

OFFICIAL



Mansfield Shire

Council Meeting

Tuesday 15 October 2024 5:00 pm
Mansfield Shire Council Chamber
33 Highett Street, Mansfield

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

Our aspiration for our Shire and its community

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

Councillors

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

Officers

Kirsten Alexander, Chief Executive Officer
Melissa Crane, General Manager Investment & Planning
Janique Snyder, Executive Manager People, Communications & Governance
Ari Croxford-Demasi, Executive Manager Capital Works & Operations
Nola Cleeland, Executive Manager Community Health & Wellbeing

Order of Business

1. Opening of the meeting

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

2. Present

Where a meeting is held virtually, Councillors will confirm that they can see and hear each other.

3. Apologies

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

4. Statement of commitment

The Council affirms its commitment to ensuring its behaviour meets the standards set by the Mansfield Shire Councillor Code of Conduct and Councillor Charter.

5. Acknowledgement of Country

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

6. Disclosure of conflicts of interest

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

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

7. Confirmation of minutes

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

8. Representations

Council receives or presents acknowledgements to the general public. Deputations may also be heard by members of the general public who have made submission on any matter or requested to address the Council. Council may also receive petitions from residents and ratepayers on various issues. Any petitions received since the previous Council meeting are tabled at the meeting and the matter referred to the appropriate Council officer for consideration.

9. Notices of Motion

A Motion is a request (Notice of Motion) that may be made by a Councillor for an issue not listed on the Agenda to be discussed at a Council meeting and for a decision to be made.

10. Reports from council appointed representatives

Councillors appointed by Council to external committees will provide an update where relevant.

11. Public question time

Councillors will respond to questions from the community that have been received in writing, by midday on the Monday prior to the Council meeting. A form is provided on Council's website.

12. Officer reports

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

13.2-13.4 Officer reports are presented to the Council, where required.

13. Council resolutions report

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

14. Advisory and Special Committee reports

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

15. Authorisation of sealing of documents

Any documents that are required to be endorsed by the Chief Executive Officer under delegated authority and sealed by the Council are presented to the Council.

16. Close of meeting

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

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Agenda

1. Opening of the meeting

2. Present

The Chair will call on each Councillor and ask them to confirm verbally that they can see all Councillors and hear the proceedings:

- Councillor Holcombe
- Councillor Sladdin
- Councillor Tehan
- Councillor Webb

Councillors will respond to their name with: *“I can hear the proceedings and see all Councillors and Council officers”*.

The Chair will ask each Councillor to confirm by raising their hand that they could all hear each statement of the councillors.

Councillors will raise their hand to acknowledge they can hear each other.

3. Apologies

The Chair will call on the CEO for any apologies.

4. Statement of commitment

The Chair will read the statement and call on each Councillor to confirm their commitment:

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

5. Acknowledgement of Country

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

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

6. Disclosure of conflicts of interest

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

- Councillor Holcombe
- Councillor Tehan
- Councillor Sladdin
- Councillor Webb

7. Confirmation of minutes

Recommendation

THAT the Minutes of the Mansfield Shire Council meetings held on 17 September 2024 and 25 September 2024 be confirmed as an accurate record.

8. Representations

9. Notices of motion

10. Reports from council appointed representatives

Councillors appointed by Council to external committees will provide a verbal update where relevant.

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

Recommendation

THAT COUNCIL note the verbal reports provided by Councillors in relation to their representation on external Committees

11. Public question time

Council welcomes questions from the community. A question must be submitted by midday on the Monday prior to the Council meeting. The ['ask a question' form](#) is available from Council's website.

The Mayor will read out the question and answer at the meeting.

12. Officer reports

12.1. Chief Executive Officer's report

File Number: E103

Responsible Officer: Chief Executive Officer, Kirsten Alexander

Introduction

The Chief Executive Officer's report allows a short briefing to be provided to the Council on the current operations, tasks and projects undertaken within each department over the past month.

The Chief Executive Officer report will provide information relation to:

- ▶ Customer Service
- ▶ Governance
- ▶ Capital Works
- ▶ Statutory & Strategic Planning
- ▶ Property
- ▶ Building Services
- ▶ Regulatory Services
- ▶ Waste Services
- ▶ Revenue Services
- ▶ Field Services
- ▶ Community Health and Wellbeing
- ▶ Library
- ▶ Visitor Services (Tourism, Events, Youth Economic Development, VIC and Library)
- ▶ Communications
- ▶ Digital Transformation Project

Recommendation

THAT COUNCIL receive and note the Chief Executive Officer's report for the period 1 September 2024 to 30 September 2024.

Support Attachments

1. CEO Monthly Report – September 2024 [12.1.1 - 52 pages]

12.2. Investment and Planning

12.2.1. EV Charger Licence Agreement with MK Solutions

File Number	E2466	Responsible Officer	Asset Maintenance Officer, Chloe Schlemitz
Purpose			

The purpose of this report is to seek Council endorsement to enter into a licence agreement for a single car park space at the Mansfield Shire Depot at Lakins Road for the use of an electronic vehicle (EV) charging station by Melbourne Kleaning Solutions (MKSolutions), Council’s public amenities cleaning contractor.

Executive Summary

The contract for cleaning of all Council assets was recently renewed via a tender process to Melbourne Kleaning Solutions for a term of 3 years. The new contract expires on 30 June 2027, with 2 x 2-year extensions available.

Melbourne Kleaning Solutions added an e-vehicle to their fleet upon receiving notice of their successful tender and contract award for a potential 7 years in total. The vehicle selected was a MG ZS EV Long Range, an electric mid-sized SUV with a reported range of 440km.

Key Issues

MKS approached Council with a request to occupy space at the Field Services depot on Lakins Road for the new electric vehicle to park overnight with an e-charger.

Works to install the charger have already been completed at the Depot. Installation costs related to the charging device were paid in full by MKSolutions who utilised local electrician Jared Mahoney. Certificate of electrical compliance has been received and recorded.

Vehicle delivery was not originally expected until later this year, however this changed at the dealership and as the vehicle was available for use MKS sought permission to install the charger earlier while acknowledging that a licence arrangement would need to be negotiated with Council. This report provides information to Council and seeks endorsement for the proposed licence terms.

Through the proposed licence agreement and installation of the EV charger, Council and MKSolutions are taking proactive steps to enable sustainable transportation and service provision for the cleaning of public facilities within Mansfield Shire. The provision of an electric vehicle charging station aligns with Council’s commitment to environmental sustainability and contributes directly to the reduction of greenhouse gas emissions associated with Council services, in alignment with Council’s adopted Climate Action Plan.

A licence agreement has been drafted for Council consideration (refer Attachment 1). The proposed licence fee is \$2,490 (ex GST) for a single car space per annum to cover in full the expected utility costs, in addition to a rental payment of \$150 (ex GST) per annum based on the site area occupied by the car space.

Recommendation

THAT COUNCIL:

1. Approves in principle the proposed licence to H & A Traders Pty Ltd (MKSolutions) for part of the property known as Shire Depot at 141 Lakins Road, Mansfield, for the purpose of providing an electric vehicle charging station.
2. Approves in principle a licence term of 7 years, expiring concurrently with contract CM234.033 Cleaning of Council Assets, which consists of 3 years with two 2-year extensions.
3. Sets the annual licence fee for H & A Traders Pty Ltd (MKSolutions) at \$2,490 (ex GST), with an annual review.
4. Initiates public notification of the intention to licence the portion of Mansfield Shire Depot for the car parking space.
5. Authorises the Chief Executive Officer to execute the licence upon completion of the public notification process.

Support Attachments

2. Mansfield Shire Council - Licence to MKS for E Vehicle Charging at Depot [12.2.1.1 - 17 pages]

Considerations and Implications of Recommendation

Sustainability Implications

The proposed licence will support the increased utilisation of electric vehicles and enable sustainable transportation and service provision for the cleaning of public facilities within Mansfield Shire. This proactive approach aligns with Council's commitment to environmental stewardship and sustainability.

This initiative contributes directly to the reduction of greenhouse gas emissions associated with Council services, in alignment with Council's adopted Climate Action Plan.

Community Engagement

Community engagement will be undertaken in accordance with Council's Community Engagement Policy and the *Local Government Act 2020*, by placing a notice of intention to enter a licence in the Mansfield Courier and on Council's website, prior to the Chief Executive Officer executing the licence agreement.

Collaboration

Not Applicable.

Financial Impact

The electrical usage of the EV charger is not accounted for in the 2024-25 Budget and has been estimated to increase Council's electrical expenditure at the Depot by approximately \$2,340 (ex GST) per annum, which will be recovered through the proposed licence fee. The licence will have a small positive effect on property revenue.

The site area payment was calculated by Council's Property team on a consistent basis with other licences executed for rental of space at the Field Services depot set, with the annual site rental payment set at \$150 (ex GST) and a total proposed licence fee of \$2,490 (ex GST) for a single car space and electrical usage.

Legal and Risk Implications

Asset Risk: A certificate of electrical safety has been obtained and recorded and the EV charger has been located with consideration to minimising fire risks to other Depot structures.

Business Continuity Risk: Allows Council's cleaning contractor to operate an e-vehicle and maintain sustainable service provision.

Financial Risk: Costs to Council have been minimised through installation of the EV charger by the cleaning contractor and cost recovery of the electrical usage through the proposed licence.

Regional, State and National Plans and Policies

- ▶ National Electric Vehicle Strategy
- ▶ Victoria's Zero Emissions Vehicle Roadmap

Innovation and Continuous Improvement

This proposal supports continuous innovation through the introduction of electric vehicle charging technology for servicing of Council's public amenities.

Alignment to Council Plan

Theme 2: Vibrant Liveability

Strategic Objective 4 Clean and green: Waste and energy sustainability

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

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

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

Governance - Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the Local Government Act 2020.

12.3. People, Communications and Governance

12.3.1. Council Christmas Function – Early Office Closure

File Number	E9506	Responsible Officer	Executive Manager People, Communications & Governance, Janique Snyder
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Purpose

To endorse the early closure of Council’s offices and identified services on Friday 29 November 2024 at 12.30 pm so the Council staff may attend Council’s Christmas Function.

Executive Summary

It is proposed that the Mansfield Shire Council Main Office, Works Depot and services including Community Services, Youth and Family Services, Visitor Information Centre, and Library be closed at 12.30 pm on Friday 29 November 2024 to enable staff to attend Council’s Christmas function.

Key Issues

The function is to be held in Mansfield Shire. The proposed time is to ensure that the maximum number of Council staff can attend the function.

Council’s essential and emergency services will continue to be available during this period, including school crossing supervisors.

Recommendation

THAT COUNCIL endorse the closure of its offices including the main office, community services, youth and family services, visitor information centre, library and field services depot for the period between 12.30 pm and 5.00 pm on Friday 29 November 2024.

Support Attachments

Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Mansfield Shire Council offices, community services, youth and family services, visitor information centre, library, and field services closures will be advertised in Mansfield Matters (Mansfield Courier), on Council’s website and via Council’s Facebook page.

Council’s telephone voice message for the period of time concerned will be edited to advise of closure details and provide alternative emergency contacts if required.

Collaboration

Not Applicable

Financial Impact

There are minimal financial impacts associated with the closure.

Legal and Risk Implications

On-call officers will be rostered to cover the office closure period.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 1: Connected and Healthy Community

Strategic Objective 2: Activities that promote connection and fitness of our people and visitors

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

Governance - Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the Local Government Act 2020.

12.4. Executive Services Directorate

12.4.1. Carry Forwards 2023-24

File Number	E9456	Responsible Officer	Coordinator Financial Planning & Analysis, James Alcaniz, Financial Accountant, Chintan Patel
Purpose			

This report seeks a decision of Council in relation to the recommended carry forward projects from 2023-24.

Executive Summary

In accordance with Council's Carry Forward Projects Policy 2021, Council may choose to carry forward unspent funds from the previous year's budget, into the current year budget, to enable completion of a committed project.

Instances and circumstances that may give rise to a valid carry forward are outlined in the policy as follows:

- Capital and Operating Projects that have commenced prior to the end of the financial year they were originally budgeted within; and/or
- Projects for which Council has received funding and is committed (in writing) to completing; and/or
- Projects where there is a legal or contractual commitment in place which needs managing through to completion.

Approved carry forward project amounts will be included in the Updated 2024-25 Budget and will be reported against as part of the quarterly budget reporting to Council throughout the year.

The increase in non-recurrent grant funding received during 2021-22, 2022-23 and 2023-24 increased the proposed carry forward amounts over the last two financial years above what would normally be expected. The carry forward amount proposed this year has reduced significantly from the previous year.

It is recommended that Council approve carry forward projects totaling \$738,919 in operating and \$593,194 in capital. These carry forward amounts are in addition to the carry forward project expenditures adopted in the 2024-25 Budget.

Key Issues

The following items have been identified as requiring carry forward to 2024-25 in accordance with Council's Carry Forward Projects Policy 2021.

OPERATING

- Total amount of operating carry forward is \$738,919.
- The amount of the operating carry forward funded by prior year(s) grant income (i.e., grant income recognised in the prior years) is \$738,919.

Project Title	2024-25 Carry Forward for Approval (\$)	Rationale
Dads Group	6,682	Grant funded
Engage! Funded Project	6,569	Grant funded
FOGO Collections	16,800	Grant funded
Gough's Bay Boat Club Redevelopment Project	199,194	Grant funded
Goughs Bay Water-Sensitive Town Plan Feasibility Study	72,948	Grant funded
Improvement and promotion of recycling services	18,270	Grant funded
Integrated Family Services - Income HACC Activity	93,934	Grant funded
Jumpstart	2,311	Grant funded
Mansfield FReeZA Youth Events	11,529	Grant funded
Maternal & Child Health - Enhanced Income	60,626	Grant funded
Maternal & Child Health	44,000	Grant funded
Resilience Benchmarking Project	17,904	Grant funded
Supported Playgroups	38,858	Grant funded
Tracks & Trail Upgrade Strategy	36,000	Grant funded
Upper Catchment Tributaries Flood Study	50,000	Grant funded
Vic Health Local Government Partnership	54,031	Grant funded
Victorian Seniors Festival	9,263	Grant funded
Totals	738,919	

CAPITAL

- Total amount of capital carry forward - \$593,194.
- The amount of the capital carry forward resulting from an underspend in 2023-24 - \$277,354.
- The amount of the capital carry forward funded by 2023-24 prepaid grant income (i.e., income will be recognised in 2024-25 against this expenditure) is \$315,840.

Project Title	2024-25 Carry Forward for Approval (\$)	Rationale
Howqua Boat Ramp (Design)	39,103	Grant Funded
IMPACT Route	276,737	Grant Funded
Culvert Upgrade - McLeods Lane	64,050	Contracted
Heritage Facility (Station Precinct) Museum	143,315	Contracted
Kindergarten Refurbishment - Ailsa St	40,000	Contracted
Public Lighting	29,989	Contracted
Total	593,194	

Prepaid grant income was also received at the end of the 2023-24 financial year for the following capital projects which will be delivered during 2024-25, but were not included in the 2024-25 Budget:

- \$100,000 received for the construction of a Piries-Goughs Bay Road gravel shared path.
- \$210,000 received for the Flexible Local Transport Solution Program.

Recommendation
<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Approves carry forward funds from 2023-24 to the 2024-25 Budget for the completion of the projects listed in this report, totaling \$738,919 operating and \$593,194 in capital. 2. Notes that additional pre-paid grant income totaling \$310,000 was also received at the end of 2023-24 and will be used to deliver the funded projects in 2024-25, as listed in this report.
Support Attachments
Nil

Considerations and Implications of Recommendation

Sustainability Implications

Not Applicable

Community Engagement

Not Applicable

Collaboration

Not Applicable

Financial Impact

Total expenditure (capital and operating) in the 2024-25 Updated Budget will increase by the additional carry forward amount of \$1,332,113. Total income in the 2024-25 Updated Budget will increase by the recognition of the prepaid grant income of \$1,054,759. Income will also increase by the recent sale proceeds of Lakins Road of \$1.575 million and the receipt of the Victorian Local Government Grant Commission (VLGGC) Financial Assistance Grant of \$3.477 million.

Legal and Risk Implications

Not Applicable.

Regional, State and National Plans and Policies

Not Applicable

Innovation and Continuous Improvement

Not Applicable

Alignment to Council Plan

Theme 3: A Trusted, Effective and Efficient Council

Strategic Objective 7 Financial sustainability and value for money

Governance - Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a conflict of interest to declare in this matter, in accordance with the Local Government Act 2020.

13. Council Meeting Resolution Actions Status Register

This report presents to Council the Mansfield Shire Council Meeting Resolution Actions Status Register

Recommendation
THAT COUNCIL receive and note the Mansfield Shire Council Meeting Resolution Actions Status Register as at 9 October 2024.
Support Attachments
1. Mansfield Shire Council Action Register as at 9 October 2024 [13.1 - 8 pages]

14. Advisory and Special Committee reports

14.1. Audit & Risk Committee Meeting Agenda & Minutes

The Agenda & Minutes of the Additional Mansfield Shire Audit and Risk Committee, held 16 September 2024, are attached for the Councils information.

Recommendation
THAT COUNCIL receive the Agenda & Minutes of the Additional Mansfield Shire Audit and Risk Committee meeting held 16 September 2024.
Support Attachments
1. Additional Audit and Risk Committee Meeting Agenda - 16 September 2024 [14.1.1 - 21 pages]
2. Additional Audit and Risk Committee Meeting Minutes - 16 September 2024 [14.1.2 - 4 pages]

15. Authorisation of sealing of documents

Nil

16. Close of meeting