. Attley</li> </ul> <p><i>Officers:</i></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer, Alex Green</li> <li>• Community Services Manager, Melanie Hotton</li> <li>• Finance Manager, Mandy Kynnersley</li> <li>• Development Services Manager, Ben McKay</li> </ul> <p><i>External attendees:</i></p> <ul style="list-style-type: none"> <li>• Representatives from Dutch Media, Justin, Gavin and Kylie</li> </ul>	<p><i>Conflicts of Interest:</i></p> <ul style="list-style-type: none"> <li>• Cr. Volkering declared a Conflict of Interest in the Curia Street VCAT Appeal and departed the Chamber at 2.35 pm and returned at completion of discussion at 2.37 pm.</li> <li>• Cr. Volkering declared a Conflict of Interest in the Dead Horse Lane Development application and departed the Chamber at 3.20 pm and returned at completion of discussion at 3.23 pm.</li> </ul> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> <li>• Financial Strategy</li> <li>• Essential Services Commission Rate Variation Engagement Communication Plan</li> <li>• Fridays Lane Bridge</li> <li>• Curia Street VCAT Appeal</li> <li>• Notice of Intention to Sell Lot 2002 Kitchen Street</li> <li>• Apollo Street Upgrade</li> <li>• Girders at Lakins Road Depot</li> <li>• Bush Market</li> <li>• CFA petition against Sale of former Saleyards Site</li> <li>• Grass Cutting at Bonnie Doon</li> <li>• Grass Slashing Required at Former Saleyards Site</li> <li>• Recreation Reserve Agreement</li> <li>• Overhanging Trees at Bonnie Doon CFA shed</li> <li>• Dead Horse Lane Development</li> <li>• Stone Extraction Permit Compliance</li> <li>• Ultimo Street Renumbering Petition</li> <li>• Road Naming Issue at Harris Road, Woodfield - Conundrum Road</li> <li>• Curia Street VCAT Appeal</li> <li>• Highton Lane Special Charge Scheme</li> <li>• Mechanics Institute</li> <li>• Rural Australia for Refugees</li> <li>• Howqua/Macs Cove Community Group</li> <li>• Curia Street VCAT appeal</li> <li>• Hospital Board Meeting Re: Municipal Health and Wellbeing Plan</li> <li>• Mansfield Hospice</li> <li>• Planning Permit for Public Toilet at Church in Bonnie Doon</li> <li>• Fixing Country Roads Funding Successful Application</li> <li>• Ned Kelly Representation</li> </ul>
<p>2 November 2018</p>	<p><b>Mansfield Bush Market</b></p> <p><i>Councillors:</i></p> <ul style="list-style-type: none"> <li>• Cr Peter Olver</li> <li>• Cr Harry Westendorp</li> <li>• Cr Paul Sladdin</li> <li>• Cr Paul Volkering</li> <li>• Cr. Attley</li> </ul> <p><i>Officers:</i></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer, Alex Green</li> </ul>	<p><i>Conflicts of Interest:</i></p> <p>NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> <li>• Station Precinct Activation Project</li> </ul>



**11. ASSEMBLIES OF COUNCILLORS CONT.**

**Recommendation:**

**That the Council note the Assemblies of Councillors from 16 October 2018 to 2 November 2018.**

**12. ADVISORY AND SPECIAL COMMITTEE REPORTS**

Nil.

**13. AUTHORISATION OF SEALING OF DOCUMENTS**

The following documentation has been signed and sealed by Council:

- Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)
- E-waste Infrastructure Upgrade – Mansfield Resource Recovery Centre.

**Recommendation:**

**That Council note the documents sealed by Council from 16 October 2018 to 19 November 2018.**

**SUSPENSION OF STANDING ORDERS**

**Recommendation:**

**That Council suspend standing orders to facilitate public question time.**

**14. PUBLIC QUESTION TIME**

**RESUMPTION OF STANDING ORDERS**

**Recommendation:**

**That Council resume standing orders.**

**15. CLOSE OF MEETING**