Agenda

Council Meeting

17 February 2025

NOTICE IS HEREBY GIVEN that Council Meeting of the Mitchell Shire Council will be held online and at Mitchell Civic Centre, 113 High Street Broadford, on Monday 17 February 2025 commencing at 7:00 PM.

Mary Agostino
Interim Chief Executive Officer

By attending this meeting, you agree to be filmed. An audio and digital recording is made of all public Council and Committee Meetings, streamed live and published on Council's website. By participating in proceedings including during question time or in making a submission regarding an item before Council you agree to this publication. You should be aware that any private information volunteered by you during your participation in a meeting is subject to recording and publication. Meeting recordings can be located at www.mitchellshire.vic.gov.au.

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1 WELCOME

The Mayor formally opens the meeting with an acknowledgement of country and welcomes all present.

2 GOVERNANCE DECLARATION

3 APOLOGIES AND LEAVE OF ABSENCE

4 DISCLOSURE OF CONFLICTS OF INTEREST

In accordance with Section 130(2)(a) of the Local Government Act 2020.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

THAT the Minutes of the Council Meeting and Confidential Council Meeting held 16 December 2024, as circulated, be confirmed.

s3(1)h confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)

The Minutes of the previous confidential meeting of Council contain information that has been determined by Council to be confidential in accordance with s3(1) of the Local Government Act 2020.

6 PETITIONS AND JOINT LETTERS

7 STRATEGIC PARTNERSHIPS AND COMMUNITIES

7.1 GRANT OPPORTUNITIES: GROWING SUBURBS FUND 2024-25 AND ROUND 2 REGIONAL COMMUNITY SPORTS INFRASTRUCTURE FUND

Author: *Rhys Long - Recreation Project Officer*
Rebecca Sirianni - Manager Community Planning and Delivery

File No: *GT/01/034*

Attachments: *Nil*

Community Vision Theme: *Vibrant Communities*

Council Plan: *Plan, partner, and advocate for the timely delivery of infrastructure to meet the increasing service needs of all our communities including open spaces, community facilities, recreation and aquatic facilities where needed*

Health and Wellbeing Plan Objective: *Active and Healthy*

1. Purpose

1.1 To obtain Council's support to make applications under the State Government of Victoria's, Department of Transport and Planning (DTP) Growing Suburbs Fund (GSF) 2024-25 and Sport and Recreation Victoria's (SRV) Round 2 Regional Community Sports Infrastructure Fund (RCSIF).

2. Background

2.1 The Department of Transport and Planning (DTP) has announced the 2024-25 Growing Suburbs Fund, offering a total of $5 million in funding for Melbourne's seven growth councils, including Mitchell Shire Council. The funding is divided into two streams, and applicants must provide a cash contribution equal to or greater than the amount of grant funding requested (a minimum 1:1 funding ratio).

2.2 Sport and Recreation Victoria (SRV) has announced Round 2 of the Regional Community Sports Infrastructure Fund (RCSIF), which includes five funding streams. For rural and regional councils, including Mitchell Shire Council, the funding ratio is set at $4 from SRV for every $1 contributed by the council.

2.3 Priority projects have been identified for submissions to both funding streams (GSF and SRV: RCSIF) which align with Council's strategic priorities and are eligible for funding under the program guidelines.

3. Key Matters

3.1 Grant applications close 28 February 2025 (GSF) and 17 March 2025 (SRV) with announcements of successful applications from July 2025. If successful, project delivery will commence within the 2025-2026 financial year.

3.2 GSF and SRV Infrastructure (construction) project grants have a maximum grant amount of $1M per project.

3.3 GSF Project Planning grant has a maximum grant amount of $150,000 per project.

3.4 SRV Planning grant has a maximum grant amount of $40,000.

Recommendation

THAT Council endorses the following submission of applications to the State Governments Growing Suburbs Fund 2024-25 and Sport and Recreation Victoria's Round 2 Regional Community Sports Infrastructure Fund grant funding programs:

1. $1,260,000 pavilion refurbishment project at Harley Hammond Reserve, Otway Tuckett Pavilion, Broadford, with a Council contribution of $270,000, under the Regional Community Sports Infrastructure Fund Women and Girls Facilities stream;
2. A $600,000 facility planning project for Wallan East - Newbridge Active Open Space Facility, with a Council contribution of $450,000, under the Growing Suburbs Fund Project Planning stream; and
3. A $2,000,000 infrastructure construction project for Beveridge Central Active Open Space Facility with a Council contribution of $1,000,000 under the Growing Suburbs Fund Infrastructure stream.
4. An application of up to $88,000 for a lighting upgrade at the Kilmore Bowls Club, with a local club contribution of up to $22,000 under the Regional Community Sports Infrastructure Fund Community Facilities stream.

4. Financial, Resource and Asset Management Implications

4.1 Council's co-contributions to the grant applications are included in the 4 Year Capital Works Program.

The table below outlines the Council contribution and the amount of grant funding being sought

State Government Funding Stream	**Project**	**Grant Funding Sought**	**Council Contribution**	**Capital Works Program - year projects identified**
Sport and Recreation Victoria – Construction	Harley Hammond Otway Tuckett Pavilion - Female Friendly Upgrade Broadford	$990,000	$270,000	2024/2025
Growing Suburbs Fund – planning	Wallan East - Newbridge Active Open Space Facility	$150,000	$450,000	2026/2027
Growing Suburbs Fund – construction	Beveridge Central - Active Open Space Facility	$1,000,000	$1,000,000	2025/2026
Sport and Recreation Victoria – Construction	Kilmore Bowls Club Lighting Upgrade	Up to $88,000	No Council contribution sought	N/A

4.2 If Council is successful in the SRV and GSF grant application process, we are highly experienced in delivering high-quality, cost-effective community infrastructure delivery and planning projects.

4.3 Projects are managed using Council's Project Management Framework, which divides the process into key phases. Each phase requires the successful completion of specific milestones before progressing to the next stage of planning and delivery. This ensures a structured and efficient approach to project execution.

5. Consultation

5.1 SRV funding guidelines require proposed projects to be first discussed with Sport and Recreation Victoria's regional manager. The Hume Region Manager has indicated support for the recommended applications.

5.2 GSF funding guidelines require proposed projects to be first discussed with Growing Suburbs Team to discuss alignment with the program objectives. Contact with the GSF Senior Project Officer has occurred.

5.3 There has been consultation with the user groups at Harley Hammond Reserve, who support the SRV grant applications.

5.4 Council also consulted applicable state sporting associations.

6. Sustainability Implications (Social and Environmental)

6.1 The Growing Suburbs Fund will help plan and build the facilities needed to support healthy and liveable communities in our fastest growing suburbs of Wallan and Beveridge.

6.2 Sport and Recreation Victoria's grants programs seek to achieve better health, wellbeing, social and economic outcomes for Victorians.

6.3 All projects are consistent with the objectives of both grant funds which aim to develop or maintain existing participation and improve diversity, inclusion, accessibility and meet health and wellbeing needs of people across the life stages.

6.4 These grant opportunities improve the capacity of Council to respond to changing community needs and demands.

7. Policy and Legislative Implications

7.1 The projects identified is in line with the 1.1 2021-2025 Council Plan Strategic Indicator as stated, "Built Environment Key Priority No 4. > Plan and partner to deliver open space, community facilities, recreation and aquatic facilities where needed. Key Priority No 5. > Plan, advocate for, and deliver infrastructure to meet the increasing service needs of all our communities".

7.2 The projects identified is in line with the Mitchell 2050 Community Vision themes as stated, "Theme 1 – Vibrant Communities", "Theme 2 – Working, learning and tourism" and "Theme 4 – Shaping Neighbourhoods".

7.3 The projects identified is in line with the Health and Wellbeing Plan 2021-2025 priority as stated, "Informed and Connected > 10. All members of our community will feel welcome at our public libraries, community hubs, community leisure facilities and Council buildings".

7.4 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service. A Gender Impact Assessment is a mandatory requirement for the grant application and will be completed as part of Council's submissions.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
Unsuccessful grant funding application.	Medium	These funding rounds are competitive in nature with limited State Government funding allocated across the two funds SRV and GSF. Elements of all three projects will not go ahead without the funding applications being successful	*No*	*Medium*
Project budget cost over-runs.	Low	Projects will be delivered using Council's Project Management Framework which ensures projects are delivered in key phases, where key milestones must be satisfied before progression to the next stage of delivery.	*Yes*	*Medium*

10. Discussion

10.1 The availability of these funding programs provides an opportunity for Council to undertake important planning and community facility delivery and improvement projects.

10.2 These projects have been identified as a high priority and that best meets the funding guidelines criteria.

10.3 If the grant applications are successful, the commencement of the projects will occur in 2025-2026.

10.4 The recommended projects and priorities have been based on – meeting funding eligibility and guidelines, consideration of Council's recently adopted 4 Year Capital Budget program, strategic context, maximising external funding opportunities, renewal needs, growth needs, community reputation and risk mitigation.

7.2 GROWTH AREAS INFRASTRUCTURE CONTRIBUTION APPLICATIONS

Author: *Nicolas Adams - Strategic Advocacy Coordinator*

File No: *CS/21/010*

Attachments: *Nil*

Community Vision Theme: *Travelling and getting around*

Vibrant Communities

Shaping Neighbourhoods

Council Plan Objective: *Our history is protected and embraced, our present is enriched, and our future is well planned to retain our country feel*

Health and Wellbeing Plan Objective: *Active and Healthy*

Liveable and Thriving

1. Purpose

1.1 To consider and endorse two applications for Growth Areas Infrastructure Contribution funding ("GAIC"):

- Beveridge Central Active Open Space; and
- Spring Street Upgrades related to the development of Camerons Lane as an arterial road.

2. Background

2.1 The growth areas infrastructure contribution (GAIC) fund was established to help provide infrastructure in Melbourne's expanding fringe suburbs. It was introduced in 2010 under Part 98 of the *Planning and Environment Act 1987* (Vic) ("the Act").

2.2 Under the Act, GAIC funds two streams:

- Growth Areas Public Transport Fund (s201VA); and
- Building New Communities Fund (s201VB).

2.3 To be eligible for GAIC funding the project must be within a designated growth boundary, however there is no obligation that funds collected must be spent within the municipality where they accrued.

2.4 Council applications almost entirely relate to the Building New Communities Fund which, under the Act, can support the following activities:

- transport infrastructure including walking and cycling but excluding major public transport infrastructure;
- community infrastructure including health facilities, education facilities, regional libraries, neighbourhood houses and major recreation facilities;
- environmental infrastructure including regional open space, trails and creek protection;
- economic infrastructure including providing access to information and technology and infrastructure supporting the development of commerce and industry; and
- the acquisition of land and other infrastructure necessary or required for the establishment or maintenance of any infrastructure referred to in this subsection.

3. Key Matters

3.1 The following two applications are proposed:

- Beveridge Central Active Open Space
  - To provide:
    - Regional small sided football pitches;
    - Community access sports pavilion; and
    - Essential servicing and amenities including carparking, bus zone, shelters, landscaping, and fencing.
- Spring Street Upgrades related to the development of Camerons Lane as an arterial road
  - To provide:
    - Roundabout at Spring Street and Lithgow Street;
    - Collector standard road from Lithgow Street to Arrowsmith Street; and
    - Collector standard road from Arrowsmith Street to Camerons Lane Interchange tie in south of Minton Street on Spring Street.

3.2 Applications to this round of GAIC funding close at 12pm on Friday 28 February 2025.

3.3 GAIC does not open on a regular basis. Whilst it has been open to applications twice in the last two years, prior to that there was a multiple year hiatus. The future of GAIC is also unclear, with it potentially part of the State Government's reforms to the development contributions system.

3.4 Whilst these two applications are recommended, other opportunities were considered including Beveridge Train Station.

3.5 Residents of Beveridge currently have extremely limited public transport access. There are currently only four buses per day from Beveridge to Donnybrook train station (6:20am, 7:36am, 3:53pm and 5:31pm) with only three buses running in the opposite direction (6:53am, 4:27pm and 6:05pm).

3.6 There are currently an estimated 11,294 residents in Beveridge. By 2030 this will be 25,113. The vast majority of these people (54.7%) are working age and require adequate access to centres of employment located in and around Melbourne.

3.7 At the last census a total of 26 individuals within Beveridge used public transport to access work. This represented less than 1.2% of the employed population.

3.8 To date, $19,370,027.06 in GAIC revenue has been collected in Mitchell Shire. $16,549,486.89 has been spent within the municipality. Of this, only $87,355 has been spent on transport infrastructure with none of this transport expenditure having occurred within Beveridge.

3.9 Council has reached out to the Department of Transport and Planning to discuss allocating funding for transport, and particularly Beveridge Station.

3.10 GAIC has a strong history of funding public transport infrastructure. For example, in another municipality, where GAIC is over committed by 267%, $45,238,000 has been spent on delivering high quality bus infrastructure.

3.11 The Beveridge train station is ready to go:

- The population is there, and rapidly growing;
- The PSP in which it is located has begun development;
- The land is identified, available, and unencumbered; and
- Surrounding and connecting infrastructure and development including Camerons Lane Interchange and development of the Beveridge Intermodal Precinct are fully funded and actively progressing.

3.12 It is not, however recommended that Council submit an application for Beveridge Train Station as Council is not the delivery agency and the station is not located within the Shire. The application would be deemed ineligible.

Recommendation

THAT Council:

1. Endorse two applications for Growth Areas Infrastructure Contributions funding:
    a) Beveridge Central Active Open Space; and
    b) Spring Street Upgrades related to the development of Camerons Lane as an arterial road.
2. Advocate to the State Government, in particular the Department of Transport and Planning, for the urgent delivery of Beveridge Train Station.

4. Financial, Resource and Asset Management Implications

4.1 GAIC applications require 1:1 co-funding. Both proposed projects already have access to the required amount of co-funding.

4.2 Beveridge Central Active Open Space:

- Total Project: $35,940,000
- GAIC funding required: $15,940,000
- Funding already secured through developer contributions and other sources: $20,000,000

4.3 Spring Street Upgrades:

- Total Project: $6,300,000
- GAIC funding required: $3,000,000
- Funding already secured through developer contributions and other sources: $3,300,000

5. Consultation

5.1 Appropriate consultation on the projects would be completed if funding is secured.

5.2 Beveridge Central Active Open Space masterplan consultation is due to commence (irrespective of any GAIC application) in February 2025.

6. Sustainability Implications (Social and Environmental)

6.1 Delivery of community and transport infrastructure will directly support the development of social and economically sustainable communities.

7. Policy and Legislative Implications

7.1 As part of the masterplan report for Beveridge Central Active Open Space, Council has undertaken a Gender Impact Assessment (GIA) in accordance with the *Gender Equality Act 2020*.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
Funding not received	Medium	Focus applications on key projects which are higher priority and/or more likely to receive funding.	Yes	Medium
Future of GAIC in question due to Universal Development Contributions reforms	High	Proactively apply in this round for any projects which are ready to proceed.	Yes	Medium
Community expectations regarding delivery of infrastructure in growth areas is not met	High	Seeking funding through grants and other sources to deliver projects.	Yes	Medium
State Government departments not making any submissions for projects in Mitchell	High	Hold discussions with State Government departmental GAIC teams. Highlight projects to local MPs (including those which we have not submitted).	Yes	Medium
GAIC liability accrued in Mitchell is not spent in Mitchell, with no future growth areas developing to support future allocations.	High	Highlight concerns to MPs and departmental GAIC teams. Proactively apply for GAIC at all opportunities. Ensure available pipeline of GAIC eligible projects.	Yes (all aspects, however resourcing Grants Officer position would strengthen the final element)	Medium

8 ORGANISATIONAL PERFORMANCE

8.1 GOVERNANCE REPORT: DECEMBER 2024 - JANUARY 2025

Author: *El McComish - Senior Governance Officer*
Lidia Harding - Manager Governance & Risk

File No: *CL/04/001-03*

Attachments: *Nil*

Community Vision Theme: *Not applicable*

Council Plan Objective: *Council is accountable to, engaged with, and respected by our community.*

Health and Wellbeing Plan Objective: *Informed and Connected*

1. Purpose

1.1 To provide:

- a record of the assembly of Councillors that have occurred in December 2024 and January 2025, which includes matters considered, and any conflict-of-interest disclosures made by a Councillor.

- a report on activities and deliberations of groups and associations for which Councillors are an appointed delegate for the December 2024 and January 2025 period and other activities attended as a Council representative.

2. Background

2.1 Mitchell Shire Council's Public Transparency Policy outlines Council's commitment to transparent decision-making processes and freely available public access to Council information.

2.2 It supports and promotes:

a) increased community confidence and trust in Council through greater understanding and awareness

b) improved Council visibility and performance

c) access to information that is current and easily accessible

3. Key Matters

3.1 An **Assembly of Councillors** means a planned or scheduled meeting:

- that includes at least half the Councillors and a member of Council staff, providing that the matter/s considered are intended or likely to be the subject of a future

decision by the Council or an Officer decision under delegated authority (e.g., Councillor Briefings – Strategy meeting, Councillor and Officer discussion (pre-Council meeting)

- of an Advisory Committee of Council (Audit and Risk Committee, Health and Wellbeing Network, Early Years Reference Group, Environment Advisory Committee, Heritage Advisory Committee, Mitchell Shire Community Awards Committee, Youth Advisory Committee) where one or more Councillors are present.

3.2 A written record of an assembly of council includes the following:

- names of all Councillors and members of Council staff attending
- matters considered
- any conflict-of-interest disclosures made by a Councillor attending the meeting
- whether a Councillor who has disclosed a conflict of interest as required leaves the assembly

3.3 A **Delegate Report** provides information on:

- Activities attended by Councillors as a nominated Council Delegate
- Other publicly advertised activities attended as an invited representative of Council

3.4 The Report excludes Assemblies of Councillors, and private activities, discussions or meetings with staff and/or community members.

3.5 This is not an exhaustive list of all Councillor activity during the month. Further information on events and activities are available via Mitchell Shire Council's Facebook page, and website www.mitchellshire.vic.gov.au

Recommendation

THAT Council receives and notes the Assembly of Councillors Record and Delegate Report, and any additional information on Councillor activity shared by Councillors during the Council meeting, for December 2024 and January 2025.

4. Financial, Resource and Asset Management Implications

4.1 There are no financial, resource and asset management implications.

5. Consultation

5.1 The Assembly of Councillors Record and Delegate Report are prepared in line with the INFORM phase of the IA2P Public Participation Spectrum.

6. Policy and Legislative Implications

6.1 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service.

6.2 This report is prepared in line with Section 58(a) of the *Local Government Act 2020* which refers to the public transparency principles and states that Council decision making processes must be transparent except when the council is dealing with information that is confidential by virtue of this Act or any other Act.

7. Conflict of Interest

7.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

8. Risk Implications

8.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
Perceived lack of transparency	Low	All assembly of council records and the issues discussed are made public	Yes	Low

9. Assembly of Councillors Report:

Assembly details	Councillor details	Officer attendees	Matters discussed	Conflict of interest disclosures
Strategy Briefing 2 December 2024	In attendance Cr Nathan Clark Cr Bob Cornish Cr John Dougall Cr Riley Evans Cr Timothy Hanson (left at 6.03pm) Cr Bob Humm Cr Claudia James Cr Ned Jeffery Cr Andrea Pace Apologies Nil	Brett Luxford Mary Agostino Frank Joyce Les Stokes Lidia Harding Nicole Maxwell Mike Freeman Michael Sinclair Rebecca Sirianni Greg Drake Adam Evans Buffy Leadbeater Nic Adams	• Overview of Strategic Partnerships and Community • Overview of Organisational Performance • Budget and Capital Works Workshop • Planning discussion	Cr T. Hanson advised of an indirect conflict of interest in relation to the Kilmore Racecourse and Recreation Reserve and left at 6.03pm for discussion on this matter
Strategy Briefing 9 December 2024	In attendance Cr Nathan Clark Cr Bob Cornish (joined at 1.54pm) Cr John Dougall Cr Riley Evans Cr Timothy Hanson	Brett Luxford Mary Agostino Frank Joyce Les Stokes Lidia Harding Nicole Maxwell	• Overview of Economy, Growth and Infrastructure Directorate • Discuss Draft Council Agenda • Councillor Workshop 2 – Capital Works and Long-Term Financial Plan	Nil

GOVERNANCE REPORT: DECEMBER 2024 - JANUARY 2025 (CONT.)

Assembly details	Councillor details	Officer attendees	Matters discussed	Conflict of interest disclosures
	Cr Bob Humm Cr Claudia James Cr Ned Jeffery (left at 1.20pm and returned at 2.15pm) Cr Andrea Pace <u>Apologies</u> Nil	Mike Freeman Tim Partridge Mark Cachia Narelle Liepa Rick Traficante Tim Partridge Sophie Thompson Tanya Sullivan Derek Scott		
Strategy Briefing 16 December 2024	<u>In attendance</u> Cr Nathan Clark (joined at 12.50pm; left at 4.40pm and returned at 5.00pm) Cr Bob Cornish Cr John Dougall Cr Riley Evans Cr Timothy Hanson Cr Bob Humm (joined at 1.04pm) Cr Claudia James (joined at 12.08pm) Cr Ned Jeffery (left at 3.00pm and returned at 3.14pm) Cr Andrea Pace	Brett Luxford Mary Agostino Frank Joyce Les Stokes Lidia Harding Juliana Hummerston Rebecca Sirianni Nic Adams Dean Frank Greg Drake Liz Carroll	• Mayor and Councillor Correspondence • Setting the Scene Community Blueprint and Household Survey • Contractual Matter • Beveridge Active Open Space Masterplan - Draft • Council Agenda review • Councillor/CEO Only Time	Nil

GOVERNANCE REPORT: DECEMBER 2024 - JANUARY 2025 (CONT.)

Assembly details	Councillor details	Officer attendees	Matters discussed	Conflict of interest disclosures
	Apologies Nil			
Councillor Workshop 17 December 2024	In attendance Cr Nathan Clark Cr Bob Cornish (joined at 10.40am; left at 1.10pm and returned at 1.30pm; left again at 2.10pm and returned at 2.25pm; left again at 3.20pm) Cr John Dougall Cr Bob Humm Cr Claudia James Cr Ned Jeffery Cr Andrea Pace (left at 2.30pm and returned at 2.50pm; left again at 3.35pm and returned at 3.48pm) Apologies Cr Riley Evans Cr Timothy Hanson	Brett Luxford Mary Agostino Frank Joyce Les Stokes Nicole Maxwell Derek Scott Mike Freeman Buffy Leadbeater Rebecca Sirianni Tim Partridge	• Review of Capital Works program • Council Plan workshop	Nil
CEO Recruitment meeting 19 December 2024	In attendance Cr Nathan Clark Cr Bob Cornish Cr John Dougall Cr Bob Humm	Ana Fraser	• Agency presentations for CEO recruitment process	Nil

GOVERNANCE REPORT: DECEMBER 2024 - JANUARY 2025 (CONT.)

Assembly details	Councillor details	Officer attendees	Matters discussed	Conflict of interest disclosures
	Apologies Cr Ned Jeffery			
CEO Recruitment meeting 28 December 2024	In attendance Cr Nathan Clark Cr Bob Cornish Cr John Dougall Cr Bob Humm Cr Ned Jeffery Apologies Nil	Ana Fraser	• Development of Key Selection Criteria for CEO role • Review of submissions for Recruitment Agencies/Consultants	Nil
CEO Recruitment meeting 22 January 2024	In attendance Cr Nathan Clark Cr Bob Cornish Cr John Dougall Cr Bob Humm Apologies Cr Ned Jeffery	Ana Fraser	• CEO Recruitment process	Nil
Strategy Briefing 28 January 2025	In attendance Cr Nathan Clark Cr Bob Cornish Cr John Dougall	Mary Agostino Frank Joyce Les Stokes Buffy Leadbeater	• Community Blueprint Workshop incorporating Asset Planning and Deliberative Engagement • Councillor/CEO Only Time	Nil

GOVERNANCE REPORT: DECEMBER 2024 - JANUARY 2025 (CONT.)

Assembly details	Councillor details	Officer attendees	Matters discussed	Conflict of interest disclosures
	Cr Riley Evans Cr Timothy Hanson Cr Bob Humm Cr Claudia James Cr Ned Jeffery Cr Andrea Pace Apologies Nil	Lidia Harding Elizabeth Carroll Gavin Wilson Rebecca Sirianni Mike Freeman Dominic Di Martino		

10. December 2024 and January 2025 Delegate reports:

10.1 Invited as Council Delegate (appointed at the annual Statutory Council Meeting).

Councillor: Cr John Dougall

17/12/24	Harley Hammond Reserve Committee
22/01/25	Tallarook Mechanics Institute

Councillor: Cr Andrea Pace

11/12/24	Australian Light Horse Memorial Park Committee of Management meeting, Ken Hall Pavilion, Kings Park, Seymour.

Councillor: Cr Claudia James

18/12/24	Sod turning event with Rob Mitchell MP, Darreweit Road Wallan

10.1 Other publicly advertised activities invited as a Council representative.

11. Councillor: Cr John Dougall

29/11/24	Art Beyond the Divide Opening
4/12/24	Seymour Hospital AGM
5/12/24	Steps Towards Change
11/12/24	Australian Lighthorse Memorial Christmas Drinks
18/12/24	Broadford Secondary College Student Awards
25/01/25	Glenaroua CFA Fundraiser
26/01/25	Australia Day – Broadford Festival (Breakfast and Awards ceremony)

Councillor: Cr Bob Humm

26/01/25	Wandong Heathcote Junction Community Group, Australia Day Community Award Presentation to Pat Leddin Australia Day Presentation Mitchell Shire Community Awards and Citizenship in Broadford with over 2500 people attending the festival

Councillor: Cr Andrea Pace

26/11/24	Mitchell Youth Awards, Wallan
5/12/24	Steps Toward Change Walk, Wallan
8/12/24	Carols in the park, Seymour
12/12/24	Puckapunyal Primary School Awards
13/12/24	Recovery Hub Seymour Santa photos
17/12/24	Seymour College Year 6 Awards
17/01/25	Seymour Memorial Pool Opening
26/01/25	Australia Day Seymour where I had the pleasure of presenting the Mitchell Shire Community Award to the Arts Person of the Year, Lynda Robinson

Councillor: Cr Claudia James

26/01/25	Australia Day Celebration and Citizenship Ceremony
30/01/25	Two Street back Community Party/Fire Awareness Evening, Mandalay Estate, Beveridge

8.2 COUNCIL ACTION PLAN 2024/25 REPORT - QUARTER 2

Author: *Tabitha Williams - Corporate Reporting Officer*
Lidia Harding - Manager Governance & Risk

File No: *CM/15/008*

Attachments: *1. Q2 Council Action Plan 2024/25⇩*

Community Vision Theme: *Vibrant Communities*
Working, learning and tourism
Travelling and getting around
Shaping Neighbourhoods
Nature and Parks
Climate Action

Council Plan Objective: *Council is accountable to, engaged with, and respected by our community.*

1. Purpose

1.1 To present information on the progress of strategic actions and significant projects that support the key objectives outlined in the Council Plan.

2. Background

2.1 The 2021 - 2025 Council Plan identifies key priorities that describe how Council will work towards our vision for Mitchell Shire. Each year an Annual Action Plan sets out the strategic activities Council will undertake that year to contribute to achieving the Council Plan objectives.

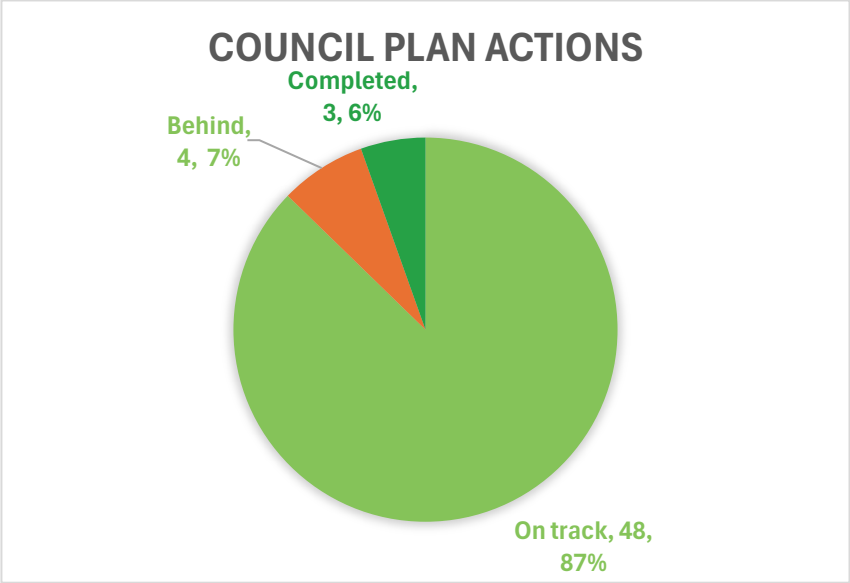
3. Key Matters

3.1 The Council Action Plan report summarises progress made on projects in the second quarter of the 2024/25 financial year: September 2024 – December 2024.

3.2 Of the 55 actions, 48 are on track, 4 are behind and 3 have been completed.

3.3 The traffic light system captured in the attachment, represents the percentage of planned activities that have occurred as scheduled. Progress commentary has been provided in each area regarding the results. Information in this report is as at the end of December 2024.

COUNCIL ACTION PLAN 2024/25 REPORT - QUARTER 2 (CONT.)



Recommendation

THAT Council receive and note the Quarter 2 2024/25 Council Action Plan Report.

4. Financial, Resource and Asset Management Implications

4.1 All Council Plan actions are undertaken in line with the endorsed 2024/25 Budget.

5. Consultation

5.1 Internal consultation with the responsible officer was undertaken at the CONSULT phase of the IAP2 public participation spectrum to determine the status of each project.

6. Sustainability Implications (Social and Environmental)

6.1 A number of the Council Plan actions support sustainability and are in line with Council's strategies and the Council Plan theme of 'Nature'.

7. Policy and Legislative Implications

7.1 The report has been prepared in accordance with the transparency principles in the *Local Government Act 2020.*

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
There is a risk to reputation through reporting any delayed projects or any projects that are behind schedule.	Low	Monitor projects to ensure they are delivered in line with the Council Plan and Community Vision and report any circumstances that could cause delays beyond Council Officer's control.	Yes	Low
There is a risk of failure to fulfill commitments within Council's Corporate Performance Reporting Policy.	Low	Dedicated resource to collate and deliver report. Ensure regular internal reporting to inform external reporting Information collected in a central repository.	Yes	Low

10. Discussion

10.1 This report will be made available via Council's website. The full year report is provided as part of Council's Annual Report each year.

Of the 55 actions Council has completed 3 at the end of the reporting period.

Highlights

- Tenders have been awarded for Darraweit Road and the Old Goulburn River Bridge
- The new food, garden organics and glass recycling bins commenced being delivered in preparation of the new kerbside transition
- The Draft Seymour Bushland Park Management Plans went out for public consultation

MITCHELL SHIRE COUNCIL

COUNCIL ACTION PLAN 2024/25

MITCHELL SHIRE 2024/25 ANNUAL PLAN

COUNCIL 2024/25

Action	Details	Comment	Department	Completion
Year 4|1.1 Understand our unique communities' needs and aspirations through meaningful engagement and open dialogue				On Track
Review and update plans relating to Community Amenity to support the safety of our community	Update the Onsite Wastewater Management Plan and commence development of Council's new Domestic Animal Management Plan 2025-2029	Council Officers are in the process of rewriting its new Domestic Animal Management Plan 2025 - 2029, reviewing the Emergency Management Policy and Framework, and the Relief and Recovery Plan. The Onsite Wastewater Management Plan was adopted at 20 November 2024 Council meeting.	Community Amenity	On Track
Undertake and analyse results of the Household Livability Survey to further understand our community needs and inform the Community Vision refresh, Council Plan and Health and Wellbeing Plan	Household liveability survey completed. Analysis undertaken and used for deliberative engagement and to inform Council Plan, Health and Wellbeing Plan development. In addition the Household Survey will assist Council to understand the wellbeing, social and economic needs of the Shire as well as provide significant level of local information to inform planning, infrastructure and service delivery which will be of benefit to Council as the community grows and changes rapidly.	Household liveability survey is completed. Analysis undertaken and used for deliberative engagement and to inform Council Plan, Health and Wellbeing Plan development. Analysis undertaken will assist Council to understand the wellbeing, social and economic needs of the Shire as well as provide significant level of local information to inform planning, infrastructure and service delivery which will be of benefit to Council as the community grows and changes rapidly.	Community Planning and Delivery	On Track
Year 4|1.2 Demonstrate strong leadership and good governance				On Track

Action	Details	Comment	Department	Completion
Undertake Deliberate engagement with community to inform the integrated Council Plan and Health and Wellbeing Plan, Financial Plan and Assets plan for 2025-2029	Engagement with specialist services to support the development and delivery of a deliberate engagement program to inform the integrated Council Plan and Health and Wellbeing Plan, financial plan and Asset plan for 2025 - 2029, both critical and legislated documents required to be developed by Local Government.	A community panel has been established and will meet twice in February 2025. The panel will undertake deliberation in line with the requirements under the *Local Government Act 2020*. The outcome from the panel will be considered in the development of the Council Plan/Health and Wellbeing Plan (Community Blueprint) which is required to be adopted no later then October 2025 and sets out the strategic direction of Council over the next four years, and is accompanied with an annual action plan.	Community Planning and Delivery	On Track
Support Gender equity and safety in the community through Implementing the Gender Equity Action Plan year 4 Actions	1.Conduct reviews of employee data collection processes 2. Evaluate council workplaces for inclusivity regarding diverse genders and intersectional needs, ensuring the provision of suitable facilities, equipment, and uniforms. Prioritise accessibility for individuals with disabilities and foster cultural safety for Aboriginal and Torres Strait Islander employees and those from culturally diverse backgrounds. 3. Provide comprehensive training on sexual harassment, bullying, and complaint mechanisms to all employees	Officers have updated employee diversity data in our Council TechOne – Self Service data base, incorporating mandatory reporting for the Gender Equality Commission and optional categories like ethnicity, disability, religion, and gender identity. These updates support inclusive reporting and address employee needs. In partnership with Internal Communications, the Officer integrated optional pronouns into email signature guidelines as part of the rebrand, providing resources for those wishing to include them. Equity-focused articles were featured in the internal Monthly Newsletter to promote awareness and discussion on topics such as gender equality, prevention of gender-based violence, and positive role-modelling. Employees are encouraged to contribute ideas and questions for future articles.	Life Stages	On Track
Refresh the Community Vision 2050	Complete consultation with community on the Vision. Determine any changes to the vision for Council endorsement and integration into the Council Plan.	Community consultation on the Mitchell 2050 Community Vision has now been completed. Only minor changes are being recommended as the document adequately reflected the views and aspirations of the community. The revised Vision will be presented to Council prior to October 2025, forming part of the Community Blueprint.	Community Planning and Delivery	On Track

Action	Details	Comment	Department	Completion
Report on the organisation's progress on outstanding actions required to meet the Victorian Protective Data Security Standards (VPDSS)	Report on the organisation's progress on outstanding actions required to meet the Victorian Protective Data Security Standards (VPDSS)	The Office of the Victorian Information Commissioner has confirmed that Council does not need to report on Victorian Protective Data Security Standards (VPDSS) until 2026.	Information and Business Transformation	Complete
Support Council Election and provide induction to new council to ensure effective governance	Facilitate candidate information sessions, provide on ground support for the Victorian Electoral Commission and prepare for induction of Council post-election (in compliance with the requirements of the LGA2020)	Election process now completed and Councillor induction has commenced and on track for delivery within first 4 months of new Council.	Governance and Risk	On Track
Roll-out the approved Service Planning model across the business.	Service Planning approach endorsed. Service catalogue and guidelines developed. Service assessment template completed for each service and data collected with any gaps identified	The Services Catalogue is in development. The Steering Committee asked to provide feedback on Maturity Framework and propose service planning assessment themes and data groupings in preparation for roll-out to the organisation in 2025.	Information and Business Transformation	On Track
Commence review of key governance policies ahead of the 2024 Council elections		All required policies were reviewed and presented to Council for endorsement in the period May to August 2024.	Governance and Risk	Complete
Develop an Accommodation Strategy		The Accommodation Strategy is being drafted focusing on a short list of suitable and sustainable locations for future civic presences.	Community Planning and Delivery	On Track
Year 4|1.3 To ensure themes identified in the Community Vision 2050 are drawn upon to support service planning and decision making				On Track
Develop a Channel Strategy to ensure council is focusing effort and resources to meet the needs of its customers and improve the customer experience	Review of customer-facing channels (as identified in the Technology Strategy - Dates TBC)	A review of the customer-facing channels is underway as part of the Customer Experience Strategy. The review focuses on optimising effort and resources to better meet customer needs and improve the customer experience. Key changes include streamlining service delivery across digital, phone, and in-person channels, enhancing accessibility and improving integration between platforms.	Communications and Engagement	On Track
Year 4|1.4 Transparently share information and challenges, and celebrate successes with the community				On Track

Action	Details	Comment	Department	Completion
Implementation of the Mitchell library strategy	Implement the Mitchell Library Strategy to ensure Council delivers community centred library services, while progressively building our capability and capacity to meet the community's future library needs	A review of library operations has been undertaken to align with the Mitchell Library Strategy. This review identified key operational efficiencies and introduced changes to enhance the experience for customers and library users. Improvements include adjustments to weekend operating hours and amended weekly hours to better reflect community needs. Implementation will commence March 2025.	Communications and Engagement	On Track
Year 4|1.5 Build an agile, innovative, and financially sustainable organisation that delivers on the needs and priorities of our communities				On Track
Review and update Council's Workforce Plan	Review and update the workforce plan to reflect current and future service needs of council	Human Resources is engaged with supporting the Council Service Planning review which will provide critical data to support a Workforce Plan for June 2025.	People and Culture	On Track
Develop an Improvement Framework to prioritise processes and systems	Develop an Improvement Framework to prioritise processes, systems and pain points across the business for customers and staff to ensure improvement resources are directed to areas of highest concern in the business	A project plan is in development and internal consultation is commenting in January 2025, with the framework to be developed by June 2025.	Information and Business Transformation	On Track
Invest in technology to support organisational efficiency, security and improve customer interactions	Implement Project management software and Contract Management software and other technology improvements	Project Management Software deployed into business for testing & training. Contract Management Module implemented with a focus on construction-related contracts. Phase two of this project will commence in late January to broaden the types of contracts available in the module. Asset Protection applications now available online. Building Services applications & payments being implemented in the eServices platform.	Information and Business Transformation	On Track

NATURE 2024/25

Action	Details	Comment	Department	Completion
Year 4|2.1 Establish Council as a recognised leader in the community and sector in sustainable environmental management				On Track
→ **Continue to investigate the feasibility of a solar farm on the former Seymour landfill**	Continue further background work to determine the feasibility of a solar farm on the former Seymour Landfill	Further investigation into feasibility work is currently in progress.	Environment and Sustainability	On Track
→ **Implement Council's Climate Emergency Action Plan**	As part of the implementation of the Climate Emergency Action Plan council plan to • Continue to implement the rooftop solar installation on Council buildings program. • Continue to implement Environmentally Sustainability Design (ESD) audits for Council building program. • Commence implementation of the outcomes of the Street light audit. • Support Mitchell Community Emergency to develop a Climate Hub in Seymour • Deliver a program of sustainability workshops and events for residents. The implementation of the Mitchell Shire Climate Emergency Action Plan will reduce greenhouse gas emissions and build resilience to climate change	Solar installations on 7 council facilities are currently in progress at 90% competition. Three Environmentally Sustainability Design (ESD) audits of Council buildings were also completed. An audit of Council's streetlighting and implementation plan for sustainability changeover has been completed. Council officers have been working with Mitchell Community Energy to develop a Climate Hub in Seymour. The Goulburn Murray Solar Savers program was launched at the end of November. Mitchell Shire Council continues to be a part of the Sustainable Subdivisions trial and employment of a shared Environmentally Sustainability Design officer. Council is awaiting the outcome of a heat pump grant application for two aquatic facilities. Council was successful in a funding application to install a battery at Clonbinane Hall.	Environment and Sustainability	On Track
→ **Implement the Urban Forest Strategy**	Council to plant 450 new trees. The additional plantings will target older areas of existing towns that are identified as High and Medium priority in the Urban Forest Strategy priority planting areas. Trees are integral to the social, economic and environmental values of our townships. Trees create a sense of place, a connection to nature, shade, shelter, build resilience to climate change, biodiversity, habitat	Tree planting has commenced with the remaining planting scheduled for early 2025.	Operations and Parks	On Track
Year 4|2.2 Protect, enhance, and connect landscapes and increase the extent, variety, and quality of the natural habitat			Chief Executive Officer	On Track

Action	Details	Comment	Department	Completion
Develop a Biodiversity strategy to provide greater protection and enhancement of the Shire's biodiversity assets	The development of the Biodiversity Strategy will provide a mechanism for greater protection and enhancement of the shire's biodiversity assets. At a high level the Strategy will: 1. Identify areas of native vegetation that must be protected and enhanced on both public and private land, 2. Identify key biodiversity assets and biolinks in the shire that require protection and enhancement, and 3. Provide the strategic justification to support any future planning scheme amendments to introduce environmental significance and/or vegetation protection controls	A project brief has been developed with quotes received. Council are currently in the procurement process to appoint a consultant.	Environment and Sustainability	On Track
Develop the Colin Officer Flora Reserve Management Plan to guide management of the reserve for the next 10 years	Development of a plan to guide management of the reserve for the next 10 years	Draft management plan received and being reviewed internally.	Environment and Sustainability	On Track
Develop management plan for Seymour Bushland Park		The Draft Seymour Bushland Park Management plan is on public consultation until 19 December 2024. Stakeholders have been informed and officers have met with the Committee of Management.	Environment and Sustainability	On Track
Year 4|2.3 Facilitate waste minimisation, resource reuse and recovery over disposal, and contribute to a circular economy				On Track
Transition to the 4 bin kerbside collection service to improve waste management with a focus on sustainability and roll out of food and garden organics collection and improved glass recycling	The Victorian Government is standardising household waste and recycling services across the state. The 4 bin service will help reduce waste sent to landfill and improve the quality of recyclables.	The new food and garden organics and glass recycling bins commenced being delivered at the start of November 2024. The rollout has commenced in the north moving down to the south. The timing of the deliveries in this manner will allow us to include many new properties in the largest growth area to be added to the program towards Christmas. All bin deliveries are scheduled to be completed by the end of the first week in February so residents will be ready for their new collection services commencing in the first week of March 2025.	Environment and Sustainability	On Track

Action	Details	Comment	Department	Completion
Develop a new Waste and Resource Recovery Education Strategy	Develop a new Waste and Resource Recovery Education Strategy	The soon to be appointed Waste Education Officer will develop the Waste and Resource Recover Education strategy as a priority.	Environment and Sustainability	On Track
Implement Waste Management Strategy		A number of ongoing actions have been delivered in Q2 with a key focus being on preparing both Council and the community for the Kerbside transition to the four bin system in March 2025. Staff have attended a number of markets during Q2 to assist with increasing the community understanding of the new Kerbside service. A number of Rural Roadside Collection contracts have been renewed during Q2 which has included a focus on alternative options for the management of materials. A kerbside bin audit was conducted which will assist to guide the kerbside transition education program. The compost bin and worm farm subsidy was conducted during Q2 and we saw the launch of the My Mitchell app with waste and resource recovery services functions. The Kerbside Collection Policy was updated in Q2 to include the new Food and Garden organics bin and Glass recycling bin. The design of Cell 9 at Mitchell Landfill is also in progress.	Environment and Sustainability	On Track
Year 4|2.4 Provide open spaces that serve the diverse needs of all our community				On Track

Action	Details	Comment	Department	Completion
→ **Develop the Municipal Open Space Strategy**	Review of Mitchell Open Space Strategy (MOSS) 2013-2023 is being undertaken, there has been significant changes across social, economic, environmental, and recreational spheres over the last ten years. The MOSS, which will guide the provision, design and management of open space throughout the municipality. The revised MOSS will provide an important the framework to deliver an equitable and high-quality open space network; for healthy environments, active lifestyles and strong, connected communities.	Review of Mitchell Open Space Strategy (MOSS) has commenced, there has been significant changes across social, economic, environmental, and recreational spheres over the last ten years. The MOSS, which will guide the provision, design and management of open space throughout the shire. The revised MOSS will provide an important the framework to deliver an equitable and high-quality open space network; for healthy environments, active lifestyles and strong, connected communities.	Community Planning and Delivery	On Track
→ **Develop GreenHill Recreation Precinct Masterplan**	The Greenhill Recreation Precinct will be an integrated facility for stadium sports, gymnastics, aquatics, and other recreational activities. The co-location of these facilities enables the integration of sporting activities that are multi-generational and multi-purpose, promoting liveability and social connectivity. The Greenhill Precinct is an environment park and a culturally significant site. The Precinct will deliver much needed facilities and open spaces for Wallan and the border Mitchell community, It is a multi-purpose, multi-generational precinct which will improve health and wellbeing and provide a spaces all ages and abilities.	The Greenhill Recreation Precinct Master Plan was adopted at the 16th September 2024 Council meeting. The master plan sets out a long-term vision for developing the Greenhill Recreation Precinct. It strategically plans the facilities, spaces and recreational experiences that will be provided by the Council to ensure they are accessible and beneficial to the community. The Master Plan is a well-thought-out strategic document. It offers clear recommendations for future development of this important community asset, balancing the need for new recreational facilities with the preservation of cultural heritage and environmental sustainability.	Community Planning and Delivery	Complete
Year 4|2.5 Develop partnerships to implement shared innovative solutions to environmental issues				On Track
Year 4|2.6 Show proactive leadership to prevent or mitigate the increasing impacts of the climate emergency, including climate related weather events on our communities and environment				On Track
→ **Review the Municipal Emergency Management Plan (MEMP) and Flood Recovery Plan**	This plan provides emergency management stakeholders (SES, CFA, Victorian Police, etc) with information about our municipality and how we will manage emergencies and what service provider will manage each emergency	The Municipal Emergency Management Plan 2025-2028 was endorsed by the Municipal Emergency Management Planning Committee on 23 October 2024. The Hume regional endorsement is occurring in January 2025.	Community Amenity	On Track

Action	Details	Comment	Department	Completion
Continue to support the community with flood recovery initiatives following the floods in October 2022 and January 2024	The delivery of initiatives and programs that support community recovery and resilience	The focus has now shifted from delivery of direct recovery support to improving community resilience through future events.	Community Amenity	On Track
Safer Places review: Undertake a capacity and capability review of Neighbourhood Safer Places and Bushfire Place of Last Resort		At the 9 September 2024 Council meeting, Council endorsed JJ Clancy Reserve as Kilmore's Neighborhood Safer Place and bushfire place of last resort. In partnership with CFA Neighborhood Safer Place and bushfire place of last resort will be assessed for compliance with the requirements.	Community Amenity	On Track

BUILT ENVIRONMENT 2024/25

Action	Details	Comment	Department	Completion
Year 4|3.1 Respect our past and preserve our heritage structures and sites				On Track
Commence Restoration and reinstatement of pedestrian access for the Old Goulburn River Bridge	Award tender for restoration and reinstatement works commenced	The contract has been awarded for restoration and reinstatement with works scheduled to commence May 2025.	Capital Projects and Delivery	On Track
Year 4|3.2 Plan and advocate for growth that is respectful of the unique and special nature of our communities				On Track
Lockerbie North PSP Beveridge Station Community Facility concept design and feasibility study	Preparation of architectural concept, specialist surveying and engineering advice as well as quantity survey	Work has commenced on establishing the overall vision and layout of the Lockerbie North 'Beveridge Station' precinct, this includes the strategic placement and integration community hub, civic precinct, active open spaces, indoor recreation facilities and transport networks ensuring the precinct is both functional and visually appealing.	Community Planning and Delivery	On Track
Update the Seymour Structure Plans	Finalise update and prepare Planning Scheme Amendment, including Panel Hearing	The updated draft Structure Plan has been prepared in draft form and has been through agency consultation. State Government reforms in relation to housing may have an impact on progressing the project to the next stage without doing some additional further work. Officers are actively and urgently pursuing State Government officers to seek advice on what are the required next steps to progress this project and future planning scheme amendment.	Strategic Planning and Economy	Behind
Update the Wallan Structure Plan in considering planning and growth requirements	Preparation of a new Wallan Structure Plan	The emerging issues paper has been received and will be shared with Councillors in Q4 (May), prior to proposed community consultation.	Strategic Planning and Economy	Behind

Action	Details	Comment	Department	Completion
Continue Neighbourhood character studies for Kilmore and Wallan	Complete the 4 Neighbourhood character studies	The draft Kilmore, Broadford and Seymour Neighbourhood Character studies have been prepared. Community consultation occurred from November – December 2024. The State Government reforms in relation to housing may have an impact on progressing the project to the next stage without doing some additional further work. Council officers are actively and urgently pursuing State Government Officers to seek advice on what are the required next steps to finalise these Studies. The Wallan Neighbourhood Character Study is part of the Wallan Structure Plan. A progress update has been provided above.	Strategic Planning and Economy	On Track
Commence preparation of Broadford Development Contributions Plan.		The project has been scoped and is being prepared to go out for quote.	Strategic Planning and Economy	On Track
Implement the Broadford Structure Plan into the Mitchell planning scheme.		Pre-lodgement agency consultation is underway in line with feedback from the State Government.	Strategic Planning and Economy	Behind
Year 4|3.3 Better connect the Shire through improved footpaths, roads, public transport, trails, and paths				On Track
Commence the development of a Masterplan for Powlett Street Broadford	Commence the preparation of the masterplan while the pop-up space is in place	A draft project scope and tender brief has been prepared. Finalisation of the project brief is subject to budget and resourcing confirmation. Appointment of project consultants is expected by mid 2025	Strategic Planning and Economy	On Track
Improve our roads including Darraweit Road Wallan upgrade and Wellington Street Wallan construction.	Roads upgraded	The Wellington Street works are underway and scheduled for completion April 2025. The Darraweit Road procurement process has been completed and the contract has been awarded.	Capital Projects and Delivery	On Track
Improve pedestrian connections including Bishop Street, Seymour, Main road Tallarook, Emily and Manners St, Seymour and Allen and Sutherland St Kilmore	New footpaths built as part of missing links program	Planning and design works are underway as part of the Missing Links program.	Capital Projects and Delivery	On Track

Action	Details	Comment	Department	Completion
Develop a Master Plan for Beveridge Central Recreation Reserve	Develop the Beveridge Central Recreational Reserve masterplan with specialised services. This project will deliver a new active open space in Beveridge assisting Council to meet the physical fitness, health and wellbeing and social connection needs of the existing and emerging Beveridge community.	The draft Beveridge Central Active Open Space Master Plan has been developed, this reserve will focus on a high-performance soccer hub, inclusive of community recreation facilities. The draft Beveridge Central Active Open Space Master Plan is being prepared for consultation in 2025.	Community Planning and Delivery	On Track
Year 4|3.4 Plan, partner, and advocate for the timely delivery of infrastructure to meet the increasing service needs of all our communities including open spaces, community facilities, recreation and aquatics facilities where needed				On Track
Develop Aquatic Facilities Strategy to strategically plan for the future of aquatic facilities	The Strategy will ensure that Council is well informed in regard to the required provision of aquatic facilities to meet the needs and projected population of the Shire	Mitchell Shire Council have engaged specialist support in sport, aquatics and recreation planning and management to prepare the Mitchell Shire Council Aquatic Facilities Strategy. The purpose of the Aquatic Facilities Strategy is twofold: • Clarify and confirm Council's role and place in the aquatics market and, • Develop an agreed strategic pathway to meet communities needs and expectations for aquatic facilities in the Shire's growing population in a sustainable and cost-effective manner. To assist in informing the Aquatic Facilities Strategy, input and feedback has been sought from the community, industry associates, state and local government, about their experience with the current aquatic provision across the Shire. Feedback from this consultation is supporting and informing reporting information to assist with the development the draft Strategy.	Community Planning and Delivery	On Track

Action	Details	Comment	Department	Completion
Commence development of the Asset Management Plan 2025	Draft Asset Management Plan developed by June 2025	Council is revising its Asset Plan in line with the new Council Plan and updated Community Vision. In February 2025 Council Officers will participate in a community panel forum as part of our deliberative engagement process to discuss community satisfaction and expectations with Council provision of assets; to be incorporated into the final Asset Plan. We are on track to have a draft ready for Council consideration by July 2025. The revised Asset Plan needs to be adopted By Council by October 2025.	Strategic Assets and Property	On Track
Develop a 10 year capital works program to identify and prioritise works across the Shire	10 Year capital works program developed	A 10-year Capital Woks Program has been drafted and reviewed by Council. Public consultation on the draft is occurring from mid January to 20 February 2025 with a public submissions hearing scheduled for 12 March 2025. Following considering community feedback, Council will finalise the program as part of the 2025/26 Budget process.	Strategic Assets and Property	On Track
Year 4|3.5 Plan, advocate for, and deliver infrastructure to meet the increasing service needs of all our communities				On Track

Action	Details	Comment	Department	Completion
Development of the Chittick Park, Seymour masterplan for grant submissions	Preparation of detailed architectural and quantity surveying work for priority projects identified in the Chittick Park Master Plan for funding applications and a line with the Seymour Well being Hub design	Council at its September 2024 meeting endorsed supporting an application under Sport and Recreation Victoria's (SRV) Country Football Netball Program 2024-2025, for $250,000 towards a $470,000 lighting upgrade project at Chittick Park Oval, Seymour, with a Council contribution of $220,000. The Chittick Park masterplan was endorsed by Council in August 2024 and has the Chittick Park Oval lighting upgrade as a high priority project. Grant applications closed 30 September 2024 with announcements of successful applications from February 2025. If successful, construction will be undertaken within the 2025-2026 financial year.	Community Planning and Delivery	On Track
Commence construction of Seymour Community Wellbeing Hub	Seymour Community Wellbeing Hub will bring together health, wellbeing and educational spaces in a holistic, integrated setting. It will offer a 'no-wrong door' approach to community health. The Hub is the result of a partnership between Mitchell Shire Council, health and human service providers, community and community groups. The project will be delivered through a Design and Construct build model. The Hub has been funded by the Federal Government along side Mitchell Shire Council's commitment of the Hub land purchase.	Work has commenced on the Seymour Community Wellbeing Hub concept plans, a design tender brief has been tendered to engage an experienced specialised team to work in partnership with Council and stakeholders to deliver a detailed design package, to prepare for construction.	Community Planning and Delivery	On Track
Commence construction of the Wallan East Integrated Family and Children's Centre	The Wallan East Integrated Family and Children Centre will be an engaging and inclusive community hub, offering spaces for early education and care, maternal and child health, allied health and family support, and multipurpose rooms. The project will deliver 4 Kindergarten rooms to be managed/operated by an external provider. This project will be delivered through a Design and Construct build method.	At the 16th September 2024 Council meeting, Council endorsed the approval to award the contract for this project as a design and construction model. Detailed design of the Wallan East Integrated Family and Children Centre is currently underway.	Community Planning and Delivery	On Track

COMMUNITY 2024/25

Action	Details	Comment	Department	Completion
Year 4|4.1 Facilitate the development of programs, groups and events that strengthen social cohesion, resilience, and safety				On Track
└→ **Facilitate Council's volunteer support network to build the capacity and connection of local volunteers, facilitation of Council's Health and being Network**	Facilitation of • Council's volunteer support network to build the capacity and connection of local volunteers • Council's Health and being Network, which has over 30 service partners • The 16 days of activism network partners meetings each quarter Events include Harmony week, IDAHOBIT week, NAIDOC week, Seniors festival, 16 days of Activism and Youth fest	• **Volunteer Growth:** Membership increased by 172% (25 to 68), reflecting stronger community engagement. • **Newsletter Launch:** A collaborative volunteer newsletter transitioned to an e-newsletter in November, with subscriptions rising by 258% (60 to 215). • **Enhanced Capacity:** A redesigned webpage and partnership with SEEK Volunteer organisation, utilising the free SEEDkit system for improved recruitment, reporting, and impact tracking. • **Skills Development:** Tailored workshops and standardized onboarding boosted volunteer skills and organizational capacity. • **Key Events:** Celebrations such as National Volunteer Week and Men's Shed Week promoted awareness, highlighted contributions, and strengthened ties across the sector. • **Strategic Commitment:** Joining the Coalition of Support for the National Strategy for Volunteering reinforced Council's dedication to long-term community development. • **Guides for Support:** New guides for seniors and support services connected residents with opportunities and essential resources.	Life Stages	On Track
Year 4|4.2 Build strong relationships with our first nations people and their supporting organisations				On Track

Action	Details	Comment	Department	Completion
Consult and partner with both first nations partners, Taungurang and Wurundjeri to support events and plaques on Council community facilities	Quarterly consultation budget with both first nations partners, Taungurung and Wurundjeri, NAIDOC week and National reconciliation week partnered events with Goranwarrabul mob and friends and Taungurung land and waters Council First nations facility plaques- addition of either Taungurung or Wurundjeri acknowledgement plaques on Council community facilities in consultation with first nations partners	**Consultation and Partnership with First Nations Partners (Taungurung and Wurundjeri)** Quarterly consultation sessions with both Taungurung and Wurundjeri partners have been established, including further consultations completed with Traditional Owner groups on integrating the Council Plan and Health and Wellbeing Plan. Consultations were held on 21 November with Wurundjeri representatives and on 11 December with the First Peoples Assembly of Victoria. A final consultation session is scheduled for February. The addition of First Nations facility plaques acknowledging Traditional Owners on Council community facilities has continued. Current community facilities on Taungurung land in the Shire now display recognition plaques, and further planning for Wurundjeri Woi Wurrung plaques in 2025 is underway. **Health and Wellbeing (HWB) Network** • We have facilitated 3 successful network meetings in 2024. • Two new organisations—Mitchell Shire Mental Health Group and Rumbalara—have been added to the Network. • The HWB Network now has a total of 42 active members.	Life Stages	On Track
Collaborate with Emergency Recovery Victoria's Aboriginal Culture and Healing Project to imbed First Nations emergency management needs.	Collaborate with Emergency Recovery Victoria's Aboriginal Culture and Healing Project to imbed First Nations emergency management needs.	Planning for the Seymour Festival has commenced which will include an emphasis on Aboriginal and Cultural healing.	Community Amenity	On Track
Year 4|4.3 Advocate for, and collaborate with partners for improved accessibility for a broader range of services in the Shire				On Track

Action	Details	Comment	Department	Completion
→ **Develop three new partnerships with inclusive service providers and promote their services**	Develop place-based partnerships to provide services that meet community needs, including family violence support, mental health services, and allied health services.	Council continues to collaborate with partners across Community Centres and service delivery, actively advocating for increased service provision within Mitchell Shire to meet the growing needs of the community.	Life Stages	On Track
Year 4|4.4 Grow tourism through investment attraction, partnerships, and promotion of our rural, natural, cultural and heritage attractions and events				On Track
Year 4|4.5 Look for innovative ways to attract and support businesses, education, and employment providers				On Track
→ **Finalise Economic Development Strategy and commence implementation of year one actions**		The Economic Development Strategy has been prepared as a preliminary draft form which will be updated following a Council workshop in Q3 of 2025. Following that workshop the draft Economic Development Strategy will be presented to Council to consider endorsing for consultation in June 2025.	Strategic Planning and Economy	Behind
→ **Rezoning of Hilldene Precinct Project: Exhibition/consultation of planning scheme amendment to rezone land from farming zone to industrial**	Rezoning of Hilldene Precinct Project: Exhibition/consultation of planning scheme amendment to rezone land from farming zone to industrial	The exhibition concluded early September and the submissions received are being reviewed by Council Officers.	Strategic Planning and Economy	On Track
Year 4|4.6 Enhance health and wellbeing outcomes through collaboration with community and partners				On Track
→ **Implement the Affordable Housing Strategy and action plan**	Seek specialist advice to support the implementation and monitoring of the Affordable Housing Strategy	The implementation of the Affordable Housing Strategy has commenced, this is ongoing, resulting in a variety of positive community housing outcomes across the municipality. Work continues in partnership with housing providers/association, the developer industry, neighbouring Councils, Government and other key stakeholders to ensure the vision and intent of the Strategy is realised.	Community Planning and Delivery	On Track

Action	Details	Comment	Department	Completion
Strengthen partnerships with Environmental Protection Authority (EPA) and external stakeholders to reduce the impact that illegal litter dumping is having on our community	Continues to investigate initiatives to target litter dumping across our municipality with the EPA and external stakeholders. As well as enhancing our partnerships with our neighbouring municipalities to better understand litter dumping.	Council Officers continue to meet with the Environmental Protection Agency to discuss issues in and around Mitchell Shire. We meet quarterly to discuss matters pertaining to our Municipality that are impacting our community. Industrial litter dumping is one of the main topics of discussion and how EPA can assist Council with this issue.	Community Amenity	On Track
Support Best Start Best life reform to enhance early childhood education	Implement the State Government reform for Best Start Best Life, including the expansion of sessional kindergarten hours, development of a workforce plan, infrastructure sequencing and expansion, and the development of new early years partnerships.	Council is actively progressing the expansion and development of new facilities to support the Best Start, Best Life initiative, including the Greater Beveridge Community Centre (GBCC) and Wallan East projects. Additionally, Council is collaborating with Early Futures to develop a framework for Expressions of Interest (EOI) and Early Years Management (EYM) to ensure effective service delivery and management.	Life Stages	On Track

8.3 RESPONSE TO NOTICE OF MOTION NO 1071 - REVIEW OF PETITION GUIDELINES AND COMMUNITY QUESTIONS AND HEARINGS COMMITTEE GUIDELINES AND CHARTER

Author: *Lidia Harding - Manager Governance & Risk*

File No: *CL/01/001-03*

Attachments:
1. *Petition Guidelines⇩*
2. *Community Questions and Hearings Public Participation Procedure⇩*
3. *Community Questions and Hearings Charter⇩*

Community Vision Theme: *Vibrant Communities*

Council Plan Objective: *Council is accountable to, engaged with, and respected by our community.*

Health and Wellbeing Plan Objective: *Informed and Connected*

1. Purpose

1.1 To adopt the revised Petition Guidelines, Community Questions and Hearings Public Participation Procedure and Community Questions and Hearings Charter.

2. Background

2.1 Council at its meeting on 9 September 2024 resolved to:

1. *Undertake a review of the Petition Guidelines and the process for presenting both petitions and joint letters at Council meetings to make it more open, transparent, and relevant to the broader community and present a report back to Council; and*

2. *Examine ways to* enhance *community engagement through Council's current Community Questions and Hearings Committee process to make it more relevant and user friendly to the broader community taking into consideration the different processes used by Councils, the timing, day of the week or the method of engaging and consideration of incorporating this process prior to a Council meeting etc, are some of the ideas worth exploring.*

3. Key Matters

3.1 On occasion Council receives petitions from the community either in the required written format or electronically. This has included Change.org petitions which includes the persons name and email only and you can add a location. These have been denied in the past as they do not include a signature and often the location of the person is from outside of the Shire and therefore not relevant to the topic of the petition. It is considered relevant that should someone want to sign a petition regarding an issue in the Shire that they live or work in the Shire.

3.2 The Petition Guidelines (Attachment 1) have been updated to reflect acceptance of electronic or online petitions highlighting the need for the name, email address and signatory of each petitioner to be visible.

3.3 The Community Questions and Hearings Public Participation Procedure (Attachment 2) has been amended to allow for submissions to be presented online and increase flexibility of timelines for this registration for both question time and presentations. Groups making presentations are no longer required to be incorporated associations. A community question will be accepted from anyone, they do not need to be a Mitchell resident or ratepayer and either the Chief Executive Officer or a Director will provide a verbal response at the meeting followed by a written response.

3.4 In addition, reference has been made to making reasonable adjustments to encourage community member participation at Community Questions and Hearings Committee meeting including allowing the person to read their question out to at the meeting and physical assistance and/or translation services to assist community members to lodge their question.

3.5 The Community Questions and Hearings Charter (Attachment 3) has been updated to reflect current submission and presentation guidelines in line with Attachment 2.

Recommendation

THAT Council adopt the revised:

1. Petition Guidelines (Attachment 1);
2. Community Questions and Hearings Public Participation Procedure (Attachment 2); and
3. Community Questions and Hearings Public Participation Charter (Attachment 3).

4. Financial, Resource and Asset Management Implications

4.1 There are no financial, resource and asset management implications.

5. Consultation

5.1 An analysis of what the practices of other councils was undertaken to understand how petitions, question time and submissions are managed at meetings.

5.2 Petitions are mostly treated the same way, however some councils do accept online petitions in any form and do not have any restrictions.

5.3 Question time is sometimes held before or as part of the Council meeting with an allocated time limit, there are some instances where the question does not need to be submitted in advance.

5.4 Not all councils have the equivalent of the Community Questions and Hearings Committee, some hear submissions at other forums, however they are all hearing submissions regarding the same topics as they are required to be heard in accordance with the *Local Government Act 1989, Local Government Act 2020* and other legislation.

6. Sustainability Implications (Social and Environmental)

6.1 No applicable.

7. Policy and Legislative Implications

7.1 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service.

7.2 The Community Questions and Hearings Committee is administered in accordance with the requirements set out in relevant legislation.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

RESPONSE TO NOTICE OF MOTION NO 1071 - REVIEW OF PETITION GUIDELINES AND COMMUNITY QUESTIONS AND HEARINGS COMMITTEE GUIDELINES AND CHARTER (CONT.)

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
Community do not feel that they are heard	Low	Submissions are requested and heard in an open forum in accordance with relevant legislation	Yes	Low
Petition format is restricted	Low	Guidelines have been reviewed and assessed other local government and are similar	Yes	Low

LODGING A PETITION
Guidelines for the Community

When does the Council identify a document as a Petition or Joint letter?

For a document to be classified as a petition or a joint letter, it must:

- Be in permanent writing (not pencil)
- Be signed by at least 5 people
- Contain the request of the petitioners or signatories
- Clearly state the full name and address of every signatory
- Be signed by the persons whose names and addresses are appended to it
- Contain a clear description of the purpose of the petition or joint letter
- Should not contain language which is disrespectful towards Council
- Electronic or online petitions will be accepted, however the name, email address and signatory of each petitioner or signatory needs to be visible

Petition or Joint letter contains more than one page?

- Where a petition or joint letter contains more than one page, each page must be headed with the full details of the request.
- Any signature appearing on a page which does not bear the full details of the petition or request may not be considered by Council
- Every page of a hard copy petition or joint letter must be a single page of paper

How we action petitions

- Once received, the petition is registered by us and the original petition is forwarded to the next available Council meeting for noting. It is then sent to the responsible Director who will prepare a report in response to the petition within two months of receipt of the petition advising council of the outcome of the petition. This excludes petitions regarding planning items, which are dealt with as part of the planning process.

- The first named signatory will receive acknowledgement that the petition has been received. It is the responsibility of the first named signatory to contact all other signatories on the petition.

LODGING A PETITION
Guidelines for the Community

- We liaise with the first named signatory, as appropriate, to address the issue(s) raised in the petition. The first named signatory will be advised in writing of our decision.

Petitions objecting to a planning application

Petitions relating to planning applications are considered as part of the planning process, but are still tabled at a Council meeting. The principal petitioner will be registered as an objector or supporter to the specific planning application.

Who do I submit a Petition or Joint letter to?

A petition or joint letter must be submitted electronically or in printed form to the Council.

- A petition or joint letter can be delivered to the Council in person or by post to Mitchell Shire Council, 113 High Street Broadford VIC 3658.
- Emailed to: mitchell@mitchellshire.vic.gov.au

PETITION: Title of Petition

We the undersigned, petition the Council to (Please print a clear and concise statement identifying the action required):

For the following reasons

Petition Organiser:
(Insert petition contact name)
(insert address, email address & phone number)

NAME (Please print name)	**ADDRESS** (Please write full address)	**SIGNATURE** (Petitioner must sign his/her name)

No. of petitioners per page _____

Procedure Document

Community Questions and Hearings Committee

MITCHELL SHIRE COUNCIL

Public Participation

17 February 2025

Procedure Statement

Council provides a range of mechanisms for public participation, the most formal of these is via the Community Questions and Hearings Committee.

Directorate
Organisational Performance

Owner
Manager Governance and Risk

Date Created
February 2025

Renewal Date
February 2029

Authorised
ELT approved

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Purpose

Council provides a range of mechanisms for public participation, the most formal of these is via the Community Questions and Hearings Committee.

Council receives written submissions on a variety of matters which need to be considered during the decision-making process. The Community Questions and Hearings Committee (the Committee) affords people who have made a submission a specific opportunity to appear in person to expand on their submission, if they wish to do so.

The Committee hears and reports to Council on:

- submissions (support and objections) received from members of the public in relation to matters being heard by Council
- public questions received by Council from members of the public or others in relation to any issue they wish to raise with Council
- presentations from members of the community in relation to any issue they wish to raise with Council

The Committee is not a decision-making forum and will not make a decision on the night. The Committee meeting will be conducted in accordance with the Governance Rules, adopted by Council.

All Committee meetings are held in the Council Chamber, unless otherwise directed, livestreamed, and recordings are made available for viewing on the website.

Procedures

Planning Permit Application submissions

Anyone can make a submission supporting or objecting to a planning permit application when an application is put on public notification.

All submissions will be received by Council Officers, and if more than three objections are received, or a Councillor calls-in the application, the application must be reported to Council and will be decided at a Council Meeting.

If the application is taken to a Council Meeting, a submitter will have the opportunity to speak or present to Council at a Community Questions and Hearings Committee meeting which is held prior to a Council Meeting.

Councillors and members of Council staff may question the submitter on matters raised by them for the purposes of clarification, but no discussion will be allowed.

Other types of submission

When a significant plan is developed (such as the Council Plan, Budget, Masterplan for example) or a major decision made (new Local Law, naming of a street, sale of land) officers seek feedback from community in various ways, including a formal submission process.

Any person lodging a submission may request to be heard or be represented by a person specified in the submission. This must be requested in the written submission.

Council will respond to everyone who has made a submission at the end of the formal consultation period. If the submission is signed by multiple people, the response will be addressed to the main, or first person listed. If the submission is in the form of a petition, the response will go to the first person listed or the submitter of the petition.

Councillors and members of Council staff may question the submitter on matters raised by it for the purposes of clarification, but no discussion will be allowed. These questions should not be of a personal nature, and should be relevant to the submission being made.

Applying to speak to a submission:

Submissions must be provided prior to 12.00pm on the Friday before the Community Questions and Hearings Committee (the Committee) meeting and speakers registered.

Submissions should be lodged at Council's Customer and Library Service Centres, online form on www.mtichellshire.vic.gov.au or via email to governance@mitchellshire.vic.gov.au

Only a person who has made a submission and indicated in their submission that they wish to appear in person or online, or have a nominated representative appear in person or online, will be permitted to address the Committee.

Attendance

A speaker may appear via an online meeting platform if previously arranged with a member of the Governance staff in advance of the meeting. The submitter must speak to their written submission.

Time Limits

Submitters or their representative/s will be allocated a maximum of 5 minutes to speak to their submission. This includes joint submissions, and one person should be nominated to speak on behalf of the submitters.

Community Questions

Members of the public can ask questions to be responded to by Council. A maximum of two questions per person at any one meeting.

Presentation of a Community Question

The question must be lodged in writing to Customer and Library Service Centres, online form on www.mitchellshire.vic.gov.au or via email to governance@mitchellshire.vic.gov.au Questions must be provided prior to 12.00pm on the Friday before the Community Questions and Hearings Committee (the Committee) meeting and speakers registered.

All questions will receive a written response from Council.

Attendance

The person who submitted the question needs to be present in the gallery (either physically or online) at the time when the question is due to be read.

A speaker may appear via an online meeting platform if previously arranged with a member of the Governance staff in advance of the meeting.

If the person who submitted the question is not present and the Committee meeting, they will receive a response in writing only.

The person submitting the question will read the question to the Committee and either the Chief Executive Officer or a Director will provide a verbal response. A question may be disallowed by the Chief Executive Officer or delegate if they determine that it:

- relates to a matter outside the duties, functions, and powers of Council
- is defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance
- deals with a subject matter already answered
- is aimed at embarrassing a Councillor or a member of Council staff
- relates to personnel matters
- relates to the personal hardship of any resident or ratepayer
- relates to industrial matters
- relates to contractual matters
- relates to proposed developments
- relates to legal advice
- relates to matters affecting the security of Council property
- relates to any other matter which Council considers would prejudice Council or any person

Any question which has been disallowed must be made available to any Councillor upon request.

All questions and answers must be as brief as possible, and discussion may be allowed for the purposes of clarification.

Like questions may be grouped together and a single answer provided.

The question may be taken on notice. If the question is taken on notice or the person is not present in the gallery a written response will be provided within 10 working days of the Committee meeting.

The Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

Presentations

A presentation may be made to Council on any issue a deputation would like to raise with Council excluding a planning matter that has previously been heard at a Community Questions and Hearings Committee.

A deputation must be:

- individuals or groups who reside in Mitchell Shire;
- Industry groups; or
- Government associations

that represent or acts on behalf of others in relation to a matter/s of interest to the Mitchell Shire Community as a whole.

Delivery of a Presentation

A presentation may be made to Council to further support a submission, but the content of a speaker's presentation should not be simply a repeat of the submission, recognising that all Committee members will have already received complete submission. It should instead seek to provide further supporting information and comment in a manner that expands upon issues raised in the submission or enables this to be conveyed in a more personalised manner.

Presentations must be provided prior to 12.00pm on the Friday before the Community Questions and Hearings Committee (the Committee) meeting and speakers registered.

A PowerPoint presentation or other form of digital media is permitted, if previously arranged with a member of the Governance l staff, where arrangements are agreed in advance of the meeting.

Additional supporting documentation may be tabled at the meeting.
The Committee may ask questions of the speaker at the end of each presentation. The speaker's responses are to be brief and to the point.

Attendance

A speaker may appear via an online meeting platform if previously arranged with a member of the Governance staff in advance of the meeting.

Time limits

A maximum time block of 15 minutes per person/group will be allocated to receive presentations. This may be extended at the discretion of the Chair.

Public Behaviour

Any speaker addressing the Committee must extend courtesy and respect to the Committee and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.

The Chairperson may ask any Authorised Officer, member of the Police Force or person appointed by Council to maintain security, to remove from the meeting room any person who acts in breach of these guidelines or Governance Rules.

Each speaker has the right to an uninterrupted presentation and no interjections will be tolerated from the gallery.

Definitions

Definitions	Description
Submission	Objections or support received from members of the public in relation to matters being heard by Council. Councillors and members of Council staff may question the submitter on matters raised by it for the purposes of clarification, but no discussion will be allowed.
Presentation	A presentation may be made to Council on any issue a deputation would like to raise with council excluding a planning matter that has previously been heard at a Community Questions and Hearings Committee.
Community Question	Any person can ask questions to be responded to by Council.

Responsibilities

The Governance Unit is responsible for managing the applications and technical requirements of the applicants.

The organisation as a whole is responsible for answering Community Questions (depending on the area of expertise).

The Chief Executive Officer will read the question to those present at the meeting and either the Chief Executive Officer or a Director will provide a verbal response. A question may be disallowed by the Chief Executive Officer or delegate.

Procedure review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of Mitchell Shire Council as well as current legislation requirements and public health directives. The plan will be reviewed on or before February 2029.

Community Questions and Hearings Committee Charter

MITCHELL SHIRE COUNCIL

Purpose:

A Committee appointed to hear and report to Council on submissions and objections received by Council:

- in relation to planning permit applications and strategic planning proposals under the *Planning and Environment Act 1987*;
- in relation to strategies and plans proposed by Mitchell Shire Council that are considered significant by the Chief Executive Officer.

Membership:

All Councillors

The Mayor is the Committee Chairperson.

In the absence of the Mayor, the Acting Mayor is nominated temporary Committee Chairperson.

Quorum:

Five Councillors

Meeting Frequency:

The date, time and place of all Community Questions and Hearings Committee meetings will be fixed by resolution of Council.

Scope of Activity:

Objections and submissions received in relation to planning permit applications, development plans and planning scheme amendments under the *Planning and Environment Act 1987.*

Objections and submissions received in relation to strategies and plans proposed by Mitchell Shire Council that are considered significant by the Chief Executive Officer.

Submissions received in accordance with the relevant sections of the *Local Government Act 1989* and *Local Government Act 2020.*

Presentations and public questions received by Council in accordance with the Governance Rules.

We are **community · opportunity · growth**

Hearings Process:

In the case of submissions, after the close of submissions, details of the meeting of the Committee will be confirmed with persons who have requested (in their written submission) to be heard by the Committee. In the case of planning permit applications, the Applicant and Objectors will be invited in writing to attend a meeting of the Committee to make a presentation in support of their submission. They will then need to register to speak by close of business on the Friday before the meeting.

Hearings Process will be conducted in accordance with any guidelines adopted by Council.

Minutes of the Committee are available on Councils website at https://www.mitchellshire.vic.gov.au/council/council-meetings/council-meetings/agendas-and-minutes

Question Time and Presentations:

A public participation forum must be held at every Community Questions and Hearings Committee meeting to enable members of the public to submit questions or make presentations.

Public participation forums will be conducted in accordance with any guidelines/procedures adopted by Council. Council will make reasonable adjustments to encourage community member participation. This may include physical assistance and/or translation services to assist community members lodge their question.

Questions in writing will be accepted up until 12.00pm on the Friday before the meeting.

Minutes of the meeting do not record the name and address of submitters, but do record any:

- questions asked in the Public Participation Forum and any answer given; and
- presentation received and a brief summary.

Governance Framework:

The provisions of the Mitchell Shire Council Governance Rules *shall* apply to all meetings of the Community Questions and Hearings Committee.

Reporting:	The Committee reports as required to a subsequent meeting of the Council. A separate report on each specific matter heard by the Committee will also be submitted for formal determination by the Council.
Delegated Authority:	The Committee has authority to hear any person who has requested to be heard: ▪ in support of a written submission which the person has made in accordance with the *Local Government Act 1989* and *Local Government Act 2020.* ▪ in relation to an application for a planning permit, development plan and/or planning scheme amendment being considered by the Council under the *Planning and Environment Act 1987*. ▪ in support of a written submission, public question or presentation which the person has made in accordance with guidelines adopted by Council;

8.4 FINANCIAL REPORT FOR THE SIX MONTHS ENDING 31 DECEMBER 2024

Author: *Nicole Maxwell - Manager Finance*

File No: *FN/12/001-02*

Attachments: *1. Financial Report for the six months ending 31 December⇩*

Community Vision Theme: *Not applicable*

Council Plan Objective: *Council is accountable to, engaged with, and respected by our community.*

Health and Wellbeing Plan Objective: *Not applicable*

1. Purpose

1.1 To provide Council with a Quarterly Finance Report that represents the second budget review for the financial year and six months of business ending 31 December 2024.

2. Background

2.1 Section 97 of the *Local Government Act 2020* (the Act) requires a quarterly budget report to be presented to Council as soon as practicable after the end of each quarter of the financial year. As well as meeting the requirements of the Act, Council planning and reporting should give a clear picture of financial performance and the current financial state.

2.2 This report combined with Attachment 1 ensures Council prudently manages its financials in an open and transparent way to meet the requirements of the Act. It aligns to the Council Plan of Sound Financial and Organisational Management ensuring the operations of Council are monitored, scrutinised and regularly reported. The attachment forms a package which gives a comprehensive picture of Council's financial performance and current financial state, in comparison to the budget adopted by Council.

3. Key Matters

3.1 Council's revised adjusted underlying result for the six months ending 31 December 2024 was a deficit of $3.08M compared to the adopted budget surplus of $227K, an unfavourable variance of $3.31M. However, an improvement on the quarter one deficit of $3.61M.

3.2 The revised adjusted underlying result is mainly impacted by additional operational grants and interest from overdue rates and charges.

3.3 Any forecast changes expected to have an ongoing impact will be incorporated into the long term financial modelling currently being revised as part of the 25-2026 budget development process.

3.4 As part of our commitment to financial sustainability a Financial Sustainability Review was recently undertaken with the Municipal Association of Victoria to provide improvement opportunities and considerations for future financial management.

3.5 Officers are working to contain and reduce expenditure where possible and quarter three is expected to be an improved result.

Recommendation

THAT Council note the contents of this report and Attachment 1 – Financial Report for the six months ending 31 December 2024.

4. Financial, Resource and Asset Management Implications

4.1 Attachment 1 outlines the financial implications.

5. Consultation

5.1 Officers with budget responsibilities have contributed to the preparation of this report.

6. Sustainability Implications (Social and Environmental)

6.1 Council's Financial Planning Principles include a principle of long-term sustainability. This report does not create sustainability implications.

7. Policy and Legislative Implications

7.1 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
There is negligible risk of reputation and financial risk associated with the information contained with this report	Low	Monitor and report regularly	Yes	Low

10. Discussion

10.1 The main changes impacting the adjusted underlying result during quarter two include:

- A net increase in operating grants of $478K, mainly due to 2023-24 funding received for previous Storm Event expenses and funding to support the Waste Management Kerbside Reform, and

- An increase in Rates & Charges of $140k due to increased rates interest income.

10.2 Another key change, not impacting the underlying result, is a $4.72M decrease in monetary contributions. This reduction is attributed to lower anticipated development contributions income for Beveridge Central, with $3.6M of this amount now expected in 2025-26.

10.3 The total capital works expenditure for the year is forecasted to be $43.85M, which is $193K lower than quarter one. This is mainly due to funding transferred to opex and savings on project completion.

10.4 Further detail relating to all changes are contained within the attached report. A separate Capital Works report will be provided to Council at the February Ordinary Council meeting.

10.5 Officers will continue to review and revise forecasts as we commence the second half of the financial year. Preparation of the 2025-2026 budget is now underway with Council's 10-year financial assumptions being reviewed by Managers.

10.6 It is forecast that at 30 June 2025 Council will hold $95.075M in cash and cash equivalents and investments, with $78.78M being linked to existing commitments and restrictions, such as:

- $16.826M in trust funds and deposits.

- $56.175M in statutory reserve funds.

- $4.005M in unspent grants

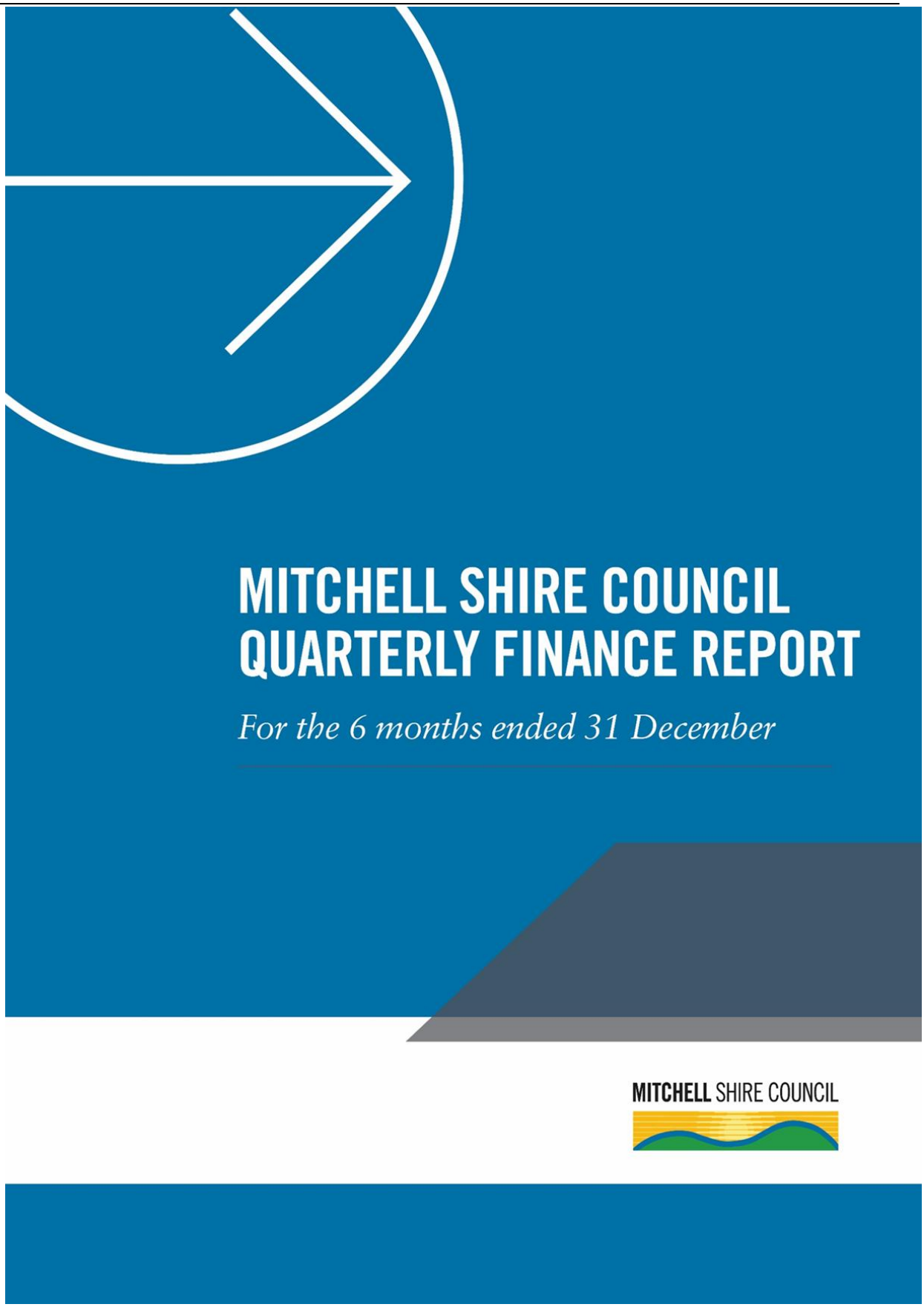
- $1.02M in cash held to fund carry forward capital projects

- $0.75M in non-statutory reserves

10.7 Forecasts will continue to be revised during quarter three. As the year progresses the accuracy of end of year forecasts improves.

10.8 The 2025-2026 Budget and 2025/26 to 2034/35 Financial Plan are currently being developed and quarter two forecast changes will be incorporated.

10.9 Appendix 3 within the attached document provides a summary of Budget to Quarter 2 for information.


MITCHELL SHIRE COUNCIL
QUARTERLY FINANCE REPORT
For the 6 months ended 31 December
MITCHELL SHIRE COUNCIL

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1. Overview

The December Finance Report outlines the interim financial result for the 6 months ended 31 December 2024, along with a comparison to the adopted budget. This report includes the following:

- Income Statement;
- Statement of Capital Works;
- Balance Sheet;
- Cash, investments and financial reserves;
- Key performance indicators;
- Rates and other debtors; and
- Councillor expenditure.

The current financial position needs to be read in the context of Council's longer term financial plan contained within the 2024-2025 Budget and 2024-25 to 2033-34 Financial Plan.

Directors and staff have reviewed the forecast and assumptions in detail to ensure the revised forecast is more reflective of anticipated year end results.

This report represents the first six months of business in the 2024-2025 year. Council's overall adjusted underlying result is currently forecast to be a deficit of $3.08M compared to the quarter one forecast deficit of $3.61M, a favourable variance of $522K.

The main changes contributing to the adjusted underlying result during quarter two are as follows:

- A net increase in operating grants of $478K, mainly due to 2023-24 funding received for previous Storm Event expenses and funding to support the Waste Management Kerbside Reform, and
- An increase in Rates & Charges of $140K due to increased rates interest income.

Another key change, not impacting the underlying result, is a $4.72M decrease in monetary contributions. This reduction is attributed to lower anticipated development contributions income for Beveridge Central, with $3.6M of this amount now expected in 2025-26.

The Chief Executive Officer, as required under Section 97(3) of the Local Government Act 2020 is of the opinion a revised budget is not required.

Appendix 3 has been provided to summarise the current forecast to the adopted 2024/25 Budget.

2. Financial Statements

The adjusted underlying result seen in the Income Statement is a net deficit of $3.08M, adjusted for non-recurrent capital grants, non-monetary asset contributions and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by non-recurrent capital income items, which can often mask the operating result.
Analysis is detailed in the notes below.

Income Statement for the 6 months ending 31 December 2024

	Notes	Adopted Budget $'000	Year to Date Actuals $'000	Q1 Forecast $'000	Q2 Forecast $'000	Q1 Forecast v Q2 Forecast $'000 Fav/(unfav)
Revenues						
Revenue from ordinary activities						
Rates and charges	1	67,513	66,629	67,398	67,538	140
Statutory fees and fines		1,985	1,162	2,025	2,067	42
User fees	2	8,285	4,836	8,686	9,043	357
Grants - Operating	3	19,330	12,832	20,765	21,243	478
Grants - Capital (Recurrent)		1,234	-	1,527	1,527	-
Grants - Capital (Non Recurrent)		20,875	3,874	17,803	17,829	26
Contributions - Monetary	4	13,570	6,682	15,317	10,601	(4,716)
Contributions - Non monetary assets		53,389	14,265	53,389	53,389	-
Other Income	5	4,145	1,588	4,350	4,602	252
Total Income		**190,326**	**111,868**	**191,260**	**187,839**	**(3,421)**
Expenses						
Employee costs		44,794	22,007	45,330	45,283	47
Materials and services	6	33,209	16,793	37,801	38,532	(731)
Bad and doubtful debts		20	-	-	-	-
Depreciation		19,605	10,940	20,388	20,388	-
Amortisation - intangible assets		1,104	302	1,401	1,401	-
Amortisation - right of use assets		598	157	645	652	(7)
Borrowing costs		928	347	751	751	-
Finance costs - right of use assets	7	169	15	169	86	83
Other expenses		1,949	840	1,974	2,011	(37)
Total Expenses		**102,376**	**51,401**	**108,459**	**109,104**	**(645)**
Net Surplus/(Deficit)		**87,950**	**60,467**	**82,801**	**78,735**	**(4,066)**
Underlying Result Adjustment:						
Contributions - Non monetary		53,389	14,265	53,389	53,389	-
Contributions - Monetary		13,459	6,682	15,215	10,601	(4,614)
Grants - Capital (Non Recurrent)		20,875	3,874	17,803	17,829	26
Total Underlying Adjustment		**87,723**	**24,821**	**86,407**	**81,819**	**(4,588)**
Adjusted Underlying Surplus/(Deficit)		**227**	**35,646**	**(3,606)**	**(3,084)**	**522**

Note 1 – Rates and Charges

Rates and charges are forecast to be $67.54M for the year, which is a $140K increase compared to the prior forecast of $67.40M. This increase is predominantly an increase in Interest income on delayed Rates and Charges.

Note 2 – User Fees

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include registrations, use of leisure, entertainment and other facilities and the provision of community services such as kindergartens. User fees are forecast to be $9.04M for the year, which is a $357K increase compared to the prior forecast of $8.69M. This is due to the following:

Increases	Amount $'000
Increase in realised development bonds, offset with increase in materials and services for: - Parks & Gardens ($148K) - Road Maintenance ($92K) - Arboriculture ($77K)	317
Increased Fees received for -Supervision Landscaping fees ($30k) - Swimming Pool inspection fees ($21k) - Local Laws Fees ($11k)	62
Subtotal	**379**

Decreases	Amount $'000
Reduction in Seymour Sports & Aquatic Centre fees in line with current year trends	(18)
Other minor changes across council	(4)
Subtotal	**(22)**

Total	**357**

Note 3 – Grants – Operating

Operating grants include all monies received from State and Federal sources for the purpose of funding the delivery of Council's services. Operating grants are forecast to be $21.24M for the year, which is a $478K increase compared to the prior forecast of $20.77M. This is due to the following:

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Increases	Amount $'000
Forecast adjustment related to Storm Event funding	285
Additional funding related to Waste Management Kerbside Reform	155
Fire Services Levy additional administration funding	49
Other minor changes across council	29
Subtotal	**518**

Decreases	Amount $'000
Emergency Management - Grant income aligned to agreement	(40)
Subtotal	**(40)**

Total	**478**

Note 4 – Contributions - Monetary

Monetary contributions are forecast to be $10.60M for the year. which is a $4.72M decrease compared to the prior forecast of $15.32M. This is due to the reduction in expected development contributions income related to Beveridge Central, of which $3.6m expected in 2025-26.

Note 5 – Other Income

Other income includes, but is not limited to, income from interest on bank deposits, rent and facility hire. Other income is forecasted to be $4.60M for the year, which is a $252K increase compared to the prior forecast of $4.35M. This is due to the following:

Increases	Amount $'000
Increase in line with actual income received: - Australian Rail Track Corporation (ARTC) projects reimbursements, offset by additional expenditure ($104K) - Staff secondment income, offset by increased employee cost ($42K) - Asset Insurance Claim Recovery related to Vandalism ($37K) - Economic Development reimbursement related to Goulburn Region Tourism, offset by employee cost ($19K) - Waste Management Visy Recycling rebate for rental agreements ($14K)	216
Other minor changes across the organisation	36
Subtotal	**252**

Note 6 – Materials and Services

Materials and Services are forecast to be $38.53M for the year. This is an increase of $731K from the prior forecast of $37.80M, which is due to the following:

Increases	Amount $'000
Increases due to identified operational requirements: - Annual Crack-Sealing ($300k) - offset by a reduction to capital - Legal costs due to revenue recovery, property matters and VCAT appeals ($134K) - Labour Hire increase ($191k) offset with decrease in employee cost - Council Plan, Community Plan & Health & Well Being Plan ($40K), offset with decrease in employee cost - Software Maintenance & Licensing ($58k)	(723)
Increase in realised development bonds offset by increase in user fees: - Parks & Gardens ($145K) - Road Maintenance ($131K) - Arboriculture ($119K)	(395)
Increase in costs associated with the delivery of the ARTC projects, offset by other income ($115K)	(115)
Other minor changes across the organisation	(247)
Subtotal	**(1,480)**

Decreases	Amount $'000
Expenditure carry forwards from 2024-2025 into 2025-2026: - Strategic Planning ($161K) - Environment - Climate Emergency & Biodiversity ($121K) - Growth Planning related to PSP's to Subdivisions ($100K) - Flood Warning Systems Replacement (Grant funded) ($40K) - Urban Design (15K)	437
Decreased materials and services costs from Q1: - Flood Event offset with a increase in employee cost ($279K) - Fire Prevention Works ($33K)	312
Subtotal	**749**

Total	**(731)**

Note 7 – Finance costs - right of use assets

Finance costs - right of use assets are forecast to be $86K for the year, which is a $83K decrease compared to the prior forecast of $169K. This is due to the decrease in New/Extension of lease agreements currently forecasted for the year.

Statement of Capital Works for the six months ended 31 December 2024

Asset Class	Notes	Adopted Budget $'000	Year to Date Actuals $'000	Q1 Forecast $ '000	Q2 Forecast $ '000	Q1 Forecast v Q2 Forecast $'000 Fav/(Unfav)	Carried Forward to 2025-2026 $'000
Land		4,000	285	3,961	3,961	(0)	-
Buildings		10,910	2,197	8,039	7,981	(58)	4,500
Bridges		4,000	52	1,549	1,549	(0)	2,500
Drainage		15	14	35	41	6	-
Footpaths & Kerb & Channel		1,455	446	1,526	1,544	18	200
Roads		14,147	5,177	15,781	15,482	(299)	-
Waste		300	227	2,681	2,712	31	-
Recreation Leisure & Community		3,950	268	2,606	2,685	79	2,100
Parks,Open Space & Streetscapes		3,400	292	3,139	3,154	15	1,065
Offstreet Car Parks		130	81	180	162	(18)	-
Plant & Machinery		885	321	1,255	1,263	8	-
IT Equipment & Software		894	365	703	693	(10)	-
Motor Vehicles		1,976	415	2,317	2,317	0	-
Furniture & Equipment		315	22	59	86	27	-
Library Books		200	127	207	216	9	
Sub Total	8	**46,577**	**10,289**	**44,038**	**43,845**	**(193)**	**10,365**
Renewal		17,290	4,753	14,561	14,185	(376)	1,500
New Assets		20,661	3,195	17,427	17,477	50	7,665
Upgrade		4,715	2,030	9,117	9,250	133	200
Expansion		3,911	311	2,933	2,933	-	1,000
Sub Total		**46,577**	**10,289**	**44,038**	**43,845**	**(193)**	**10,365**

Note 8 – Capital Works Expenditure

The capital works expenditure for the 6 months ended 31 December 2024 was $10.29M. This represents 23.5% of the total capital works forecast.

Capital works forecasted expenditure is expected to be $43.85M for the year, which is a $193K decrease compared to the prior forecast of $44.04M. The detailed movements are represented within the tables below however the main driver has been transfers to opex and savings in finished projects.

No updates to expected carry forwards have been made within quarter two, it is expected that the carry forward amount will increase over the coming months.

Explanation of variance between quarter one and quarter two forecast – Capital Works Program

Increases	Amount $'000
Premiers Reading Challenge additonal funding 2024/2025 ($10K)	(10)
Change Request approval: - Seymour Resource Recovery Centre - Road ($31K) - Chittick Park, Seymour - All Abilities Playspace ($15K) - JJ Clancy works 2024-25 ($40K) - Harley Hammond Reserve Broadford-Female FRN Facility Design brought forward from 2025-26 - ($80K)	(100)
Additional funding endorsed by council : - Kilmore Senior Citizens Redevelopment and Accessibilty Upgrade ($21K) - Wandong Community Centre Redevelopment and Accessibility ($18K)	(85)
Subtotal	**(195)**

Decreases	Amount $'000
Net saving on capitalisation of projects and removed projects from 2023-24	121
Net transfer to operating, offset by increase in materials and services costs	261
Other minor chnages across the program	6
Subtotal	**388**

Total	**193**

Balance sheet as at 31 December 2024

	Notes	Adopted Budget $'000	Actuals $'000	Q1 Forecast $'000	Q2 Forecast $'000	Q1 Forecast v Q2 Forecast Fav/(Unfav)
Assets						
Current assets						
Cash Assets	9	29,819	12,153	22,468	13,950	(8,518)
Other financial assets	9	57,000	63,000	57,000	61,000	4,000
Trade and other receivables		12,592	55,159	12,592	12,592	-
Inventories		184	322	184	184	-
Other assets		4,557	447	4,557	4,557	-
Total current assets		**104,152**	**131,081**	**96,801**	**92,283**	**(4,518)**
Non-current assets						
Other financial assets	9	4,125	20,125	14,125	20,125	6,000
Property, infrastructure, plant and equipment	10	981,297	935,148	997,223	997,030	(193)
Intangible Assets		3,287	4,330	3,593	3,593	-
Right of use assets		5,322	576	5,322	5,322	-
Total non-current assets		**994,031**	**960,179**	**1,020,263**	**1,026,070**	**5,807**
Total Assets		**1,098,183**	**1,091,260**	**1,117,064**	**1,118,353**	**1,289**
Liabilities						
Current liabilities						
Trade and other payables		9,755	1,305	9,755	9,755	-
Trust funds and deposits	11	13,041	19,219	13,826	16,826	(3,000)
Contract and other liabilities	12	-	11,740	3,260	4,005	(745)
Provisions		7,956	7,452	6,744	6,744	-
Interest bearing liabilities	13	3,722	1,522	3,111	3,095	16
Lease liabilities		768	162	768	768	-
Total current liabilities		**35,242**	**41,400**	**37,464**	**41,193**	**(3,729)**
Non-current liabilities						
Provisions		7,492	9,939	11,194	11,194	-
Interest bearing liabilities	13	20,843	15,886	18,613	15,145	3,468
Lease liabilities		4,434	461	4,434	4,434	-
Total Non-current liabilities		**32,769**	**26,286**	**34,241**	**30,773**	**3,468**
Total Liabilities		**68,011**	**67,686**	**71,705**	**71,966**	**(261)**
NET ASSETS		**1,030,172**	**1,023,574**	**1,045,359**	**1,046,387**	**1,028**
Represented by:						
Accumulated Surplus		572,461	537,352	548,877	552,674	3,797
Reserves		457,711	486,222	496,482	493,619	(2,863)
Equity		**1,030,172**	**1,023,574**	**1,045,359**	**1,046,293**	**934**

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Note 9 – Cash and Other Financial Assets

Council is expected to hold slightly more cash, and other financial assets at the end of 2024-2025 than the prior forecast by $1.48M. This is due to both the reduced deficit and the timing of grants received in advance versus the timing of capital project delivery.

The increase in non-current investments is due a greater percentage of investments being made which have an investment term of greater than 365 days, which requires them to be classified as non-current assets. This is offset by a reduction in current cash assets expected to be held at 30 June 2025.

Note 10 – Property, infrastructure, plant and equipment

Fixed assets are forecasted to slightly decrease by $193K relative to the prior forecast of $997.22M. This is due to the net reduction within the capital program (see note 9 for further details).

Note 11 – Trust funds and deposits

Trust funds and deposits is money held for future repayment, such as bonds, contract retentions and fire services levy. Trust funds and deposits of $16.83M are expected to be held at 30 June 2025. This is a $3M increase compared to the prior forecast and is heavily dependent on the timing of developer bonds being received and returned.

Note 12 – Contracts and other liabilities

Contracts and other liabilities refers to grants received in advance for both operating and capital projects which meet specific criteria under Australian Accounting Standard AASB15. Contracts and other liabilities is expected to be $4.01M as at 30 June 2025. The increase of $745K compared to prior forecast is due to capital works projects now identified as carry forward which are linked to grant funding that has already been received.

It is expected that this figure will be adjusted as we progress through the financial year and reforecast based on updated data.

Note 13 – Interest Bearing Liabilities

Current and non-current interest-bearing loans are forecast to be $3.48M lower than the prior forecast. The decrease relates to updates in the expected timing and amounts required to be borrowed throughout the year linked to the capital works program.

Statement of Cash Flows for the 6 months ending 31 December 2024

A Statement of Cash Flows is a financial statement that summarizes the amount of cash and cash equivalents received and paid by Council. This report presents the Adopted Budget, Actuals as of December 2024, and Year-to-Date (YTD) percentage for Quarter 2. The updated forecast figures will be included in the quarter three report.

	Notes	Adopted Budget $'000	Actuals $'000	YTD %
Cash flows from operating activities				
Rates and charges		66,884	32,707	49%
Statutory fees and fines		1,951	731	37%
User fees		8,285	4,023	49%
Grants - operating		19,249	17,842	93%
Grants - capital		18,440	11,874	64%
Contributions - monetary		13,570	6,103	45%
Interest received		3,000	2,330	78%
Trust funds and deposits taken			2,886	100%
GST refund/payment			1,351	100%
Other receipts		1,226	1,017	83%
Employee costs		(44,740)	(23,560)	53%
Materials and services		(35,781)	(21,435)	60%
Other payments		(1,949)	(1,918)	98%
Net cash provided by/(used in) operating activities	14	**50,135**	**33,951**	**68%**
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment		(46,577)	(10,415)	22%
Proceeds from sale of property, infrastructure, plant and equipment		1,117	348	31%
Payments for investments		(7,000)	(25,000)	357%
Payments for Intangible Assets		(235)	-	0%
Net cash provided by/(used in) investing activities	15	**(52,695)**	**(35,067)**	**67%**
Cash flows from financing activities				
Finance costs		(928)	(356)	38%
Interest paid - lease liability		(169)	(15)	9%
Proceeds from borrowings		8,000	-	0%
Repayment of borrowings		(3,420)	(1,527)	45%
Repayment of lease liabilities		(782)	(186)	24%
Net cash provided by/(used in) financing activities	16	**2,701**	**(2,084)**	**-77%**
Net increase/(decrease) in cash and cash equivalents		**141**	**(3,200)**	
Cash and cash equivalents at the beginning of the financial year		29,678	15,353	52%
Cash and cash equivalents at the end of the financial year		**29,819**	**12,153**	**41%**

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Note 14 - Net cash provided by/(used in) operating activities

Cash flows from operating activities for the six months ended 31 December 2024 amounted to $33.95M, representing 68% of the total adopted budget. This was primarily driven by the early receipt of the 2024-25 Financial Assistance Grant, with 85% of the total grant funding received by December 2024.

Note 15 - Net cash provided by/(used in) investing activities

Cash flows from investing activities for the six months ended 31 December 2024 totalled $35.07M, representing 67% of the total adopted budget. This was primarily driven by higher-than-budgeted payments for investments, largely due to the early receipt of grant funding. By December 2024, $25M had been allocated to investments, significantly exceeding the full-year budget of $7M.

Note 16 - Net cash provided by/(used in) financing activities

Cash flows from financing activities for the six months ended 31 December 2024 resulted in a net outflow of $2.08M, compared to a budgeted inflow of $2.70M. This is mainly due to no new borrowings forecast to be drawn down until the end of the year.

Restrictions on Cash and Investments

Council's working capital (current assets / current liabilities) and unrestricted cash to current liabilities are measures of Council's liquidity. Restrictions on cash and investments does not account for cash liabilities.

Restrictions on Cash and Investments	Actuals 30-Jun-24 $'000	Adopted Budget 30-Jun-25 $'000	Q1 Forecast 30-Jun-25 $'000	Q2 Forecast 30-Jun-25 $'000
Cash and Investments				
Cash at Bank	15,353	29,819	22,468	13,950
Term Deposits	58,000	61,125	71,000	81,125
Total Cash and Investments	**73,353**	**90,944**	**93,468**	**95,075**
Restrictions on Cash and Investments[1]				
Trust Funds and Deposits	13,826	13,041	13,826	16,826
Statutory Reserves	48,654	54,550	59,038	56,175
Other Restrictions[2]	12,954	-	4,782	5,027
Total Restricted Cash and Investments	**75,434**	**67,591**	**77,646**	**78,028**
Total Unrestricted Cash and Investments	**(2,081)**	**23,353**	**15,822**	**17,047**
Discretionary Reserves[3]	869	1,454	745	745
Unrestricted Cash after discretionary reserves	**(2,950)**	**21,899**	**15,077**	**16,302**

Council's unrestricted cash is positive however Council is relying on cash in the bank for restricted purposes to fund day to day operations throughout the year.

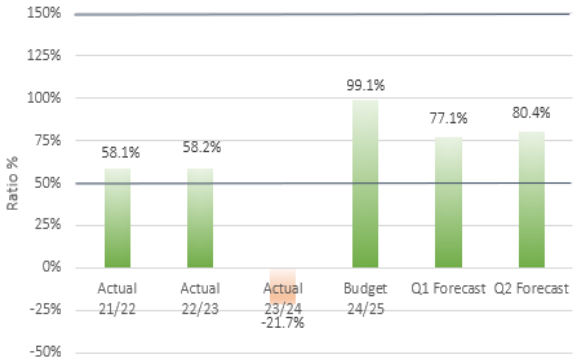
1. A statutory requirement for Council to hold in trust. This includes bond payments, development contributions and grant income received in advance for future year projects.

2. Other restrictions that apply as at 30 June 2025 include:

Other Restrictions	$'000
Unspent Grants	4,005
Cash held to fund carried forward capital works	1,022
Total	**5,027**

3. Discretionary reserves are internal reserves such as Waste Management and Property Proceeds Reserve. These are at the discretion of Council to account for, with no statutory obligations.

Unrestricted cash



Measure:
unrestricted cash / current liabilities

2024-2025 Calculation:
33,128 / 41,193 = 80.4%

Purpose of ratio:
To assess if Council has enough cash, that is not tied to a reserve or trust account, to meet its obligations for the financial year.

The current key performance indicator (KPI) of 80.4% is reflective of an increase in unrestricted cash balances expected to be held at 30 June 2025, slightly offset by the increase in expected current liabilities

3. Financial Reserves

The below table shows reserve forecast balances as at 30 June 2025.

Reserve	Opening Balance 1-July-24 ('000)	Transfers to ('000)	Transfers from ('000)	Closing Balance 30-June-25 ('000)
Statutory Reserves				
Public Open Space Reserve	3,915	583	(451)	4,047
Community Infrastructure Reserve	4,348	421	-	4,769
Development Infrastructure Reserve	22,734	3,681	-	26,415
Transport Infrastructure Reserve	9,622	2,462	(364)	11,720
Community and Recreation Reserve	8,035	1,451	(262)	9,224
Land Equalisation	-	1,881	(1,881)	-
Statutory Reserves Total	**48,654**	**10,479**	**(2,958)**	**56,175**
Discretionery Reserves				
Waste Management Reserve	-	2,782	(2,782)	-
Property Proceeds Reserve	869	-	(124)	745
Discretionery Reserves Total	**869**	**2,782**	**(2,906)**	**745**
Total Reserves	**49,523**	**13,261**	**(5,864)**	**56,920**

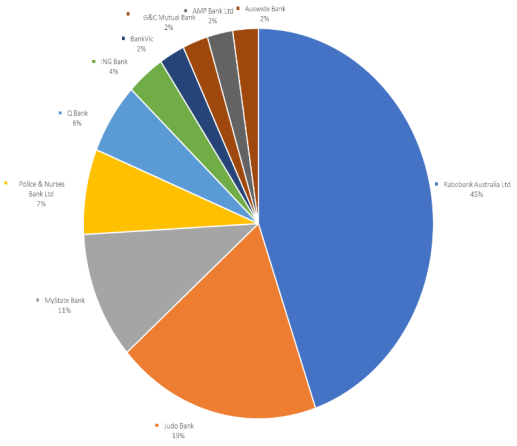
An explanation of each of the statutory reserves mentioned in the table above can be found in Appendix 2.

4. Investment Mix

Council invests funds held in Trust and Reserves in short to medium term investments such as term deposits. All investments are made in accordance with the *Local Government Act 2020* and are made with APRA (Australian Prudential Regulation Authority) approved financial institutions and in accordance with the maximum allowable investments with financial institutions (50%) as per Council's policy.

As at 31 December 2024 investments consisted of the following term deposits:

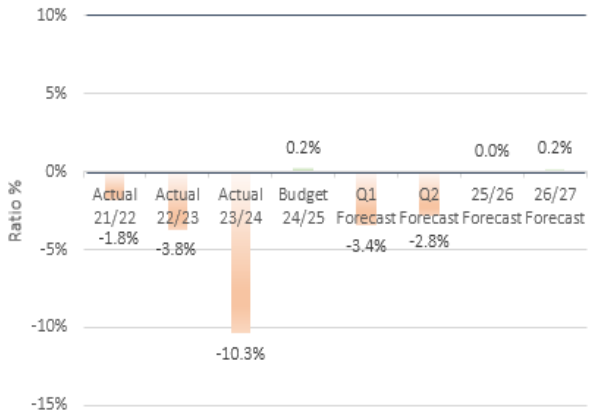
Institution	Maturity Date	Interest Rate	Term (days)	Amount $'000
Police & Nurses Bank Ltd	13/01/2025	4.47%	32	2,000
Judo Bank	30/01/2025	5.20%	153	4,000
BankVic	25/02/2025	5.17%	365	2,000
MyState Bank	4/03/2025	5.15%	365	4,000
Judo Bank	19/03/2025	5.22%	364	2,000
Judo Bank	3/04/2025	5.45%	274	2,000
Judo Bank	7/04/2025	5.25%	292	2,000
Rabobank Australia Ltd	23/04/2025	5.29%	306	4,000
Rabobank Australia Ltd	6/05/2025	5.10%	210	4,000
Rabobank Australia Ltd	9/05/2025	5.05%	220	2,000
Rabobank Australia Ltd	19/05/2025	4.98%	243	2,000
Judo Bank	30/05/2025	5.10%	273	2,000
Police & Nurses Bank Ltd	3/06/2025	5.18%	183	2,000
G&C Mutual Bank	12/06/2025	5.36%	365	2,000
Rabobank Australia Ltd	16/06/2025	4.98%	271	2,000
AMP Bank Ltd	25/06/2025	5.02%	301	2,000
Rabobank Australia Ltd	10/07/2025	5.45%	365	4,000
Rabobank Australia Ltd	15/07/2025	4.98%	300	2,000
Q Bank	21/07/2025	5.86%	733	2,000
Rabobank Australia Ltd	5/08/2025	5.00%	301	2,000
Rabobank Australia Ltd	8/08/2025	4.98%	311	2,000
Rabobank Australia Ltd	26/08/2025	5.15%	265	2,000
Rabobank Australia Ltd	9/09/2025	5.10%	302	2,000
Rabobank Australia Ltd	7/10/2025	4.95%	364	2,000
Rabobank Australia Ltd	21/10/2025	5.03%	369	2,000
Rabobank Australia Ltd	11/11/2025	5.08%	365	2,000
MyState Bank	2/12/2025	5.12%	365	3,000
MyState Bank	2/12/2025	5.17%	363	2,000
Auswide Bank	12/12/2025	5.12%	364	2,000
Judo Bank	22/03/2027	4.95%	1097	4,000
Q Bank	22/03/2027	4.90%	1097	3,000
Police & Nurses Bank Ltd	6/10/2027	5.27%	1461	2,000
Rabobank Australia Ltd	9/10/2029	4.96%	1826	4,000
ING Bank	24/10/2029	5.15%	1825	3,000
Total				**85,000**



5. Financial Performance Indicators

The following section highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Adjusted underlying result



Measure:
adjusted underlying surplus (deficit) / adjusted underlying revenue

2024-2025 Calculation:
(2,990) / 106,020 = (2.8%)

Purpose of ratio:
This ratio measures Council's ability to meet operating expenditure with operating revenue. The quarter 2 forecast is the revised expected year-end result.

The favourable movement in adjusted underlying result compared to the prior forecast is mainly due to the items listed in the summary of this report.

Council remains committed to achieving one of its key financial goals into the future of annual adjusted underlying surplus's.

Obligations

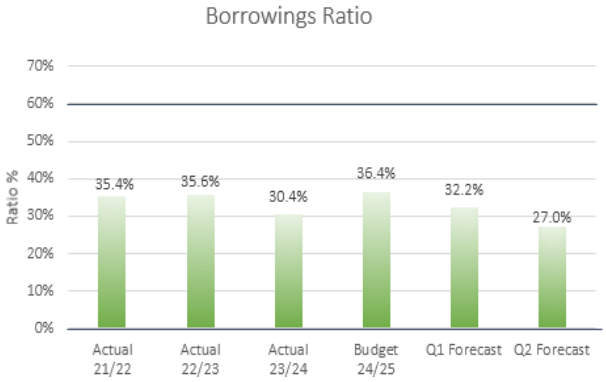
The 2024-2025 Budget and 2024/25 to 2033/34 Financial Plan outline borrowings for capital projects that have long term intergenerational benefits that would otherwise be unable to be funded by Council.

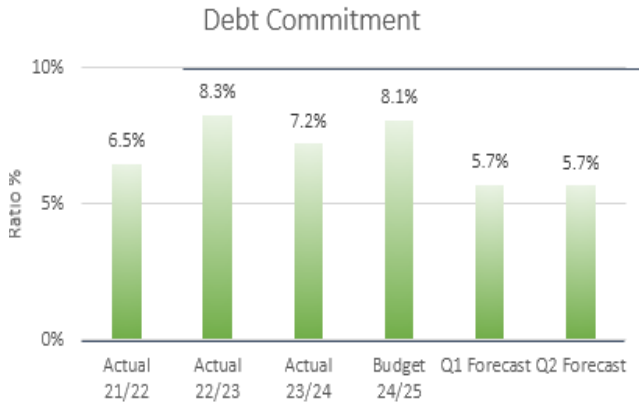
Measure:
interest bearing loans and borrowings / rate revenue

2024-2025 Calculation:
18,240 / 67,538 = 27.0%

Purpose of ratio:
To assess the utilisation of debt to fund Council's intergenerational works projects, in relation to rates and charges revenue.

The current KPI of 27.0% is lower than the prior forecast, which mainly relates to updates in the expected timing and amounts required to be borrowed throughout the year linked to the capital works program.





Measure:
Interest and principal repayments on interest bearing loans and borrowings / rate revenue

2024-2025 Calculation:
3,826 / 67,538 = 5.7%

Purpose of ratio:
To assess how reliant Council is on rates and charges revenue to meet interest and principal loan repayments. The quarter 2 forecast is the revised expected year end result.

The industry standard recommends 0-5%, however Council's Borrowing Policy is set at 0-10%. The upper limit of 10% is set due to Mitchell Shire being classified as a growth council. This is often linked with significant current and future new infrastructure requirements.

Rates and charges

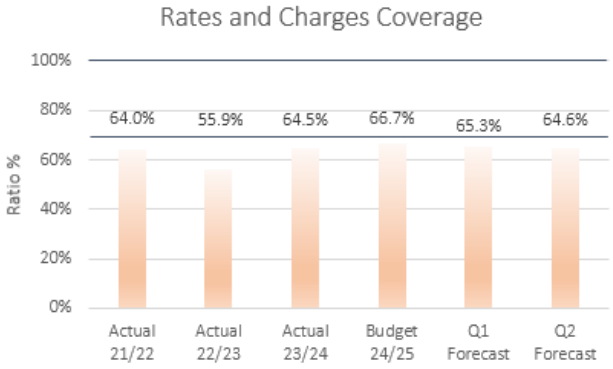
Measure:
Rates and charges / operating revenue

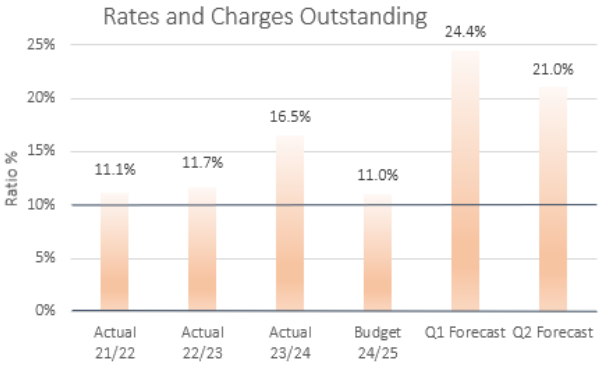
2024-2025 Calculation:
67,538 / 104,493 = 64.6%

Purpose of ratio:
This ratio measures Council's reliance on rates and charges to fund operating services. The quarter 2 forecast is the revised expected year end result.

Sitting within the KPI range (70-100%) means that Council is less reliant on operating grants and user fees to fund operating expenditure.

Our reliance on operating grants and user fees has not changed. Additional grant expenditure is usually once off and project specific.





Measure:
Rates and charges outstanding / rates and charges collectable (including Fire Services Levy)

2024-2025 Calculation:
14,193 / 67,538 = 21.0%

2024-2025:
Council is limited in recovery actions due to restrictions imposed. Legal action in the majority of cases cannot commence until 2025-2026. Council are exploring alternative avenues to reduce the amount outstanding.

Purpose of ratio:
This ratio shows the level of overdue rates and charges.

6. Rates and Other debtors

As at 31 December 2024, Council's debtors are summarised below:

Debtor	December 2023 $'000	December 2024 $'000	Current $'000	> 30 Days $'000
Rates (including Fire Services Property Levy debtors)[1]	38,031	45,075	30,882	14,193
Sundry	5,945	11,822	6,565	5,257
Other Debtors[2]				
-GST	1,209	1,184	1,184	-
-Pension Remission	583	617	617	-
Less: provision for doubtful debts	(66)	(35)	-	(35)
TOTAL	**45,702**	**58,663**	**39,248**	**19,415**

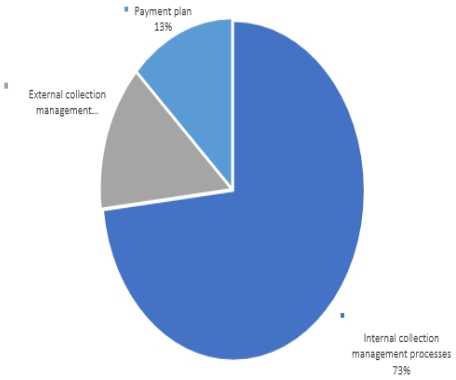
1 Any payments made on rates and charges are applied to prior year outstanding balances first. Rates are classified overdue when payment is not received by the instalment date.
2 Council's other debtors are not aged but monitored regularly to ensure payments are received in a timely manner and have been treated as current.

Overdue rates debtors were $14.19M (including Fire Services Property Levy collected on behalf of the State Government) at 31 December 2024.

	Amount $'000
Internal collection management processes	10,810
External collection management processes	2,054
Payment plan	1,911
Prepayments	(582)
Total Outstanding Rates Debtors	**14,193**

1 Internal collection management processes include accounts on hardship, direct debit, and informal payment arrangements

2 Negative prepayments represent rates paid in advance.



Overdue sundry debts of $5.26M include the following:

Debtor Details	Notes	December 2023 $'000	December 2024 $'000
Development Contributions	1	2977	3393
Infringements	2	799	889
Planning & Engineering *	3	456	544
Local Laws	4	245	195
Fire Hazards	5	58	71
Bookable	6	29	32
Kindergartens	7	11	11
Leisure		26	3
Building		3	0
Lease		110	0
Waste		0	0
Grants		4	0
Other	8	204	119
Total		**4,922**	**5,257**

* Planning and Engineering debtors balances were previously reported as a consolidated figure.

Note 1 – Of the $3.39M outstanding for Planning-Development Contributions:

- $2.51M relates to an overpayment of land credits, mediation has been adjourned to 26 February, 2025;
- $825K relates to an agreed-infrastructure levy, prior stage settled and paid on 20/12/24, delays from external referral authorities slowing down expected SOC, payment will be made when consents are completed;
- $49K relates to Beveridge Central ICP Kelly on Lithgow Land Equalisation, no request for SOC, slow down in development; and
- $9K relates to community and recreation levy in the Beveridge Central ICP, Mediation has been adjourned to 26 February, 2025 and is a joint matter with the first dot point.

MITCHELL SHIRE COUNCIL

Note 2 – Of the $889K outstanding for Infringements:

- $469K are ready to be issued summons to be lodged with the Magistrates Court;
- $119K have been held, while review being conducted;
- $98K have been/or ready to be issued final reminders in January;
- $94K have been lodged with Magistrates court;
- $71K to receive initial reminders in January;
- $14K have been sent to Fines Vic awaiting registration;
- $13K are in internal review process – relates to courtesy/initial/final review;
- $9K have been given an EOT in December, extension of time relates to courtesy/initial/final; and
- $2K have entered into payment arrangement with Fines Victoria.

Infringement charges follow court processes that exceed general debt collection timeframes. They are still reported above as being payable within 30 days, however statutory processes can take anywhere between 12 and 18 months to finalise.

Note 3 – Of the $544K outstanding for Planning & Engineering:

Engineering: $500K:

- $150K relates to Lyra Estate Stage 6, under payment has been paid in January;
- $319K relates to Lyra Estate Stage 5, payment estimated February 2025; and
- $31K relates to Newbridge South 16 Ephemeral Wetland, payment not yet due.

Planning: $44K

- $18K planning charges at initial stage, invoice reminders to be sent in February;
- $6K to be issued reminders in January;
- $6K relates to 12months+ application, department is confirming charge, before issuing reminder;
- $4K planning charge has been updated and invoice reissued in January;
- $3K relates to 2 x strategic planning charges, department have been in touch with debtors and invoices have been reissued in December;
- $2K planning charge, waiting confirmation from department, maybe lapsed;
- $2K planning charges, SOC net yet issued, payment not due;
- $1K cancellation to be confirmed by mid January;
- $1K planning charge will not progress until payment made; and
- $1K planning charges, department to confirm reversal.

Note 4 – Of the $195K outstanding for Local Laws:

- $65K relate to Environmental Health and have been issued reminders in January;
- $35K Asset repair charges, being followed up by debt collection agency;
- $23K Asset repair notices, that will be writen off as no longer payable.
- $18K at initial stage of application;
- $16K relate to Asset protection permits and repair notices, department to confirm reminders to be issued;
- $15K Asset protection permits and repair notices, have been issued second reminders;
- $12K relate to repair notices, inspections have been created;
- $6K Asset repair notices to be issued second reminders in January;
- $4K relates to a repair notice, appeared in court in December, department waiting outcome; and
- $1 Asset Repair notice to be written off in January – repairs have now been completed.

Asset repair invoices may be paid or reversed if repair works are completed to Council satisfaction.

Note 5 – Of the $71K outstanding for Fire Hazards:

- $52K closed and held on property for payment on ownership transfer; and
- $19K being followed up by debt collection agency.

Note 6 - Of the $32K outstanding for Bookable:

- $11K are future bookings;
- $7K to be issued initial and/or second reminders in January;
- $7K relates to outstanding debts on payment plans;
- $3K finance and venue co-ordinators are following up with customer.
- $2K are paying their overdue fees when using venue; and
- $2K are being followed up by debt collection.

Note 7 – Of the $11K outstanding for Kindergarten debt collection is underway.

Note 8 – Of the $119K outstanding for Sundry:

- $61K relates to Road Repairs for Access in Broadford and Toolangi Forest, proof of debt is being provided;
- $52K relates to the Inland Rail Project, payment being followed up;
- $4K being followed up with debt collection agency;
- $2K on monthly plan.

7. Councillor Expenses

Councillor Expenses for the six months ended 31 December 2024:

Councillor	Councillor Allowance	Mobile and Data	Councillor Education	Memberships	Travel and other exp	Total
Cr Bannister	26,434	167	-	-	-	**26,601**
Cr Chisholm	8,246	156	267	-	150	**8,819**
Cr Clark	20,862	275	267	-	1,386	**22,790**
Cr Cornish	20,286	252	-	-	503	**21,041**
Cr Dougall	23,427	12	-	-	-	**23,440**
Cr Eldridge	8,246	64	-	-	-	**8,310**
Cr Evans	7,645	35	-	-	-	**7,679**
Cr Goble	8,246	81	-	-	-	**8,327**
Cr Hanson	7,645	35	-	-	-	**7,679**
Cr Humm	7,645	108	-	-	-	**7,752**
Cr James	7,645	108	-	-	-	**7,752**
Cr Jeffery	7,645	108	-	-	-	**7,752**
Cr Lowe	8,246	156	267	-	1,079	**9,749**
Cr Pace	7,645	12	-	-	-	**7,657**
Cr Sanderson	8,246	144	267	-	-	**8,658**
Cr Stevens	8,246	240	962	-	-	**9,448**
Total	**186,355**	**1,950**	**2,031**	**-**	**3,117**	**193,454**

Councillor Allowance

The Victorian Government sets upper and lower limits for all allowances paid to Councillors and Mayors. Mitchell Shire Council is classified as a category two Council and allowances are paid in accordance with section 39 of the *Local Government Act 2020*.

Mobile and Data

The provision of telecommunications services, including handphone and laptop / tablet, are paid for by Council. Any expenses associated above the monthly call and data service is covered by the Councillor. There are differences in expenditure for councillors due to different plans, as well as charges being based on usage.

Councillor Education

The provision of training, education, and attendance at conference and meetings within their capacity as a Councillor.

Below is a summary of the education councillors have undertaken:

Cr Lowe	
Rural Councils Victoria Forum	Aug-24

Cr Chisholm	
Rural Councils Victoria Forum	Aug-24

Cr Clark	
Rural Councils Victoria Forum	Aug-24

Cr Sanderson	
Rural Councils Victoria Forum	Aug-24

Cr Stevens	
Rural Councils Victoria Forum	Aug-24
Muncipal Association Victoria	Oct-24

8. Conclusion

The quarter two forecast has seen a slight improvement in the underlying deficit when compared to the quarter one forecast. While an underlying deficit of $2.99M will not have a significant impact on Council's operations in the short term, the ongoing monitoring and management of this position is important for sustainability over the longer term.

The current forecast and changes of assumptions during the second quarter will be factored into the development of the 2025-2026 Budget and 2025/26 to 2034/35 Financial Plan.

Appendix 1. Capital Works Carried Forward Listing (2024-2025 into 2025-2026)

The below tables represent carry forwards for capital works projects that have been budgeted in 2024-2025, which will now have associated expenditure and income realised during 2025-2026.

Project	Expense Carry Forward $'000	Income Carry Forward $'000	Total Project Expense Allocation in 2024-2025 $'000
Buildings			
Seymour Community Wellbeing Hub - Construction	2,500	2,500	3,000
Wallan East Integrated Family and Children's Centre	1,000	1,000	3,389
Greater Beveridge Community Centre Expansion - Construction	1,000	1,000	3,781
	4,500	**4,500**	**10,170**
Bridges			
Old Goulburn River Bridge	2,500	-	3,516
	2,500	**-**	**3,516**
Footpaths and Cycleways			
King Street, Wallan - Missing Link Footpath	200	-	225
	200	**-**	**225**
Recreation, Leisure and Community			
Beveridge Central SR-01 - Active Open Space	1,100	-	1,262
Beveridge Recreation Reserve Activation	800	223	1,216
Kilmore Leisure Centre - Upgrade investigation and design	200	-	526
	2,100	**223**	**3,004**
Parks, Open Space and Streetscapes			
Taylors Creek Reserve, Wallan - Activation	1,000	415	1,816
Seniors Outdoor Fitness Equipment - Beveridge	65	20	65
	1,065	**435**	**1,881**
Total	**10,365**	**5,158**	**18,796**

Appendix 2. Explanation of statutory reserves

Community Infrastructure Levy (CIL)

CIL represents financial contributions for new infrastructure that will be used by the community. The levy of up to a maximum of $1,450 per dwelling is charged for every new dwelling to be created. For Mitchell Shire Council, most CIL is paid by developers prior to the issue of statement of compliance for the subdivision of land.

Development Infrastructure Levy (DIL)

DIL is payments by developers to fund infrastructure needs arising out of developments. DIL is typically levied through the creation of a Development Contribution Plan (DCP), and usually charged on a per hectare basis prior to the issue of a Statement of Compliance.

Alternatively, contributions can be levied via a Section 173 agreement, or via conditions on a planning permit.

Public Open Space (POS)

POS contributions are for the provision and maintenance of open space.

Levies collected are based on conditions placed on planning permits requesting contributions, usually 5% of site value in accordance with the *Subdivision Act 1988*.

Transport Infrastructure Levy (TIL)

TIL is a monetary contribution to fund the construction of transport infrastructure in an approved Infrastructure Contributions Plan (ICP). The levy may consist of a standard levy, a supplementary levy or both. The standard levy rates are set and indexed annually by state government, with it currently being $147,562 per net developable hectare.

Community and Recreation Levy (CRL)

CRL is a monetary contribution to fund the construction of community and recreation infrastructure in an approved Infrastructure Contributions Plan (ICP). The standard levy rates are set and indexed annually by state government; currently $109,088 per net developable hectare.

Land Equalisation

In an approved ICP landowners are required to contribute land for public purposes. Landowners who contribute a greater percentage of their land towards public purposes are entitled to a land credit. This is compensated through the payment of a land equalisation amount by landowners who contribute a lesser percentage of their land for public purposes.

Council is the 'collecting agency' and therefore responsible for administering the payment and collection of land credits and equalisation amounts.

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Appendix 3. Explanation of Income Statement variances between adopted budget and Quarter 2 forecast

	Notes	Adopted Budget $'000	Q2 Forecast $'000	Variance $'000 Fav/(unfav)	Variance % Fav/(unfav)
Revenues					
Revenue from ordinary activities					
Rates and charges		67,513	67,538	25	0.0%
Statutory fees and fines		1,985	2,067	82	4.1%
User fees	1	8,285	9,043	758	9.1%
Grants - Operating	2	19,330	21,243	1,913	9.9%
Grants - Capital (Recurrent)	3	1,234	1,527	293	23.7%
Grants - Capital (Non Recurrent)	3	20,875	17,829	(3,046)	(14.6%)
Contributions - Monetary	4	13,570	10,601	(2,969)	(21.9%)
Contributions - Non monetary assets		53,389	53,389	-	0.0%
Other Income	5	4,145	4,602	457	11.0%
Total Income		**190,326**	**187,839**	**(2,487)**	**(1.3%)**
Expenses					
Employee costs		44,794	45,283	(489)	(1.1%)
Materials and services	6	33,209	38,532	(5,323)	(16.0%)
Bad and doubtful debts		20	-	20	100.0%
Depreciation	7	19,605	20,388	(783)	(4.0%)
Amortisation - intangible assets	8	1,104	1,401	(297)	(26.9%)
Amortisation - right of use assets		598	652	(54)	(9.0%)
Borrowing costs	9	928	751	177	19.1%
Finance costs - right of use assets	10	169	86	83	49.1%
Other expenses		1,949	2,011	(62)	(3.2%)
Total Expenses		**102,376**	**109,104**	**(6,728)**	**(6.6%)**
Net Surplus/(Deficit)		**87,950**	**78,735**	**(9,215)**	**(10.5%)**
Underlying Result Adjustment:					
Contributions - Non monetary		53,389	53,389	-	0.0%
Contributions - Monetary		13,459	10,601	(2,858)	(21.2%)
Grants - Capital (Non Recurrent)		20,875	17,829	(3,046)	(14.6%)
Total Underlying Adjustment		**87,723**	**81,819**	**(5,904)**	**(6.7%)**
Adjusted Underlying Surplus/(Deficit)		**227**	**(3,084)**	**(3,311)**	

Note 1 – User fees

User Fees are forecast to increase by $758K compared to the adopted budget, mainly due to:

- An increase in realised development bonds of $317K, offset by higher materials and services expenses.
- A reclassification of ex-gratia income from rates and charges to user fees of $299K inline with Annual Financial Statement classification, and
- A reclassification of facility hire revenue from other income to user fees, inline with Annual Financial Statement classification of $257K

Note 2 – Grants Operating

Operating Grants are now forecasted to increase by $1.91M compared to the adopted budget, primarily due to:

- Additional funding for flood and storm events of $1.05M, fully offset by additional expenditure,
- Additional Federal Financial Assistance Grant income of $423K,
- Increased funding for Waste Management Kerbside Reform of $155K and Maternal and Child Health of $142K, and
- Carry-forward increases from 2023-2024 of $143K.

Note 3 - Grants Capital

Capital Grants are forecasted to decrease by $2.75M compared to the adopted budget, primarily due to $5.16M Grant income now expected to be realised in 2025-2026 due to expenditure carry forwards identified within the capital works program. This decrease is partially offset by,

- New successful grant applications of $1.35M,
- Carry forward grant income increases from 2023-2024 of $736k, and
- Additional Roads to Recovery funding of $293K.

Note 4 - Contributions – Monetary

Monetary Contributions are forecasted to be $2.98M lower than the adopted budget, This decrease is due to revised timing of some developments and is difficult to predict with accuracy.

Note 5 – Other Income

Other Income is forecast to exceed the adopted budget by $457K, primarily due to:

- An additional $336K in reimbursements linked to ongoing Australian Rail Track Corporation (ARTC) projects, fully offset by corresponding expenditure,
- Carry-forward increases from 2023–2024 of $99K for the ARTC project and Vietnam Veterans Commemorative Walk maintenance, and
- Higher reimbursements of $100K expected through the paid parental leave scheme, fully offset by additional payments.

These increases are partially offset by a $257K reclassification of facility hire revenue from Other Income to User Fees to align with Financial Statement classifications.

Note 6 – Materials and services

Materials & Services expenditure is forecasted to exceed the adopted budget by $5.32M, mainly due to:

- Expenditure carry-forwards from 2023–2024 into 2024–2025 linked to grant funding and external project contributions, increasing costs by $1.92M,
- Additional expenditure of $823K related to flood and storm events, partially offset by additional grant income,
- Increases of $708K linked to quarter one adjustments for operational projects underway in 2023-24 to be completed during 2024-25 including systems and software upgrades, strategic planning and economic development projects, the aquatic strategy and children's services,
- Higher costs of $558K for software maintenance and licenses, building maintenance, and cleaning & valuation contracts,
- Increased costs of $359K associated with ARTC project delivery, fully offset by additional income.
- Labour hire and road maintenance contractor costs increasing by $313K, offset by a reduction in employee costs,
- Additional expenditure of $147K linked to successful grant funding applications, offset by income,
- Increased operational requirements of $723K, mainly for annual crack-sealing, legal costs related to revenue recovery, property matters and VCAT appeals, and labour hire, partially offset by a reduction in capital and employee costs, and
- Realised development bonds expenditure for parks & gardens, road maintenance, and arboriculture increasing by $395K, offset by higher user fees.

Partially offset by,

- A decrease of $437K expenditure carry forwards from 2024-2025 into 2025-2026 mainly in Strategic Planning, Environment - Climate Emergency & Biodiversity and Growth Planning,
- A decrease of $279K in flood event costs, offset by an increase in employee costs, and
- Reductions of $147K across the Customer Request Management (CRM) Project, utilities, and fire prevention works.

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Note 7 – Depreciation

Depreciation is an accounting measure which attempts to allocate the value of assets over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is forecast to exceed the adopted budget by $783K, which is due to asset value changes compared to budget for the previous financial year.

Depreciation is difficult to forecast with accuracy due to the timing of contributed assets received and their value and the effect of asset revaluations. It is expected to see increased depreciation with an increase in asset numbers and asset costs.

The biggest forecast variances relate to:

Increases	Amount $'000
Buildings	(426)
Roads	(299)
Drainage	(197)
Footpaths and cycleways	(191)
Bridges	(48)

Decreases	Amount $'000
Recreation and open space	164
Information Technology	155
Furniture and equipment	33

Note 8 – Amortisation - intangible assets

Amortisation - intangible assets is forecast to exceed adopted budget by $297K. This is an accounting measure which attempts to allocate the value of landfill airspace and software over its useful life, which is assessed and calculated annually.

During 2024-2025 the airspace asset used up is expected to be $804K (no change from adopted budget). Furthermore, software intangible assets are expected to amortise by $597K, which is an increase of $297K.

Note 9 – Borrowing costs

Borrowing costs are forecast to be a $177K decrease compared to the adopted budget. This is due to updates in the expected timing and amounts required to be borrowed throughout the year linked to the capital works program. This amount is expected to decrease again in quarter 3 as the capital program is adjusted for further carry forwards.

Note 10 – Finance costs right of use assets

Finance costs - right of use assets are forecast to be $83K lower than the adopted budget. This is due to the decrease in New/Extensions of lease agreements currently forecasted for the year.

8.5 AMENDMENT TO TERMS OF SALE OF LAND, BEVERIDGE

Author: *Kristie Berry - Property Coordinator*
Mike Freeman - Manager Strategic Assets and Property

File No: *CP/05/048*

Attachments: *1. Plan of road deviation and road creation- Timbarra Beveridge⇩*
2. Plan parcels of land - title compilation⇩

Community Vision Theme: *Shaping Neighbourhoods*

Council Plan Objective: *Our history is protected and embraced, our present is enriched, and our future is well planned to retain our country feel*

Health and Wellbeing Plan Objective: *Informed and Connected*

1. Purpose

1.1 This report informs Council on negotiations with the developer following its decision on 15 April 2024 to deviate and sell land from the former Crown Government Road (**Old Road**) known as part Arrowsmith Street, creating two new roads (**New Roads**) as part of the Timbarra Estate development, Beveridge.

1.2 This report recommends that Council amend the terms of the sale to a staged approach at the developer's request due to the slowing market trends which directly impacts their cashflow and ability to purchase the land in full.

2. Background

2.1 Council considered the development permit for 45 Arrowsmith Street Beveridge (known as Timbarra Estate) and identified the existing road network was not consistent with the Beveridge Central Precinct Structure Plan (**PSP**) or the access requirements for the development. Sections of road reserve were identified as obsolete. Negotiations have been ongoing with the developer since 2022.

2.2 In accordance with its decision of 21 March 2022, Council completed its legislative obligations and community consultation under the *Local Government Act 1989* (**the *1989 Act***),

2.3 On 15 April 2024, Council exercised its power under the *1989 Act,* Section 206, and clause 2 of Schedule 10 to deviate the road and sell the land to the developer using its powers under section 114 of the *Local Government Act 2020* (**the *2020 Act***) as agreed with DEECA.

2.4 The Old Road is shown cross-hatched on the plan in Attachment 1 and the New Road is shown hatched on the plan in Attachment 1. As the Old Road was discontinued, the land now vests in Council shown as Lot 1 and Lot 2 in Attachment 2. The road deviation creates New Roads, which will vest in the Crown as government roads.

3. Key Matters

3.1 Following Council's decision on 15 April 2024, the land from the discontinued road now vests in Council pursuant to Section 207B(1) of the *1989 Act*, permitting Council to sell the land.

3.2 Officers have negotiated with the developer reaching an in-principle agreement with the developer to a staged land sale under the following conditions;

- Lot 1 (being part of Stage 5A) is proposed to be transferred at market value of $482,000.00 (plus GST) as soon as practicable, plus payment of all associated costs.

- Lot 2 (being part of Stage 7A) is proposed to be transferred within 24 months at market value of $1,021,000.00 (plus GST), plus payment of any additional associated costs and noting the additional terms;

  (1) The initial 12-month period to be interest free from the date of signing the Contract of Sale for Lot 1;

  (2) For the following 12-month period an interest rate of 5% will be applicable on the sale price of Lot 2.

Recommendation

THAT Council:

1. Notes the decision of 15 April 2024 to deviate and sell the land from the Old Road;
2. Resolves to sell the Old Road to the developer of 45 Arrowsmith Street, Beveridge, by private treaty as a staged land sale in accordance with the terms set out in this report.
3. Authorises the Chief Executive Officer to sign on behalf of Council:
   a) any agreement/s with the developer for the sale of the Old Road on the terms set out in this report.
   b) all documents to complete the road discontinuance and deviation with the Land Registry; and
   c) all documents to complete the sale of the Old Road to the developer.

4. Financial, Resource and Asset Management Implications

4.1 Administrative costs incurred by Council to complete the proposed deviation and land sale process, including officer time in preparing Council reports, will be reimbursed by the Developer of 45 Arrowsmith Street Beveridge.

4.2 The Road deviation process will result in an exchange of land used for road purposes. Crown land roads to be discontinued by deviation are shown cross hatched in pink, while new roads (to be created as Crown Land roads) are shown hatched in green in Attachment 2.

4.3 The total land area of new Government roads being created is marginally larger than the Government Road areas being discontinued and therefore there is no net loss of Crown Land within this area.

4.4 The income generated from the sale of land was determined from a market valuation report dated 27 March 2024 and remains unchanged following receipt of an updated valuation report on 4 February 2025. The total land area (lot 1 and Lot 2) is valued at $1,503,000.00. Should the transaction for Lot 2 occur after the initial 12 months the total income will increase to $1,554,050.00.

4.5 The proceeds of sale will be held in reserve and used to offset the forecast shortfalls in the Beveridge Central Infrastructure Contribution Plan (ICP) ensuring a nexus between the collection of these funds and the reinvestment of these funds in new infrastructure within the Beveridge Central PSP area in the future.

5. Consultation

5.1 The proposal to develop part of the existing Old Road was advertised as part of the planning permit process for 45 Arrowsmith Street Beveridge and is consistent with the planning permit issued for this development and the vison set by the Beveridge Central PSP.

5.2 Direct consultation with DEECA has been undertaken and as a result DEECA granted consent for Council to use its powers to deviate the Old Road, sell the land from the Old Road and create the New Roads (to be vested in the Crown) on the basis of no net loss of Crown land.

5.3 Council completed the Public Notice requirement under Section 223 and 207A of the *1983 Act* and Section 114 of the *2020 Act on* Friday 12 May 2023*,* inviting the public to make a submission in writing in regard to the proposal. No submissions were received.

6. Sustainability Implications (Social and Environmental)

6.1 This proposal will help facilitate the timely development of the land consistent with permit requirements. This will provide residential lots to prospective new residents and landowners.

6.2 There are no known negative environmental impacts resulting from this proposal.

7. Policy and Legislative Implications

7.1 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service.

7.2 The sale of land and subsequent creation of new roads will be undertaken in accordance with the requirements of *Local Government Act 1989*, *Local Government 2020*, *Transfer of Land Act 1958*, Valuation of Land Act 1960, and *Land Act 1958.*

7.3 The proposal is consistent with Council's Property Holding Acquisition and Disposal Policy 2019.

7.4 The outcome of the road deviation and sale of land is consistent with the Beveridge Precinct Structure Plan, endorsed permits and plans for the area.

7.5 There are no known impacts to the Human Rights Charter resulting from this proposal.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
The transactions are not finalised and Council does not receive the intended income.	Low	Mitigated by a staged sale of land for each Lot. Should Council not transact the land, the land would remain vested in Council.	Yes	Low
Process and lodgement with Land registry for the vesting of the New Road to the Crown	Low	Agreed approach to be defined in direct consultation with Land registry	Yes	Low
The Developer does not complete the transaction within the 24 months	Low	The contracts of sale will provide conditions for Council to seek remedy for breach of contract. Council would retain ownership	Yes	Low

		of the land and can seek damages if applicable.		

10. Discussion

10.1 45 Arrowsmith Street Beveridge (known as Timbarra Estate) is located on the west side of the Hume Freeway in Beveridge and is part of the Beveridge Central Precinct Structure Plan area. **Figure 1** highlights the location of this development.



Figure 1; Locality Plan

10.2 As part of the development permit process, it was concluded that parts of the existing road reserve in this development are no longer required to satisfy the need for access to the development. Figure 2 (below) details the development plan for the subdivision and highlights the section of Road no longer required shown as Stage 5a (part) and Stage 7a (part).

AMENDMENT TO TERMS OF SALE OF LAND, BEVERIDGE (CONT.)

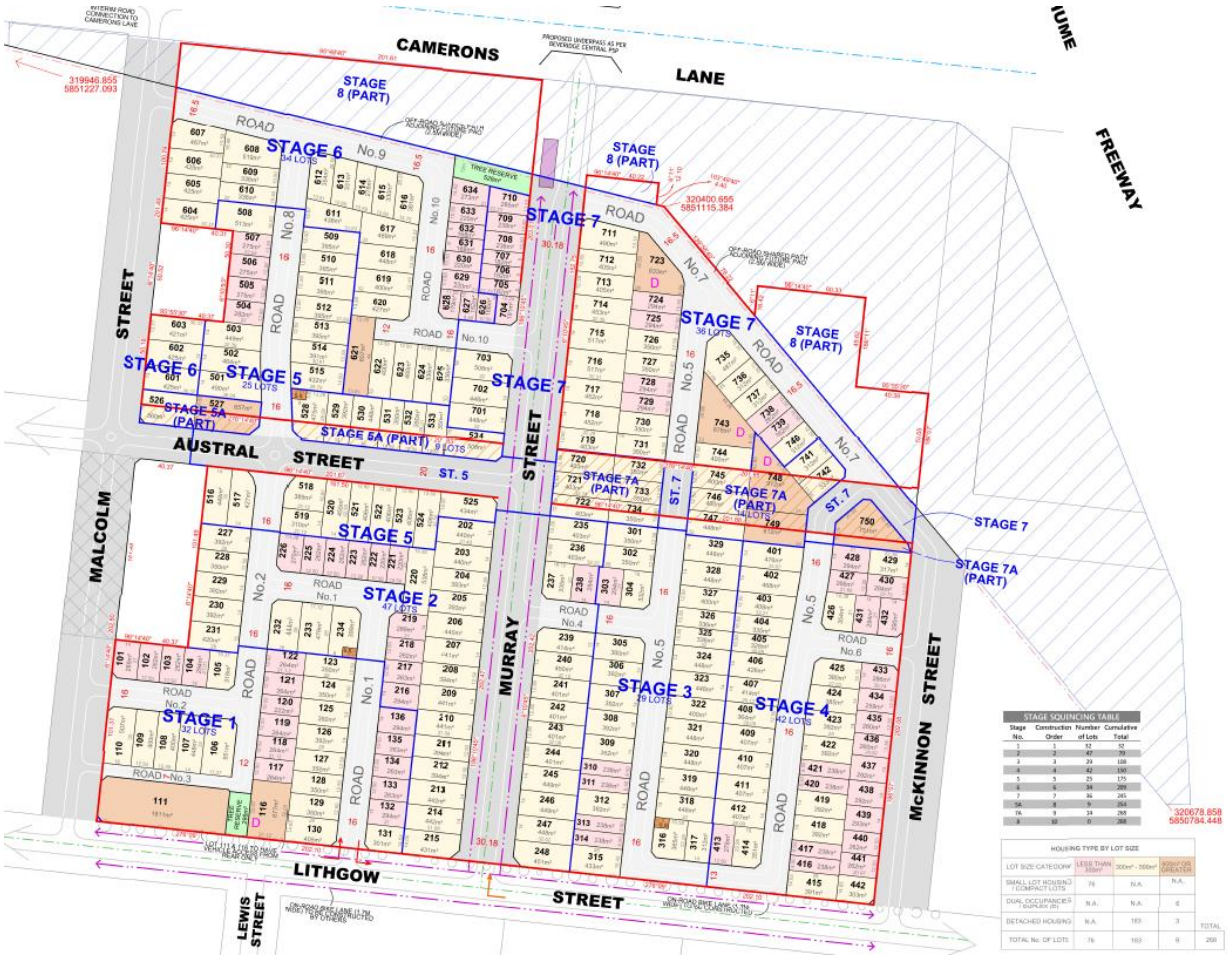


Figure 2; Staged Subdivision Plan

10.3 In accordance with its decision of 21 March 2022, Council completed its legislative obligations and community consultation under the *Local Government Act 1989* (**the *1989 Act***),

10.4 Council, at its Ordinary meeting held on 15 April 2024, considered a report regarding the proposed road deviation and sale of land, and resolved to:

- *Notes the completion of the statutory procedures in accordance with Section 206, 207B, 223 and Clause 2 of Schedule 10 to the Local Government Act 1989 for the deviation of the Old Road onto the New Road in accordance with the plan referred to in the report and completion of the statutory procedures in accordance Section 114 of the Local Government Act 2020 for the sale of the Old Road to the developer.*

- *Resolves to discontinue the Old Road and deviate the Old Road onto the New Roads on the basis that the road deviation is consistent with the Beveridge Central Precinct Structure Plan.*

- *Directs that a notice of the road discontinuance and deviation be published in the Victoria Government Gazette.*

- *Resolves to sell the Old Road to the developer of 45 Arrowsmith Street, Beveridge, by private treaty in accordance with the terms set out in this report.*
- *Authorises the Chief Executive Officer to sign on behalf of Council:*
  - *an agreement with the developer for the sale of the Old Road on the terms set out in this report.*
  - *all documents to affect the road discontinuance and deviation with the Land Registry; and*
  - *all documents to affect the sale of the Old Road to the developer.*

10.5 Following Council's decision on 15 April 2024, the land from the discontinued road now vests in Council pursuant to Section 207B(1) of the *1989 Act*, permitting Council to sell the land.

10.6 The developer agreed to purchase the land at market value and pay Council's costs associated with the Road deviation consistent with the original terms detailed in the April 2024 report, however, has since requested that the sale be undertaken in two stages.

Options that have been considered in addressing this matter include:

10.7 Option A (Recommended)

That Council consider the proposal that officers have negotiated with the developer to transact the land through a staged approach under the following conditions;

(1) Lot 1 (being part of Stage 5A) is proposed to be transferred at market value of $482,000.00 (plus GST) as soon as practicable, plus payment of all associated costs.

(2) Lot 2 (being part of Stage 7A) is proposed to be transferred within 24 months at market value of $1,021,000.00 (plus GST, plus payment of any additional associated costs and noting the additional terms;

(a)The initial 12-month period to be interest free from the date of signing the Contract of Sale for Lot 1;

(b) For the following 12-month period an interest rate of 5% will be applicable on the sale price of Lot 2.

This outcome would ensure that Council achieved the outcome as described in the Council report 15 April 2024, which aligns with the planning permit issued for this development and the vison set by the Beveridge Central PSP.

10.8 Option B (Not recommended)

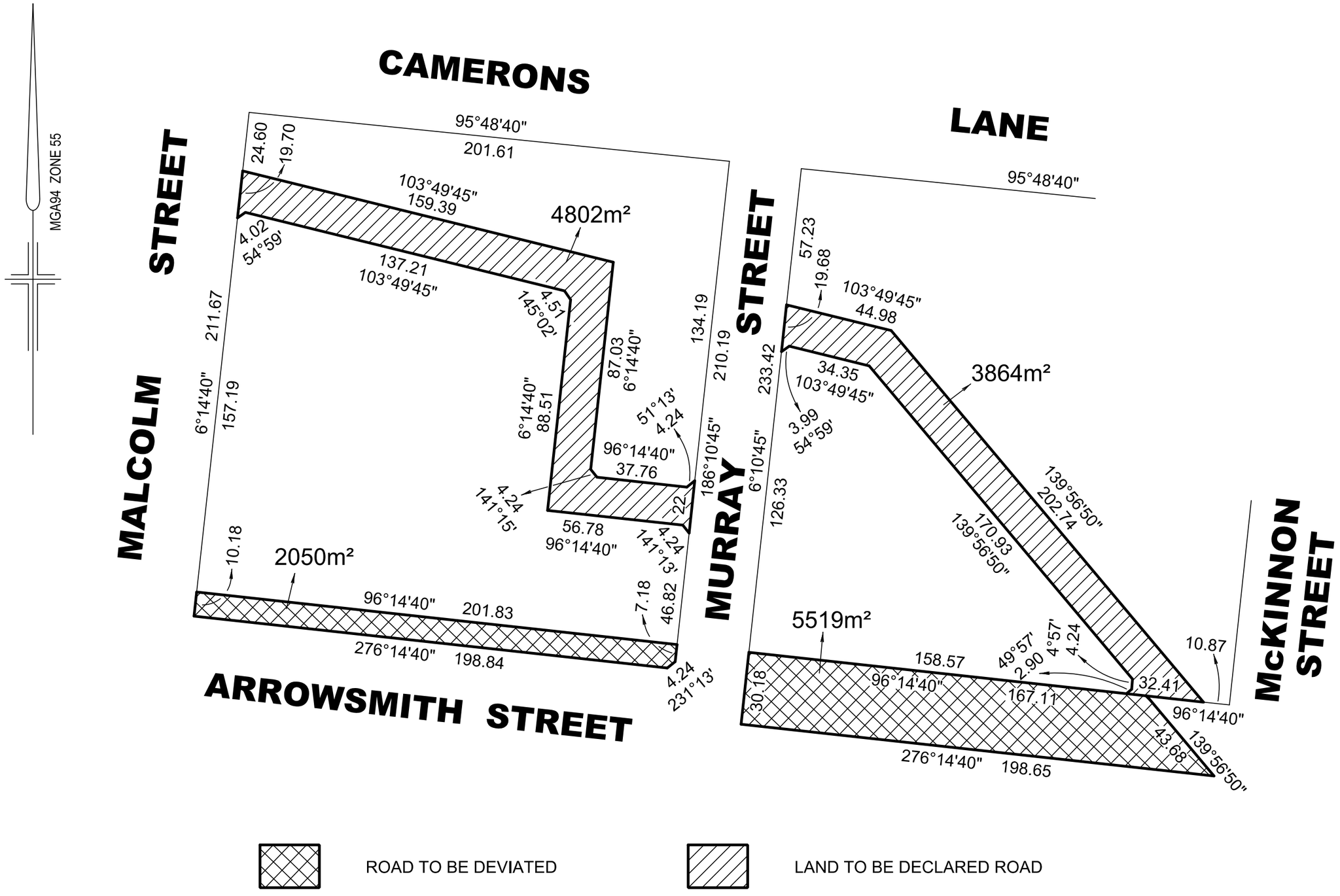
That Council decline the developer's proposal to transact the land through a two-stage approach and reiterate that all land must be transacted as one transfer of land with all costs associated with the road deviation and sale reimbursed to Council.

This is not recommended as the developer is not financially able to meet the purchase price, which may result in land remaining vested in Council. Retaining the land is inconsistent with the vison set by the Beveridge Central PSP and has limited future use or community benefit.

10.9 Option C (Not recommended)

Council to not transact the land and the land remains vested in Council.

This is not recommended as retaining the land in Council's ownership contravenes the intention to deviate and sell the land from the former roads. In additional, Council would own land that provides no future use or community benefit and the vison set by the Beveridge Central PSP would not be realised.



ROAD TO BE DEVIATED

LAND TO BE DECLARED ROAD

GOVERNMENT ROAD TO BE DEVIATED		GOVERNMENT ROAD TO BE EXCHANGED		
PARCEL	AREA (m²)	PARCEL	AREA (m²)	LOT ON PROPOSED PLAN OF SUBDIVISION
1	2050	3	4800	LOT D ON PS819020E
2	5519	4	3143	LOT C ON PS819020E
TOTAL	**7569**	5	453	LOT 2 ON PS822321V
		6	270	LOT 2 ON PS822322T
		TOTAL	**8666**	



PROPOSED GOVERNMENT ROAD DEVIATION
TIMBARRA ESTATE, BEVERIDGE

REF 23017
VERSION D
DATE 10/06/2022 G:\23017\Office Work\Plans\In Progress\Gazettal Plans\23017-0-RoadDeviation-D.dgn

10 0 20 40 60 80
SCALE 1: 750 SHEET A1

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9 ECONOMY, GROWTH AND INFRASTRUCTURE

9.1 RESPONSE TO NOM 1069 - PLANNING FOR MAJOR ROAD INFRASTRUCTURE PROJECTS

Author: *Cameron Baird - Transport and Development Coordinator*
Rick Traficante - Manager, Planning and Engineering Services

File No: *GV/10/038*

Attachments: *1. Major Road Infrastructure List⇩*

Community Vision Theme: *Travelling and getting around*

Council Plan Objective: *Our history is protected and embraced, our present is enriched, and our future is well planned to retain our country feel*

Health and Wellbeing Plan Objective: *Liveable and Thriving*

1. Purpose

1.1 To respond to Notice of Motion (NOM) No. 1069 – Planning for Major Road Infrastructure Projects and provide a list of potential major road infrastructure projects that will be required within Mitchell Shire in the coming 10 years.

2. Background

2.1 Council at its meeting of 19 August 2024 passed a NOM:

THAT *Council officers prepare a report that lists the potential major infrastructure roads projects that will be required within the Mitchell Shire in the coming 10 years including:*

a) A focus on current infrastructure that will require upgrading to signalised intersections, or major roundabouts, such as (Conway St/ Lancefield Road, Tootle St/Sydney St, Kilmore, Hamilton St/High St, Broadford.

b) Major road improvement projects such as John's Street, Highgate Road, Kilmore, Anzac Avenue, and potentially a truck bypass route for Seymour, and other potential roads that will require significant upgrades in the South such as Old Sydney Road and others which the Shire has an obligation to look after, maintain and upgrade.

c) A rudimentary priority list that encompasses the main projects and possible timelines.

d) Potential cost estimates for each project noting moving factors such as inflation, increasing costs of material and labour, possibility of external funding, etc.)

3. Key Matters

3.1 A list of major road infrastructure projects required within the municipality has been prepared. All major road projects over $1 million in value have been included, excepting known developer funded works.

3.2 This list of projects will be updated annually and utilised for future budget preparation and grant and other funding opportunities.

Recommendation

THAT Council:

1. Notes the attached Major Road Infrastructure Project List and considers this list for future funding opportunities and advocacy.
2. Officers update the Major Road Infrastructure Project List annually in preparation for budget deliberations.

4. Financial, Resource and Asset Management Implications

4.1 The current list identifies over $250 million in major road infrastructure projects.

4.2 Just over $11.3 million of these projects are currently identified in the 10 year capital works program with varying funding sources.

4.3 The remaining $238.7 million in projects are currently not identified in the program and considered unfunded and unprogrammed at this time given finite Council funding availability and current known funding opportunities.

4.4 The list will provide a basis for advocacy and considering ongoing grant or state and federal funding opportunities.

5. Consultation

5.1 Internal consultation was carried out with other Units within the Directorate including the Operations and the Capital Projects and Delivery Team.

5.2 No external consultation has occurred.

6. Sustainability Implications (Social and Environmental)

6.1 There are no known sustainability implications in the preparation of the attached project list.

6.2 Individual projects within the list will have social and environmental implications which will be assessed during individual project planning and delivery.

7. Policy and Legislative Implications

7.1 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
The List does not reflect current priorities	Low	The list will be reviewed annually and updated	Yes	Low

10. Discussion

10.1 The major road infrastructure project list has been drawn together from current identified major projects from structure planning works, known road safety and capacity concerns and known community concerns. The list is provided as Attachment 1 to this report.

10.2 Major projects have been considered to be any road upgrade project with a cost exceeding $1 million.

10.3 Projects identified for definite developer or other party funding have **not** been included in this list. As such all major projects to be delivered through Developer Contributions or Works In Kind (WIK) are not included.

10.4 Councils Development Contributions Team maintain an Infrastructure Priority List (IPL) which informs developer contributed works and estimated timing.

10.5 Project scope, descriptions and costing are best estimates for works and costs at this time. Costs have not been escalated given unknown delivery periods.

10.6 It is proposed that this list is annually reviewed, and changes and additions are considered at that time.

10.7 The main purpose of the list is to help inform advocacy and direct the consideration of future funding opportunities.

Major Road Upgrades Project List

Major project = Over $1,000,000

Updated: 3/02/2025

Total: **$253,760,000**

Priority	Project Name	Project Description	Location	Type	Est. Cost	Delivery timeframe	In CWP	Funding Source
1	Old Sydney Road - Upgrade - Camerons Lane - Shire Boundary	5.5km of new road upgrade to rural collector standard	Beveridge	Road Upgrade	$30,800,000	24 months	No	Grants/ Developers
1	Camerons Lane - Kalkalo Creek to Old Sydney Road	1km of road upgrade to urban collector road standard	Beveridge	Road Upgrade	$8,700,000	24 months	No	Grants/ Developers
1	John Street - Mitchell to Union	0.2km of collector road constrcution and land acquisition	Kilmore	Road Upgrade	$2,000,000	12 - 18 months	Yes	Council
1	John Street - Union to south	0.3km of collector road construction and land acquisition	Kilmore	Road Upgrade	$1,500,000	18 - 24 months	Yes	Council
1	Northern Hwy/Tootle/Harrington Signalised Intersection (IN11 in Kilmore Infrastructure Framework (KIF))	Provide 4 way siganlisaed intersection at Northern Hwy, Tootle St and Harrington Drv including property acquisition.	Kilmore	Intersection	$19,000,000	24 months	No	Grants/ Developers
1	Powlett Street near Allen Street in Kilmore	Pedestrian signals across Powlett St (Northern Hwy)	Kilmore	Pedestrian Crossing	$1,500,000	18 - 24 months	No	Council/ Special Charge
1	Darraweit Road - Road Upgrade - Stage 2	Remaining components to provide collector road upgrade - Rowes Lane to Northern Hwy	Wallan	Road Upgrade	$10,000,000	18 - 24 months	no	Grants/Council
1	High Street Bridge Replacements	Asset ID 1401 and 1402 - complete bridge replacement to address load capacity concerns.	Seymour	Bridge	$12,000,000	36 months	No	Grants/Department of Transport and Planning (DTP)/Council
1	Chisholm Crescent Seymour Reconstruction	Jordan St to Anzac Avenue	Seymour	Road Reconstruction	$2,000,000	18 - 24 months	No	Grants/Council Cash
1	Spring Street - Road Upgrade - Part 1	0.25km of road - Lithgow to Arrowsmith - May require acquisition/Significant grades and cut/fill to resolve	Beveridge	Road Upgrade	$1,500,000	36 months	No	Council
1	Spring Street - Road Upgrade - Part 2	0.25km of road - Arrowsmith to Minton - May require acquisition/Significant grades and cut/fill to resolve	Beveridge	Road Upgrade	$1,500,000	36 months	No	MRPV/DTP/Council
1	Spring Street/Minton Street - Intersection	Signalised intersection at Minton	Beveridge	Intersection	$4,500,000	18 - 24 months	No	Major Road Projects Victoria (MRPV)/DTP
2	Minton Street/Stewart Street - Intersection	Interim Signalised intersection at Minton	Beveridge	Intersection	$3,500,000	18 - 24 months	No	MRPV/DTP
2	High Street/Hamilton Street Signalisation	Signalisation, to provide 4 way intersection	Broadford	Intersection	$5,000,000	12 - 18 months	Yes	Grants/Council
2	Seymour Pyalong Road - Upgrade - Road Widening (7.0 seal - 2m extra) - Stage 1	Whitegate Road to Broadford Glenaroua Road	Glenaroua	Road Upgrade	$4,200,000	18 - 24 months	No	Grants/Council
2	Highgate Road - Upgrade (RD14 - KIF)	1.4km of collector road upgrade	Kilmore	Road Upgrade	$5,600,000	18 - 24 months	No	Council
2	John Street/ Kilmore lancefield Rd - Signalised Intersection (IN17 - KIF)	Provide 4 way siganlisaed intersection at Kilmore Lancefield Rd at Conway and John St including property acquisition.	Kilmore	Intersection	$5,000,000	18 - 24 months	Yes	Council
2	Main Road Tallarook - Road upgrade Stage 3	Upgrades to the Service lane north of Lodge Street & Station Precinct (triangle)	Tallarook	Road Upgrade	$3,000,000	24 months	No	Council/ Special Charge

Major Road Upgrades Project List

Major project = Over $1,000,000

Updated: 3/02/2025

Total: **$253,760,000**

Priority	Project Name	Project Description	Location	Type	Est. Cost	Delivery timeframe	In CWP	Funding Source
2	Powlett Street / Green Street intersection in Kilmore	Signalisation of the intersection	Kilmore	Intersection	$3,700,000	24 months	No	Council/ Special Charge
2	Dry Creek Road - Upgrade - Gravel Section	2.2km of road upgrade to a sealed rural standard	Kilmore East	Road Upgrade	$6,600,000	24 months	No	Council
2	Delatite Road single lane culvert upgrade	Upgrade the existing ford/culvert to provide two way higher crossing of Whiteheads Creek	Seymour	Road Upgrade	$2,800,000	24 months	Yes	Grants/ Developers
2	Goulburn Valley Highway - Oak Street Signalisation	T intersection signalisation at Oak Street	Seymour	Intersection	$6,000,000	36 months	No	Grants/Council
2	Delatite Road/Tarcombe Road Roundabout	Provide roundabout at Tarcombe Road and Delatite Rd to facilitate development.	Seymour	Intersection	$3,500,000	36 months	No	Developers/ Council
2	Station Street - Road Upgrade	0.9km upgrade to collector road standard - Wallan Whittlesea Rd to End	Wallan	Road Upgrade	$5,400,000	24 months	No	Council/ Special Charge/ Developers
2	Watson Street/McCarthy Crt Intersection	Provide 4 way intersection at Watson St, McCarthy Crt and future north south collector road.	Wallan	Intersection	$5,500,000	24 months	No	DTP/Developers/Council
2	Northern Hwy/King Street Intersection	Provide 4 way signalised intersection at High St and King St, including connection to Wellington St	Wallan	Intersection	$7,500,000	25 months	No	Developers/ Council
3	High Street/Short Street - Roundabout	Provide roundabout at intersection, including service lane improvements.	Broadford	Intersection	$5,000,000	36 months	No	Grants/Council
3	Sugarloaf Creek Road Upgrade - Stage 3 - Road Widening (6.2m seal - around 2m extra)	1.3km Sunday Crk Ln to #410 southern boundary	Broadford	Road Upgrade	$1,950,000	24 months	No	Grants/Council
3	Seymour Pyalong Road - Upgrade - Road Widening (7.0 seal - 2m extra) - Stage 2	Broadford Glenaroua Road to Sugarloaf Creek Road	Glenaroua	Road Upgrade	$9,150,000	24 months	No	Grants/Council
3	Seymour Pyalong Road - Upgrade - Road Widening (7.0 seal - 2m extra) - Stage 3	Sugarloaf Creek to Seymour Tooborac Road	Glenaroua	Road Upgrade	$13,050,000	24 months	No	Grants/Council
3	Kilmore East Rd/Kellys Lane/East St Intersection upgrade (IN14 - KIF)	Provide roundabout or staggered intersection	Kilmore	Intersection	$3,500,000	36 months	No	Council
3	Kellys Lane - Upgrade (RD12 - KIF)	0.7km of road upgrade to sealed standard	Kilmore	Road Upgrade	$1,960,000	24 months	No	Council
3	Willowmavin/Northern Hwy Intersection (IN15 - KIF)	Provide signalisation of intersection	Kilmore	Road Upgrade	$8,000,000	36 months	No	Grants/ Developers
3	East Street - Road Upgrade (RD04 - KIF)	Provide road upgarde around Racecourse precinct from Kilmore East Rd to Foote St	Kilmore	Road Upgrade	$5,950,000	24 months	No	Grants/Council
3	Lamb Street - Road Upgrade	Provide urban sealed road upgrade, White St to Parade St	Kilmore	Road Upgrade	$1,200,000	24 months	No	Council/ Special Charge
3	Parade Street - Road Upgrade	Provide urban Sealed road upgrade on the entire Length	Kilmore	Road Upgrade	$1,400,000	24 months	No	Council/ Special Charge
3	Main Road Tallarook - Road upgrade Stage 2	Streetscape improvemetns and formalisation Between General Store and Hedleys Lane	Kilmore	Road Upgrade	$3,000,000	24 months	No	Council/ Special Charge

Major Road Upgrades Project List

Major project = Over $1,000,000

Updated: 3/02/2025

Total: **$253,760,000**

Priority	Project Name	Project Description	Location	Type	Est. Cost	Delivery timeframe	In CWP	Funding Source
3	Goulburn Valley Highway - Delatite Road Signalisation	Provide 4 way signalisation at Hwy and Delatite/Hume and Hovell Rd	Seymour	Intersection	$5,000,000	36 months	No	Grants/Council
3	Goulburn Valley Highway - Goulburn Street Signalisation	Provide 4 way signalisation at Anzac Ave and Goulburn St	Seymour	Intersection	$5,000,000	36 months	No	Grants/Council
3	Oak Street/Tarcombe Road/High Street - Intersection Improvements	Possible future Signalisation or other improvements given space constraints, pedestrian crossing issues and rail level crossing proximity.	Seymour	Intersection	$3,500,000	36 months	No	Developers/ Council
3	Goulburn Valley Hwy/Kobyboyn Road Roundabout	Provide 3 way roundabout at Hwy and Kobyboyn Road	Seymour	Intersection	$6,000,000	36 months	No	Developers
3	Sugarloaf Creek Road Upgrade - Stage 1 - Road Widening (6.2m seal - around 2m extra)	2.1km Seymour Pyalong Rd to bends	Sugarloaf Creek	Road Upgrade	$3,150,000	24 months	No	Grants/Council
3	Sugarloaf Creek Road Upgrade - Stage 2 - Road Widening (6.2m seal - around 2m extra)	2.1km Sugarloaf Creek to Camerons Creek Rd	Sugarloaf Creek	Road Upgrade	$3,150,000	24 months	No	Grants/Council
3	Northern Hwy/Duke Street Intersection	Provide 4 way siganlisation at High St and Duke St	Wallan	Intersection	$7,500,000	24 months	No	DTP/Council
3	William Street - Upgrade	Collector road standard upgrade from Northern Hwy to Valley Drive	Wallan	Road Upgrade	$4,000,000	36 months	No	Grants/Council

9.2 PLANNING PERMIT APPLICATION 041/24 FOR A TWO-LOT SUBDIVISION AND USE AND DEVELOPMENT OF A DWELLING AT 60 MCDONALDS ROAD, SUNDAY CREEK

Author: *Grant Trenwith - Principal Statutory Planner*

File No: *PLP041/24*

Attachments:
1. *Draft Grounds of Refusal⇩*
2. *Plans⇩*
3. *Title Particulars⇩*
4. *Relevant Planning Policies⇩*

Property No.:	116258
Title Details:	Lot 5 on Plan of Subdivision 147563X
Applicant:	Mr Stephen O'Brien of Universal Planning
Zoning:	Rural Living Zone (RLZ)
Overlays:	Vegetation Protection Overlay – Schedule 2 (VPO2)
Objections Received:	Eleven (11)
Cultural Heritage Management Plan Required:	No
Summary Recommendation	The proposal is an unacceptable design response and is rejected. It is recommended that amended plans and application are circulated to Council and all relevant parties in accordance with Practice Note PNPE9 prior to the hearing at the Victorian Civil and Administrative Tribunal on 1 and 2 April 2025. The amended plans and application material should address the grounds upon which the proposal has been rejected.
Reason Reported to Council	More than three (3) objections
Officer Declaration of Conflict of Interest:	No officers involved in the preparation of this report have any direct or indirect interest in this matter

1. Site Map

1.1 The subject site and surrounds are shown at **Figures 1 and 2.**



Figure 1 – Subject Site

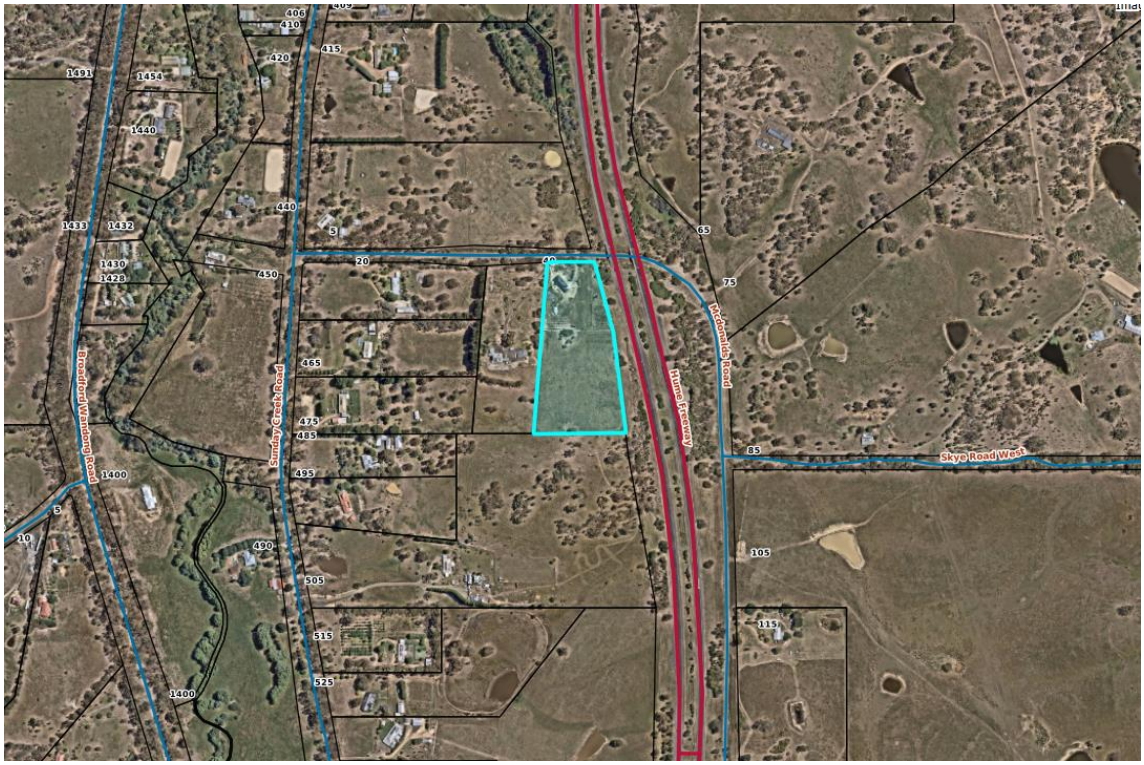


Figure 2 – Subject Site and Surrounds

2. Background Summary

2.1 On 4 February 2024, a planning permit application was lodged for a 3-lot subdivision and buildings and works for two (2) dwellings at 60 McDonalds Road, Sunday Creek.

2.2 On 4 March 2024, a request for further information was sent to the applicant. An extension of time to provide the information was approved by Council officers on 19 April 2024 and again on 29 May 2024.

2.3 On 14 June 2024, the application was amended to change the proposal from a 3-lot subdivision to a 2-lot subdivision.

2.4 The application was referred internally to Council's Strategic Planning, Engineering/Traffic, Environment, and Environmental Health Units; and externally to Goulburn Valley Water (GVW), Goulburn Murray Water (GMW), AusNet Services, the Department of Transport and the Department of Energy, Environment and Climate Action (DEECA).

2.5 On 26 June 2024, notice of the application was sent to surrounding properties. Following public notification of the application, a total of eleven (11) submissions were received. All the submissions objected to the proposal.

2.6 On 13 September 2024, the Council was notified by the Victorian Civil and Administrative Tribunal (VCAT) that an application pursuant to section 79 of the *Planning and Environment Act 1987* had been lodged by the applicant. Under section 79 of the Act, an applicant for a permit may apply to VCAT for review of the failure of the responsible authority to grant a permit within the prescribed timeframe.

2.7 On 25 September 2024, the Council received an Order from VCAT that the application was listed for a Compulsory Conference on 17 December 2024, and a Hearing on 1 and 2 of April 2025.

2.8 On 27 November 2024, Council applied to VCAT for an adjournment of the Compulsory Conference on the grounds that Council officers do not have delegation to determine the application as more than 3 objections had been received, and therefore the application was required to be decided at a Council meeting. The application for the adjournment was refused by VCAT.

2.9 On 17 December 2024, Council attended the Compulsory Conference. In attendance at the conference were a Council officer, the applicant, and one of the objectors. There was no resolution on the application at the Compulsory Conference.

2.10 On 18 December 2024, Council received an Order from VCAT that the details set out in the Tribunal's order dated 24 September 2024 are confirmed, and the proceeding is listed for a hearing on 1 and 2 April 2025. The VCAT member remarked that at the time of the compulsory conference the responsible authority had not made a decision on the application, and this is not expected to occur until February 2025 (this being the time of the next Council meeting). The VCAT member encouraged the parties to continue discussions around the issues considered in the compulsory conference.

2.11 On 16 January 2025, the applicant advised that a revised subdivision, site plan and house plans will be circulated to the parties in accordance with VCAT Practice Note PNPE9. If a permit applicant wants to change their permit application after an application for review has been lodged at VCAT, they can only do so if they follow the steps outlined in the Practice Note. In accordance with the Practice Note, the applicant must give notice of the proposed amended application to the various parties to the proceeding including referral authorities and objectors.

2.12 The application will be heard at VCAT on 1 and 2 April 2025, and as amended plans are yet to be circulated in accordance with PNPE9 (as outlined at 2.12 above), a Council direction on the application that was lodged on 14 June 2024 is required.

2.13 If the applicant proceeds to amend the application in accordance with Practice Note PNPE9 (as has been advised to date), notice of the amendment and the supporting material must be provided to Council at least 30 business days before the VCAT hearing. This will enable the amended documentation to be bought back to the Council meeting on 17 March 2025 for a further direction prior to the VCAT hearing.

RECOMMENDATION

THAT Council:

a) Having complied with the relevant Sections of the *Planning and Environment Act 1987*, resolve to determine that Application No. PLP041/24 for a two-lot subdivision and use and development of a dwelling at Lot 5 on Plan of Subdivision 147563X, known as 60 McDonalds Road, Sunday Creek, is an unacceptable design response on the grounds outlined in Attachment 1.

b) It is recommended that amended plans and application are circulated to Council and all relevant parties in accordance with Practice Note PNPE9 prior to the hearing at the Victorian Civil and Administrative Tribunal on 1 and 2 April 2025. The amended plans and application material should address the grounds upon which the proposal has been rejected.

3. Conflict of Interest

3.1 This report advised that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest identified or raised by a member of Council staff in the subject matter of the report.

4. Site and Surrounds

Subject Site Description

4.1 The subject site ('the site') is a 3-hectare lot located west of the Hume Freeway and on the southern side of McDonalds Road. It contains a recently constructed dwelling and associated access, outbuilding and a water tank.

4.2 The site slopes upward approximately 29 metres from the northern to the southern boundary. There is a patch of vegetation (trees) near the centre of the site and scattered trees near the existing dwelling which is positioned approximately 20 metres from the front northern boundary. There is a small dam located near the front boundary.

4.3 The site is in a designated bushfire prone area (DBPA).

4.4 The plan of subdivision showing the subject site is at **Figure 3** below. There are no covenants, easements, notices or other restrictions registered on title.

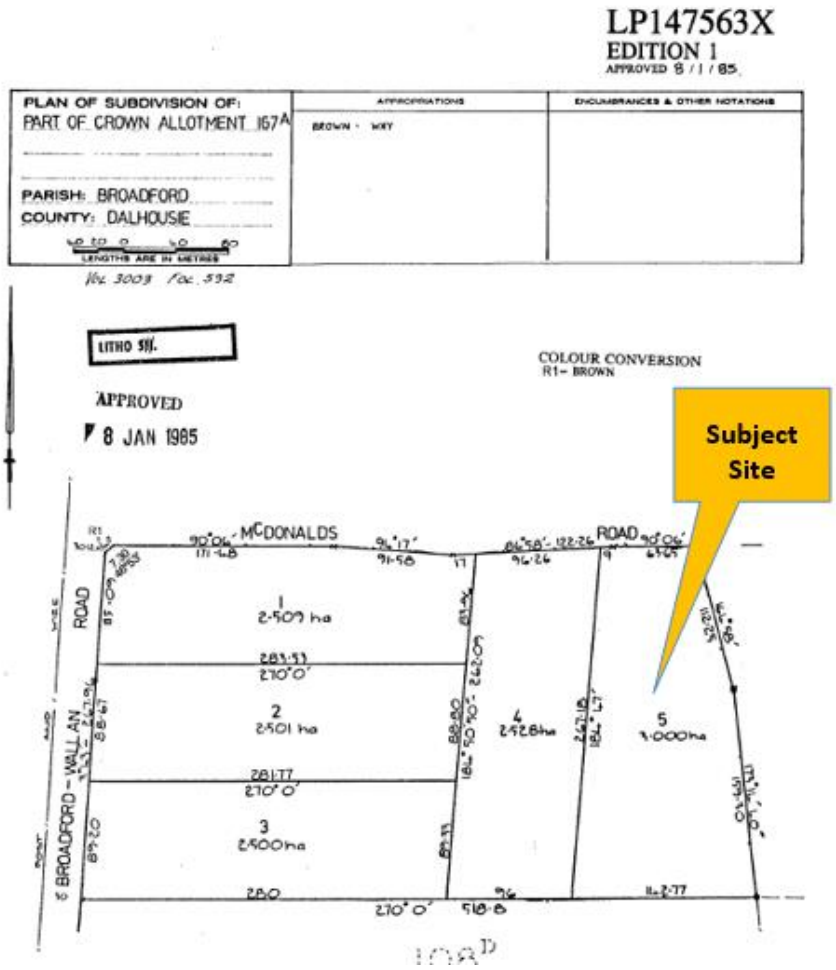


Figure 3 – Plan of subdivision

Surrounding area

4.5 The properties immediately adjoining the site include:

- 40 McDonalds Road is a 2.5-hectare lot adjoining the site to the west. It contains a dwelling, outbuildings, water tanks, and scattered trees.

- 505 Sunday Creek Road is a 10.5-hectare lot adjoining the site to the south. It contains a dwelling and several outbuildings, all located at the southern end of the property. Patches of trees are located mainly in the

north-east reaches of the property. Council's mapping shows a tributary of Sunday Creek traversing the property at the southern end.

- The Hume Freeway and freeway reserve adjoin the site to the east. Further to the east is farmland (Farming Zone).

- McDonalds Road adjoins the site to the north. Further to the north (on the other side of McDonalds Road) are rural lifestyle properties.

4.6 The land within 500 metres of the site and west of the Hume Freeway comprises mostly rural lifestyle properties, all zoned Rural Living. The lot sizes are varied, ranging from ~0.5 hectares (405 and 409 Sunday Creek Road) to ~10 hectares (505 Sunday Creek Road). Some of the property owners/occupiers undertake small-scale agricultural activities and pursuits.

4.7 Sunday Creek is located approximately 550 metres to the west.

4.8 The zoning of the land surrounding the site is shown at **Figure 4.**

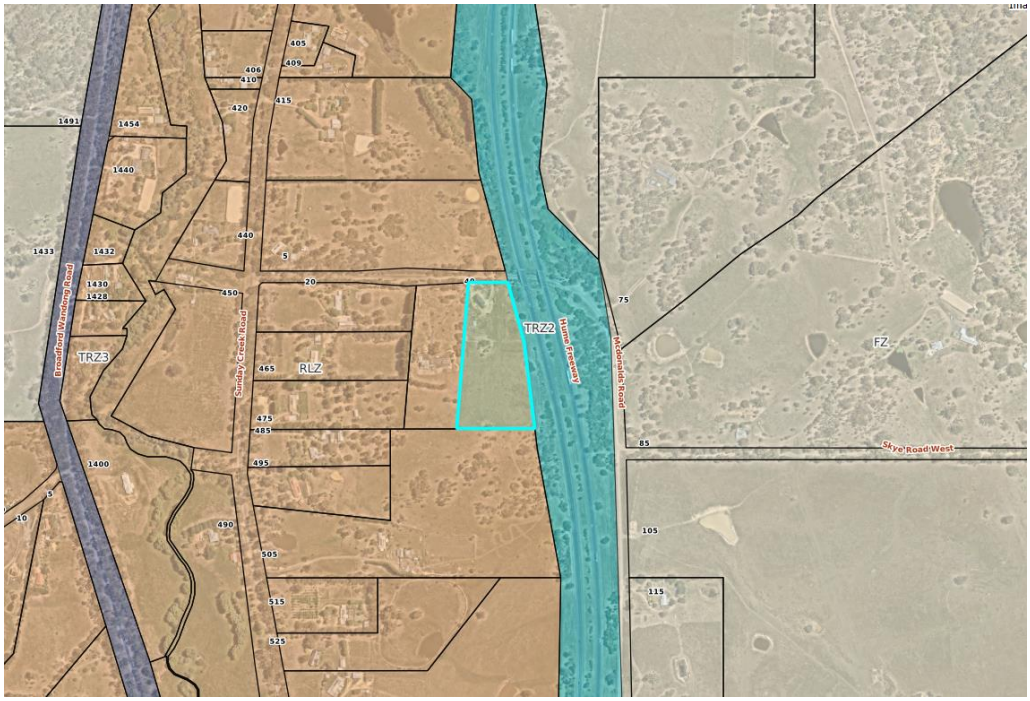


Figure 4 – Zoning of surrounding land

Planning Background

4.9 Planning permit PLP075/23 was approved on 6 October 2023 to use and develop the land for a dwelling and associated outbuilding.

Title/Restrictions/Agreements

4.10 There are no covenants, easements, notices or other restrictions registered on title.

5. Proposal

Subdivision

5.1 It is proposed to subdivide the land into two (2) lots of 1.5 hectares. Access to proposed Lot 2 will be via a carriageway easement.

5.2 The proposed plan of subdivision is shown at **Figure 5.**

Use and development

5.3 It is proposed to use and develop proposed Lot 2 for a dwelling. Access to the dwelling will be from McDonalds Road via the proposed carriageway easement. A new wastewater system is proposed for Lot 2.

5.4 A plan showing the proposed dwelling footprint and the recommended wastewater envelopes is shown at **Figure 6.**

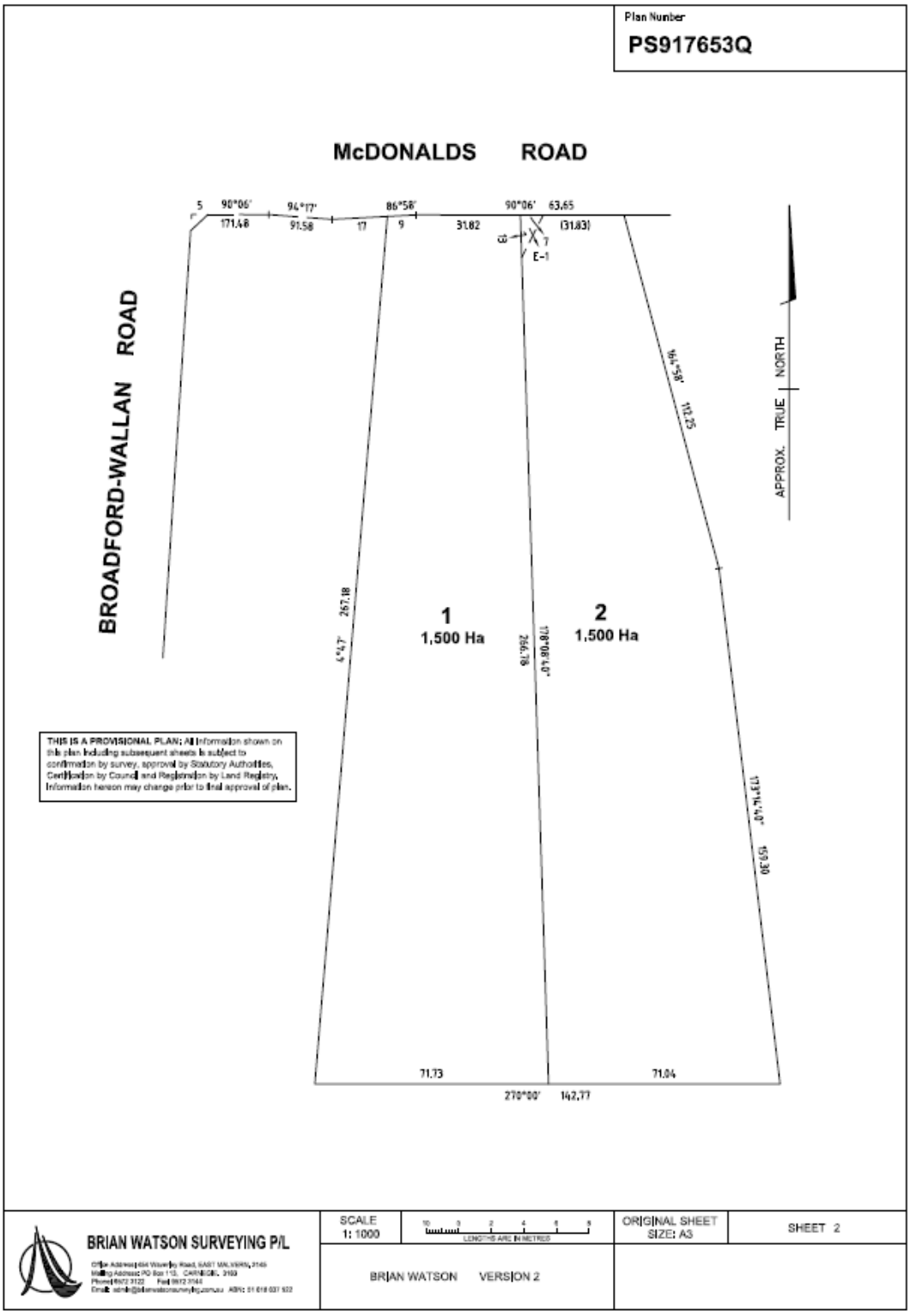


Figure 5 – Proposed plan of subdivision

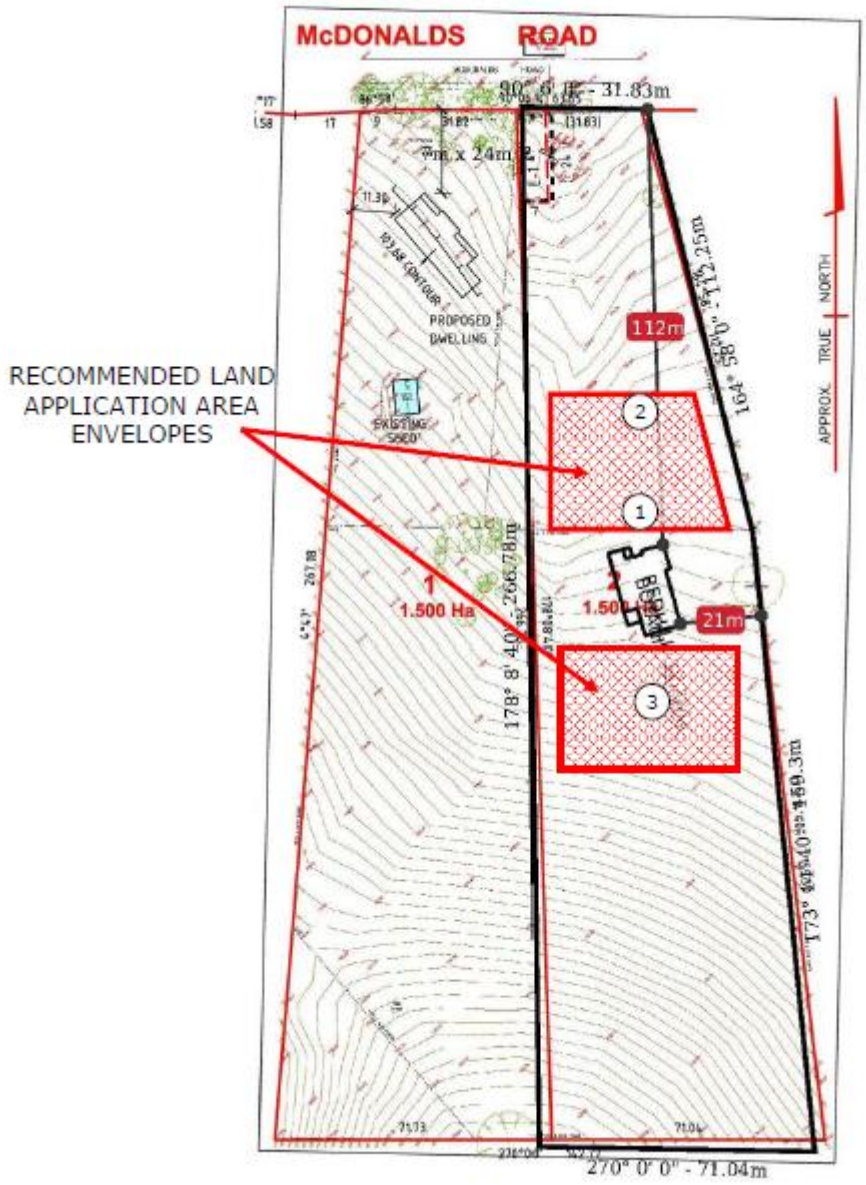


Figure 6 – Plan showing proposed dwelling footprint and effluent envelopes

6. Planning Assessment

Planning Policy Framework

6.1 There are several planning policies applicable to the assessment of this application. A full list of applicable provisions is provided at Attachment 4.

Zoning

Clause 35.03 - Rural Living Zone

6.2 The proposal is subject to the Rural Living Zone provisions of the planning scheme.

6.3 Pursuant to Clause 35.03-1, a planning permit is required to use the land for a dwelling on a lot less than 4 hectares. Pursuant to Clause 35.03-4, a planning permit is also required to construct a building or carry out works for a Section 2 use (dwelling), and to construct a building within 30 metres of a Transport Zone 2.

6.4 Pursuant to Clause 35.03-3, a planning permit is required to subdivide land. Each lot must be at least 1 hectare.

6.5 Before deciding on an application to use or subdivide land, construct a building or construct or carry out works, in addition to the decision guidelines in Clause 65, the responsible authority must consider the decision guidelines at Clause 35.03-5.

Overlays

Clause 42.02 - Vegetation Protection Overlay – Schedule 2 (VPO2)

6.6 A Vegetation Protection Overlay applies to the site. A permit is required to remove, destroy or lop any vegetation. The VPO area is shown at **Figure 7** below.

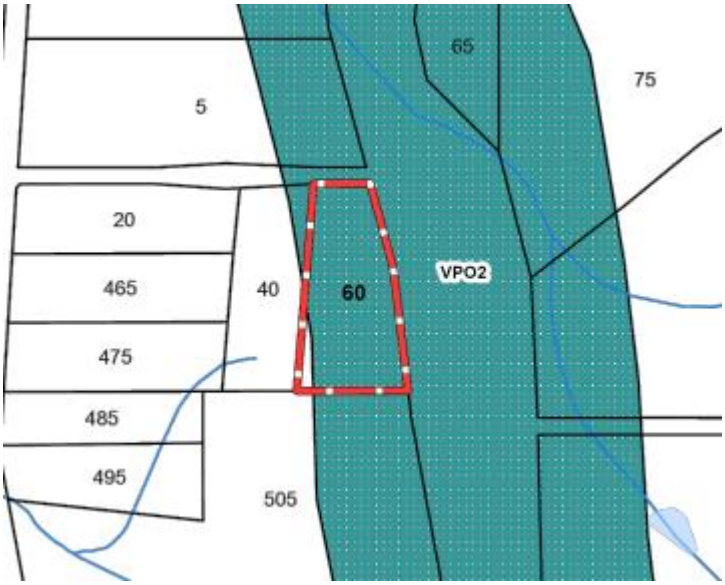


Figure 7 – Planning map showing the VPO

Particular provisions

Clause 52.06 – Car parking

6.7 Pursuant to Clause 52.06-2, before a new use commences, the number of car parking spaces required under Clause 52.06-5 must be provided on the land to the satisfaction of the responsible authority.

6.8 The number of car parking spaces required for a dwelling is:

- 1 space to each one- or two-bedroom dwelling, plus
- 2 spaces to each three or more-bedroom dwelling (with studies or studios that are separate rooms counted as a bedroom).

Clause 52.17 – Native vegetation

6.9 Pursuant to Clause 52.17, a permit is required to remove, destroy or lop native vegetation, including dead native vegetation.

Clause 52.29 – Land Adjacent to the Principal Road Network

6.10 Pursuant to Clause 52.29, a permit is required to subdivide land adjacent to a road in a Transport Zone 2.

Clause 53.03 – Residential Reticulated Gas Service Connection

6.11 Pursuant to Clause 53.03-2, a permit must not be granted for construction of a new dwelling that is to be connected to a reticulated gas service.

General provisions

Clause 65.01 – Approval of an Application or Plan

6.12 Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- The matters set out in section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlays or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area. The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.

- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

6.13 Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The availability of subdivided land in the locality, and the need for the creation of further lots.
- The effect of development on the use or development of other land which has a common means of drainage.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.
- The area and dimensions of each lot in the subdivision.
- The layout of roads having regard to their function and relationship to existing roads.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.
- The provision and location of reserves for public open space and other community facilities.
- The staging of the subdivision.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The provision and location of common property.
- The functions of any owners corporation.
- The availability and provision of utility services, including water, sewerage, drainage, electricity, and, where the subdivision is not a residential subdivision, gas.
- If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.
- Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.
- The impact the development will have on the current and future development and operation of the transport system.

7. Referrals

External

AusNet Services

7.1 The application was referred to AusNet Services under Section 55 of the *Planning and Environment Act, 1987*. No response has been received.

Goulburn Valley Water

7.2 The initial 3-lot subdivision was referred to Goulburn Valley Water (GVW) under Section 55 of the *Planning and Environment Act, 1987.* GVW did not object to the granting of a permit subject to conditions relating to connection to water supply services. The amended 2-lot subdivision does not require referral to GVW pursuant to Clause 66.01 of the planning scheme.

Goulburn Murray Water

7.3 The initial 3-lot subdivision was referred to Goulburn Murray Water (GMW) under Section 55 of the *Planning and Environment Act, 1987.* GMW did not object to the granting of a permit subject to conditions relating to wastewater disposal and water quality impacts. The amended 2-lot subdivision does not require referral to GMW pursuant to Clause 66.01 of the planning scheme.

Department of Transport and Planning

7.4 The application was referred to the Department of Transport and Planning (DTP) under Section 55 of the *Planning and Environment Act, 1987*. DTP does not object to the granting of a permit subject to a condition requiring no direct access to the Hume Freeway.

Department of Energy, Environment and Climate Action

7.5 The application was referred to the Department of Energy, Environment and Climate Action (DEECA) for comment under Section 52 of the *Planning and Environment Act, 1987.* DEECA does not object to the grant of a permit however has expressed concerns about the consequential loss of vegetation that will result from the subdivision.

Internal

Strategic

7.6 Strategic planning commented that the 1-hectare minimum subdivision area for this site and surrounds has been in place since the Mitchell Planning Scheme came into operation. The site sits outside of the settlement boundaries identified within the Broadford Structure Plan so the application must be considered on the

merits against the applicable provisions of the Planning Policy Framework. Further, the amenity for future dwellings must be considered given the proximity to the Hume Freeway and the views of the Department of Transport should be sought.

Engineering

7.7 The Engineering Unit has commented that it has concerns with the existing crossover as it has compromised sight lines in the approach. Consideration therefore needs to be given to the appropriate treatment which may require vegetation management.

Environment

7.8 The Environment Unit has objected to the proposal on the grounds that the avoidance of native vegetation removal has not been achieved. In this regard the Environment team agree with the concerns expressed by DEECA. The unit also comments that the site and immediate surrounding area has unverified sightings of the Grey Goshawk and Gang Gang Cockatoos, and an acceptable sighting of the Golden Sun Moth within the buffer area of 60 McDonalds Road. These matters are discussed further in the assessment below.

Environmental Health

7.9 The Environmental Health Unit has not objected to the grant of a permit and has commented that the applicant will be required to apply for a permit to install a septic system before commencement of the use of the land for a dwelling.

8. Public Notification (Advertising)

8.1 The application was advertised by giving notice (by mail) to the owners and occupiers of the properties surrounding the site and by displaying a public notice at the site frontage.

8.2 At the conclusion of the public notification period, a total of eleven (11) objections were received. Grounds of objection can be characterised under the following broad headings:

- The site has sightings of threatened and vulnerable species, namely the Gang Gang Cockatoo, the Grey Goshawk and the Golden Sun Moth. The Environmental Report provided with the application does not adequately address the threat to native vegetation (including grassland) and native bird species including any assumed or consequential loss of vegetation from the construction of a crossover, accessways, fencing, etc.

- The Environmental Report does not account for seasonal limitations.

- The nearby agricultural activities will be adversely impacted by the construction of a new dwelling on the land.
- The proposed dwelling will not have privacy and will be overlooked by the property at 40 McDonalds Road.
- There is potential for the dogs of future owners and/or occupiers to cause issues with existing livestock on nearby land.
- The proposed dwelling will be impacted by noise from the freeway.
- The provision of services may impact existing native vegetation.
- Adverse impacts on WiFi in the area.
- The proposal does not comply with Clause 55 (Two or more dwellings on a lot and residential buildings) of the planning scheme.
- The agricultural activity on adjoining and nearby sites such as agricultural production, grazing of livestock, pig and sheep breeding, chicken breeding and butchering, rabbit control (involving occasional gun use), burning of refuse, and animal husbandry will generate amenity impacts (from dust, noise, smoke from fire, etc) to the proposed dwelling.
- The proposal has not adequately considered bushfire protection measures such as access, water supply, and defendable space. The requirements of Clause 53.02 of the planning scheme have not been addressed.
- A Vegetation Protection Overlay applies to the site and the natural values of the site must be protected.
- The proposal is not in keeping with the existing neighbourhood character. The surrounding properties are much larger in size.

9. Discussion

Response to Planning Policy Framework (PPF)

9.1 The following is an assessment against relevant policies of the Planning Policy Framework. The assessment against the provisions of the Rural Living Zone that follows the PPF assessment expands on some of the issues.

Settlement and Environmental and Landscape Values

9.2 The policy at Clause 11.03-5S (Distinctive areas and landscapes) seeks to enhance conservation of the environment, including unique habitats, ecosystems and biodiversity of these areas. Development will only be supported where it enhances the valued characteristics of these areas.

9.3 The policies at Clauses 12.01-1S and 12.01-1L (Protection of biodiversity) seek to ensure that decision making takes into account the impacts of land use and development on Victoria's biodiversity. Native flora and fauna should be protected by avoiding diminishing the biodiversity value of land as a result of development. Further, the policy at Clause 12.01-2S (Native vegetation management) seeks to ensure that decisions that will lead to the removal or destruction of native vegetation, apply the three-step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (Department of Environment, Land, Water and Planning, 2017). The three-step approach is:

- Avoid the removal, destruction or lopping of native vegetation.
- Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
- Provide an offset to compensate for the biodiversity impact from the removal, destruction or lopping of native vegetation.

9.4 A Vegetation Protection Overlay (VPO2) applies to the site which relates to freeway environs protection. Wide freeway reservations frequently contain remnant vegetation and habitat that may be substantially depleted in adjacent freehold areas. This is clearly evident in **Figure 8 below** which shows significant vegetation on the eastern side of the freeway directly opposite the subject site and minimal vegetation on the western side of the freeway within and near the subject site. The overlay also notes that freeways are also significant as the main viewing corridor of many visitors and local residents when travelling through the municipality, thus placing importance upon the maintenance and enhancement of the freeway environs.



Figure 8 – Subject site showing adjacent freeway environs

9.5 A Native Vegetation and Tree Impact Assessment report prepared by Ranges Environmental was provided with the application following a further information request by Council's Environment unit due to concerns about impacts on vulnerable and endangered fauna species. The report considered the biodiversity values of the site, potential native vegetation impacts, potential impacts associated with the accessway and proposed buildings and works.

9.6 Regarding potentially rare and threatened fauna species, the report considers relevant legislation, namely the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* ('EPBC Act') and the Victorian *Flora and Fauna Guarantee Act 1988* ('FFG Act'). The report concludes that the modified conditions on the property and the lack of known threatened flora populations within 5kms suggests that the site is "most unlikely to support threatened flora listed under EPBC and FFG Acts". However, the report also concluded that despite this modification, threatened fauna species may occasionally forage or fly over the site.

9.7 Regarding impacts on native vegetation, the report concluded that there will be native vegetation loss as a result of the subdivision (described as consequential or assumed losses) as the design of the subdivision will create a new exemption under Clause 52.17-7 of the planning scheme which allows for the clearing of native vegetation within a combined 4 metres from a boundary fence between lots. The vegetation in question is shown in **Figures 8 and 9** below.



Figure 8 – Proposed subdivision showing native vegetation close to the proposed boundary separating the two lots

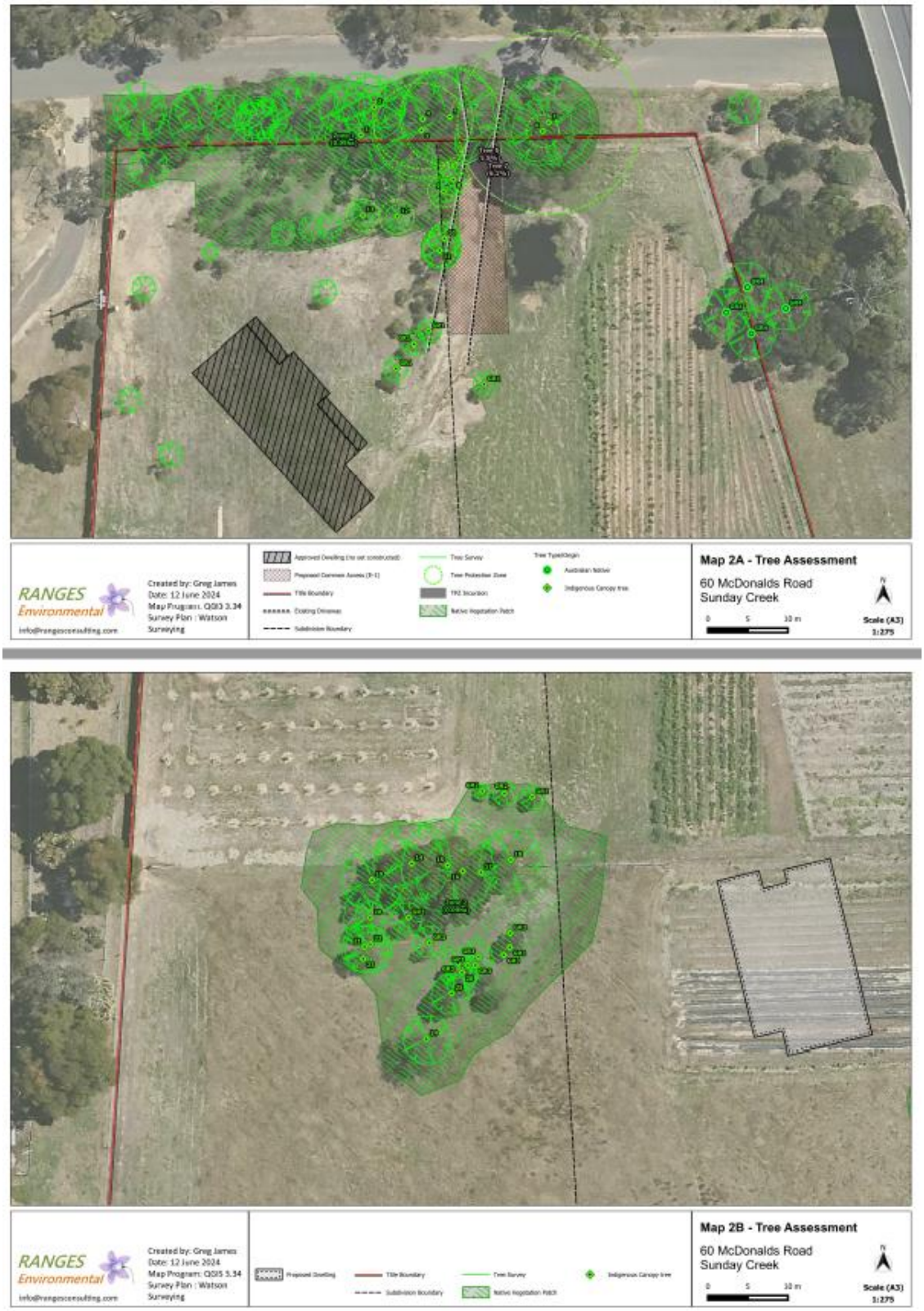


Figure 9 - Proposed subdivision showing native vegetation near the proposed boundary separating the two proposed lots

9.8 Because of the consequential loss of vegetation, a Native Vegetation Removal Report was provided with the assessment which describes the offsets required if a permit is granted.

9.9 The vegetation assessment report was referred to DEECA which commented that while the native vegetation is modified, the proposal makes no effort to avoid and minimise native vegetation impacts. Simple modifications to the lot boundary and design will not materially impact the resultant lots in any way, and all native vegetation removal could be avoided. Council's Environment team concurred with the DEECA comments and further noted the limitations of the vegetation assessment report, especially the survey time in late Autumn. Given the sightings (unverified) of the Grey Goshawk and Gang Gang Cockatoos, and an acceptable sighting of Golden Sun Moth (a federally listed critically endangered species) on the adjacent property, it has been determined that due diligence has not been observed under the EPBC Act 1999 in this instance as the surveys were not undertaken at the optimum time for sightings of the specific species. Further, more consideration should be given to possible consequential loss of vegetation from the construction of crossovers, accessways, effluent fields, etc. It is noted also that an earlier Land Management Plan submitted with the application for the newly constructed dwelling on the land acknowledged the sighting of the critically endangered Golden Sun Moth.

9.10 Finally, the Land Capability Assessment (LCA) provided with the application concludes that wastewater can be appropriately treated and contained within Lot 2, although it is noted that the LCA assumes a 4-bedroom development despite no design detail (floor plans, etc) being provided with the amended application. The floor plans for the two dwellings provided for the initial 3-lot proposal do not match the footprint of the dwelling shown on the plans of the amended application. The lack of design detail for the new dwelling is unacceptable as this is needed to accurately determine an appropriate wastewater system including sizing of effluent fields as the size and location of the fields may have an impact on nearby vegetation.

9.11 In view of the above matters, it is considered that the proposal does not meet with the objectives of the relevant policies. The identified valued attributes of this distinctive landscape are not protected, the impact on existing biodiversity has not been adequately addressed, and the consequential loss of vegetation is not acceptable from an avoid and minimise perspective.

Natural Resource Management

9.12 The policies at Clauses 14.01-1S and 14.01-1L (Protection of agricultural land) seek to avoid permanent removal of productive agricultural land from the state's agricultural base and to limit new housing development in rural areas. In considering a proposal to use, subdivide or develop agricultural land, the following should be considered:

- Desirability and impacts of removing the land from primary production, given its agricultural productivity.

- Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.

- Compatibility between the proposed or likely development and the existing use of the surrounding land.

- The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.

- Land capability.

9.13 The Mitchell Rural Land & Activities Review is a strategic document that was adopted by the Council in December 2022. It outlines a strategic framework and planning policy recommendations for the use, management, and development of rural land within the shire.

9.14 For the purposes of the review document the site is located near the urban fringe of Broadford meaning that the site is not considered strategically important with respect to agricultural production. Further, this is a relatively small rural landholding that is developed with a dwelling, and the site forms part of the freeway environs noted for its remnant vegetation and habitat (as previously discussed). These factors place further constraints on the land to be farmed at a commercial scale.

9.15 However, the proposal to construct a new dwelling on this site provides an opportunity to improve the environmental performance of the land through the implementation of a Land Management Plan (LMP), and to this end, if a permit were approved, a condition of permit could require that a LMP be approved prior to commencement of the use and/or the issue of a Statement of Compliance for the subdivision. The LMP would demonstrate how the existing vegetation and natural attributes of the land can be protected and enhanced with additional plantings to improve habitat, weed control, etc, as envisioned by the Vegetation Protection Overlay. Unfortunately, given the concerns expressed by DEECA and Council's Environment team regarding the Native Vegetation and Tree Impact Assessment report, which has not adequately described the potential impacts on endangered and vulnerable fauna species found in the locality, an LMP at this point is likely to be insufficiently targeted to the degree that it will provide certainty as to the necessary environmental performance improvements. To this end the applicant has engaged an ecologist to further investigate these matters and it is proposed to provide amended plans to all parties prior to the VCAT hearing that amends both the subdivision layout and the dwelling design and

location to protect vegetation on the land. These plans will be bought back to Council in March for a determination as to acceptability prior to the VCAT hearing in April.

9.16 The western side of the Hume Freeway comprises, in the main, rural lifestyle properties. If not the case already, there is some potential for these properties to engage in small-scale agricultural activity and therefore the impact of this proposal on those activities must be considered. It is considered unlikely that the introduction of the new dwelling to the area - centrally positioned within proposed Lot 2 - will impact activities undertaken on nearby properties. The dwelling will be located approximately 75 metres from the nearest boundary of an occupied property, that being 40 McDonalds Road to the west. The properties to the north and south are also considered unlikely to be adversely impacted by the new dwelling due to the proposed setbacks, and the privately owned land to the east on the other side of the Hume Freeway and freeway reservation is well separated from the development to be considered unaffected. This land is in the Farming Zone. Notwithstanding these considerations, the amended plans proposed to be provided following further investigation of environmental impacts will confirm the best position for the dwelling and effluent fields and these plans will be presented to Council in March prior to the VCAT hearing. It is not anticipated that the dwelling location will be significantly altered from where it is currently proposed.

9.17 In view of the above matters, it is considered that the proposal will not adversely impact agricultural production in the area and the objective of the policies to protect the state's agricultural base is met.

9.18 The policy at Clause 14.02-2S (Water quality) requires that land use activities potentially discharging contaminated runoff or wastes are sited to minimise such discharges and to protect the quality of surface water and groundwater resources.

9.19 The Land Capability Assessment notes that the site does not experience significant stormwater run-on from McDonalds Road, exhibits no evidence of a shallow water table or other significant constraints that cannot be mitigated, and the risk of effluent transport is low. The proposed effluent management area will be located above the 1:100-year flood level and by using secondary treatment and disposal via irrigation, surface and ground waters will be protected. The report concludes that onsite wastewater management is feasible with appropriate mitigation measures.

9.20 It is usually the case that a LCA is based on a confirmed dwelling design, particularly where a planning permit is required for the construction of a dwelling in a rural area. As previously mentioned, dwelling design detail is absent with this application and assumptions have been made as to the dwelling bedroom numbers, occupancy, etc. In conjunction with the further

environmental impact investigations, this will need to be rectified to accurately establish the precise size and location of the wastewater system including effluent fields. Again, it is anticipated that the amended plans to be provided as part of the VCAT process will address this.

Built Environment

9.21 The policy at Clause 15.01-3L (Subdivision design) seeks to avoid single accessway subdivisions to facilitate ease of movement by emergency vehicles and improve vehicle permeability, and to ensure subdivision design retains native and exotic canopy trees and existing native vegetation. The existing driveway is proposed to be utilised for both lots, and a new driveway will be created (controlled by a gate) up to the new dwelling.

9.22 Council's Engineering Unit has concerns with the existing crossover as it has compromised sight lines in the approach. To improve safety the existing crossover will require sealing which may require that existing vegetation be removed. The sealing of the crossover will ensure adequate traction to and from the site. If native vegetation is required to be removed this will need to be accounted for as a consequential loss resulting from the subdivision and will need to be addressed as part of the environmental impact assessment and the process leading up to the VCAT hearing. The Engineering unit also requires that signage be installed via a 'Works within Road Reserve' permit to warn motorists of the crossover.

9.23 In view of the above, it is considered that the proposal does not meet with the strategies identified at Clause 15.01-3L to achieve safe and suitable access and avoid vegetation loss.

9.24 The policies at Clauses 15.01-6S and 15.01-6L (Design for rural areas) seek to ensure that the siting, scale, and appearance of development protects and enhances rural character. Further, the visual impacts on surrounding natural scenery and landscape features must be considered.

9.25 As previously mentioned, while dwelling plans were provided for the initial 3-lot subdivision, no dwelling design detail was provided for the subsequent 2-lot subdivision as amended. The plans show a dwelling footprint only. This is a significant oversight as, while we can assess the position of the dwelling (see discussion under 'Natural Resource Management' above), we cannot assess the visual impact that the design of the dwelling will have on the surrounding area. It is noted that in terms of the impact that the siting of the dwelling will have on the Hume Freeway, the Department of Transport and Planning has no objection to the proposal conditional on no direct access being provided to the freeway.

9.26 In view of the above matters, it is considered that the proposal does not meet with the objective of the policies at Clauses 15.01-6S and 15.01-6L in that it

cannot be established with any certainty that the design of the dwelling respects the valued character of the locality.

Land Use and Transport

9.27 The policy at Clause 18.01-1S (Land use and transport integration) requires that land use and development provide for the ongoing improvement and development of the State Transport System, and land use is planned adjacent to the transport system having regard to the current and future development of transport system. As previously mentioned, the Department of Transport and Planning does not object to the proposal in this regard on the proviso that no direct access to the Hume freeway is permitted.

9.28 The local policy at Clause 18.02-4L (Road system) requires that consideration must be given to the minimisation of adverse noise effects from traffic using the Hume Freeway. No information has been provided in this regard in terms of noise mitigation measures that may be applied to the new dwelling. Further, safe and efficient vehicular access to subdivision must be provided. As previously mentioned, Council's Engineering unit has concerns in this regard, specifically around sight lines that may necessitate the removal of vegetation.

9.29 In view of the above, it is considered that the proposal does not meet with the strategies identified at Clause 18.02-4L to ensure safe and efficient two-way vehicular access to the subdivision, noting that the existing crossover is proposed to be utilised for both lots. Further, the policy at Clause 18.02-4S (Roads) requires that an adequate supply of car parking is provided to protect the amenity of the locality and the function of the nearby road. While it is likely that car parking will be incorporated into the dwelling design, no information has been provided in this regard.

Zoning Considerations

Clause 35.03 – Rural Living Zone

9.30 The purpose of the Rural Living Zone is:

> 1. *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
> 2. *To provide for residential use in a rural environment.*
> 3. *To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.*
> 4. *To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.*
> 5. *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

9.31 Before deciding on an application to use or subdivide land, construct a building or construct or carry out works, in addition to the decision guidelines in Clause

65, the responsible authority must consider matters relating to agricultural, environmental, design and siting issues as set out in the decision guidelines of the zone.

9.32 The assessment against the various policies of the Planning Policy Framework has established that the subdivision design and the proposed dwelling development is unacceptable in respect of environmental impacts, access and dwelling design. It is therefore considered that the proposal does not meet with the purpose of the zone in that it does not protect and enhance natural resources, biodiversity and landscape values of the area.

Overlay Considerations

Clause 42.02 – Vegetation Protection Overlay – Schedule 2 (VPO2)

9.33 The purpose of the overlay is:

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

To protect areas of significant vegetation.

To ensure that development minimises loss of vegetation.

To preserve existing trees and other vegetation.

To recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance.

To maintain and enhance habitat and habitat corridors for indigenous fauna.

To encourage the regeneration of native vegetation.

9.34 While the proposal does not include the removal of vegetation, thereby avoiding an assessment under Clause 42.02, it should be noted that there will be a consequential loss of vegetation resulting from the subdivision. This has been discussed in the Planning Policy Framework assessment above and will be discussed further in the assessment under Clause 52.17 below.

Particular and General Provisions

Clause 52.06 – Car parking

9.35 The purpose of the clause is:

6. *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*

7. *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
8. *To support sustainable transport alternatives to the motor car.*
9. *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
10. *To ensure that car parking does not adversely affect the amenity of the locality.*
11. *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

9.36 This clause applies to a new use. Before a new use commences the number of car parking spaces required under Clause 52.06-5 must be provided on the land to the satisfaction of the responsible authority.

9.37 No detailed design plans have been provided showing car parking spaces. A dwelling requires 2 spaces for a three or more-bedroom dwelling (with studies or studios that are separate rooms counted as a bedroom). Further under Clause 52.06-08 plans are required before a new use commences showing all car parking spaces and access lanes and/or driveways, and importantly, it is not demonstrated how emergency vehicles will access and traverse the site.

9.38 It is considered that the proposal does not meet with the purpose of the particular provision in that it has not been established that an appropriate number of car parking spaces will be provided having regard to the demand likely to be generated and the nature of the locality.

Clause 52.17 – Native vegetation

9.39 The purpose of the clause is:

12. *To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the* Guidelines for the removal, destruction or lopping of native vegetation *(Department of* Environment, Land, Water and Planning, 2017) (the Guidelines):
13. *Avoid the removal, destruction or lopping of native vegetation.*
14. *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
15. *Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.*
16. *To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.*

9.40 The Native Vegetation and Tree Impact Assessment report provided with the application established that the subdivision would create a new exemption under Clause 52.17-7 (otherwise referred to as a consequential or assumed loss) which allows for the clearing of native vegetation for a combined width of 4 metres along both sides of a fence. The assessment report included a Native Vegetation Removal Report which accounted for the consequential loss which detailed how an approval of a permit will include a condition to obtain an offset.

9.41 The referral response from DEECA and Council's Environment unit expressed concern that no effort had been made to avoid the loss of vegetation, particularly in such a sensitive area and on a site that sits within a Vegetation Protection Overlay.

9.42 The proposal must take account of all assumed losses and consequential removal of native vegetation as described in Section 2.3.3 of the Guidelines. It needs to be established precisely the extent of the native vegetation that will be required to be removed or will be destroyed for:

- The installation of services and utilities.
- Along proposed property boundaries for fence lines.
- Vehicle access for, and impacts of, construction activities.
- Ongoing access to the use and development.
- Encroachment into the Tree Protection Zone or Structural Root Zone (as specified in AS4970-2009).
- Native vegetation around dwellings
- Indirect impacts of the development that destroy native vegetation, such as
    - Changes to hydrology
    - Effluent discharge
    - Stormwater runoff
    - Compaction
    - Excavation

The proposed amendments to the application as part of the VCAT process will need to address the above, i.e., all assumed and consequential losses must be accounted for. In its current form, it is considered that the proposal does not meet the purpose of Clause 52.17 as no attempt has been made to avoid and minimise vegetation loss or destruction.

Clause 52.29 – Land Adjacent to the Principal Road Network

9.43 The purpose of the clause is:

17. *To ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network.*
18. *To ensure appropriate subdivision of land adjacent to Principal Road Network or land planned to form part of the Principal Road Network.*

A permit is required to subdivide land adjacent to a Transport Zone 2. The views of the Department of Transport are required for this proposal, which has responded that it has no objection to the proposal subject to a condition on any permit that may be issued preventing direct access to the Hume Freeway.

Clause 53.03 – Residential Reticulated Gas Service Connection

9.44 The purpose of the clause is:

To prohibit residential reticulated gas connections to new dwellings, new apartment developments and new residential subdivisions.

This clause applies to an application for a permit under any provision of the planning scheme that is for construction of a new dwelling.

If a permit were to issue (following the VCAT hearing), a condition would be included as follows:

19. "Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed."

Clause 65 – Decision Guidelines

9.45 Before deciding on an application or approval of a plan, the responsible authority must consider the Decision Guidelines at Clause 65.01 and 65.02 of the planning scheme, as detailed at paragraphs 6.12 and 6.13. All relevant matters under Clause 65.01 have been considered in the assessment of this proposal.

10. Consideration of Submissions

10.1 Eleven (11) objections have been received to the proposal. The following is an assessment against the various grounds of objection (in italics):

The site has sightings of threatened and vulnerable species, namely the Gang Gang Cockatoo, the Grey Goshawk and the Golden Sun Moth. The Environmental Report provided with the application does not adequately address the threat to native vegetation (including grassland) and native bird

species including any assumed or consequential loss of vegetation from the construction of a crossover, accessways, fencing, etc.

10.2 It has been established though the referral process that insufficient attention has been given to the 'avoid and minimise' requirements of Clause 52.17 relating to native vegetation, and the possible flow-on effects on fauna habitat. The applicant has advised that an ecologist has been engaged to further investigate the impact of the proposal on endangered and vulnerable fauna that have been sighted in the area. Council has been advised that this information will be circulated to all parties prior to the VCAT hearing.

The Environmental Report does not account for seasonal limitations for the observance of threatened and vulnerable species.

10.3 This was identified as a concern by Council's Environment Unit, and it is expected that this will be addressed as part of the proposed additional ecological assessment for the site.

The nearby agricultural activities will be adversely impacted by the construction of a new dwelling on the land.

10.4 The assessment has established that the new dwelling location will be sufficiently set back from adjoining and nearby properties to ensure that agricultural activity in the area will not be adversely impacted. It is noted that the predominant land use in the immediate area (within 500 metres of the site and west of the freeway) is rural lifestyle living with some small-scale agricultural activity.

The proposed dwelling will not have privacy and will be overlooked by the property at 40 McDonalds Road.

10.5 The assessment has established that the setback to the boundaries is sufficient to ensure that impacts on the privacy and the amenity of future owners and/or occupier of the proposed dwelling will not be an issue.

There is potential for the dogs of future owners and/or occupiers to cause issues with existing livestock on nearby land.

10.6 Dog ownership and control is not a planning matter required to be addressed as part of this planning assessment. Threats or events resulting from dog attacks can be reported to Council's Local Laws Unit and appropriate action will be taken.

The proposed dwelling will be impacted by noise from the freeway.

10.7 No detailed design plans have been provided for the dwelling so this could not be assessed. It is expected that the design of the dwelling will incorporate

measures to ensure that the internal amenity of residents is not adversely impacted by noise from the freeway and surrounding properties.

The provision of services may impact existing native vegetation.

10.8 The Native Vegetation and Tree Impact Assessment provided with the application only assesses assumed and consequential losses from the future construction of boundary fences and earthworks required to provide access to the site. The impact from the provision of services to the site should be addressed as part of the proposed further ecological assessment of the site.

Adverse impacts on Wi-Fi in the area.

10.9 It is not expected that the introduction of a single dwelling into the area will adversely impact existing Wi-Fi connections.

The proposal does not comply with Clause 55 (Two or more dwellings on a lot and residential buildings) of the planning scheme.

10.10 Clause 55 does not apply to this application. Clause 55 applies to the construction of two or more dwellings on a lot in the Neighbourhood Residential Zone, General Residential Zone, Residential Growth Zone, Mixed Use Zone or Township Zone.

The agricultural activity on adjoining and nearby sites such as agricultural production, grazing of livestock, pig and sheep breeding, chicken breeding and butchering, rabbit control (involving occasional gun use), burning of refuse, and animal husbandry will generate amenity impacts (from dust, noise, smoke from fire, etc) to the proposed dwelling.

10.11 The assessment has established that the setback of the dwelling to boundaries and to nearby properties is sufficient to ensure that it is unlikely that the internal amenity of the residents of the proposed dwelling will be adversely impacted. An approach often adopted by Council's regarding off-site amenity impacts in rural areas has been to require (via a condition on permit) that a section 173 Agreement be registered on title that alerts future landowners to the existence of agricultural land uses in the area that may from time-to-time adversely affect the amenity of the land through the emission of noise, dust, odour, visual amenity and the movement of vehicles. The application of such a condition can be considered for this proposal as part of the VCAT hearing process.

The proposal has not adequately considered bushfire protection measures such as access, water supply, and defendable space. The requirements of Clause 53.02 of the planning scheme have not been addressed.

10.12 The provisions of Clause 53.02 apply to applications under Clause 44.06 – Bushfire Management Overlay of the planning scheme. While the site is in a Designated Bushire Prone Area (DBPA), it is not in a Bushfire Management Overlay. For land in a DBPA the relevant building surveyor determines the need for compliance with the bushfire construction requirements. Notwithstanding this, the assessment has established that insufficient detail has been provided regarding emergency vehicle access to the dwelling and the modifications that may be required at the entrance to the site. These matters will need to be addressed as part of the VCAT hearing process.

A Vegetation Protection Overlay applies to the site and the natural values of the site must be protected.

10.13 While the application does not propose the removal of vegetation, it has been established through the assessment that there will be consequential or assumed loss of vegetation resulting from the subdivision. The construction of boundary fences and improvements to sightlines at the entrance may result in vegetation loss. Also, the positioning of effluent fields, installation of services, construction of the accessway, and excavation works may result in the loss of vegetation. These matters will need to be addressed as part of the VCAT hearing process.

The proposal is not in keeping with the existing neighbourhood character.

10.14 The area is characterised by rural lifestyle properties with some small-scale agricultural activity occurring on some of these properties. There are a number of similar sized lots in the area (zoned Rural Living), most of which contain dwellings. It is considered that this proposal is not out of character for the area. **Figure 10** below illustrates the variable lot sizes within the Rural Living Zone within 2 kms of the site.

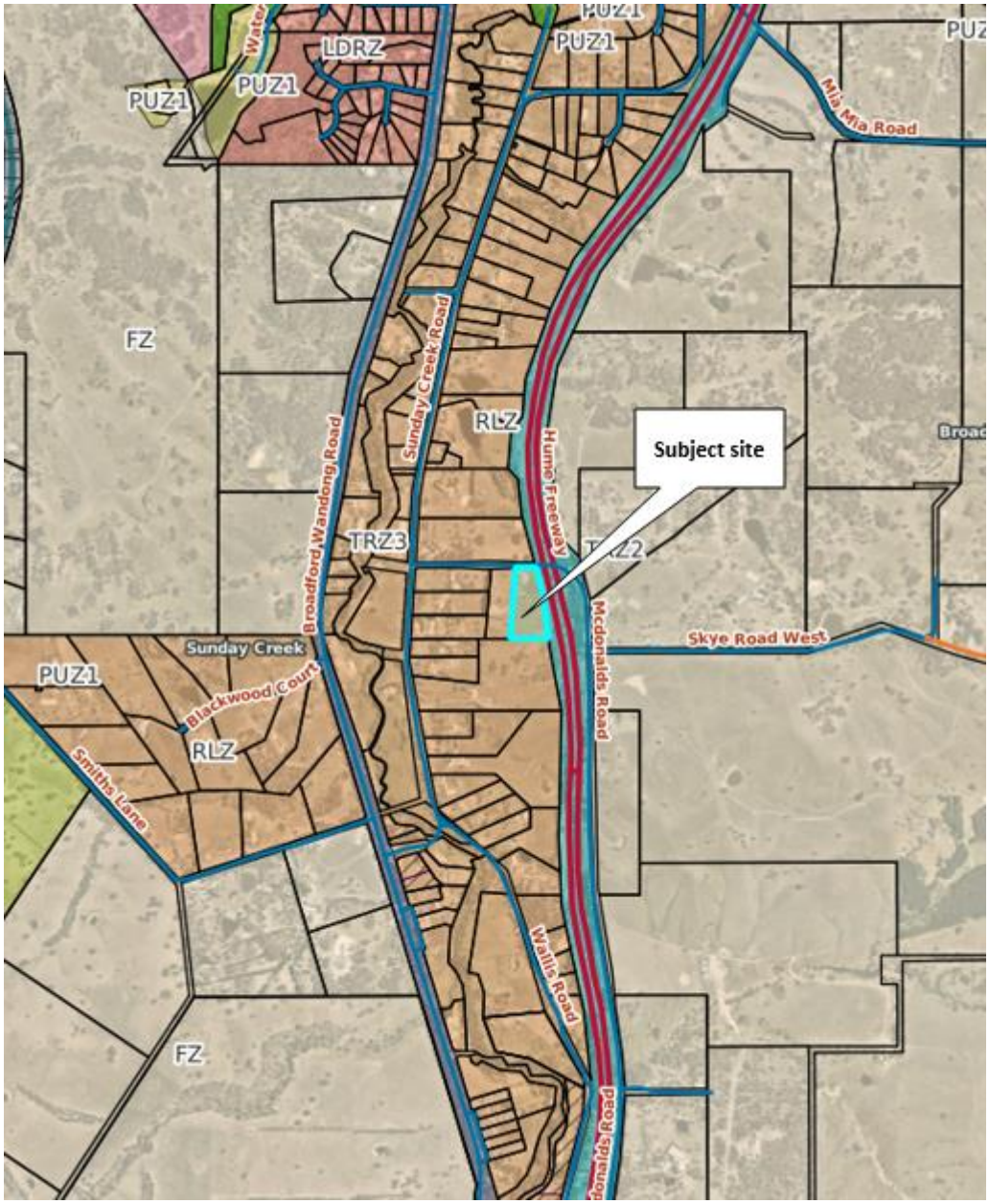


Figure 10 - Image showing variability of lot sizes near the subject site within the Rural Living Zone

11. Conclusion

11.1 Having assessed the proposal against relevant policies of the Planning Policy Framework, the provisions of the Rural Living Zone, and the particular provisions relating to car parking, native vegetation removal, subdivision adjacent to a Transport Zone 2 and the reticulated gas provisions, it is considered that the proposal in its current form is unacceptable.

11.2 The application will be heard at VCAT on the 1st and 2nd of April 2025. The applicant has advised that a revised subdivision, site plan and house plans will be circulated to the parties prior to the VCAT hearing in accordance with the

requirements of VCAT Practice Note PNPE9, addressing the concerns of Council and the objectors. If the applicant proceeds to amend the application in accordance with Practice Note PNPE9 (as has been advised to date), notice of the amendment and the supporting material must be provided to Council at least 30 business days before the VCAT hearing. This will enable the amended documentation to be bought back to the Council meeting on 17 March 2025 for a final direction prior to the VCAT hearing.

Attachment 1 – Grounds of Refusal

PLP041/24 – 60 McDonalds Road, Sunday Creek

1. The proposal is inconsistent with the objective of the policy at Clause 11.03-5S – Distinctive areas and landscapes. The design of the subdivision fails to recognise the valued attributes of the area and the landscape. Specifically, insufficient consideration has been given to the conservation of vegetation within the site.

2. The proposal is inconsistent with the objective of the policies at Clauses 12.01-1S and 12.01-1L – Protection of biodiversity. The proposal fails to adequately address the requirement to avoid and minimise the loss of native vegetation.

3. The proposal does not meet with the objective of the policies at Clauses 15.01-6S and 15.01-6L – Design for rural areas. Detailed design plans for the dwelling and accessway have not been provided and it has not been adequately demonstrated that safe and suitable access for vehicles can be provided (including emergency vehicles), and the design respects the valued character of the area.

4. The proposal does not address the strategies at Clause 18.02-4L – Road system. No information has been provided as to how traffic noise effects from the Hume Freeway will be mitigated for occupants of the proposed dwelling, and insufficient information has been provided as to how two-way vehicle access will be provided to the subdivision.

5. The proposal is inconsistent with the purpose of the Rural Living Zone in that it does not protect and enhance natural resources, biodiversity and landscape values of the area.

6. The proposal is inconsistent with the purpose of Clause 52.06 – Car parking. No information has been provided which shows how car parking will be provided for occupants of the dwelling, having regard to the demand likely to be generated.

7. The proposal is inconsistent with the purpose of Clause 52.17 – Native vegetation. It has not been adequately demonstrated that the three-step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* has been adopted in the design of the subdivision. Specifically, the boundary between proposed Lots 1 and 2 does not avoid native vegetation removal when modifications to the lot boundary could avoid the vegetation loss.

Attachment 2 - Plans

PLP041/24 – 60 McDonalds Road, Sunday Creek

PLAN OF SUBDIVISION	EDITION 1	Plan Number PS917653Q

LOCATION OF LAND

COUNTY: DALHOUSE
PARISH: BROADFORD
CROWN ALLOTMENT: 167^A (PART)
TITLE REFERENCE: VOLUME 09593 FOLIO 320
LAST PLAN REFERENCE: LP147563X (LOT 5)
POSTAL ADDRESS: 50 McDONALDS ROAD SUNDAY CREEK (at time of subdivision)
MGA CO-ORDINATES: E: 327349 ZONE: 55 N: 5878428 GDA 2020 (of approx centre of land in plan)

COUNCIL: MITCHELL

VESTING OF ROADS AND/OR RESERVES

IDENTIFIER	COUNCIL/BODY/PERSON
NIL	NIL

NOTATIONS

DEPTH LIMITATION - Does not apply

SURVEY:
This plan is based on survey.

STAGING:
This is not a staged subdivision.
Planning Permit No.

This survey has been connected to permanent marks No(s).
In Proclaimed Survey Area No.

NOTATIONS

THIS IS A PROVISIONAL PLAN; All information shown on this plan including subsequent sheets is subject to confirmation by survey, approval by Statutory Authorities, Certification by Council and Registration by Land Registry. Information hereon may change prior to final approval of plan.

EASEMENT INFORMATION

LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)

Section 12(2) of the Subdivision Act applies to all the land in this plan

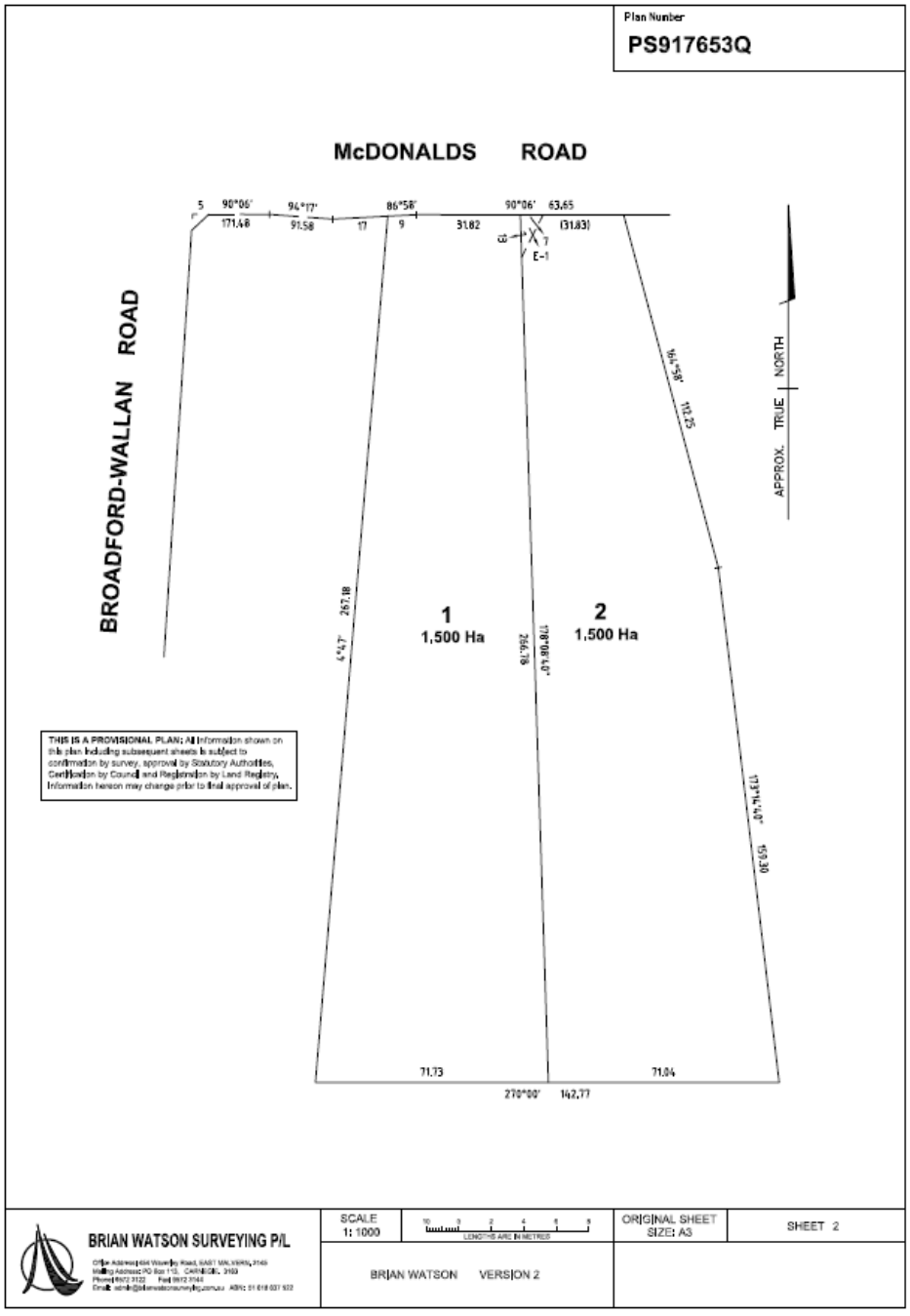
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1	CARRIAGEWAY	SEE PLAN	THIS PLAN	LOT 1 ON THIS PLAN

BRIAN WATSON SURVEYING P/L

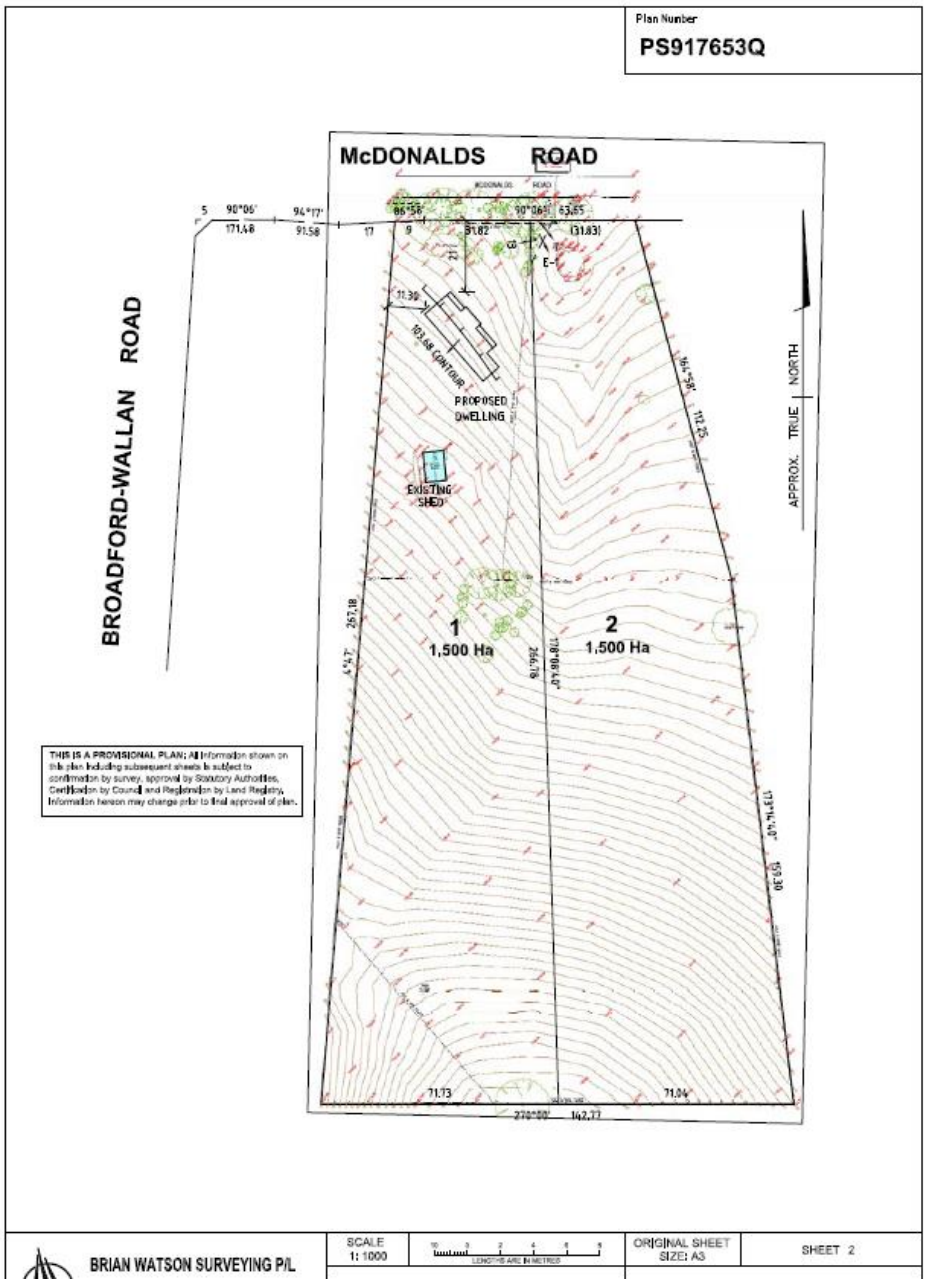
SURVEYORS FILE REF: 10480 | ORIGINAL SHEET SIZE: A3 | SHEET 1 OF 2

BRIAN WATSON VERSION 2

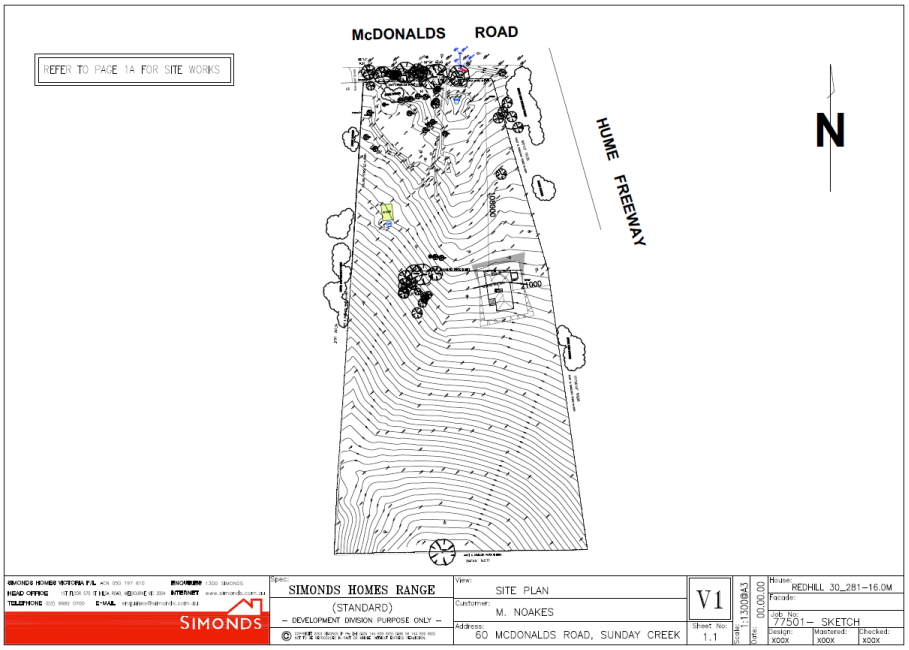
Proposed Plan of Subdivision – Sheet 1



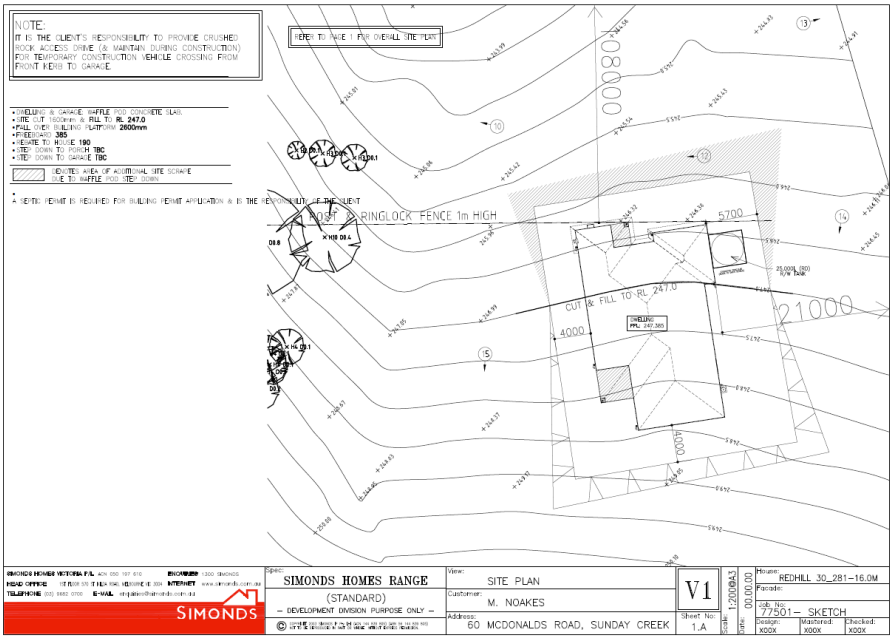
Proposed Plan of Subdivision - Sheet 2



Proposed Plan of Subdivision with Levels



Site Plan



Site Plan

Attachment 3 – Title Particulars

PLP041/24 – 60 McDonalds Road, Sunday Creek

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 09593 FOLIO 320

Security no : 124112364592B
Produced 04/02/2024 11:27 AM

LAND DESCRIPTION

Lot 5 on Plan of Subdivision 147563X.
PARENT TITLE Volume 03003 Folio 592
Created by instrument LP147563X 18/02/1985

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
MATTHEW DAVID NOAKES of 410 GRIMSHAW STREET BUNDOORA VIC 3083
AW448200F 13/01/2023

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE LP147563X FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

----------END OF REGISTER SEARCH STATEMENT----------

Additional information: (not part of the Register Search Statement)

Street Address: 60 MCDONALDS ROAD SUNDAY CREEK VIC 3658

DOCUMENT END

Imaged Document Cover Sheet

The document following this cover sheet is an imaged document supplied by LANDATA®, Secure Electronic Registries Victoria.

Document Type	**Plan**
Document Identification	**LP147563X**
Number of Pages (excluding this cover sheet)	**1**
Document Assembled	**04/02/2024 11:27**

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LP147563X
EDITION 1
APPROVED 8 / 1 / 85.

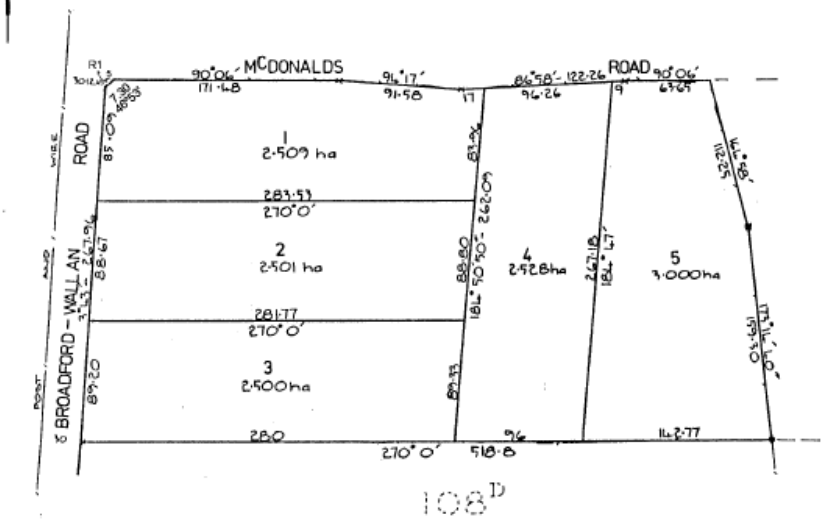
PLAN OF SUBDIVISION OF: PART OF CROWN ALLOTMENT 167A PARISH: BROADFORD COUNTY: DALHOUSIE LENGTHS ARE IN METRES	APPROPRIATIONS BROWN - WAY	ENCUMBRANCES & OTHER NOTATIONS

Vol. 3003 Fol. 592

LITHO SSM.

APPROVED
8 JAN 1985

COLOUR CONVERSION
R1- BROWN



108 D

Attachment 4 – Relevant planning policies

PLP041/24 – 60 McDonalds Road, Sunday Creek

Clause 11.03-5S – Distinctive areas and landscapes	Objective: To recognise the importance of distinctive areas and landscapes to the people of Victoria and protect and enhance the valued attributes of identified or declared distinctive areas and landscapes.
Clauses 12.01-1S and 12.01-1L – Protection of biodiversity	Objective: To protect and enhance Victoria's biodiversity.
Clause 12.01-2S – Native vegetation management	Objective: To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.
Clause 14.01-1S and 14.01-1L – Protection of agricultural land	Objective: To protect the state's agricultural base by preserving productive farmland.
Clause 14.02-2S – Water quality	Objective: To protect water quality
Clause 15.01-3L – Subdivision design	
Clauses 15.01-6S and 15.01-6L – Design for rural areas	Objective: To ensure development respects valued areas of rural character.
Clause 18.01-1S – Land use and transport integration	Objective: To facilitate access to social, cultural and economic opportunities by effectively integrating land use and transport.
Clauses 18.02-4S and 18.02-4L - Roads	Objective: To facilitate an efficient and safe road network that integrates all movement networks and makes best use of existing infrastructure.

9.3 NON-STATUTORY PLANNING FEES

Author: *Emily Pyke - Growth Planning Coordinator*
Rick Traficante - Manager, Planning and Engineering Services

File No: *PL/01/001-04*

Attachments: *1. Non-Statutory Fee Schedule and Notes*
2. Non-Statutory Planning Fee - Fee Schedule and Notes

Community Vision Theme: *Not applicable*

Council Plan Objective: *Council is accountable to, engaged with, and respected by our community.*

Health and Wellbeing Plan Objective: *Not applicable*

1. Purpose

1.1 This report provides recommendations for the adoption of changes to the non-statutory planning service fees, having undertaken comparison for services provided in surrounding municipal areas and seeks Council's support to implement the new fee's structure proposal.

2. Background

2.1 Many planning service fees are set by the State Government and regulated via the *Planning & Environment Fees Regulations 2016.* At the beginning of each financial year the State Government assess (and increases) these fees. These fees are referred to as statutory planning fees and cannot be changed by Council.

2.2 Statutory Planning fees apply to the following categories under the *Planning and Environment Act 1987* which in turn attract a fee in accordance with the *Planning and Environment (Fees) Regulations 2016*.

These services include:

- planning scheme amendments
- planning permit applications
- certificates of compliance with the planning scheme
- certificates setting out planning provisions that apply to land
- satisfaction matters – where the planning scheme says something must be done to an authority's satisfaction.
- Amendments to permits or combined permit and amendment applications also attract a fee.

2.3 In addition to statutory planning fees Council's across Victoria also charge fees for planning services offered not covered by the State statutory fee structure. These are referred to as non-statutory planning service fees and are charged on a user pays basis for services offered in relation to requests and tasks outlined within Attachment 1.

2.4 Non-statutory fees are charged for service requests that require time and resources to complete and or administer. A review has been undertaken of all non-statutory planning service fees against time it takes to complete the task, resource labour requirements and complexities of these services.

2.5 A comparison against applicable municipalities has been undertaken (based on their 2023/24 financial year fees).

2.6 Mitchell Shire has not reviewed our non-statutory planning service fees for some time and accordingly the fees have not kept up with increased cost of service delivery.

2.7 Mitchell Shire Council is in the unique position of having significant areas regulated by growth area planning and still servicing large rural areas and townships. Therefore, two sets of comparison Councils were considered in reviewing our non-statutory fees:

- Growth Area: Cardinia, Casey, Melton, Hume, Wyndham, Whittlesea and Geelong.
- Regional Neighbours: Macedon Ranges, Murrindindi, Greater Bendigo and Strathbogie.

2.8 Having reviewed Mitchell shires Non- Statutory Fees list, this report recommends (refer to attachment 1)

- Increasing the fees for service for 7 services provided.
- Maintaining the same fee for 5 services provided and;
- Deleting 3 service fees which are proposed to be consolidated into a single service task.

3. Key Matters

3.1 Not having been reviewed for some time has meant that Mitchell Shire's current non-statutory planning fees have not kept up with the increase cost of service delivery and materials and no longer reflect the time and labour required to provide services.

3.2 When aligned and compared against industry standards the current non-statutory planning fees are well below.

3.3 The proposed fee increases continue to reflect the urban and rural mix of the municipality and accordingly have not adopted a holistic urban approach to increases.

Recommendation

THAT Council resolve to adopt the non-statutory service fees list dated February 2025 as shown in Attachment 2.

4. Financial, Resource and Asset Management Implications

4.1 The proposed changes to Mitchell Shire's non-statutory planning fees will contribute additional funds to the budget and better reflect the time/labour required to provide these services. Fees are charged upon application/service request.

4.2 Based on actual numbers of non-statutory processes attracting a fee for 2024, the new fees would have brought in an extra $28,945.00 income. This additional amount goes some way towards offsetting amounts Council currently must subsidize for the service provision.

5. Consultation

5.1 Non-statutory planning fees were compared against publicly available information from the comparison Councils. Information and direction were sought from applicable internal departments.

6. Sustainability Implications (Social and Environmental)

6.1 Fees contribute to the funding of services by the people accessing those services.

7. Policy and Legislative Implications

7.1 In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required as the subject matter of this report does not relate to a policy, program or service.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
Service operation costs exceed fees collected.	Existing	In accordance with State Government direction, all planning fees are intended as a contribution (not complete funding source). This proposal seeks to minimise the existing gap.	Yes	Existing (reduced)

NON-STATUTORY PLANNING FEES (CONT.)

Increase in fees may dissuade development within Mitchell Shire Council.	Low	Proposed fees have been compared against both sets of comparison Councils (including adjoining Councils).	Yes	Low
Comparison Council's adjust their fees and Mitchell Shire Council falls behind.	Moderate	Review non-statutory planning fees for each financial year.	Yes	Low

10. Discussion

10.1 Mitchell Shire Council is responsible for setting non-statutory planning fees for services it provides. While these fees are only ever intended to contribute towards service delivery (in line with State Government direction), outdated fees mean a wider funding gap.

10.2 Our current fees were benchmarked against other applicable Councils. Given Mitchell Shire's unique role as both a growth area and rural council, two (2) comparison sets were used.

10.3 Mitchell Shire fees were not found to align with industry standards.

10.4 This report recommends the adoption of amended non-statutory fees, as detailed in Attachment 2, to better align with the comparison council's and contribute to service provision.

Options that have been considered in addressing this matter include:

10.5 Option A (adopt the new proposed non-statutory fees)

This option is recommended to ensure Mitchell Shire non-statutory fees better align with current resource/labour requirements and industry standards.

10.6 Option B (continue with existing non-statutory fees)

This option is not recommended as the existing Mitchell Shire non-statutory fees: have not been reviewed for some time, do not reflect resource/labour requirements and do not reflect industry standards.

Non-Statutory Planning Fees

MITCHELL SHIRE COUNCIL

MSC Current and proposed new fee comparisons					% Change	New fee compared to Growth Comparison average (23/24)	New fee compared to Regional Comparison average (23/24)
Advertising							
1	Advertising fee for each letter required	Old	per letter	$12.40		$0.00	
		New	per letter	$16.00	29%		
2	Advertising fee per sign	Old	per sign	$88.00		$137.00	$106.00
		New	per sign	$118.00	34%		
Other Types of Requests							
3	Extension of Time Request	Old	per request	$290.00		$340.00	$499.00
		New	per request	$390.00	34%		
4	Request for Secondary Consent	Old	per request	$331.00		$535.00	$0.00
		New	per request	$500.00	51%		
5	Preparing a Sect. 173 Agreement	Old	plan fee	Market cost		$432.00	N/A
		New	per agreement	$360 + Cost Recovery	100%		
6	Amend a planning permit application after notice has been given (Section 57A)	Old	per request	40% of original applicable fee		N/A	N/A
		New	No change		N/A		
7	Amend a planning permit application when the application is exempt from notice and the application has been substantially assessed	Old	N/A	N/A		N/A	N/A
		New	per request	40% of original applicable fee	100%		
Enquires							
8	Written advice on any other Planning matter, including: - Where a planning permit is required for the proposed use and/or development (request must be accompanied by full title) - Planning scheme requirements, Zoning and Overlay controls that apply to the land - List of planning permits previously issued for the land ~~(50% of the $170 removed from the planning application~~	Old	per instance	$176.00		$264.00	$220.00
		New	per instance	$220.00	20%		

Non-Statutory Planning Fees

MITCHELL SHIRE COUNCIL

	~~fee if the advice indicates a permit is needed and an application is lodged)~~						
9	Supplying a copy of a Planning Permit and/or plans (pre 2016) ~~(includes file retrieval)~~	Old	per permit	$134.50	0%	$120.00	N/A
		New	No change	$134.50			
~~10~~	~~Supplying a copy of Planning Permit (no plans) or copy of plans alone (includes file retrieval)~~	Old	per permit	$89.50	N/A	N/A	N/A
		New	To be removed				
~~11~~	~~Copy of permit or endorsed plans (electronic only - where available)~~	Old	per permit	$39.50	N/A	N/A	N/A
		New	To be removed				
12	Additional review & investigation historical file or external file - Retrieval Fee (pre 2016)	Old	per file	$124.00	N/A	N/A	N/A
		New					
~~13~~	~~File Retrieval fee - onsite retrieval~~	Old	per file	$61.00	N/A	N/A	N/A
		New	To be removed				
14	Certificate of Compliance	Old	per request	$336.40	N/A	N/A	N/A
		New	No change				
15	Written determination of Planning matter to the satisfaction of the Responsible Authority (request must be accompanied by full title)	Old	per request	$336.40	N/A	N/A	N/A
		New	No change				
Other							
16	Open Space valuations (2nd and subsequent)	Old	per permit	Cost recovery	N/A	N/A	N/A
		New	Per certification	No Change			
17	Subdivision Inspection (2nd and subsequent)	Old	per permit	$146.59	11%	$306.90	N/A
		New	per occurrence	$310			

Non-Statutory Planning Fees

MITCHELL SHIRE COUNCIL

Further Notes

1	*The preparation and mailing of letters require Council officers time and physical resources. Increase to reflect comparison Councils.*
2	*The preparation of signs requires Council officers time and physical resources. Increase to reflect comparison Councils.*
3	*Some of the other comparison Councils employed different fee charges depending on the number of previous extensions of time applications (ie. the rate increasing with each subsequently extension of time application). This is not recommended for MSC as it is not compatible with the newly upgraded online lodgement system and, the amount of work for Council staff is not substantially increased with each type of application. The proposed fee therefore somewhat exceeds the comparison Councils as it is a single fee.*
4	*The amount of work required to assess a Secondary Consent Application varies significantly based on the type of application and team assessing (ie. Planning Services or Growth Area Planning). Many of the Secondary Consent Applications will relate to large scale greenfield subdivisions and therefore an increase in line with the Growth Area Comparison Councils is warranted.*
5	*MSC is processing increasing numbers of Section 173 Agreements. While necessary, they impose a workload burden on the planner, supervisor and/or other relevant internal referral departments. Presently MSC recoup the legal costs for preparing these agreements. It is proposed that a Section 173 Administration fee be charged in additional to cost recovery (of lawyers fees).*
6	*No change proposed.*
7	*New fee proposed. The function of the above charge (6) (but not the rate) is established within the Planning and Environment Act. This new charge is proposed to address the gap for applications which are exempt from advertising (ie. Growth Area Applications). This charge is for applications where substantial workload has been expended but the above (6) cannot be applied (because advertising is exempt).*
8	*Increase to reflect comparison Council. Reduction from an ultimate permit removed as both require specific and individual work/resources.*
9	*No change. This will now cover all requests for copies of permits and/or plans.*
10	*This is a relic of paper files and is no longer required.*
11	*This is a relic of paper files and is no longer required.*
12	*No change. Records have indicated that there is no specific fee for this service (it forms part of current subscription service with Grace). This fee will only be charged if Council must order a box/record from Grace.*
13	*No longer applicable.*
14	*No change proposed.*
15	*No change proposed.*
16	*No change. Council is required to cover the cost of the first valuation in accordance with the Subdivision Act 1988. If the owner/developer allows it to expire, this fee allows for cost recovery.*
17	*Discussed with Council's Surveillance Engineers and is a seldom used charge. For large scale developments, fees are collected in accordance with the Subdivision Act 1988. This fee is most likely used for smaller subdivisions where Council Officers are required to attend a site multiple times for recurring issues. The increase reflects comparable councils and aims to account for part of the Officers time.*
*	*MSC does not charge for preapplication meetings. While some of the other comparison Councils do charge for this service, this is not recommended for MSC. Pre-Application meetings allow MSC early input into designs and concepts (before the developer/owner has gone too far) and are invaluable for ensuring quality and working relationships. Any potential impediment to applicants lodging (ie. fees) is not recommended.*

Non-Statutory Planning Fees

Last reviewed : Feb 2025

MITCHELL SHIRE COUNCIL

1	Advertising fee for each letter required	New	per letter	$16.00
2	Advertising fee per sign	New	per sign	$118.00
3	Extension of Time Request	New	per request	$390.00
4	Request for Secondary Consent	New	per request	$500.00
5	Preparing a Sect. 173 Agreement	New	per agreement	$360 + Cost Recovery
			per request	40% of original applicable fee
6	Amend a planning permit application when the application is exempt from notice and the application has been substantially assessed	New	per request	40% of original applicable fee
7	Written advice on any other Planning matter, including: - Where a planning permit is required for the proposed use and/or development (request must be accompanied by full title) - Planning scheme requirements, Zoning and Overlay controls that apply to the land - List of planning permits previously issued for the land	New	per instance	$200.00

Non-Statutory Planning Fees

Last reviewed : Feb 2025

MITCHELL SHIRE COUNCIL

8	Supplying a copy of a Planning Permit and/or plans (pre 2016)			$134.50
9	Additional File Retrieval Fee (pre 2016)			$124.00
10	Certificate of Compliance		per request	$336.40
11	Written determination of Planning matter to the satisfaction of the Responsible Authority (request must be accompanied by full title)		per request	$336.40
12	Open Space valuations (2nd and subsequent)			Cost recovery
		New	per occurrence	$310

Non-Statutory Planning Fees

Last reviewed : Feb 2025

MITCHELL SHIRE COUNCIL

Further Notes

1	*The preparation and mailing of letters require Council officers time and physical resources. Increase to reflect comparison Councils.*
2	*The preparation of signs requires Council officers time and physical resources. Increase to reflect comparison Councils.*
3	*Some of the other comparison Councils employed different fee charges depending on the number of previous extensions of time applications (ie. the rate increasing with each subsequently extension of time application). This is not recommended for MSC as it is not compatible with the newly upgraded online lodgement system and, the amount of work for Council staff is not substantially increased with each type of application. The proposed fee therefore somewhat exceeds the comparison Councils as it is a single fee.*
4	*The amount of work required to assess a Secondary Consent Application varies significantly based on the type of application and team assessing (ie. Planning Services or Growth Area Planning). Many of the Secondary Consent Applications will relate to large scale greenfield subdivisions and therefore an increase in line with the Growth Area Comparison Councils is warranted.*
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6	*No change proposed.*
7	*New fee proposed. The function of the above charge (6) (but not the rate) is established within the Planning and Environment Act. This new charge is proposed to address the gap for applications which are exempt from advertising (ie. Growth Area Applications). This charge is for applications where substantial workload has been expended but the above (6) cannot be applied (because advertising is exempt).*
8	*Increase to reflect comparison Council. Reduction from an ultimate permit removed as both require specific and individual work/resources.*
9	*No change. This will now cover all requests for copies of permits and/or plans.*
10	*This is a relic of paper files and is no longer required.*
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12	*No change. Records have indicated that there is no specific fee for this service (it forms part of current subscription service with Grace). This fee will only be charged if Council must order a box/record from Grace.*
13	*No longer applicable.*
14	*No change proposed.*
15	*No change proposed.*
16	*No change. Council is required to cover the cost of the first valuation in accordance with the Subdivision Act 1988. If the owner/developer allows it to expire, this fee allows for cost recovery.*
17	*Discussed with Council's Surveillance Engineers and is a seldom used charge. For large scale developments, fees are collected in accordance with the Subdivision Act 1988. This fee is most likely used for smaller subdivisions where Council Officers are required to attend a site multiple times for recurring issues. The increase reflects comparable councils and aims to account for part of the Officers time.*
*	*MSC does not charge for preapplication meetings. While some of the other comparison Councils do charge for this service, this is not recommended for MSC. Pre-Application meetings allow MSC early input into designs and concepts (before the developer/owner has gone too far) and are invaluable for ensuring quality and working relationships. Any potential impediment to applicants lodging (ie. fees) is not recommended.*

9.4 CAPITAL WORKS DELIVERY UPDATE - REPORT FOR THE REPORTING PERIOD ENDING 31 DECEMBER 2024

Author: *Numair Farooq - Coordinator Major Projects & Programs Delivery*
Tim Partridge - Manager Capital Projects and Delivery

File No: *FY24/25-Q2 CP*

Attachments: *1. Q2 Capital Works Delivery Update⇩*

Community Vision Theme: *Not applicable*

Council Plan Objective: *Council is accountable to, engaged with, and respected by our community.*

Health and Wellbeing Plan Objective: *Not applicable*

1. Purpose

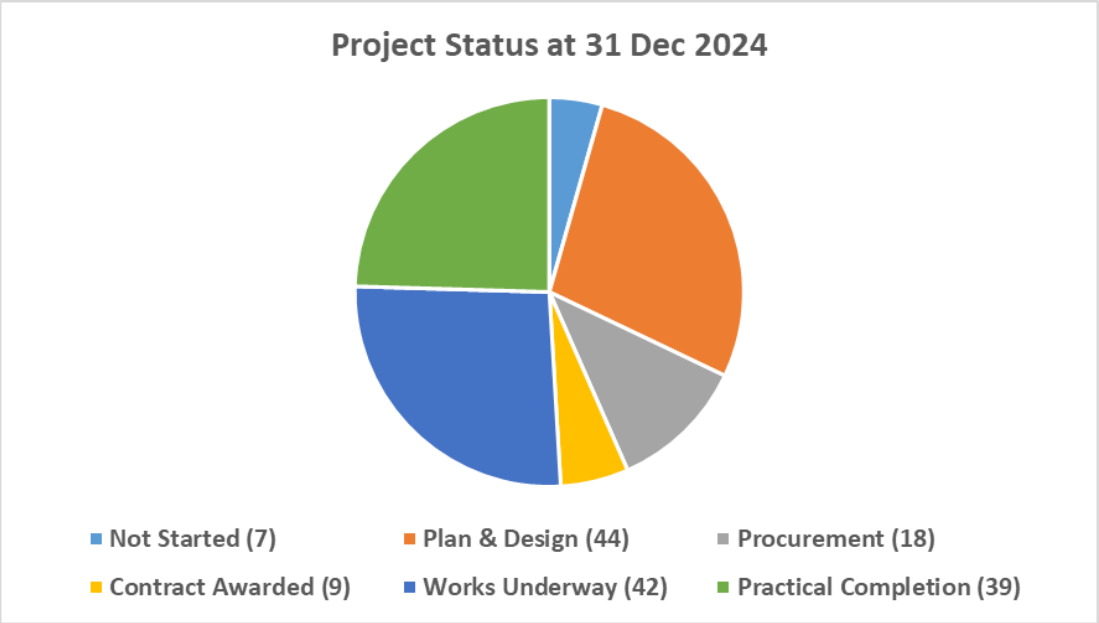
1.1 To provide Council with an update on the delivery progress of the 2024 – 2025 Capital Program. The 'Capital Works Delivery Update – Q2 Report to 31 December 2024' is shown in Attachment 1.

2. Background

2.1 The Capital Works Budget for the 2024 – 2025 financial year was initially approved at $51.469 million. Following budget adoption, several adjustments were made throughout the financial year, resulting in a net increase to the Total Program Allocation, which currently stands at $54.523 million.

2.2 A breakdown of these budget adjustments is presented in the quarterly finance report in the 'explanation of variance between quarter one and quarter two forecast – Capital Works Program' section.

2.3 The Capital Works Program for 2024 – 2025 consists of 159 total projects, including 63 projects carried forward from last year's program. Overall, 39 projects have already achieved practical completion, with works underway on 42 projects and 27 projects are in final stages of procurement.



2.4 Key project milestones in the second quarter of the current financial year included the practical completion of the Seymour War Memorial Outdoor Pool Works and the awarding of contracts for the Darraweit Road Wallan Upgrade, the Wallan Central Cycle and Nature Trail, and the Seymour Tennis Complex Enclosure 1 Construction.

2.5 Details on the progress of program delivery is provided in Attachment 1.

3. Key Matters

3.1 At 31 December 2024, total expenditure across the Capital Program reached $10.291M which equates to 18.87% of the total program allocation of $54.523M. A further $18.364M is committed for expenditure bringing the total of actuals and commitments to $28.655M which is 52.56% of the total program allocation.

3.2 A total of $10.365M has been identified to be carried forward into next financial year. This is due to delays on some key projects and rephasing of expenditure on multi-year projects. Details regarding these changes have been provided in Attachment 1.

Recommendation

THAT Council note the details contained in the attached document titled 'Capital Works Delivery Update – Q2 Report to 31 December 2024.

4. Financial, Resource and Asset Management Implications

4.1 Some budget adjustments have been made in the capital works program during the first and second quarter resulting in the program being increased from $51.469M to $54.523M. A breakdown of these budget adjustments is presented in the quarterly finance report in the 'explanation of variance between quarter one and quarter two forecast – Capital Works Program' section.

5. Consultation

5.1 No external consultation has occurred as part of the preparation of this report. Council's Finance team provides financial data for this report.

6. Sustainability Implications (Social and Environmental)

6.1 Information only report. This report does not create any sustainability implications.

7. Policy and Legislative Implications

7.1 Information only report. This report does not create any policy or legislative implications.

8. Conflict of Interest

8.1 This report advises that in the preparation of, or in contributing to the preparation of, this report there was no disclosable conflict of interest raised by a member of Council staff in the subject matter of the report.

9. Risk Implications

9.1 Risk Ranking is determined using ROHS201-G1-Corporate Risk Matrix. Risk is identified as Low, Medium, High, or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?	Risk Ranking after treatment
Delay in the delivery of Capital Program which may result in delays in achieving program outcomes and may incur significant overspend.	Medium	Regular monitoring and reporting of Capital Program. Absorb overspend in future years' program through careful reprogramming of projects with minimum impact on program outcomes for community.	Yes	Low

Capital Works Delivery Update – Q2 Report to 31 December 2024

MITCHELL SHIRE COUNCIL

Capital Works Delivery Update Q2 Report



Wellington St



Kilmore Senior Citizens Carpark Upgrade



Greater Beveridge Community Centre Expansion- (Work in Progress)

MITCHELL SHIRE COUNCIL

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Acknowledgement of Country

Mitchell Shire Council acknowledges the Taungurung and Wurundjeri Woi Wurrung people as the Traditional Owners of the lands and waterways in the area now known as Mitchell Shire.

We pay our respect to their rich cultures and to Elders, past, present, and emerging, as well as other Aboriginal and Torres Strait Islander people who live, work and play in the area.



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1. Key Points

- The adopted Capital Works Program value for 2024-2025 was $36.225M and the carry forward amount from 2023-2024 was $15.244M, giving a total program allocation for 2024-2025 of $51.469M. The program consists of 159 individual projects, including 63 projects carried over from the 2023-2024 financial year.
- Further budget adjustments have been made to the Capital Works Program as per the latest changes in delivery timelines. The Capital Works Program value on 31 December 2024 stands at $54.523M. See Table 1.
- Some of the key project carried over from FY 2023 – 2024 have now been completed, these include:
  - Wandong Community Centre Redevelopment (Completed in Q1 of current financial year)
  - Pyalong Maternal and Child Health Facility Upgrade (Completed in Q1 of current financial year)
  - Seymour War Memorial Outdoor Pool Works (Completed in Q2 of current financial year)
- The carry forward projects from 2023 – 2024 included the following major projects, delivery of which is phased over multiple years. Procurement process for these projects has now been finalised and these projects are currently underway.
  - Greater Beveridge Community Centre Expansion
  - Wallan East Integrated Family and Children's Centre
  - Wellington Street, Wallan – Upgrade between Watson Street and Duke Street
  - Ryans Creek Reserve, Kilmore
  - Old Goulburn River Bridge – Restoration
- In addition to the above, the procurement process for below mentioned key projects has been finalised. Works on these projects will commence in Q3 of current financial year.
  - Darraweit Road, Wallan – Upgrade between Acacia Way and Roulston Way
  - Wallan Central Cycle and Nature Trail
  - Seymour Tennis Complex Enclosure 1 – Construction
- The below mentioned key projects included in the current year program are also multiyear projects.
  - Seymour Community Wellbeing Hub
  - Old Goulburn River Bridge – Redevelopment
- The following projects carried forward from 2023 – 2024 require a Cultural Heritage Management Plan (CHMP). These projects continue to be delayed due to a high demand for these services, particularly for projects in the South of the Shire. Construction works on these projects are expected to be delayed into financial year 2025 – 2026.
  - Beveridge Recreation Reserve Activation
  - Taylors Creek Reserve Activation, Wallan

Table 1 – Program Allocation Summary

Adopted Program (New Works)	**$36.225 Million**
Finalised Carry Forward Projects	$15.244 Million
Total Program Allocation (Budget and finalised carry forwards)	**$51.469 Million**
Net changes to the program as presented in the Q2 finance report*	$3.054 Million
Total Program Value (on 31 December 2024)	**$54.523 Million**
Actual Spend at 31 December 2024 – See Section 2	$ 10.291 Million

**Refer to explanation of variance between quarter one and quarter two forecast – Capital Works Program in Quarterly Finance Report for 6 months ended 31 December 2024*

2. Financial Summary Year to Date

2.1. Expenditure Performance

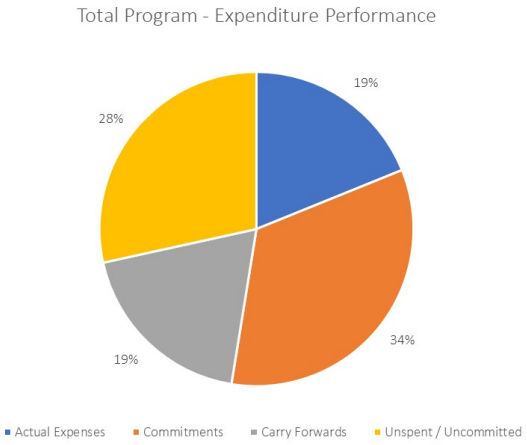
As of 30 December 2024, total expenditure is $10.291M, which equates to 18.87% of the current Total Program Allocation of $54.523M, see Table 2. A further $18.364M has been committed for expenditure bringing the sum of actuals and commitments to $28.655M which equates to 52.56% of the Total Program Allocation.

Table 2 – Total Program Expenditure Performance YTD

	YTD (December 2024)	Percentage of allocation
Actuals	$10.291M	18.87%
Commitments	$ 18.364M	33.68%
Actuals and Commitments	$28.655M	52.56%
Unspent / Uncommitted	$15.503M	28.43%
Forecast Carry Forwards	$10.365M	19.01%
Total Program Allocation	$54.523M	

Chart 1 – Total Program Expenditure Performance YTD

Pie Graph 1 Total Program - $54.523M

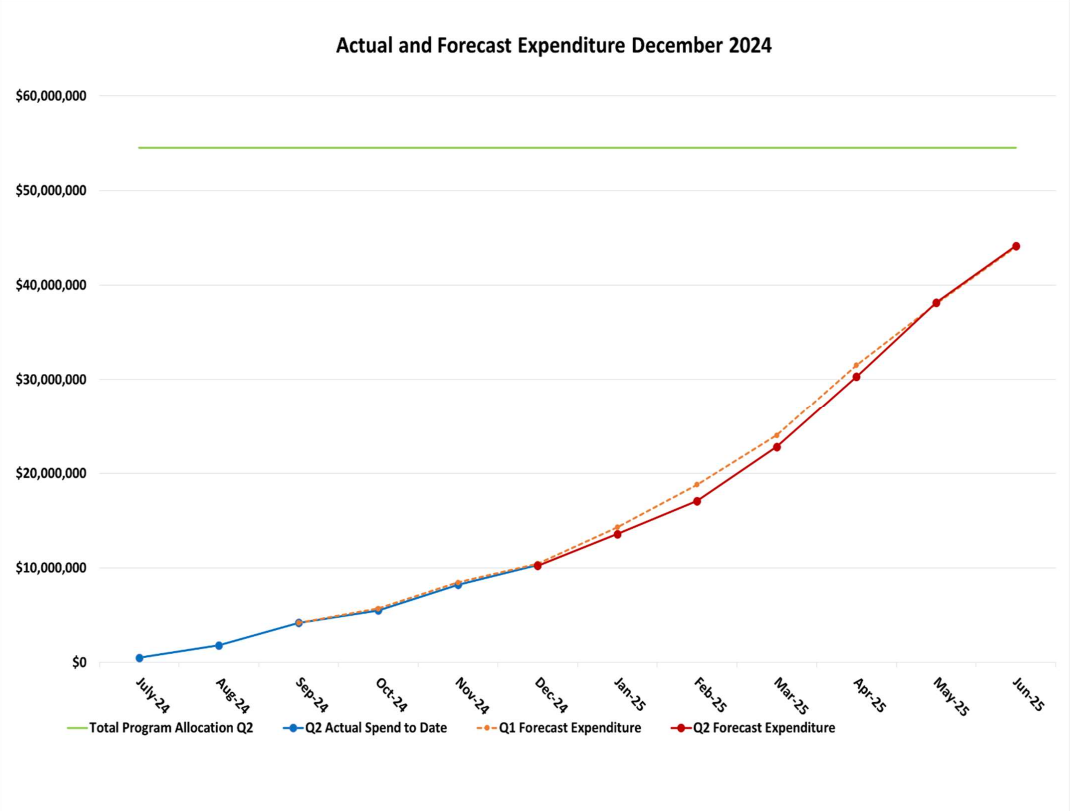


3. Expenditure Forecasts to end of Financial Year 2024 – 2025

As of 31 December 2024, of the total program allocation of $54.523M, $10.365M has been identified as confirmed carry forward, this is due to delays in getting approvals on some key projects and rephasing of expenditure on multi-year projects. These reasons are detailed in section 4.2 of this report.

Most of the expenditure for the current year's program are anticipated to occur in the second half of the financial year. This is primarily due to the rigorous procurement processes required for appointing suitable consultants and contractors for most of the projects. Procurement for many key projects was finalized in the second quarter of the current financial year, and site work for most projects is expected to commence early in the third quarter.

Chart 2 – Expenditure Forecast to end of Financial Year 24/25

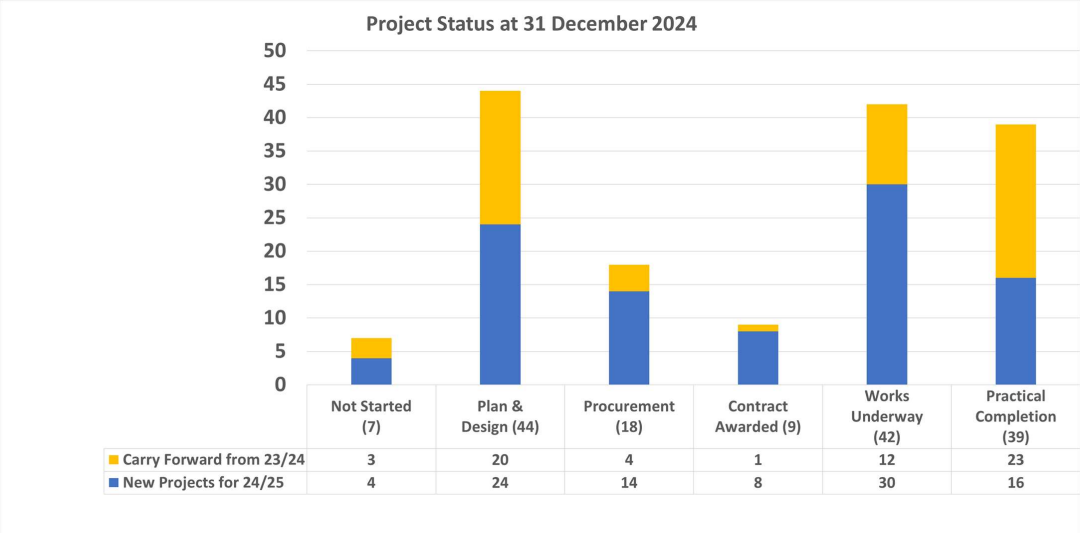


4. Program Delivery Update YTD

4.1. Project Phase Status

Chart 3 below demonstrates the number of projects in each phase of development/delivery. There are 159 active projects in capital works program for FY 2024 – 2025, which includes 63 projects carried forward from FY 2023 – 2024. Most of the projects carried forward from last year are in later stages of delivery. Overall works are underway on 42 projects and 39 projects have already achieved practical completion.

Chart 3 – Project Phase Status



4.2. Delivery/Expenditure Summary by Asset Class

Table 3 and Charts 4 and 5 below provide a summary of delivery expenditure by project asset class.

Key Points:

- Of the $3.9M allocated for land, $2.6M is for land purchase for the new community facility site at Wallan East. The contract of sale for this land purchase was finalised in the second quarter of FY 24/25. The remainder of budget allocation in this asset class is for strategic land purchase in Kilmore.
- A total of $4.5M has been flagged to be carried forward to next financial year for buildings. Out of this, $2M is for Greater Beveridge Community Centre Expansion and Wallan East Integrated Family and Children's Centre combined. These are multi-year projects with further budget allocation in next financial year. Both projects have now commenced, and the carry forward amount is in accordance with the finalised work program. The remainder of $2.5M in carry forwards in this asset class relates to Seymour Community Wellbeing Hub which is also a multi-year project. The carry forward amount has been identified in accordance with the revised timelines for the delivery of this project as most of the expenditure on this project is likely to occur once a contractor is appointed following a public tender process.
- $2.5M in carry forward for bridges relates to Old Goulburn River Bridge Restoration and Redevelopment. The contract for this project has been awarded, however the contractor needs to obtain approvals from Heritage Victoria and Goulburn Broken Catchment Management Authority before commencing works on site, this process can take up to 6 months, hence most of the expenditure on this project is likely to occur in the next financial year.
- Most of the footpath projects in this year's program are currently in design phase, with the $642k unspent/uncommitted in this asset class to be committed for expenditure in the second half of FY 24/25 once the design on these projects is complete.
- Of the $5.1M unspent/uncommitted in roads, $2.275M and $2.564M relates to Burke and Wills Track and Darraweit Road, Wallan. Contracts have been awarded and works are to commence in the current FY. The remainder of unspent/uncommitted relates to Sealed and Unsealed Roads Programs, the procurement for these programs is currently underway and most of the expenditure on these programs is likely to occur in the second half of FY 24/25.
- The $2.1M in carry forwards identified for projects in recreation and leisure mainly relate to two projects:
  - Beveridge Recreation Reserve Activation Stage 1 ($800k), this project has ongoing challenges and delays in receiving cultural heritage related approvals.
  - Beveridge Central Active Open Space ($1.1M), detailed design phase of this project will commence once the master plan for this precinct is finalized. The master plan has been completed and is currently undergoing public consultation.
- The $1.065 million in carry-forward funds for Parks and Open Space are primarily allocated to two projects: the Taylors Creek Reserve Activation in Wallan and the Senior Outdoor Fitness Equipment installation in Beveridge. These projects necessitate Cultural Heritage Management Plans, and obtaining necessary approvals is currently experiencing delays due to high demand for these services. Consequently, the completion of these projects is now projected for the 2025-2026 fiscal year. The remaining $1.15 million of unspent/uncommitted funds within this asset class is anticipated to be committed for expenditure if the required cultural heritage approvals are received promptly.

Table 3 – Expenditure Summary by Asset Class

Asset Class	Allocation	YTD Actuals	%	Commitments	%	Carry Forward	%	Unspent	%
Land	$ 3,960,858	$ 243,699	6%	$ -	0%	$ -	0%	$ 3,717,159	94%
Buildings	$ 12,480,998	$ 2,176,299	17%	$ 4,911,008	39%	$ 4,500,000	36%	$ 893,691	7%
Bridges	$ 4,048,884	$ 46,602	1%	$ 1,419,374	35%	$ 2,500,000	62%	$ 82,908	2%
Drainage	$ 28,512	$ 13,512	47%	$ -	0%	$ -	0%	$ 15,000	53%
Footpaths & Kerb & Channel	$ 1,744,368	$ 445,749	26%	$ 456,187	26%	$ 200,000	11%	$ 642,432	37%
Roads	$ 15,112,195	$ 5,126,587	34%	$ 4,841,312	32%	$ -	0%	$ 5,144,296	34%
Road Safety Projects	$ 369,360	$ 40,905	11%	$ -	0%	$ -	0%	$ 328,455	89%
Waste	$ 2,781,808	$ 245,192	9%	$ 2,158,091	78%	$ -	0%	$ 378,525	14%
Recreation Leisure & Community	$ 4,784,564	$ 267,795	6%	$ 1,698,184	35%	$ 2,100,000	44%	$ 718,586	15%
Parks,Open Space & Streetscapes	$ 4,218,893	$ 267,929	6%	$ 1,730,222	41%	$ 1,065,004	25%	$ 1,155,738	27%
Offstreet Car Parks	$ 161,760	$ 80,683	50%	$ 56,694	35%	$ -	0%	$ 24,383	15%
Plant & Machinery	$ 1,262,648	$ 321,346	25%	$ 166,047	13%	$ -	0%	$ 775,255	61%
IT Equipment & Software	$ 936,351	$ 452,005	48%	$ 161,394	17%	$ -	0%	$ 322,951	34%
Motor Vehicles	$ 2,317,186	$ 415,751	18%	$ 697,125	30%	$ -	0%	$ 1,204,310	52%
Furniture & Equipment	$ 98,277	$ 21,561	22%	$ -	0%	$ -	0%	$ 76,716	78%
Library Books	$ 216,315	$ 125,514	58%	$ 68,351	32%	$ -	0%	$ 22,450	10%
Total	**$ 54,522,976**	**$ 10,291,129**	**19%**	**$ 18,363,987**	**34%**	**$ 10,365,004**	**19%**	**$ 15,502,856**	**28%**

Chart 4 – Delivery progress against program allocation per Asset Class ($ amount)

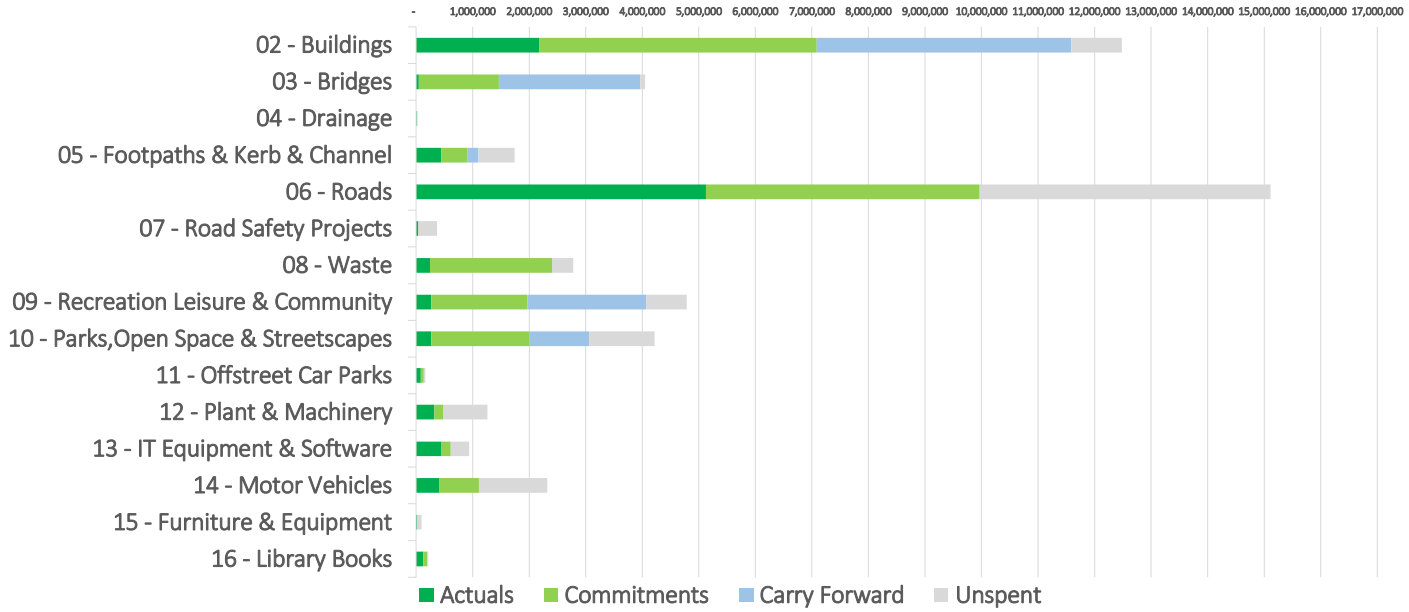
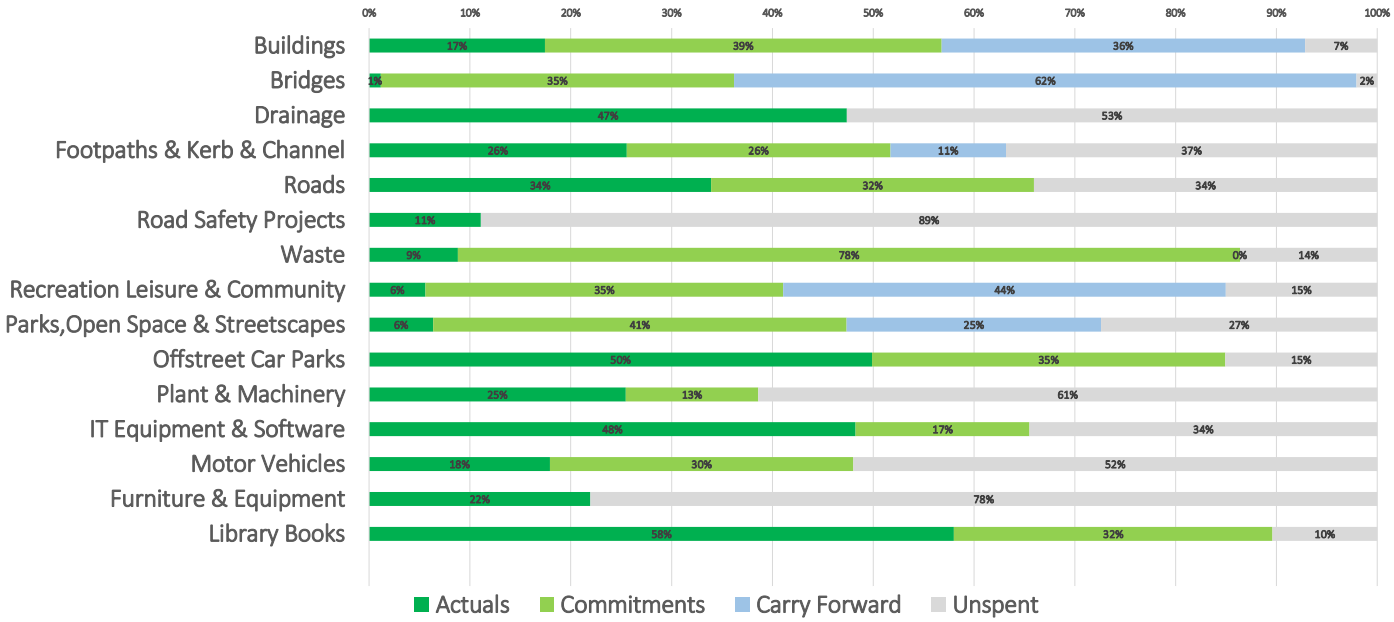


Chart 5 – Delivery progress against program allocation per Asset Class (%age)



Appendix A – Major Projects Update

Project Number	Project Description	Project Status	Comments	Expected Completion	Project Allocation FY 24/25	Carry Forward to FY 25/26
10823	Taylors Creek Reserve, Wallan – Activation	Delayed	Cultural Heritage related approvals for this project are currently being undertaken. Construction phase of the project has been delayed to FY 2025 – 2026.	Jan-26	$1,816,048.33	$1,000,000.00
12040	Kilmore Creek Trail – Design	Progressing	Detailed design and Cultural Heritage related approvals for this project are currently being undertaken.	Jun-25	$229,663.00	
12065	Ryans Creek Reserve, Kilmore - Stage 1	Progressing	The project is currently underway and is on track to be completed within current financial year.	Jun-25	$947,334.00	
12068	Wallan Central Cycle and Nature Trail	Progressing	The project is currently underway and is on track to be completed within current financial year.	Jun-25	$897,462.62	
12143	Kilmore Senior Citizens Redevelopment and Accessibility Upgrade	Completed	Project has been completed.	Oct-24	$120,615.00	
12145	Wandong Community Centre Redevelopment and Accessibility Upgrade	Completed	Project has been completed.	Oct-24	$103,688.00	
12150	Pyalong MCH Facility Upgrade	Completed	Project has been completed.	Oct-24	$385,116.12	

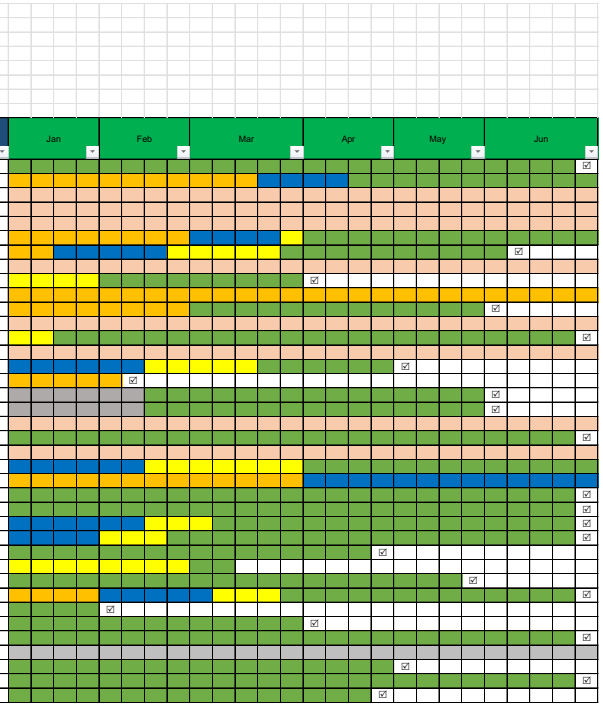
12159	Wellington Street, Wallan – Upgrade between Watson & Duke St	Progressing	Work has commenced on-site, and the project is progressing on schedule.	Apr-25	$2,846,681.45	
12160	Darraweit Rd, Wallan Upgrade between Acacia Way and Roulston Way	Progressing	Contract awarded and substantial works are scheduled to commence in May 2025.	Oct-25	$2,564,059.50	TBC
13003	Greater Beveridge Community Centre Expansion	Progressing	Construction work on-site commenced early November 2024. The project is progressing on schedule.	Dec-25	$3,780,743.22	$1,000,000.00
13009	Wallan East (Wallara Water) - Integrated Family and Children's Centre	Progressing	Design and Construct contract has been awarded for the project. The project is on schedule.	Jun-26	$3,538,787.27	$1,000,000.00
13033	Beveridge Central SR-01 - Active Open Space - Planning and Design	Progressing	Detailed design to commence once the master plan is finalized. The master plan has been completed and is currently undergoing public consultation.	Jun-26	$1,262,490.00	$1,100,000.00
13037	Kilmore Leisure Centre Upgrade - Investigation and Design	Progressing	Investigative work is currently underway to inform scope of renewal and upgrade works. Funds identified as carry forward will be used for renewal and upgrade works in next financial year.	Jun-25	$526,309.84	$200,000.00
13056	Seymour War Memorial Outdoor Pool Works	Completed	Project has been completed.	Oct-24	$229,176.19	
13097	Old Goulburn River Bridge, Seymour - Restoration Works	Progressing	The contract for this project has been awarded, however the contractor needs to obtain approvals from Heritage Victoria	Aug-25	$2,515,850.00	$1,500,000.00

			and Goulburn Broken Catchment Management Authority before commencing works on site.			
13112	Hughes Creek Road Bridge, Tarcombe	Progressing	Design completed. Construction to begin in April, project is on track to be completed within the current financial year.	Jun-25	$457,021.00	
14008	Seymour Community Wellbeing Hub - Construction	Progressing	Detailed design tender is currently advertised.	Nov-26	$2,999,785.27	$2,500,000.00
14039	Seymour Tennis Complex - Enclosure 1 - Construction	Progressing	Construction contract has been awarded. Project is on track to be completed within the current financial year.	Jun-25	$1,008,000.00	
19034	Beveridge Recreation Reserve Activation - Stage 1	Delayed	Project continues to experience delays in approval of CHMP. The delivery of this project will now run into next financial year.	Sep-26	$1,216,275.25	$800,000.00

Appendix B – Schedule of Capital Works Delivery

Not Started
Plan and Design
Procurement
Contract Award
Works Underway
Practical Completion ☑
Previously Completed

Cost Centre Number	Project Description	Budget Allocation 24/25	Project Phase
14004	Aquatic Facilities - Renewal Program	$56,682	Works Underway
14005	Aquatic Facilities - Upgrade Program	$93,971	Plan & Design
13011	Leisure Centre Works - Plant Renewal	$69,647	Practical Completion
14097	Seymour War Memorial Outdoor Pool - Wall Repairs	$44,685	Practical Completion
14104	Seymour War Memorial Outdoor Pool -Shade Sail Replacement	$3,965	Practical Completion
14048	Seymour Visitor Information Centre - Facilities Improvements	$75,000	Plan & Design
14027	Allen Street and Sutherland Street, Kilmore - Missing Link F	$287,441	Plan & Design
14046	DDA Parking Upgrades	$29,451	Practical Completion
14026	Emily Street and Manners Street, Seymour - Missing Link Foot	$43,000	Contract Awarded
13031	High Street Bridge, Seymour - Investigation Works	$74,665	Plan & Design
13112	Hughes CreekRoad Bridge,Tarcombe	$457,021	Plan & Design
13055	Kilmore Senior Citizens Centre - Carpark upgrade	$50,310	Practical Completion
14039	Seymour Tennis Complex - Enclosure 1 - Construction	$1,008,000	Contract Awarded
14110	Tallarook Mechanics Institute	$11,997	Practical Completion
14085	Blackspot - Oak Street, Seymour - speed cushions	$109,440	Procurement
14033	Wallis Street, Seymour - Backflow prevention valve	$15,000	Plan & Design
13104	Whiteside and Lewis Street Beveridge IN-07 Landscaping	$19,394	Not Started
13105	Whiteside Street, Beveridge, RD-06a Landscaping	$97,488	Not Started
14095	Patterson Street, Beveridge Road Works RD-02vi	$48,335	Practical Completion
14016	Hardware Renewal Program 2024-2025	$280,000	Works Underway
14018	Mobility Renewal 2024-2025	$171,917	Practical Completion
14017	Network Upgrade Program 2024-2025	$241,043	Procurement
13033	Beveridge Central SR-01 - Active Open Space - Planning and D	$1,262,490	Plan & Design
14029	Footpath Renewal Program 2024-2025	$498,810	Works Underway
14024	Kerb and Channel Renewal Program 2024-2025	$447,397	Works Underway
14073	Major Patching 2024-2025, Shire Wide	$418,743	Procurement
14088	Patch & Overlay High Street, Seymour	$212,200	Procurement
14077	Patch and Overlay - Morison Crescent, Seymour	$155,500	Works Underway
14079	Patch and Overlay - Queen Street, Wallan	$193,300	Contract Awarded
14080	Patch and Overlay - Skermer Avenue, Seymour	$63,000	Works Underway
14083	Patch and Overlay- Union Street, Kilmore	$94,500	Plan & Design
14068	Reseal - Anderson Road, Kilmore	$220,500	Works Underway
14071	Reseal - Hawdon Street, Broadford	$120,200	Works Underway
14074	Reseal - McCarthy Court, Wallan	$105,000	Works Underway
14075	Reseal - Melbourne Street, Kilmore	$500	Not Started
14076	Reseal - Mia Mia Road, Broadford	$357,000	Works Underway
14078	Reseal - Nannys Creek Road, Kilmore East	$115,000	Works Underway
14081	Reseal - Sugarloaf Creek Road, Broadford	$105,600	Works Underway



Cost Centre Number	Project Description	Budget Allocation 24/25	Project Phase	Jan	Feb	Mar	Apr	May	Jun
14082	Reseal - Tantaraboo Road, Willomavin	$167,800	Works Underway					☑	
14066	Resheet - Lambing Gully Road, Whiteheads Creek	$490,000	Works Underway						☑
14105	Resheet - Stockdale Road, Wallan	$139,000	Works Underway						☑
14106	Resheet - Stotts Road, Wandong	$95,000	Works Underway				☑		
14108	Sealed Road Program (Patch & Seal and Overlay) Oak Street	$128,500	Plan & Design						☑
12121	Sealed Road Program (Patch & Seal) Broadford-Glenaroua Road	$999,700	Works Underway				☑		
12105	Sealed Road Program (Patch & Seal) Tarcombe Road	$624,500	Works Underway					☑	
12096	Sealed Road Program (Patch) Burke And Wills Track	$2,275,500	Works Underway						☑
13076	Unsealed Roads Program - Kilmore Glenaroua Rd, Moranding	$539,300	Practical Completion						
13110	Unsealed Roads Program - Leahys Road, Kilmore	$67,500	Practical Completion						
13075	Unsealed Roads Program - Sharpes & Taylors Rd, Tallarook	$158,500	Practical Completion						
14099	Recreation & Open Space - Minor Equipment	$3,088	Practical Completion						
14025	Station Street and Wallis Street, Seymour - Raised Pedestria	$349,286	Plan & Design						☑
13047	Environmental Reserve wayfinding signage	$27,500	Works Underway			☑			
19034	Beveridge Recreation Reserve Activation - Stage 1	$1,216,275	Plan & Design						
14035	JJ Clancy Reserve, Kilmore - Carparking, roadway and landsca	$98,469	Plan & Design						
12040	Kilmore Creek Trail - Stage 1	$229,663	Plan & Design						
12041	King Street, Wallan - Missing Link Footpath	$224,881	Plan & Design						
12065	Ryans Creek Reserve, Kilmore - Construction - Stage 1	$947,334	Works Underway						☑
12135	Seniors Outdoor Fitness Equipment-Beveridge	$65,004	Plan & Design						
10823	Taylors Creek Reserve, Wallan - Activation	$1,816,048	Plan & Design						
12068	Wallan Central Cycle and Nature Trail - Design and Construct	$897,463	Contract Awarded						☑
13040	Former Seymour Landfill - Gas flare	$75,302	Plan & Design						☑
14041	Mitchell Landfill, Hilldene - Road Remediation	$40,000	Contract Awarded						☑
12066	Graham Street Reserve - Plan and Design	$258,864	Procurement						☑
14001	Kilmore Leisure Centre - Boiler	$136,120	Practical Completion						
14036	New Playground Program	$110,974	Works Underway						☑
13042	Pyalong and Broadford RRC - Additional bulk bin bays design	$57,703	Works Underway					☑	
12150	Pyalong MCH facility upgrade	$385,116	Practical Completion						
13056	Seymour War Memorial Outdoor Pool Works	$229,176	Practical Completion						
14011	Sustainability Actions - Small Council buildings program - C	$20,000	Plan & Design						☑
12008	Sustainability Initiatives - Solar Panels	$149,382	Works Underway						
14040	Wallan Kindergarten (Bentinck Street) - Play Space Renewal	$11,100	Works Underway	☑					
14034	Harley Hammond Reserve, Broadford - Tennis Courts and Lighting	$50,000	Plan & Design		☑				
14058	Building Fitout - Broadford Lions Park Public Toilet	$25,000	Procurement						☑
14089	Building Fitout - Broadford Living & Learning - Windows	$14,177	Works Underway						☑
14061	Building Fitout - Civic Centre - Building A Painting	$4,000	Contract Awarded	☑					
14064	Building Fitout - Filtered Water Taps	$25,000	Works Underway						☑
14062	Building Fitout - Pyalong Public Toilet - High St	$30,000	Procurement						☑
14060	Building Fitout - Pyalong Recreation Reserve - Public Toilet	$25,000	Procurement						☑
14059	Building Fitout- Broadford Memorial Park Public Toilet	$25,000	Procurement						☑
14019	Building Fitout Renewal Program 2024-2025	$40,716	Works Underway						☑
14053	Building Structural Defects - Building A - Window Tint	$7,000	Plan & Design				☑		
14050	Building Structural Defects - Chittick Park Youth & Fitness	$30,000	Procurement				☑		
14091	Building Structural Defects - Kilmore Leisure Centre Floor	$21,477	Contract Awarded		☑				
14055	Building Structural Defects - Kilmore Old Town Hall	$60,000	Procurement						☑
14051	Building Structural Defects - L B Davern Reserve Gutters	$15,000	Contract Awarded			☑			
14092	Building Structural Defects - RB Robson Stadium Roof	$35,000	Contract Awarded		☑				
14049	Building Structural Defects - Seymour Tennis Club	$22,660	Contract Awarded			☑			
14056	Building Structural Defects - Seymour War Memorial Pool	$40,140	Contract Awarded					☑	
14090	Greater Beveridge Community Centre - Auto Door	$13,410	Practical Completion						
14096	Kindergarten HVAC Carry Forward	$14,140	Practical Completion						
14103	Mt Piper Kindergarten - RCD Switchboard replacement	$7,069	Practical Completion						
14007	Security Strategy Implementation	$119,139	Works Underway						☑
14057	Tooborac Public Toilet Renewal	$15,000	Procurement						☑
14063	Wallan Multipurpose Centre – Deck Renewal	$6,420	Practical Completion						
14042	Minor Path Renewal Program 2024-2025	$40,000	Plan & Design						☑
14043	Park and Open Space Furniture Renewal Program 2024-2025	$40,000	Plan & Design						☑

Cost Centre Number	Project Description	Budget Allocation 24/25	Project Phase	Jan	Feb	Mar	Apr	May	Jun
14045	Waste Enclosure Renewal Program 2024-2025	$25,000	Procurement						
14031	Kerbside Bin Purchase	$2,120,800	Works Underway						
12021	Strategic Land Purchase	$2,600,000	Plan & Design						
13003	Greater Beveridge Community Centre Expansion - Construction	$3,780,743	Works Underway						
13009	Wallan East Integrated Family and Children's Centre	$3,538,787	Plan & Design						
14000	Bishop Street, Seymour - Missing Link Footpath	$185,000	Plan & Design						
14023	Highgate Road, Kilmore - Planning and Design - New road betw	$238,572	Plan & Design						
19029	Island Park, Broadford Footpath Missing Link - Plan & Design	$42,588	Plan & Design						
11050	John Street, Kilmore - Link Road - Stage 1	$102,374	Plan & Design						
14028	Main Road (Service Road), Tallarook - Missing Link Footpath	$171,286	Plan & Design						
14100	Mia Mia Road, Broadford MLF Stage 2 – Design	$15,000	Plan & Design						
12044	Northern Highway, Wallan - Missing Link - Plan and Design	$46,698	Plan & Design						
13027	Seymour-Pyalong Road and Sugarloaf Creek Road - Intersection	$105,552	Plan & Design						
11072	Tootle Street and Norther Highway, Kilmore Signalised Inters	$105,032	Plan & Design						
11044	Greenhill Precinct Activation, Wallan - Stage 1	$167,057	Plan & Design						
14084	Blackspot - Seymour-Pyalong Road - shoulder widening	$259,920	Plan & Design						
12160	Daraweit Rd, Wallan Upgrade btw Acacia Way and Roulston Way	$2,564,060	Procurement						
14087	Mitchell Landfill Cell 9 - Design	$70,000	Plan & Design						
14032	Old Goulburn River Bridge, Seymour - Reinstatement of pedest	$1,000,000	Plan & Design						
13097	Old Goulburn River Bridge, Seymour - Restoration Works	$2,515,850	Plan & Design						
14047	Wandong Memorial Carpark Upgrade - Design	$82,000	Plan & Design						
12159	Wellington Street, Wallan – Upgrade between Watson & Duke St	$2,846,681	Works Underway						
14008	Seymour Community Wellbeing Hub - Construction	$2,999,785	Plan & Design						
11147	Seymour Resource Recovery Centre - Road and associated infra	$11,068	Practical Completion						
12170	Seymour Resource Recovery Centre - stage 2	$190,429	Practical Completion						
14110	Customer & Library Services - Minor Equipment	$11,997	Practical Completion						
14021	Library Stock Renewal 2024-2025	$206,668	Works Underway						
14109	Premiers Reading Challenge 2024/2025	$9,647	Works Underway						
12057	Anzac Avenue, Seymour - Streetscape plan and design	$100,000	Plan & Design						
13046	Broadford Entrance Revitalisation	$71,618	Plan & Design						
14094	JJ Clancy works 2024-25	$39,636	Plan & Design						
14101	Harley Hammond Reserve Broadford-Female FRN Facility Design	$80,000	Plan & Design						
13037	Kilmore Leisure Centre - Upgrade investigation and design	$526,310	Plan & Design						
12143	Kilmore Senior Citizens Redevelopment and Accessibilty Upgra	$120,615	Practical Completion						
14086	Website Development 24-25	$198,871	Works Underway						
14044	Public Art	$49,772	Contract Awarded						

10 NOTICES OF MOTION

10.1 NOTICE OF MOTION: NO. 1076 - INVESTIGATION AND ADOPTION OF A LOCAL POLICY FOR ESTABLISHED NEIGHBOURHOODS OF KILMORE

Author: *Nathan Clark - Councillor*

File No: *GT/06/019*

Attachments: *Nil*

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 17 February 2025.

MOTION

THAT Council officers as part of the finalisation of the draft Kilmore Neighbourhood Character Study, include options on any required changes to the Mitchell Planning Scheme that will protect the identified character of established neighbourhoods, including:

a) Encourage garden settings around dwellings to provide for the retention of existing vegetation and generous space for trees and planting that complement the existing streetscape;

b) A sense of spaciousness by retaining front and side setbacks and space in rear yards that allows for large canopy trees to frame dwellings; and

c) Limiting densities that achieve the above.

1. Councillor Comment

1.1 The established neighbourhoods of Kilmore are a vital and historic part of our community, contributing significantly to the character and identity of our town. It is imperative that we carefully manage development in these areas to maintain their unique qualities and support the longstanding residents. By prioritising existing use rights and limiting the extent of new development, we can ensure that any changes are thoughtful, balanced, and beneficial to the community as a whole while still allowing new development that is complementarily thoughtful and balanced.

2. Officer Comment

2.1 Consultation on the draft Study was completed in December. Officers are considering all feedback received as we prepare a final draft Study which may be

ready for mid-2025. Noting we have a Council Strategy Session briefing booked in for June 2025.

2.2 Front of mind is determining how best to implement the recommendations contained within any final draft Study, particularly given the ever-changing State Government reforms in relation to housing. To determine this, officers have sought an urgent meeting with the Department of Transport & Planning where it is hoped to obtain their advice on whether Council can adopt the Study as is, or whether Council need to do a bit more work to implement. Noting that further work could mean finalisation is delayed.

11 GENERAL BUSINESS

Nil Reports

12 URGENT BUSINESS

Nil Reports

13 DATE OF NEXT MEETING

The next Council Meeting is scheduled to be held on Monday 17 March 2025 at the Mitchell Council Chambers, 113 High Street Broadford, commencing at 7:00 PM.

14 CLOSE OF MEETING

15 CONFIDENTIAL BUSINESS

RECOMMENDATION

THAT in accordance with Section 66(1) and 66(2)(a) of the *Local Government Act 2020*, Council resolves to close the meeting to members of the public to consider the following items which relate to matters specified under Section 3(1), as specified below.

15.1 Contract No. 202452 - Old Goulburn River Bridge Restoration and Redevelopment

s3(1)(g)(i) Private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets, and s3(1)(g)(ii) Private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

15.2 Close of Confidential meeting