



Corporate and Organisational Development January 2019

INFORMATION MANAGEMENT

- An 8 channel wireless microphone system for Chambers has been ordered through a local provider. Expected delivery and installation is mid-February 2020.

This system will be connected to the existing audio system. Each Councillor and the CEO will have a goose neck microphone which can be turned off when not in use during meeting. Since these microphones are wireless, they can be stored when not in use. A portable system that can be taken to meetings held outside of Mansfield is being considered.

- The tender for Council's Digital Transformation Strategy, previously referred to as the IT Strategy, is currently on Tenderlink. Submissions will close on 12 February 2020 at 2.00pm. The closing date for submissions was originally 15 January 2020, however the extending the closing date will allow extra time for people to respond due to the Christmas period. The number of submissions Council receive will determine how long it will take the evaluation committee to select a preferred provider. Ideally, the successful provider will be notified late February/early March 2020, with the work to be completed by end of April 2020.

CUSTOMER SERVICE & RECORDS

- Customer Service staff have been extremely busy with Rates reminders.
- Staff continue to assist the Revenue Department in the process of completing the Land Information Certificates as well as data entering the Land Information Certificates into TRIM.

- CRMS statistics for the month show 103 customer requests registered with 16 open requests and 54 closed during the month. The majority of requests opened were for Field Services (44%) with Infrastructure (32%) as the second largest group. There were 14 overdue requests.
- TRIM licences remain tight, and have been exchanged around to deal with staff departures and staff arrivals. At present, all staff requiring TRIM access can access TRIM in the office. We are at full capacity with our TRIM licences.
- The Records team have been undertaking inductions for new staff.

HUMAN RESOURCES

- Current CEO, Peter Reeve, was originally employed by Council in the role of Interim Infrastructure Manager on a short, fixed-term contract. In September 2019 Peter was appointed to the Interim CEO role which made it difficult to continue to support the Infrastructure team at the same time.

Council approved the appointment of a senior position within the Infrastructure team on a short, fixed-term contract until such time as incoming CEO, Kaylene Conrick, is able to recruit to the permanent role.

As a result of its decision to appoint an Interim Infrastructure Manager, Council welcomed Andre Kompler on 17 December 2019 to the role.



Andre comes to us with considerable experience in the private sector and 20 plus years within Local and State Government. He is a qualified Civil Engineer with significant experience in contract management, capital works and project delivery, stakeholder and risk management, asset management and assets rehabilitation. More recently Andre was employed as Chief Operating Officer and Acting Chief Executive with Tenterfield Council in NSW.

- A new Youth Engagement Officer, Earl Ree-Goodings, has been appointed, taking over from John Collyer who recently retired.

Earl grew up in Mansfield and has previous experience working with young people as an Integration Aide at Mansfield Secondary College, as a Ski Instructor at Mt Buller and as a Rock Climbing Instructor at a camp in Canada.

- Council welcomes Sehaj Bath as our new Statutory Planner, who was appointed as a result of the recent departure of Jack Francis.

Sehaj is a student planner currently studying for Masters of Urban Planning. Earlier this year Sehaj had an internship role with the Department of Land, Water, Planning and Environment, and is looking forward to expanding her experience and professional skills in the local government sector. Sehaj will be relocating to Mansfield from Melbourne.

- Wyatt Shields has joined us as a Patrol Person, commencing on 6 January 2020. Wyatt has a strong background in fabrication and mechanical work and significant experience in customer service. Wyatt resides in Mansfield.

OHS

Training and Induction

- One employee occupational health and safety induction was completed via Survey Monkey for the month of December 2020. A total of 124 employee occupational health and safety inductions have now been completed.

Occupational health and safety inductions for Contractors continue to be undertaken via Survey Monkey.

- A training needs analysis has been undertaken for the 24 field services employees during the month of December. Workplace Spotting for Service Assets will be provided onsite by the Civil Contractors Federation Victoria on 11 February 2020. Other training needs that have been identified will be rolled out throughout 2020.

Incident Summary

There was one incident reported for the month of December. The Kubota mower over heated during operation. An alarm was activated. The employee ceased operation of the mower and the radiator boiled water.

Cause: The conditions were dry and dusty. The mower had sucked in a lot of dust into the motor and a lot of dust was on the gauges. The dust-restricted air flow to the radiator and prevented the temperature gauge to be monitored.

Identified control: Under these conditions employees must monitor temperature gauge and ensure air flow is adequate at all times to the engine



Workplace Inspections

No workplace inspections were undertaken for the month of December. Inspections are scheduled for January 2020 at the following locations:

- Depot
- Depot Workshop
- Mansfield Library
- Family and Children's Centre
- Resource Recovery Centre
- Parks and Gardens
- Community Care Workers

CRMSs Status

No CRMSs were raised for the month of December. Nineteen CRMSs were closed in the month of December. Overdue CRMS's will be reviewed with each Action Officer throughout January 2020.

Occupational Health and Safety Committee

The Occupational Health and Safety Committee Meeting was held on Wednesday 4 December 2019.

Due to a resignation within Council, a new Youth Centre Health and Safety Representative was elected for this designated work group. Due to another resignation within Council, a vacancy for a School Crossing HSR exists. It is anticipated that this position will be filled once the 2020 school year commences.



Development Services January 2019

ENVIRONMENT UPDATE

Roadside Weed Control

Each year Council receives State Government funding for roadside weed and pest control. Mansfield Shire Council has responsibility for approximately 1,600km of the local road network. This year Council received approximately \$24,000 from the State Government. This funding is not guaranteed beyond June 2020. Council contributes an additional \$20,000 to support roadside weed control in our Shire.

To maximise the use of this funding, Mansfield Shire Council works in partnership with Up2Us Landcare Alliance to coordinate weed control activities within our region. Better weed control outcomes are achieved when both private land holders and public land managers work together. To support action on private land Council has sent out 950 letters and 1500 emails on behalf of Up2Us Landcare Alliance to inform land holders of the support that can be provided by Up2Us Weeds Coordinator. This is a great service to assist landholders control their weeds.

This year Council's Contractors will be targeting blackberry, hawthorn and sweet briar rose in the following regions:

Greenacres Land Management:

- Bonnie Doon (Dry Creek Road, Glen Creek Road, Maintongoon Road);
- Ancona;
- Howes Creek (northern end);
- Gough's Bay; and
- Barjarg.

GLT Weed Management:

- Merrijig (primarily north of Mansfield-Mt Buller Road);
- Barwite;
- Bridge Creek; and
- Aldous Road, Long Lane region.

Mansfield and District Weed Control:

- Gough's Bay;
- Macs Cove;
- Howqua River Road and Howqua Inlet; and
- Jamieson.

Gorse and broom was treated across the whole of the Shire in October this year.

An email has been sent to local Landcare groups to request feedback on the effectiveness of the contracted works. The works will be occurring within January and February 2020.

REM (Renewable Energy Mansfield)

Renewable Energy Mansfield (REM) met on 19 December 2019 to plan activities for 2020. The group successfully ran a Hot Water Heat-Pump Bulk Buy, and a Sustainable House Open Day in 2019. Keen to build on these achievements REM have prioritised the following three actions for 2020:

1. Sustainable House Day/Sustainable living festival event (September)
2. Support community renewable energy projects such as roof top solar on a community building; and
3. Support the establishment of local power hubs or micro-grids.

The next meeting of REM is scheduled for 13 February 2020.



DEVELOPMENT SERVICES STATISTICS - DECEMBER 2019

PLANNING

Planning Applications Lodged

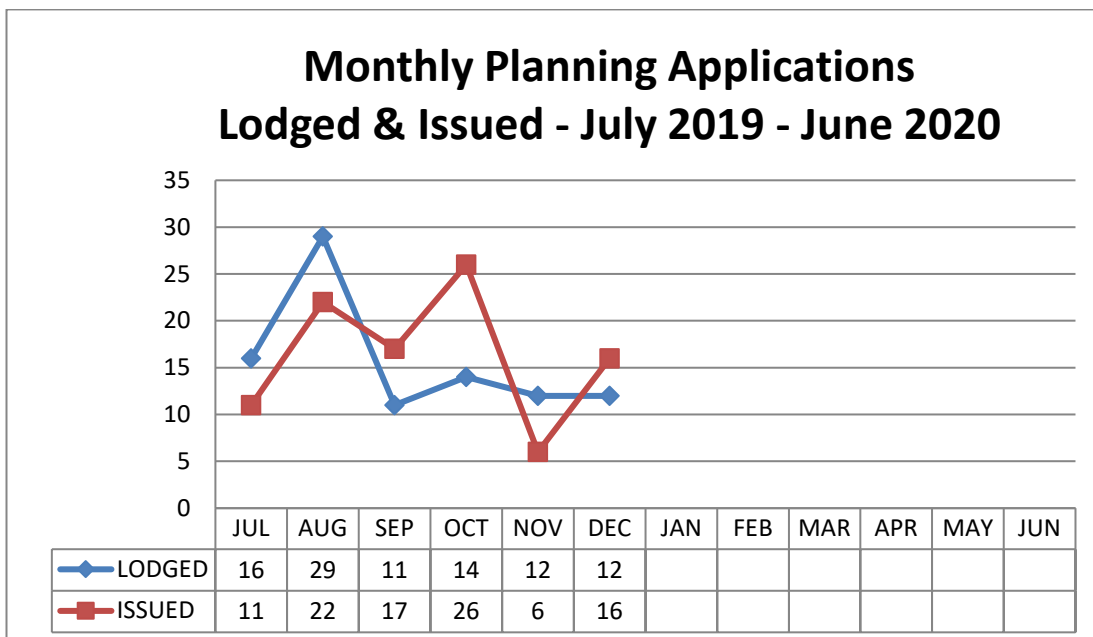
Type of Application	Lodged
Development of dwelling	1
Amend conditions – shed (1) dwelling (2)	3
Use and development for shed	1
Two lot subdivision & development of warehouse	1
Use & development three lot subdivision & three dwellings	1
Signage	1
Buildings & works associated with replacement dwelling	1
Two lot subdivision	1
Use of the land for place of assembly & community market	1
Eleven lot subdivision of land containing existing dwelling	1
Total	12

Planning Applications Determined

File No	Description	Property Address	Total Applications Approved
DA6698	Buildings & works (extension to a dwelling & 2 outbuildings) amend conditions	100 DONALDSONS ROAD ANCONA	1
DA5691	Use and development of two dwellings (including replacement dwelling), tennis court, and outbuilding	40 HOWQUA POINT ROAD HOWQUA INLET	1
DA7155	Use and development for dwelling and outbuilding (amend conditions 1 & 5, removal of conditions 2(b),2(c) & 3	141 DUERAN LANE MANSFIELD	1
DA6574	Consolidation to two lots	46 KUBEILS ROAD MERTON	1
DA6617	Three lot subdivision and development of one new dwelling	1/5 ADAMS STREET MANSFIELD	1
DA7199	Use and development for two dwellings	4 MERRIJIG PLACE MERRIJIG	1



File No	Description	Property Address	Total Applications Approved
DA4201	Development of a museum building, demonstration area and associated works	20 POWERS ROAD MERRIJIG	1
DA7078	Development of a dwelling within 100 metres of a waterway and use and development of a rural store in the farming zone	407 MAROONDAH HIGHWAY MERTON	1
DA5816/2	Development of dwelling	5 HILDA COURT BONNIE DOON	1
DA4438	Development of shed	4692 MANSFIELD WOODS POINT ROAD KEVINGTON	1
DA7235	Development of outbuilding (agricultural shed)	68 GRAVES ROAD MANSFIELD	1
DA7240	Development of shed	149 HIGH STREET MANSFIELD	1
DA6846	Use and development of agricultural shed	266 MERINDA WAY MANSFIELD	1
DA4438	Use and development for shed	4692 MANSFIELD WOODS POINT ROAD KEVINGTON	1
DA1444/8	Multi lot subdivision – amendment to permit conditions	466 RIFLE BUTTS ROAD MANSFIELD	1
DA5618/2	Eleven lot subdivision of land containing an existing dwelling	2 MALCOLM STREET MANSFIELD	1
	Total applications approved		16





Other Planning Consents & Enquiries

Extension of time	3
Secondary Consent (re-endorse plans)	3
Plans for endorsement, landscape plans	1
Statement of Compliance	4
Recertify Plans	2

Certification Applications Lodged for the Month

Application No	Date Lodged	Type	Location	Application Stage
S144930E/19	20/12/2019	Two lot subdivision	Lot Res1 Stewart St Mansfield	Under Assessment
S150416T/19	3/12/2019	Three lot subdivision	275 Dead Horse Lane Mansfield	Under Assessment
S150450T/19	3/12/2019	Staged subdivision	Lot S2 Redleaf Crt Mansfield	Under Assessment

Days Taken to Approve Planning Application

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1 - 30 days	2	2	4	2	7	4	2	4	5	7	2	5	46
31 - 60 days	6	7	5	7	7	5	4	7	7	11	1	4	71
Over 60 days	7	2	5	3	2	1	5	9	2	6	3	5	50
Withdrawn / Permit not req. / Lapsed/Refused	2	2	1	2	3	1	0	2	3	2	6	2	20
Number of applications finalised	17	13	15	14	19	11	11	22	17	26	6	16	187



**BUILDING****Monthly Comparative Value of Building Permits Lodged**

	2019-20	2018-19	2017-18
JUL	\$4,550,498	\$2,676,220	\$2,806,374
AUG	\$6,183,063	\$4,610,305	\$2,575,688
SEP	\$5,109,519	\$3,471,180	\$3,525,850
OCT	\$7,894,620	\$8,387,850	\$3,669,368
NOV	\$3,637,916	\$9,182,342	\$2,110,805
DEC	\$5,831,823	\$2,218,114	\$3,425,626
JAN		\$4,662,208	\$1,412,051
FEB		\$5,154,596	\$3,317,615
MAR		\$5,249,817	\$4,018,171
APR		\$4,275,654	\$6,325,641
MAY		\$3,190,061	\$7,272,446
JUN		\$3,745,818	\$8,458,304
TOTAL	\$33,207,439	\$56,824,167	\$48,917,939

Monthly Comparison of Permits Lodged for Dwellings

	2019-20		2018-19		2017-18	
JUL	16*	16	8	8	7	7
AUG	11	27	14	22	7	14
SEP	11	38	10	32	8	22
OCT	25	63	16	48	9	31
NOV	9*	72	18	66	5	36
DEC	16	88	6	72	7	43
JAN			12	84	3	46
FEB			12	96	9	55
MAR			8	104	10	65
APR			14	128	15	80
MAY			10	138	15	95
JUN			10	148	25	120
TOTAL	87		148		120	



* NB: One permit issued for 2 dwellings at 20 Collopy Street & 35 Cambridge Drive

Value of Building Permits Lodged with Council

Type	Number	Value
RESIDENTIAL (11 Urban 5 Rural)	16	\$4,770,046
ALT & ADDITIONS	4	\$95,180
DOMESTIC SHEDS & CARPORTS	7	\$243,025
SWIMMING POOLS & FENCES	6	\$243,890
COMMERCIAL & PUBLIC AMENITIES	1	\$100,000
TOTAL COST OF BUILDING WORKS	31	\$5,831,823

SEPTIC

Septic Applications Lodged, Approved and Issued for the Month

	Applications Lodged	Permits to Install Issued	Permits to Use Issued
JUL	10	4	6
AUG	11	13	11
SEP	4	7	4
OCT	10	11	11
NOV	4	9	4
DEC	5	9	6
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
TOTAL	44	53	42



Septic Applications Lodged

	2019-20		2018-19		2017-18	
JUL	10	10	4	4	5	5
AUG	11	21	6	10	4	9
SEP	4	25	7	17	6	15
OCT	10	35	9	26	5	20
NOV	4	39	14	40	2	22
DEC	5	44	8	48	6	28
JAN			3	51	3	31
FEB			9	60	5	36
MAR			5	65	10	46
APR			9	74	11	57
MAY			8	82	8	65
JUN			3	85	2	67
TOTAL	44		85		67	



INFRASTRUCTURE DEPARTMENT REPORT January 2020

FIELD SERVICES

Maintenance grading was the major area of concentration during December 2019. We continued in Merrijig, Howes Creek Road and Monkey Gully Road prior to the Christmas break.

Prior to Christmas the water tanks were filled in all public toilet blocks given the lack of rain.

PARKS & GARDENS

Irrigation in High Street, Mansfield has been given its yearly check ahead of the summer and repairs made to ensure it is fully functional.

The High Street irrigation has been recommissioned as an interim measure to provide water to the Elms and Pin Oaks until a replacement system can be funded.

Street trees in Highett Street (south) were trimmed and deadwood removed.

CEMETERY

The cemeteries were given a tidy up in preparation for increased visitation over the Christmas period.

There were 3 ashes interments in the Mansfield Cemetery during December 2019.

In guidelines developed with Victoria's fire agencies, Cemeteries & Crematoria Association of Victoria (CCAV) has recommended that cemeteries situated in high fire risk locations consider postponing funerals on declared Code Red days in the interests of community safety. This information provided by the CCAV, is attached for information.

CAPITAL WORKS



The construction and sealing of 550m of Withers Lane has commenced. Kerb and channel and drainage works have been completed in the first section. Works are expected to be completed in early February 2020.

The resheet program has commenced and is due for completion March 2020. This year's program will include approximately 17km of Council's unsealed road network.

Remedial works on Barwite Road are due to commence in mid January. This will include repair of failed areas, drainage and verge works.

Height safety roof anchor points, static lines, and ladder brackets have been installed to the Performing Arts Centre and municipal office building. This will provide height safety compliance for general roof maintenance work and access to roof mounted air conditioning compressors and ventilation units.

The Roundabout Toilet Renovation contract has been awarded with works expected to commence in February 2020.

The multipurpose outdoor play space at the Family and Children’s Centre is now complete, with Parks and Gardens staff recently completing the planting of the planter boxes. The planter boxes were custom made to be much lower than standard so the children can view the plants. Adaptable shade is provided by the new multi-position, tilting, cantilever umbrella.



CAPITAL WORKS PROGRESS REPORT

The December 2020 Capital Works Progress Report is shown below.

Some of the projects currently in the planning, design and procurement phases are:

- Reseal Preparation Program
- Lords Pavilion
- Footpath construction – Mt Buller Road
- Fencing at the Additional Playing Field
- Kerb and channel renewal program
- Reseal preparation program
- Mansfield Wetlands Rejuvenation

Some of the projects currently being delivered are:

- Withers Lane
- Building Renewal Program
- Shire Office Refurbishment
- Playground Renewal – Botanic Park (Design)
- Mansfield Roundabout Public Toilet Refurbishment
- Alpine Ridge and Malcolm Street Survey and Design
- Dual Court Multi Use Indoor Sports Stadium
- Resheet Program



December 2019

PROJECT STATUS	19/20 Current Budget	% Complete
Not Started	20,500	0.14%
Plan	2,570,519	17.41%
Design	2,100,000	14.23%
Procurement	1,169,500	7.92%
Deliver	8,464,907	57.35%
Complete	435,505	2.95%
Total	14,760,931	



Media Release

Cemeteries & Crematoria Association of Victoria
Suite North 1, 215 Bell St Preston VIC 3072
Ph: 03 9863 6911 FAX: 03 9863 6901

FUNERALS MAY ALSO BE AFFECTED BY STATE FIRE RISK

The Cemeteries and Crematoria Association of Victoria (CCAV) has advised that funerals on Code Red days may be postponed this bushfire season.

In guidelines developed with Victoria’s fire agencies, CCAV has recommended that cemeteries situated in high fire risk locations consider postponing funerals on declared Code Red days in the interests of community safety.

The guidelines, which have the support of the funeral directors’ peak body, the Australian Funeral Directors Association, build on advice formulated by CFA for events scheduled on Total Fire Ban days.

CCAV President Judith Voce said the decision to postpone a funeral would not be taken lightly. “The judgement to postpone a funeral will be based on the risk to the overall best interests of the community, and the families and groups that are present at funerals. Our members will work in collaboration with the families and the funeral directors to ensure any postponed funeral arrangements are rescheduled as soon as safely possible in accordance with the assessed fire danger and bushfire risk,” she said.

Code Red days signal the worst possible conditions for a bush or grassfire. There have only been two Code Red days in the last three years.

Fire agencies recommend that community members in high-risk bushfire areas leave the night before or early in the morning of a Code Red day.

.....ends

The Cemeteries and Crematoria Association of Victoria (CCAV) is the Industry Association for Victorian Public Cemeteries and affiliated businesses.

Media Comment: CCAV on (03) 9863 6911.

See related:

- CCAV Code Red Management Plan.
- CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk locations.

CCAV Dec 2019