



MANSFIELD SHIRE

High Country, Lakes and Rivers

COUNCIL MEETING

TUESDAY, 15 DECEMBER 2020

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

Commencing at 5.00pm

Our aspiration for our Shire and its community

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

Councillors:

Cr Mark Holcombe
Cr Steve Rabie
Cr Paul Sladdin
Cr James Tehan
Cr Rohan Webb

Executive:

Chief Executive Officer:
General Manager Infrastructure and Planning
General Manager Community and Corporate Services

Kaylene Conrick
Kirsten Alexander
Chris Snook



MANSFIELD SHIRE COUNCIL

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

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

7. 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. CONFIRMATION OF COUNCILLOR OATH OR AFFIRMATION OF OFFICE

The Local Government Act 2020 requires Council to record in its minutes of the Council that the Mansfield Shire Councillors oath or affirmation of office was undertaken.

10. 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.

11. MAYOR'S REPORT

The Mayor provides a report on his/her activities.

12. REPORTS FROM COUNCIL APPOINTED REPRESENTATIVES

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

13. 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.



14. OFFICER REPORTS

13.1 The Chief Executive Officer will provide a status update to the Council for each Department.

13.2-13.7 Officer reports are presented to the Council, where required.

Detailed reports prepared by officers from the Infrastructure and Planning Directorate are considered by the Council. This includes reports from the following Departments:

- Planning and Environment
- Operations and Capital Works
- Community Safety
- Field Services

A Council position is adopted on the matters considered.

Detailed reports prepared by officers from the Community and Corporate Services Directorate will also be considered by the Council:

- Business and Performance
- Community Health and Wellbeing
- Community and Economic Development
- Governance and Risk

A Council position is adopted on the matters considered.

15. ASSEMBLY OF COUNCILLORS

In accordance with section 80A of the *Local Government Act 1989*, Council must keep a written record of all assemblies of Councillors. An Assembly of Councillors is defined as a planned or scheduled meeting, comprising at least three Councillors and one member of Council staff, that consider matters that are intended or likely to be the subject of a decision of the Council or subject to the exercise of a function; duty or power of a Council that has been delegated to a person or committee [s.76AA].

16. COUNCIL RESOLUTIONS REPORT

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

17. INTERNAL COMMITTEE REPORTS

Council considers reports from its internal Committees or Delegated Committees that Councillors represent Council on.

18. 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.

19. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Whilst all Council meetings are open to members of the public, Council has the power under the *Local Government Act 2020* to close its meeting to the general public in certain circumstances which are noted where appropriate on the Council Agenda. Where this occurs, members of the public are excluded from the meeting while the matter is being discussed.

20. PRESENTATION OF CONFIDENTIAL REPORTS

21. REOPEN MEETING TO MEMBERS OF THE PUBLIC

The Mayor will reopen the meeting to members of the public.

22. CLOSE OF MEETING

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



MANSFIELD SHIRE

COUNCIL MEETING

TUESDAY, 15 DECEMBER 2020

AGENDA

MANSFIELD SHIRE COUNCIL
Livestreamed to members of the public via the
[Mansfield Shire Council website](#)
5.00pm

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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 Rabie
- 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

Deputy Mayor, Cr James Tehan, will recite Council's Acknowledgement of Country:

"Our meeting is being held on the lands of the Taungurung people and we wish to acknowledge them as Traditional Owners. We would also like to pay our respects to their Elders, past and present, and Aboriginal Elders of other communities who may be here today."

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 Rabie
- Councillor Sladdin
- Councillor Tehan
- Councillor Webb

7. CONFIRMATION OF MINUTES

Recommendation:

THAT the Minutes of the Mansfield Shire Council meetings held on:

- **20 October 2020**
- **24 November 2020**

be confirmed as an accurate record.

8. CONFIRMATION OF COUNCILLOR OATH OR AFFIRMATION OF OFFICE

In accordance with S30 of the Local Government Act 2020, it must be recorded in the minutes of Council that the Mansfield Shire Councillors oath or affirmation of office was undertaken.

Recommendation:

THAT COUNCIL, in accordance with section 30 of the *Local Government Act 2020*, confirms that the following Councillors of Mansfield Shire Council have taken the Oath or Affirmation of Office, administered by the Chief Executive Officer:

- **Cr Mark Holcombe**
- **Cr Steve Rabie**
- **Cr Paul Sladdin**
- **Cr James Tehan**
- **Cr Rohan Webb**



9. REPRESENTATIONS

10. NOTICES OF MOTION

Nil.

11. MAYOR'S REPORT

Mayor Cr Mark Holcombe will present the monthly Mayor's report from 24 November to 7 December 2020 to the Council as follows:

As this is my first Mayoral report I would like to say it is an honour and a privilege to be elected Mayor of Mansfield Shire. Hopefully I can live up to the expectations that the role requires and that our Shire deserves.

I very much look forward to working with my fellow Councillors and have great respect for the range of experiences and expertise we have around the table.

We will succeed as Councillors if we are able to work together as a team and uphold the highest standards of honesty and integrity. If we don't achieve this we are wasting our own time and letting down the people who elected us and with whom we share this community.

There are 5 words which I hope will signify the first year of this Council:

- *Energetic*
- *Responsive*
- *Efficient*
- *Honest*
- *Effective*

Since our swearing in on 12 November and the Mayoral election on 24 November, all Councillors have been undergoing a comprehensive induction program which has been impressive in its thoroughness and depth of content. The program has detailed our roles and responsibilities as Councillors and also included briefings with the CEO and members of staff.

The role of Council itself and the various Agencies that support Council have also been detailed.

All Councillors have now been appointed to various Committees where they will represent interests of our Shire.

As Mayor I have started a program to meet the various Mayors of the Shires that surround Mansfield Shire commencing with the Mayor of Benalla Rural City. Similarly, I have begun to make contact with various politicians that are important to our Shire beginning with Federal Member for Indi, Helen Haines.

11. MAYOR'S REPORT CONT.

I would like to thank Chief Executive Officer, Kaylene Conrick, and her team for the work they have done in making our induction process informative, comprehensive, professional and well organised.

I, and the rest of the Councillors, very much look forward to working with the CEO and the Council Executive over the next 4 years of our term.

Cr Mark Holcombe
Mayor

Recommendation:

THAT Council receive the Mayor's report for the period 24 November to 8 December 2020.

12. 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 Mark HolcombeCr James TehanCr Steve Rabie
Mansfield Shire CEO Performance and Remuneration Review Reference and Advisory Group	All Councillors
Goulburn Broken Greenhouse Alliance (GBGA)	Cr Rohan Webb
Hume Regional Local Government Network (HRLGN)	Mayor Cr Mark Holcombe
Lake Eildon Land & On-Water Management Plan Implementation Committee	Cr Paul Sladdin
Mansfield Shire Council Audit and Risk Committee	<ul style="list-style-type: none">Mayor Cr Mark HolcombeCr Rohan Webb
Mansfield Shire Business and Community Recovery Advisory Committee	<ul style="list-style-type: none">Mayor Cr Mark HolcombeCr Paul Sladdin
Municipal Association of Victoria (MAV)	<ul style="list-style-type: none">Mayor Cr Mark HolcombeSubstitute - Deputy Mayor Cr James Tehan
North East Local Government Waste Forum (a committee of the North East Regional Waste and Resource Recovery Group)	Cr Steve Rabie
Rural Councils Victoria (RCV)	Mayor Cr Mark Holcombe (delegate)

Recommendation:

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



13. PUBLIC QUESTION TIME

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

Questions submitted will be read out by the Mayor and an appropriate answer will be provided at the meeting.

14. OFFICER REPORTS

14.1 CHIEF EXECUTIVE OFFICER’S REPORT

File Number: E103
Responsible Officer: Chief Executive Officer, Kaylene Conrick

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.

This month the Chief Executive Officer report will provide information relating to:

- Planning Services
- Building Services
- New Initiatives

Attachment

- 1 Chief Executive Officer’s report

Recommendation:

THAT COUNCIL receive and note the Chief Executive Officer’s report for the period 1 November to 7 December 2020.

14.2 INFRASTRUCTURE AND PLANNING DIRECTORATE

14.2.1 Municipal Emergency Management Planning Committee

File Number: E6828
Responsible Officer: General Manager Infrastructure and Planning, Kirsten Alexander

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*.

Introduction

This report summarises the recent changes to Municipal Emergency Management Planning and the re-formation of the Municipal Emergency Planning Committee (MEMPC) under the *Emergency Management Legislation Amendment Act 2018* and *Emergency Management Act 2013*. These changes include a requirement to seek Council endorsement for the formation of the Municipal Emergency Management Planning Committee (MEMPC). The MEMPC will no longer be a committee of Council. A Councillor can be included in the Committee makeup (as a community representative) however, they cannot be the Chair.

Background

Changes to the municipal tier of emergency management planning came into effect on 1 December 2020. These involve changes to the function and responsibilities of Municipal Emergency Management Planning Committees (MEMPCs).

From 1 December 2020, responsibility for municipal emergency management planning transfers from Council to the multi-agency Municipal Emergency Management Planning Committee who report to the Hume Region Emergency Management Planning Committee.

Other key agencies, not just councils, will be required to participate and contribute and importantly take ownership of the planning process and the Plan. This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort.

The *Emergency Management Legislation Amendment Act 2018* (EMLA Act) sets out a legislated core membership for MEMPCs. The first meeting of the MEMPC can only comprise nominees from Council and the following agencies:

- Victoria Police
- Country Fire Authority (if in your municipal district)
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Health and Human Services

14.2.1 Municipal Emergency Management Planning Committee cont.

The EMLA Act requires a MEMPC to thereafter invite at least one additional member for each of the following three categories:

- at least one community representative
- at least one recovery representative
- at least one other representative (such as an industry, business or additional agency).

To ensure councils still have a lead role in facilitating emergency management planning at the municipal level the *EMLA Act* inserts section 59F into the *Emergency Management Act 2013* outlining the following three functions of a council:

- (a) Facilitate emergency management planning by establishing the MEMPC.
In line with section 59(1) of the *Local Government Act 2020*, Council is able to acquit this responsibility through a council resolution that ensures a MEMPC is established in accordance with the legislation, including recognising:
 - that the MEMPC promotes shared responsibility for planning by requiring relevant agencies to participate in the planning process, and
 - that the MEMPC reports directly to the Regional Emergency Management Planning Committee, not to council.
- (b) In collaboration with other agencies and by the establishment of the MEMPC, enable community participation in emergency preparedness, including response and recovery activities. Seeking community participation will form part of the first meeting Agenda and will be part of the ongoing work of the MEMPC.
- (c) Nominate the chairperson for the MEMPC.
The Act amends the *Emergency Management Act 2013* (Section 59B) to detail that either the CEO or a member of the municipal council staff nominated by the CEO will be the chairperson of the MEMPC. The Senior Coordinator Community Safety has been nominated by the CEO, and Emergency Management Victoria have been informed of this nomination.

The Municipal Emergency Management Plan

Under the reform it is the multi-agency MEMPC, not solely the municipal council that must prepare and maintain a Municipal Emergency Management Plan (MEMP). Additionally, the responsibility to approve the MEMP is with the Hume Region Emergency Management Planning Committee (REMPC), not Council as was previously the case.

The reform mandated State and Regional Plans and requires consistency between state, regional and municipal plans. In doing so, the MEMP will provide specific information tailored to Mansfield Shire Council's context and risk, without replicating state or regional plans.

14.2.1 Municipal Emergency Management Planning Committee cont.

The Emergency Management Manual Victoria (EMMV) previously guided the preparation of all MEMPs, however the EMMV has also been discontinued from 1 December 2020 and replaced with Guidance documents. Guidance on the development of MEMPs is now provided through the *Guidelines for Preparing State, Regional and Municipal Emergency Management Plans* (to be published on the EMV website on 1 December 2020) and complemented by optional advisory material on EMVs Emergency Management Planning Resource Library.

Policy and Legislative Implications

Emergency Management Legislation Amendment Act 2018
Emergency Management Act 2013

Council Plan

Strategic Objective 3.4

Participate in a State-wide review of Emergency Management practices, processes, progressively implementing relevant outcomes.

Financial

Nil financial implications.

Social

Nil impact.

Environmental

Nil considerations.

Economic

Nil impacts.

Risk Management

By undertaking these steps, Council will be complying with the amended legislation.

Community Engagement

Nil community engagement required.

Key Issues

The MEMP Committee, with a membership of agencies, organisations and individuals (47 in total), has been regularly meeting in its current format for many years up until 30 November 2020. The committee has considered risk assessment and mitigation actions and overseen the development and update of the current Municipal Emergency Management Plan.

14.2.1 Municipal Emergency Management Planning Committee cont.

The committee membership has also provided a valuable networking opportunity to all participants and will be disbanded by the legislation. Committee members are aware of the changes and their contributions were acknowledged by former Mansfield Shire Mayor Cr Marg Attley and former Councillor Paul Volkering at the last Committee meeting and in emails since.

The current Municipal Emergency Management Plan that was most recently audited on 21 September 2018 and remains valid for 3 years ending September 2021. Importantly, this date also identifies the due date for a replacement MEMPC to be developed by the new committee and be presented to the Regional Committee for its endorsement.

The new Committee 'core membership' has been defined by the EMLA Act. At the first meeting of the MEMPC, the core membership will further determine the future committee membership – this is likely to be somewhat similar to the previous committee comprising representation from emergency management and recovery organisations as well as community membership.

The Municipal Emergency Management Officer (MEMO) will Chair the new committee which will work together to develop a new Municipal Emergency Management Plan.

Resources related to the emergency management planning reform can be found on the Emergency Management Victoria website <https://www.emv.vic.gov.au/how-we-help/emergency-management-planning/resource-library>

Attachments

Nil.

Recommendation:

THAT COUNCIL:

- 1. acknowledge that on 1 December 2020, the *Emergency Management Legislation Amendment Act 2018* s82(2) repealed Section 21(3)-(5) of the *Emergency Management Act 2013* resulting in the disestablishment of the existing Municipal Emergency Management Planning Committee (MEMPC).**
- 2. formally record its appreciation to the membership of that former Committee.**
- 3. authorise the Chief Executive Officer to facilitate the establishment of the Municipal Emergency Management Planning Committee pursuant to Section 68 of the *Emergency Management Legislation Amendment Act 2018* (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the *Emergency Management Act 2013* on 1 December 2020).**
- 4. note that under the *Emergency Management Legislation Amendment Act 2018* (which inserts ss59 and 59F into the *Emergency Management Act 2013* on 1 December 2020), and under the MEMPC Terms of Reference, the Council's role is to establish the Committee and, via the CEO, nominate a Chair for that Committee. Once established, the Committee exists separately to Council and is not a Committee of Council.**



14.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE

14.3.1 Mansfield Shire Council Draft Community Engagement Policy

File Number: E7367
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

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*.

Introduction

The purpose of the report is to seek a Council resolution to endorse the draft Community Engagement Policy for release for public consultation prior to finalisation and adoption of Policy prior to 1 March 2021.

Background

The *Local Government Act 2020* (section 55) introduces the need for a Council to adopt a Community Engagement Policy.

Broadly the Act introduces requirements for Victorian councils to adopt a framework of community and deliberative engagement into their strategic planning and decision making. The framework will address five key themes: improved service delivery, strong local democracies, improved conduct, increasing community confidence, and building a new relationship.

Councils are required to adopt the Community Engagement Policy ('the Policy') by 1 March 2021. It is expected that the Policy will be developed in consultation with the community and be underpinned by the principles outlined in the Act.

The Act stipulates that the Policy must be applied to the development of the Community Vision, Council Plan, Financial Plan, and Asset Plan, and planning and financial management including revenue and rate planning. The Policy must also be able to be applied to the development of local laws and policy development. The increased expectation of community input into strategic planning is seeking to increase participatory democracy at a local level.

An initial draft Community Engagement Policy has been prepared which draws upon best practice examples from councils around the State and is informed by guiding documents developed by Municipal Association of Victoria (MAV), Rural Councils Victoria (RCV). The Policy aims to establish Council's commitment, its legislative obligations, its investment in and direction with meaningful community engagement.

To meet the requirement of the Act, public consultation on the Policy must take place prior to its adoption by 1 March 2021.

14.3.1 Mansfield Shire Council Draft Community Engagement Policy cont.

Once adopted, the Policy will form a key part of a Community Engagement Framework which will also include:

Community Engagement Guidelines Provides the context of Council's engagement, its governance, and guidance on delivering successful engagement processes.

Community Engagement Toolkit Provides step by step tools that provide instructional guidance for engagement planning, delivery and evaluation

The Community Engagement Guidelines and Community Engagement Toolkit will be informed by the outcomes from the community engagement undertaken with reference to the Policy.

Policy and Legislative Implications

Under the *Local Government Act 2020* (section 55.3), Council must adopt a Community Engagement Policy in consultation with the community prior to 1 March 2021.

There are no established Council policies currently relating to this matter.

Council Plan

Strategic objective 1.1 Our Community has a say in matters of interest to them.

- Reflect community expectations for communication and collaboration by developing and implementing a Community Engagement Strategy.

Financial

This matter is within standard financial parameters.

Social

The Community Engagement Policy affirms Mansfield Shire Council's commitment to engaging its community, and relevant stakeholders, about matters that affect them.

The intent of the Policy is to improve the quality and effectiveness of Council's decision making and to strengthen trust and confidence in Council by undertaking the following:

- Ensuring transparency and accountability in Council decision making;
- Creating genuine opportunities for members of the Mansfield Shire community to participate in matters that interest and affect it;
- Ensuring the diverse needs of the local community are taken into account in decision making; and
- Encouraging and supporting the community to participate in civic life.



14.3.1 Mansfield Shire Council Draft Community Engagement Policy cont.

Environmental

Nil.

Economic

Nil.

Risk Management

The matters that are the subject of this report are considered within normal operational risk parameters.

Community Engagement

At a minimum, the Community Engagement Policy must be applied in the development of the following:

- planning and financial management
- community vision
- Council plan
- financial plan
- revenue and rating planning
- asset plan

The draft Policy will be released for public comment from 17 December and remain open until 22 January 2021.

Engagement methods will include online consultation via Council's Have Your Say platform in addition to written submissions made in response to publically accessible documents displayed at Council reception and Mansfield Library.

The engagement opportunity will be advertised Mansfield Matters, Council News, Council's Facebook page and online newsletters including Business, Community and Council subscriber databases.

Key Issues

Nil.

Attachments

- 1 Draft Community Engagement Policy

Recommendation:

THAT COUNCIL endorse the Draft Community Engagement Policy for release for public consultation from 17 December 2020 until 22 January 2021.

14.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

14.3.2 Mansfield Shire Council Outlying Communities Infrastructure Fund

File Number: E7373
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

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*.

Introduction

This paper seeks a resolution to endorse the guidelines and application and assessment processes for Council's Outlying Communities Infrastructure Fund.

Background

In the 2020-21 Budget, Council committed \$100,000 for a new Outlying Communities Infrastructure Grants Program for community-led infrastructure projects.

Proposed guidelines for the grants program have been developed by Council officer drawing upon knowledge and experience gained through delivery of Council's Community Matching Fund as well as a review of funding programs delivered by other Victorian councils.

Essential components of the guidelines are proposed as follows:

Funding objective:

The Outlying Communities Infrastructure Fund aims to support communities to develop or improve community facilities to enhance liveability and improve community resilience and connectivity in outlying communities within the Mansfield Shire.

Maximum grant: \$20,000

- Only one application per organisation will be accepted

Eligible projects:

The projects must:

- demonstrate ongoing community benefit
- take place in an outlying community within the Mansfield Shire (not within Mansfield township as per the Planning Scheme)
- deliver capital improvement to:
 - buildings
 - facilities, or
 - publicly accessible land managed/maintained for community benefit
- to be 'shovel ready' with a starting date less than 12 weeks from 30 June 2021

14.3.2 Mansfield Shire Council Outlying Communities Infrastructure Fund cont.

Ineligible projects/activities:

- Appliances and/or non-permanent equipment
- Projects that will require recurrent funding
- Staff costs
- Projects that have previously been funded by Council
- Purchase of land or buildings
- Payment to the applicant for time spent working on the project or planning the project
- Maintenance works that are an organisation/club responsibility under tenancy or lease agreement
- Projects which exclude access to the public or community groups
- Ongoing administration/operational costs
- Expenditure or financial commitments made before the grant has been awarded
- Works that have already been started or completed
- Projects located within the Mansfield township zone (as defined by the Planning Scheme)

Who can apply:

- Groups and organisations registered on the Australian Government Australian Business Registry as an Incorporated Association, State or Local Government Entity.
- Groups or organisations auspiced by an Incorporated Association, State or Local Government Entity

Who cannot apply: Applications will not be accepted from:

- Individuals
- Businesses or political groups
- Government agencies – with the exception of groups registered as State or Local Government Entities for the purpose of managing land – ie, Crown Land Committee of Management and Local Government halls and reserves
- Individuals, groups or organisations outside Mansfield Shire
- Applicants that have not successfully acquitted previous Council grants or who have outstanding debts to Council

Community contribution

This fund does not have a set community contribution, however applicants must demonstrate some contribution from community to the grant total. Eligible contributions include volunteer labour, professional services, donated materials or cash.

Assessment criteria:

- demonstrated link to funding objective with clear evidence of demand for the project and the ongoing benefits to community (50%)
- detailed project planning and demonstrated capacity to deliver project successfully (40%)
- community contribution (10%)

Additional weighting may be applied by the assessment panel to ensure the even distribution of funds across the Shire's geographical area.

14.3.2 Mansfield Shire Council Outlying Communities Infrastructure Fund cont.

Assessment Process

Applications will be assessed initially by the Coordinator Community Development to ensure the application is complete and meets all the eligibility requirements. If the application is deemed eligible, it will then be assessed against the assessment criteria by a panel of Council officers appointed by the CEO. The panel will be chaired by the General Manager Corporate and Community Services and will include a minimum of 3, maximum of 5 officers (including the General Managers). Officers from across Council will be consulted where specialist advice is required in formulating recommendations.

Funding recommendations will be presented for Council endorsement at the April Council meeting.

Policy and Legislative Implications

Nil.

Council Plan

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

Financial

The total funding pool of \$100,000 is identified in Council's 2020-21 Budget for this purpose.

Social

The Outlying Communities Infrastructure Fund aims to support communities to develop or improve community facilities that enhance liveability and improve community resilience and connectivity in outlying communities within the Mansfield Shire.

Environmental

Prior to the projects being started, successful applicants will be required to enter into a funding agreement stating that all legal requirements, permits and permissions necessary to undertake the project are the responsibility of the community organisation.

Economic

The matters that are the subject of this report are within normal operational economic parameters.

Risk Management

The matters that are the subject of this report are considered within normal operational risk parameters. Successful applicants are required to enter into a funding agreement stating that:

14.3.2 Mansfield Shire Council Outlying Communities Infrastructure Fund cont.

- Council shall not be responsible at any time for any liabilities incurred or entered into by the community organization as a result of, or in connection with, any activities undertaken as a result of the funding being received.
- The community organisation agrees to indemnify Mansfield Shire Council and its staff, from and against any claim, demand, liability, suit, cost, expense or action arising out of or in any way connected with the project or the activities of the community organisation.

Community Engagement

Council holds an annual grants workshop which will coincide with the opening of the Fund to assist community groups to apply and learn how to write attractive funding applications. The Community Development unit also fields one-on-one requests for support regarding applications.

An applicant feedback form will be included as part of the application form.

Key Issues

Nil.

Attachments

- 1 Outlying Communities Infrastructure Fund Guidelines

Recommendation:

THAT COUNCIL endorse the guidelines and assessment process for delivery of the Outlying Communities Infrastructure Fund.



14.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

14.3.3 Community Group Loan Guarantee Policy 2020

File Number: E698
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

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*.

Introduction

This report requests Council to endorse the revised Community Group Loan Guarantee Policy 2020.

Background

The Community Group Loan Guarantee Policy outlines the process and criteria to be met when Council is considering requests from community groups for Council to act as a Guarantor for a bank loan taken out by the group.

Policy and Legislative Implications

Council does not provide loans to Community Groups.

Under this policy Council may, in limited circumstances, consider acting as Guarantor in the form of a bank guarantee for a bank loan sought by a Community Group for capital works that create new infrastructure/ buildings or that upgrade existing facilities. Each Guarantee will relate to a specific project and cannot be amended to include additional facilities or projects.

Council will not consider being Guarantor on loans for:

- refinancing of existing capital projects; or
- operational expenses.

Council Plan

The policy requires that the aim of any project considered for a loan guarantee arrangement must align with the Council Plan.

Financial

There is no direct financial impact of guaranteeing a loan, however in the event the Community Group defaults on its loan repayments, the financial responsibility for the remaining loan balance will revert to Council.

14.3.3 Community Group Loan Guarantee Policy 2020 cont.

Any loan guarantee provided by Council must be subject to a Loan Guarantee Agreement that documents the procedural steps to be followed in the event of a loan default by the community group, including:

- how the financial institution will notify Council of the community group's failure to pay a loan instalment(s);
- the right for Council to continue with the loan repayment schedule rather than having to repay a lump sum;
- the procedure to be adopted by the financial institution to ensure it exhausts all other options to allow the community group to rectify the default on the loan prior to calling on the Guarantee.

Social

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

Environmental

There are no significant environmental impacts in relation to this report.

Economic

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

Risk Management

Providing a Loan Guarantee is inherently risky as Council has limited control over the management of finances by a Community Group. The policy attempts to minimise the financial risk by ensuring a robust application and review process is undertaken prior to any Loan Guarantee Agreement being entered into.

Community Engagement

There has been no community engagement undertaken around this policy.

Key Issues

Requests for loan guarantee arrangements are rare. A more common financial request from Community Groups tends to be for auspice arrangements, for which Council have a separate governing policy.

The Community Group Loan Guarantee Policy restricts the circumstances under which Council may consider the benefit to the Community outweighs the risks associated with providing a loan guarantee.



14.3.3 Community Group Loan Guarantee Policy 2020 cont.

The policy criteria that must all be met before Council may consider an application are:

1. The application must be submitted on the Loan Guarantee Application Form (see the Community Group Loan Guarantee Procedures);
2. The project will result in demonstrable benefits to the broader community (i.e., beyond those that are members of the Community Group);
3. The project's aims align with the Council Plan and other relevant Council Policies;
4. The Community Group has demonstrated that all reasonable efforts to secure funding from alternative sources have been made and that a loan guarantee application to Council is a last resort;
5. The Community Group has provided independently audited financial statements for the previous three (3) years and cash flow projections for the guarantee term sought to demonstrate there is a capacity to meet all loan repayments;
6. The maximum guarantee sought by the Community Group is less than \$100,000;
7. The guarantee term is no longer than 10 years;
8. The Community Group is willing to agree to all terms specified by the Loan Guarantee Agreement (see the Community Group Loan Guarantee Procedures); and
9. The asset, which is the subject of the loan guarantee, will be owned either by the Community Group or by Council.

A Loan Guarantee can only be approved by way of Council resolution.

Attachments

- 1 Community Group Loan Guarantee Policy 2020

Recommendation:

THAT COUNCIL endorse the Community Group Loan Guarantee Policy 2020



14.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

14.3.4 Finance Report: 1 July 2020 to 30 November 2020

File Number: E39
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

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*.

Introduction

This report provides information on Council's financial performance against the 2020-21 budget.

This report is for noting only and no decision is required.

Background

Council adopted the budget for the 2020-21 financial year at its meeting of 4 August 2020. Subsequently Council approved carry forward projects from the 2019-20 year which have now been included and form part of the Updated Budget 2020-21.

This report explains material variances between the year to date actual financial results and the Updated Budget 2020-21. Favourable variances are reported as positive values, while unfavourable variances are shown as negative values.

Policy and Legislative Implications

The Local Government Act 2020 requires a financial report to be presented to Council as soon as practicable after the end of each quarter of the financial year.

Council Plan

Strategic Direction Five: Responsible leadership

Financial

There is no direct financial impact in relation to this report. The financial reports attached provide the opportunity for regular monitoring of Council's financial position to ensure compliance with budgets.

Social

Nil.

**14.3.4 Finance Report: 1 July 2020 to 30 November 2020 cont.****Environmental**

Nil.

Economic

Nil.

Risk Management

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

Community Engagement

The 2020-21 budget engagement process facilitated opportunities for community input to and feedback on Council's budget. There has been no community engagement around the actual results against the budget.

Key Issues***Dashboard***

Indicator	Result YTD	Updated Budget YTD / Target	Favourable / Unfavourable	Variance
Operating surplus/(deficit)	12,968,421	9,433,598	F	3,534,823
Underlying surplus/(deficit)	11,817,277	9,269,782	F	2,547,495
Capital expenditure	551,151	3,135,061	U	(2,583,910)
Working capital ratio	8.14	1.00	F	7.14
Cash and financial assets	17,357,572	8,146,000	F	9,211,572

Operating Finance Report**Operating Income & Expenditure Actual against Updated Budget**

The year to date operating result is favourable (underspent) against the 2020-21 Updated Budget by \$2.69m (30%). Major variances are summarised below.

Favourable Variances (underspend)

- \$66k Salaries and Wages clearing account – less leave taken than budgeted due to COVID19.
- \$46k Customer Service & Records – Timing issues only relating to software expenditure costs.

14.3.4 Finance Report: 1 July 2020 to 30 November 2020 cont.

- \$187k Economic Development – Business & Industry – \$250k Activating Outdoor Dining grant received, not yet fully expended. This grant was not budgeted, but will be fully spent and acquitted.
- \$41k Economic Development – Tourism & Events – Events postponed due to COVID19.
- \$47k Aged & Disability Services – both Home Care and Planned Activities have had reduced or suspended services during COVID19 restrictions resulting in reduced expenditure.
- \$127k Family Services & Partnerships – \$59k grant received for Community Activation & Social Isolation which has not yet been fully expended. Additional Integrated Family services income has been secured increasing income over budget \$21k YTD. Early Years review has not yet been completed resulting in underspend YTD of \$17k. Maternal & Child Health are currently under spent by \$47k YTD, due to carry forward funds from prior year not yet being fully expended.
- \$53k Youth Services – Youth services were shut down over COVID19 restrictions resulting in reduced expenditure YTD.
- \$830k Emergency Management – Recovery – Bushfire Recovery grant funds have not yet been fully expended.
- \$115k Road Network Maintenance – wages \$82k under budget due to vacant positions. Materials \$43k under budget (timing only) which is expected to increase as the grading season has recently commenced.
- \$168k Council - \$120k budgeted for VEC costs which have not been paid (timing only). Australia Day grants (unbudgeted) totalling \$21k have been received but not yet expended. Training costs also under budget YTD and will be spent later in year.
- \$101k Risk Management – Insurances came in under budget by \$86k. Risk Officer role has not yet been filled.
- \$1m Working for Victoria – Timing only. Grant funding for this program has been received in advance. A few positions have not yet been filled. Any unspent funding will be returned upon acquittal.
- \$137k Waste Management – Waste disposal costs are under budget \$80k YTD due to COVID19 restrictions resulting in less people in town and therefore reduced waste. The Waste Officer role has not yet been filled.

Unfavourable Variances (overspend)

- \$63k Financial Services – Interest on investments under budget \$25k YTD due to lower than budgeted interest rates. Victorian Grants Commission income was also lower than budgeted.



14.3.4 Finance Report: 1 July 2020 to 30 November 2020 cont.

- \$103k Arts, Culture & Library – Timing issues. Payment for the library hub has been made in advance resulting in \$75k over spend YTD. Library grant funds have not yet been received resulting in a variance of \$65k YTD. These unfavourable variances are partly being offset by reduced wages as a result of COVID19 restrictions causing the library to be closed.
- \$90k Human Resources - over budget due to organisational restructure costs.

Capital Works Report

Capital Income & Expenditure Actual against Budget

The net year to date capital works variance (net of capital income) is \$3.42m (122%) underspent compared to the 2020-21 year to date Updated Budget.

Favourable Variances (underspend)

- \$50k Footpaths Reconstruction Programme – Currently in scoping stages, likely to be tendered early next calendar year.
- \$48k Footpaths Renewal - Currently in scoping stages, likely to be tendered early next calendar year.
- \$50k Mansfield Streetscape – Timing – currently working on scope of the project.
- \$225k Playground Income – Timing only. Grant funding received earlier than budgeted.
- \$175k Reseal Preparation program – Tender has been awarded and work due to commence in January 2021.
- \$927k Heavy Vehicle Bypass – Timing. Project is currently being re-scoped.
- \$295k Resheets Income – Timing only. Grant funding received earlier than budgeted.
- \$67k Malcolm Street Road Reconstruction – Budget is for design work which has been completed, but not yet fully paid.
- \$63k Alpine Ridge Road Reconstruction - Budget is for design work which has been completed, but not yet fully paid.
- \$51k Barwite Road Reconstruction – Project expected to come in under budget.
- \$423k Fixing Country Roads Income – Income carried forward from prior year under new accounting standards implemented.
- \$281k Kerb & Channel Renewal– Currently in scoping stages, likely to be tendered early next calendar year.



14.3.4 Finance Report: 1 July 2020 to 30 November 2020 cont.

- \$61k Ghadaba Edible & Medicinal Garden Project Income – Income carried forward from prior year under new accounting standards implemented. Income was not budgeted.
- \$150k Swimming Pool Refurbishment – Timing only. Project has been completed, however not yet paid.
- \$604k Dual Court Indoor Sporting Stadium – Project has been delayed due to COVID19. Payment for next stages is likely due early next calendar year.
- \$90k Plant Resource Recovery Centre – Request for tender is currently being developed for vertical baler and upgrade to solar. Finalisation of purchases likely to be March 2021.

Unfavourable Variances (overspend)

- \$147k Roads to Recovery Income – Timing only.

Overall Position

Operating Variance Favourable/(Unfavourable)	\$2,697,140
Capital Variance Favourable/(Unfavourable)	<u>\$3,421,593</u>
Total Variance Favourable/(Unfavourable)	\$6,118,733

Working Capital Ratio

The working capital ratio (WCR) compares current assets to current liabilities and is an indicator of Council's capacity to meet its immediate debts when they fall due. A WCR of more than 1:1 (or 100%) is considered healthy.

WCR = 8.14:1 (814%)

Attachments

November 2020 Year To Date Financial Report, comprising:

- 1 Income and Expenditure Summary
- 2 Operating Report – income and expenditure by business unit
- 3 Capital Works Report – income and expenditure
- 4 Balance Sheet
- 5 Statement of Cash Flows

Recommendation:

THAT COUNCIL receives the Year to Date Finance Report for the period 1 July 2020 to 30 November 2020.



14.3 COMMUNITY AND CORPORATE SERVICES DIRECTORATE CONT.

14.3.5 Naming of a Feature: Sporting Precinct

File Number: E429
Responsible Officer: General Manager Community and Corporate Services,
Chris Snook

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*.

Introduction

This report seeks a decision from Council on a name for the new Dual Court Indoor Sports Stadium and the existing Playing Fields located at the end of View Street, Mansfield.

Background

The construction of the new dual court stadium and dual outdoor multipurpose courts commenced in early 2020. The project is a partnership between Council, Mansfield Secondary College, the Department of Education and the Federal Government, and a Joint Use Agreement between the parties has been established. Once completed, the agreement allows for community use of the new facility, which will be managed by Council.

The new stadium forms part of a sporting precinct that also includes the turf sports grounds colloquially known as the “additional playing fields”. A proposal to name the precinct commenced in February 2020, in accordance with the *Naming Rules for Places in Victoria* (the Naming Rules).

On 1 February 2020 Council initiated the naming process by issuing a request for naming proposals to be submitted to Council for consideration by 31 May 2020. A total of 54 naming proposals were received and a Naming Panel was convened to discuss the proposals and shortlist three names to refer to Council. The panel consisted of representatives from the Mansfield Secondary College, Council’s Project Manager for the dual court stadium project and Council’s Property Management Officer representing the Mansfield Shire Council Sport and Recreation Advisory Committee.

The shortlisted names were released for community voting over a 30 day period from 1 July to 31 July 2020, and the results were as follows:

Shortlisted Name	Votes (%)
College Park	72.9
Sports Precinct	9.4
Community Sporting Precinct	17.6

14.3.5 Naming of a Feature: Sporting Precinct cont.

The result of the community vote was presented to Council at the 18 August 2020 meeting and subsequently at the 1 September 2020 meeting, where Council resolved to:

- acknowledge the recent and tragic passing of a long term and well respected resident Alex ‘Chumpy’ Pullin and contact his family to discuss whether they would like Council to recognise his outstanding sporting achievements and contribution to our community by naming our new dual court stadium and additional playing fields after him; and
- engage with the community around a new naming proposal.

The Pullin family provided consent to Council's request and a new naming proposal was released to the community for consideration being:

- ALEX PULLIN STADIUM for the new dual court stadium and associated outdoor courts; and
- COLLEGE PARK for the turf playing fields adjacent to the stadium.

Policy and Legislative Implications

The naming process is undertaken in accordance with Council Policy, and the statutory requirements under the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (the Naming Rules).

Section 5 (1) to Schedule 10 of the *Local Government Act 1989* states that a Council may:

- (a) approve, assign or change the name of a road (or feature); and
- (b) erect signs on a road;

Section 5 (2) requires Council to comply with the Naming Rules.

Geographic Names Victoria provides state-wide advice to Victorian naming authorities and the public about appropriate and compliant naming practices. The Registrar of Geographic Names oversees the gazettal and registration of place names in Victoria. Road names and features must be approved by the registrar and once gazetted are placed on the public VICNAMES database.

Council Plan

Strategic Direction Four: Enhanced Liveability Strategic Objective 4.4: We have a strong policy and decision making framework in place to protect and enhance the unique character of our Shire for future generations.

Financial

There may be a small financial impact to Council to erect signage.

14.3.5 Naming of a Feature: Sporting Precinct cont.

Social

Council acknowledge the significance and ownership the community has of its local facilities. Sporting facilities are often the heart of communities, providing opportunities for people to be physically active and socialise.

Environmental

There is no environmental impact associated with this matter

Economic

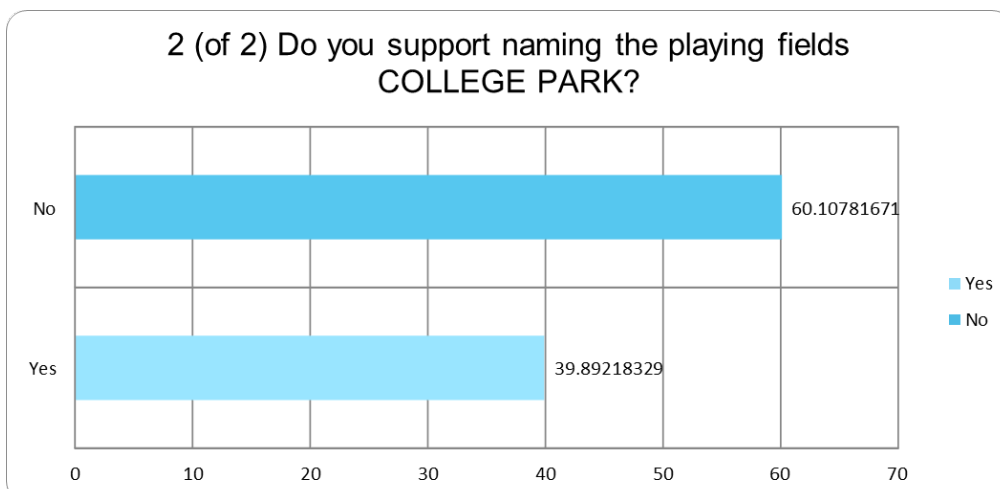
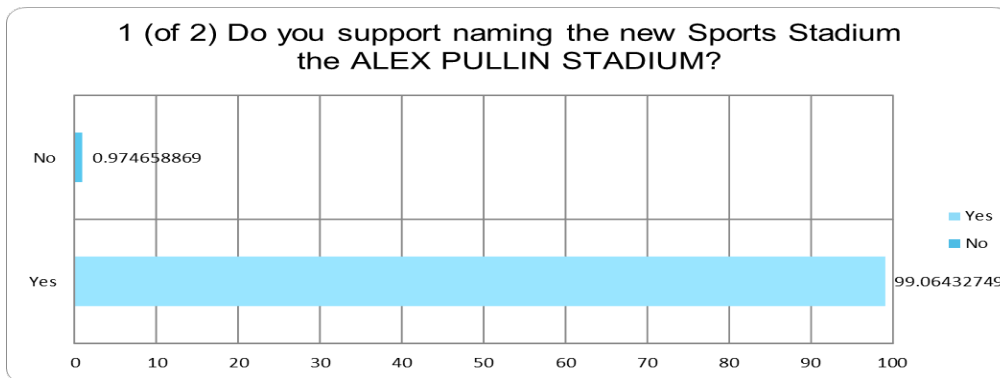
There is no economic impact associated with this matter

Risk Management

There are no significant risks associated with this matter

Community Engagement

The proposal was released for community feedback on 10 November 2020 and closed 9 December 2020. The results at 30 November 2020 (shown as a percentage of votes) are as follows:





14.3.5 Naming of a Feature: Sporting Precinct cont.

Key Issues

Community sentiment is overwhelmingly supportive of the name for the stadium to be Alex Pullin Stadium attracting 2,540 votes in support, compared to 25 unsupportive.

The proposal for naming the playing fields College Park however has received a 60/40 split with the majority of responses (223 out of 371) unsupportive of the proposal. This was unexpected, given the overwhelming majority of votes in the initial engagement conducted in July supported College Park as the name for the entire precinct with 73% of the vote at the time.

Given the anonymous nature of the votes, there is no demographical data available to further analyse and it is not possible to assess what connection the voters have to the community.

Options that Council could consider include:

	Option	Consideration
1	<ul style="list-style-type: none"> • Adopt the name Alex Pullin Stadium, • reject the name College Park, and • determine a new process for naming the playing fields 	<p>Supports the most recent community poll.</p> <p>When determining a new process for the playing fields, consideration will need to be given to the Naming Rules and the defined naming conventions and community engagement processes therein.</p>
2	<ul style="list-style-type: none"> • Adopt the name Alex Pullin Stadium, and • adopt the name College Park 	<p>Reflects the original community polls where College Park was highly supported before the proposal was revised to include recognition of Alex Chumpy Pullin.</p>
3	<ul style="list-style-type: none"> • Reject both names, and • determine a new process for naming the stadium and the playing fields. 	<p>When determining a new process consideration will need to be given to the Naming Rules and the defined naming conventions and community engagement processes therein.</p>

It is not common that a naming authority would resolve to select a name that did not have community support. However in this instance it may be appropriate given the name College Park:

- was originally proposed by a member of the community
- was selected as a short listed name of 3 (from a proposal list of 54) by the Naming Panel
- was voted the most popular of the three shortlisted names at 73% in July
- implies acknowledgement that the playing fields occupy land owned by the Department of Education (i.e. Mansfield Secondary College)

Attachments

Nil



14.3.5 Naming of a Feature: Sporting Precinct cont.

Recommendation:

THAT COUNCIL:

1. resolve to name the new dual court indoor multi-use sports stadium and the associated outdoor courts in Mansfield the 'Alex Pullin Stadium'.
2. resolve to name the turf playing fields at the end of View Street, Mansfield as College Park.
3. lodge both names with Geographic Names Victoria to be approved by the registrar, gazette and added to VICNAMES.
4. issue a public notice to announce the new feature names once they have been gazetted.
5. investigate the erection of appropriate signage at both sites.
6. investigate incorporating a naming ceremony as part of the official stadium opening event when it occurs in 2021.

15. ASSEMBLIES OF COUNCILLORS

Under sections 3 and 80A of the *Local Government Act 1989* an Assembly of Councillors (however titled) is defined as:

- a meeting of an advisory committee of the Council, if at least one Councillor is present, or
- a planned or scheduled meeting, comprising at least three Councillors and one member of Council staff, that consider matters that are intended or likely to be:
 - a) the subject of a decision of the Council; or
 - b) subject to the exercise of a function; duty or power of a Council that has been delegated to a person or committee.

An assembly of Councillors does not include a meeting of the Council, a special committee of the Council established under s139, a club, association, peak body, political party of other organisation.

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

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

DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
12 November 2020	<p>Councillors' Introduction Session</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr James Tehan • Cr Rohan Webb <p>Apologies: Cr Paul Sladdin</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • Coordinator Governance and Risk, Michelle Kain • Governance Admin Assistant, Mandy Snell • EA Mayor and CEO, Lisa Fricke • Coordinator IT, Rabinda Ranjit 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Overview of Councillor Induction • Provision of Equipment
12 November 2020	<p>Swearing In Ceremony</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr James Tehan • Cr Rohan Webb <p>Apologies: Cr Paul Sladdin</p> <p>External Attendees: Councillors' family members Editor, Mansfield Courier, Jarrah Loh</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain • Governance Admin Assistant, Mandy Snell • EA Mayor and CEO, Lisa Fricke • Digital Content Officer, Emma McPherson 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Councillors make their Affirmation or Oath of Office



15. ASSEMBLIES OF COUNCILLORS CONT.

DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
18 November 2020	<p>Swearing In Ceremony</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>Apologies: Nil</p> <p>External Attendees: Editor, Mansfield Courier, Jarrah Loh</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain • Governance Admin Assistant, Mandy Snell • EA Mayor and CEO, Lisa Fricke • Digital Content Officer, Emma McPherson 	<p>Conflicts of Interest: NIL</p> <p>Issues Discussed: Cr Sladdin made his Oath of Office</p>
18 November 2020	<p>Councillors' Induction Session #1 and Mock Council Meeting – via Zoom</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>Apologies: Nil</p> <p>External Attendees:</p> <ul style="list-style-type: none"> • Maddocks Lawyers, Kate Oliver <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain 	<p>Conflicts of Interest: NIL</p> <p>Issues Discussed:</p> <ul style="list-style-type: none"> • Governance Rules • Meeting Procedures Including Virtual Regulations • Election of Mayor and Deputy Mayor • Council Appointed Representatives on Committees • Practice Meeting Procedures
20 November 2020	<p>Councillors' Induction Session #2 and #3</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>Apologies: Nil</p> <p>External Presenters: VLGA Representatives: Steve Cooper and Tony Raunic</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain 	<p>Conflicts of Interest: NIL</p> <p>Issues Discussed:</p> <ul style="list-style-type: none"> • Mandatory Matters • Performing the Role of Councillor • Reputation of the Council • Division of Responsibility/ Treatment of Others



15. ASSEMBLIES OF COUNCILLORS CONT.

DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
24 November 2020	<p>Pre-Council Meeting Gathering</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>Apologies: Nil</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i> Social Gathering</p>
25 November 2020	<p>Councillors' Induction Sessions #4 and #5 – via Zoom</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr Rohan Webb <p>Apologies:</p> <ul style="list-style-type: none"> • Cr James Tehan <p>External Presenter: Mark Davies, Financial Performance Solutions D. Burgess, Assetic</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain • Manager Business and Performance, Mandy Kynnersley • Manager Operations and Capital Works, Kristian Burchat • Coordinator Asset Management, John Hodson 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Finance • Asset Management
26 November 2020	<p>Councilors' Induction Session #6</p> <p>Councillors:</p> <ul style="list-style-type: none"> • Cr Mark Holcombe • Cr Steve Rabie • Cr Paul Sladdin • Cr James Tehan • Cr Rohan Webb <p>Apologies: Nil</p> <p>External Presenter: John Rantino, Maddocks Lawyers</p> <p>Officers:</p> <ul style="list-style-type: none"> • Chief Executive Officer, Kaylene Conrick • GM Infrastructure and Planning, Kirsten Alexander • GM Community and Corporate Services, Chris Snook • Coordinator Governance and Risk, Michelle Kain • Manager Planning and Environment, Ben McKay 	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> • Planning 101



15. ASSEMBLIES OF COUNCILLORS CONT.

DATE	TYPE OF ASSEMBLY	ISSUES DISCUSSED
3 December 2020	<p>Councillors' Induction Session #7</p> <p>Councillors:</p> <ul style="list-style-type: none">• Cr Mark Holcombe• Cr Steve Rabie• Cr Paul Sladdin• Cr James Tehan• Cr Rohan Webb <p>Apologies: Nil</p> <p>External Presenter: Bruce Potgeiter, Audit and Risk Committee Chair</p> <p>Officers:</p> <ul style="list-style-type: none">• Chief Executive Officer, Kaylene Conrick• GM Infrastructure and Planning, Kirsten Alexander• GM Community and Corporate Services, Chris Snook• Coordinator Governance and Risk, Michelle Kain• Manager Business and Performance, Mandy Kynnersley• Senior Coordinator Field Services, Mark Osborne• Senior Coordinator Community Safety• Acting Senior Coordinator Community & Economic Development, Nicole Nye	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none">• Audit and Risk Committee• Overview of Community and Corporate Services and Infrastructure and Planning Directorates

Recommendation:

THAT COUNCIL receive and note the Assembly of Councillors report for the period 12 November to 3 December 2020.



16. COUNCIL RESOLUTIONS REGISTER

This report presents to Council a schedule of outstanding actions from Council meetings held from 20 August 2019 to 15 September 2020.

Attachment

- 1 Council Resolutions Register

Recommendation:

THAT COUNCIL receive and note the Council Resolutions Register as at 8 December 2020.

17. INTERNAL COMMITTEE REPORTS

Nil.

18. AUTHORISATION OF SEALING OF DOCUMENTS

Nil.

19. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Council has the power to close its meeting to the public in certain circumstances pursuant to the provisions of Section 66(2) of the *Local Government Act 2020*. The circumstances where a meeting can be closed to the public are:

- (a) the meeting is to consider confidential information; or
- (b) security reasons; or
- (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

The definition of confidential information is provided in Section 3(1) of the *Local Government Act 2020*.

Recommendation:

THAT the meeting be closed to members of the public under Section 66(2)(a) of the *Local Government Act 2020* to consider confidential information, as defined by section 3(1) of the *Local Government Act 2020* as:

- (a) **Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.**



20. PRESENTATION OF CONFIDENTIAL REPORTS

20.1 Strictly Confidential: Awarding of Australia Day Citizen Awards

21. REOPEN MEETING TO MEMBERS OF THE PUBLIC

Recommendation:

THAT Council reopen the meeting to members of the public.

22. CLOSE OF MEETING