



Mansfield Shire

# Council Meeting

## Tuesday 17 August 2021

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

Commencing at 5pm

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### *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.*

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#### **Councillors**

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

#### **Officers**

Kaylene Conrick, Chief Executive Officer  
Kirsten Alexander, General Manager Infrastructure and Planning  
Kurt Heidecker, General Manager Community and Corporate Services

## 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 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. Mayor's report

The Mayor provides a report on his activities.

## **11. Reports from council appointed representatives**

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

## **12. 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.

## **13. 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.

## **14. Assembly of Councillors**

An assembly of Councillors is referred to in Council's Governance Rules as a meeting conducted under the auspices of Council", meaning a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a 'Councillor Briefing' or by some other name); A written record of each assembly is held by Council and is available for public inspection

## **15. Council resolutions report**

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

## **16. Advisory and Special Committee reports**

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

## **17. 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.

## **18. 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.

## **19. Presentation of confidential reports**

## **20. Reopen meeting to members of the public**

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

## **21. Close of meeting**

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

## Agenda Contents

1.	Opening of the meeting.....	6
2.	Present .....	6
3.	Apologies .....	6
4.	Statement of commitment .....	6
5.	Acknowledgement of Country .....	6
6.	Disclosure of conflicts of interest.....	6
7.	Confirmation of minutes .....	7
8.	Representations.....	7
9.	Notices of motion .....	7
10.	Mayor’s report.....	7
11.	Reports from Council Appointed Representatives .....	9
12.	Public question time.....	10
13.	Officer reports .....	11
13.1.	Chief Executive Officer’s report .....	11
13.2.	Infrastructure and Planning Directorate .....	12
13.2.1.	Amendment C51, Commercial and Industrial Land Use Strategy Implementation, Mansfield Planning Scheme .....	12
13.2.2.	Bill Maxwell’s House – Bonnie Doon Community Centre .....	17
13.3.	Community and Corporate Services Directorate .....	20
13.3.1.	Draft Council Plan 2021-2025 .....	20
13.3.2.	Proposed Financial Plan 2021-31 .....	23
13.3.3.	Digital Transformation Strategy .....	27
13.3.4.	Community Recovery Plan.....	35
13.3.5.	COVID-19 CASI INITIATIVE – Quick-Action Activation Grants .....	41
14.	Assemblies of Councillors.....	45
15.	Council Resolutions Register.....	47
16.	Advisory and Special Committee reports .....	47
17.	Authorisation of sealing of documents .....	47
18.	Closure of meeting to members of the public.....	47
19.	Presentation of Confidential Reports .....	48
19.1.	Confidential: Purchase of Land for Car Parking.....	48
20.	Reopen meeting to members of the public .....	48
21.	Close of meeting.....	48

## 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 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 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 meeting held on 20 July 2021 be confirmed as an accurate record, noting the amendment to the Assemblies of Councillors report to acknowledge that Cr Sladdin submitted a formal apology for the Governor's visit on 1 July 2021 and for the NAIDOC week activities.

## 8. Representations

Nil

## 9. Notices of motion

Nil

## 10. Mayor's report

Mayor Mark Holcombe will present the monthly Mayor's report from 20 July 2021 to 9 August 2021 to the Council as follows:

*The last month has been marred by the occurrence of another Covid lockdown which again has had significant effects on many in our Community. The difficulty and costs that many of us face in trying to manage our day to day jobs, regardless of what those jobs are, is impossible to quantify.*

*Further the rationale of locking down regional areas who have no Covid exposure is both difficult to understand and disheartening for those of us living in regional Victoria.*

*The results of the 2021 Local Government Community Satisfaction Survey have been received by Council and show a significant improvement in the results. Having reached an all-time low in community ratings across a host of different criteria in 2019/2020, the turn-around in community perceptions has been extremely encouraging and a reflection on the efforts of the new Executive and the entire Organisation.*

*The areas where we significantly outperformed both the State and Small Rural Shire measurements included the appearance of parks and gardens, tourism development and government lobbying. The areas which were below the same measurement criteria included Building and Planning Permits, Waste Management and Parking facilities. We are confident that there has already been significant improvement made in the Planning Permits and the Waste side of the business since the latest survey was undertaken.*

*During the month Council approved the second stage of Phase 1 of the Beolite Retirement Village allowing for the development of a further 62 Units. Apart from the economic benefits to*

*the Shire through the construction phase, the addition of 62 new Units in a well-planned environment, will help to address the projected growth of our retired population. Council was also pleased to support the nomination of the Heritage Visitor Centre for funding of approx. \$1.2million from the Local Roads and Community Infrastructure Programme.*

*Council also endorsed the submission of a grant application for the Lords Reserve Community Hub and in turn approved the allocation of a financial co-contribution of \$510,000 and an in kind contribution of \$170,000.*

*Both these projects have been sitting with Council for some years so it is satisfying to hopefully make some progress.*

*During July a meeting was held with the new President of the Municipal Association of Victoria (MAV) , Cr David Clark. MAV is the peak body for Local Government. Cr Clark is from Pyrenees Shire who are a Shire very similar in size to Mansfield. He brings a genuine understanding of small rural shires to the MAV. I think it is the first time the head of MAV has personally visited Mansfield.*

*Finally, I would like to apologise for the inconvenience to residents as a result of the footpath renewal outside the Post Office and Police Station on High Street. The contractor awarded this project has been very disappointing and not met the standards or timeframes required by Council. As such the contractor has been removed from the job and now replaced.*

*Cr Mark Holcombe  
Mayor*

**Recommendation**

THAT Council receive the Mayor's report for the period 20 July 2021 to 9 August 2021.



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

### Recommendation

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

## 12. 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.

## 13. Officer reports

### 13.1. 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.

The Chief Executive Officer report will provide information relation to:

- ▶ Customer Service
- ▶ Capital Works
- ▶ Building Services
- ▶ Regulatory Services
- ▶ Governance
- ▶ Community Health and Wellbeing
- ▶ Community and Economic Development

#### Attachment

1. CEO's report

#### Recommendation

THAT Council receive and note the Chief Executive Officer's report for the period 20 July 2021 to 9 August 2021.

## 13.2. Infrastructure and Planning Directorate

### 13.2.1. Amendment C51, Commercial and Industrial Land Use Strategy Implementation, Mansfield Planning Scheme

**File Number:** *E8200*  
**Responsible Officer:** **Manager Planning and Environment, Melissa Crane**

#### Disclosure of Conflicts of Interest

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest in this matter, as provided in accordance with the *Local Government Act 2020*.

#### Introduction

Amendment C51 proposes to implement the *Mansfield Commercial and Industrial Land Use Strategy*, June 2021, into the Mansfield Planning Scheme. The purpose of this report is to seek a resolution of Council to:

1. Request authorisation from the Minister for Planning to prepare Amendment C51 to the Mansfield Planning Scheme.
2. When authorised by the Minister for Planning, exhibit the amendment.

#### Background

At the Council meeting held on 22 June 2021, Council resolved the following:

1. Adopt the *Mansfield Commercial and Industrial Land Use Strategy*, June 2021, to inform the preparation of an amendment to rezone land and develop local policies in accordance in accordance with the recommendations of the Strategy.
2. Request Council officers to commence preparation of a planning scheme amendment to implement the recommendations of the Strategy.

Since that date, Council officers have prepared the relevant documentation to implement the recommendations. The recommendations require the following changes to the written ordinances:

- ▶ Amending Clause 21.07, Economic Development.
- ▶ Amending Clause 21.09, Mansfield Township.
- ▶ Amending the Schedule to Clause 34.01, Commercial 1 Zone.
- ▶ Introducing Schedule 4 (Industrial 1 Zone) to Clause 43.04, Development Plan Overlay.
- ▶ Amending the Schedule to Clause 72.08, Background Documents.

The following changes are required to be made to the Planning Scheme Maps:

- ▶ Rezoning parcels of land in the Bonnie Doon township area (Planning Scheme Map 7) as follows:
  - ▶ Rezone 1621 – 1625 and 1627 (part) Maroondah Highway, Bonnie Doon from Commercial 1 to General Residential 1;
  - ▶ 1738 Maroondah Highway, Bonnie Doon (Bonnie Doon Hotel) from Farming to Commercial 1.

### 13.2.1 Amendment C51, Commercial and Industrial Land Use Strategy Implementation, Mansfield Planning Scheme – Cont...

- ▶ Rezoning parcels of land in the Mansfield township area (Planning Scheme Maps 9, 11 and 12) as follows:
  - ▶ Rezone 16 Stock Route from Industrial 1 to General Residential 1;
  - ▶ Rezone 175 Dead Horse Lane from Farming to Industrial 1;
  - ▶ Rezone 264 - 282 Dead Horse Lane from Low Density Residential to Mixed Use;
  - ▶ Rezone 5 – 17 Crosbys Lane from Mixed Use to Commercial 2.
  - ▶ Applying the Development Plan Overlay 4 to 175 Dead Horse Lane and 141 Lakins Road, Mansfield.
  - ▶ Applying the Environmental Audit Overlay to 16 Stock Route, Mansfield.

#### *Policy and Legislative Implications*

A planning scheme amendment is required to be formally exhibited under Section 19 of the Planning and Environment Act 1987, with notification being given to potentially affected agencies, groups and landowners.

A Council resolution is required to seek authorisation from the Minister for Planning for Council to formally prepare the amendment, and when authorised, to exhibit the amendment. Exhibition would take place for a minimum statutory period of one month, with advertising to potentially affected agencies, groups and landowners. Once exhibition has taken place, the proposal will then be reported to Council for:

- ▶ Consideration of any submissions;
- ▶ Referral of any submissions that cannot be resolved to an independent panel for consideration;
- ▶ Council resolution, which is either adoption with or without changes or abandonment.

#### *Council Plan*

The proposed amended development plan complies with and implements the *Mansfield Shire Council – Council Plan 2017-2021*, in particular the following strategic directions:

- ▶ Strategic Direction 2, Financial sustainability. The amendment directly implements:
  - Strategic Objective 2.6, *Our population continues to steadily grow, supported by the provision of sustainable community infrastructure and services.*
- ▶ Strategic Direction 4, Enhanced liveability. The amendment directly implements:
  - Strategic Objective 4.2, *We have strong policy and decision making frameworks in place to protect and enhance the unique character of our Shire for future generations.*

#### *Financial*

This preparation of this amendment has been undertaken internally using limited officer and contractor time. The only additional expenditure for the project that would be required would be for any unresolved submissions to be heard by Planning Panels Victoria.

Should a Planning Panel be required to hear any outstanding submissions, the costs will depend on how many submissions need to be heard. Council officers would look to resolve as many submissions as possible in an effort to minimise these potential costs.

### 13.2.1 Amendment C51, Commercial and Industrial Land Use Strategy Implementation, Mansfield Planning Scheme – Cont...

The following fees are payable to the Department of Environment, Land, Water and Planning for amendments:

Action	Fee
Request for authorisation to prepare and exhibit an amendment	\$3,096.20
Adoption of an amendment	\$488.50
Approval of an amendment	\$488.50
<b>TOTAL WITHOUT PANEL</b>	<b>\$4,073.20</b>

Planning Panel	Fee
For hearing of up to 10 submissions	\$15,345.60
For hearing of between 11 and 20 submissions	\$30,661.20
For hearing more than 20 submissions	\$40,986.80

The financial risk associated with this proposed amendment is predominantly related to the potential costs associated with a panel. The amendment will enhance economic benefits for the municipality, and provide for development opportunities for landowners. These developments will result in increased values on some parcels of land which will attract an increased rate revenue.

#### *Social*

The amendment is expected to have positive social benefits for landowners and Mansfield Shire generally. Positive social effects and benefits will accrue from the amendment through enhanced economic activity and employment for residents and visitors, increased liveability in the Mansfield town centre and improved well-being generally within the municipality. Improved social outcomes will be also result from the correct zoning of parcels of land that are presently incorrectly zoned to reflect the primary use of the land.

#### *Environmental*

The amendment has fully considered environmental effects. The amendment will have no significant effect on the environment, or the environment on the use or development envisaged in the amendment. The amendment only proposes a limited range of rezoning of land and application of overlays. The proposed schedule 4 (Industrial 1 Zone) to the Development Plan Overlay and application of this overlay to 175 Dead Horse Lane and 141 Lakins Road, Mansfield will place a requirement for a range of environmental issues to be considered and protected in the preparation of development plans. The application of the Environmental Audit Overlay to 16 Stock Route, Mansfield (proposed to be rezoned from Industrial 1 to General Residential 1) will ensure that the land is assessed, and if required remediated, prior to any future residential use of the land.

#### *Economic*

The amendment is expected to have positive economic benefits for landowners and Mansfield Shire generally. Positive economic effects and benefits will accrue from the amendment through enhanced commercial and industrial economic activity and employment and the ability to grow these sectors in the future.

### **13.2.1 Amendment C51, Commercial and Industrial Land Use Strategy Implementation, Mansfield Planning Scheme – Cont...**

#### *Risk Management*

There are no inherent risks to council associated with this report.

#### *Community Engagement*

*Notification of exhibition of the amendment will be given to potentially affected agencies, groups and landowners under Section 19 of the Planning and Environment Act 1987.*

#### *Officer's Comments and Key Issues*

*The amendment is required to implement the adopted recommendations of the Mansfield Commercial and Industrial Land Use Strategy, 2021 to secure, strengthen and diversify the economic and employment base of Mansfield Shire.*

*Specific proposals under the amendment are required to reflect the adopted strategy as follows:*

- ▶ Clause 21.07, Economic Development:
- ▶ Clause 21.07 is being amended to revise commercial and industrial issues, objectives and strategies.
- ▶ Clause 21.09, Mansfield Township:
- ▶ Clause 21.09 is being amended to revise commercial and industrial objectives and strategies for the Mansfield township (three different precincts) and revise the Mansfield Township Framework Plan.
- ▶ Clause 34.01, Commercial 1 Zone schedule:
- ▶ The Schedule to the Commercial 1 Zone is being amended to identify various land parcels in High, Curia, Nolan and Baldry Streets, Mansfield where a planning permit is required for a shop in all instances, i.e. above 0 square metres in area. This proposal reflects the position in the adopted strategy to require consent for all retail use in non-main road locations, to discourage retail use with a preference 'for commercial office uses for single enterprises as well as health care, education and recreation uses'.
- ▶ Schedule 4 (Industrial 1 Zone) to Clause 43.04, Development Plan Overlay:
- ▶ New Schedule 4 (Industrial 1 Zone) is being introduced into the Mansfield Planning Scheme to allow a development plan process to be applied to selected areas of Industrial 1 Zone to guide the future use, development and subdivision of land.
- ▶ Schedule to Clause 72.08, Background Documents:
- ▶ The Schedule is being amended to include the Mansfield Commercial and Industrial Land Use Strategy, 2021 as a background document to the Mansfield Planning Scheme.
- ▶ Bonnie Doon township area rezoning:
- ▶ Land in Maroondah Highway is being rezoned from Commercial 1 to General Residential 1 to reflect the current predominant residential use of the land. The Bonnie Doon Hotel is being rezoned from Farming to Commercial 1 to reflect the commercial use of the land.
- ▶ Mansfield township area rezoning:
  - Rezone 16 Stock Route from Industrial 1 to General Residential 1;
  - Rezone 175 Dead Horse Lane from Farming to Industrial 1;
  - Rezone 264 - 282 Dead Horse Lane from Low Density Residential to Mixed Use;
  - Rezone 5 – 17 Crosbys Lane from Mixed Use to Commercial 2.

### 13.2.1 Amendment C51, Commercial and Industrial Land Use Strategy Implementation, Mansfield Planning Scheme – Cont...

Various land parcels in Mansfield township are being rezoned to General Residential 1, Industrial 1, Mixed Use and Commercial 2 to reflect the predominant and preferred long term use of the land.

The proposed rezoning of 175 Dead Horse Lane from Farming to Industrial 1 will provide an area for the expansion of industrial use and development. The proposed rezoning of 5 – 17 Crosbys Lane from Mixed Use to Commercial 2 reflects the long term use of the Mount Buller Road for highway commercial uses, rather than mixed residential and commercial uses.

- ▶ Development Plan Overlay 4 - 175 Dead Horse Lane and 141 Lakins Road, Mansfield:  
The Development Plan Overlay 4 is being applied to the land to allow a development plan process to be required to guide the future use, development and subdivision of land (which may include road linkages between both land parcels) prior to any specific planning permits being granted for the land.
- ▶ Environmental Audit Overlay - 16 Stock Route, Mansfield:  
The Environmental Audit Overlay (EAO) is being applied to the land as the land has formally been used as a sawmill and is now being rezoned to General Residential 1. The EAO provides that prior to the use of the land for a sensitive use, an environmental audit and if required, remediation, is undertaken.

Applying this range of policy, zoning and overlay changes into the scheme will effectively allow implementation of the recommendations of the Strategy, and assist in promoting appropriate commercial and industrial development within the municipality.

#### Attachments

Proposed Amendment C51 documents:

1. Explanatory Report
2. Proposed Clause 21.07
3. Proposed Clause 21.09
4. Proposed Development Plan Overlay Schedule 4
5. Proposed Planning Map

#### Recommendation

THAT Council:

1. Request under Section 8A (2) and (3) of the *Planning and Environment Act 1987* that the Minister for Planning authorise Mansfield Shire Council to prepare Amendment C51 to the Mansfield Planning Scheme.
2. Notify the Minister for Planning that when it exhibits Amendment C51, Mansfield Shire Council intends to give full notification of the amendment under Section 19 of the *Planning and Environment Act 1987* for a minimum statutory exhibition period of one month.
3. When authorised by the Minister for Planning, exhibit Amendment C50 to the Mansfield Planning Scheme under Section 19 of the *Planning and Environment Act 1987*.



## 13.2 Infrastructure and Planning Directorate - Continued

### 13.2.2. Bill Maxwell's House – Bonnie Doon Community Centre

**File Number:** *E7382*  
**Responsible Officer:** **Des Dunn - Property Management Officer**

#### **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 Bonnie Doon Community Group Inc. has written to Council seeking in-principle approval for the relocation of a timber dwelling from 31 Arnot St, Bonnie Doon, onto the grounds of the Bonnie Doon Community Centre at 75 Arnot St, Bonnie Doon. This report seeks that in-principle approval from Council.

#### *Background*

The community group have been presented with the unique opportunity to obtain the old timber home which was part of the original Bonnie Doon Township in the early 1950s.

The group has plans to utilize the building to display and tell the story of the town's past. They have observed a growing interest in its history and this is a unique opportunity that is unlikely to present itself again.

The house belonged to Bill Maxwell, who was a local community icon. It is currently located in a residential area which has no parking and does not lend itself well to the community's intended use. The community group believe that the house could be of greater use if it was relocated to the more prominent site of the Bonnie Doon Community Centre at 75 Arnot St, Bonnie Doon VIC 3720.

In 2011, this community group successfully relocated the original Library structure (Mechanics Institute) to this site and carried out renovations on this historic building. The group has proven their motivation and capability to preserve local history.

#### *Policy and Legislative Implications*

Council's *Community Initiated Projects Policy 2018* sets out a framework for support of community organisations involved in the development of new infrastructure or renewal of existing assets on Council owned or controlled land.

The policy identifies activities that are the responsibility of the Community group, and the support that will be provided by Council officers in progressing the initiative, unless an alternative arrangement is established and approved by Council.

### 13.2.2 - Bill Maxwell's House – Bonnie Doon Community Centre – Cont...

The policy covers planning, implementation and maintenance, and provides that these responsibilities may be captured through a Memorandum of Understanding (MoU) process with the community group.

The community group will be required to obtain all the necessary permits for relocation of the dwelling to the new site.

#### *Council Plan*

The following Council Plan objectives are relevant to this proposal:

- ▶ Strategic Objective 1.1 Our community has a say in matters of interest to them.
- ▶ Strategic Objective 1.2 Council is an effective advocate on behalf of its community.
- ▶ Strategic Objective 1.4 We have high levels of community participation, with growing levels of engagement from our senior citizens and people of all abilities.
- ▶ Strategic Objective 3.2: We support our communities in meeting their own needs.
- ▶ Strategic Objective 4.2 We are a community that is passionate about arts, culture, heritage and the environment.
- ▶ Strategic Objective 4.4 We have strong policy and decision making frameworks in place to protect and enhance the unique character of our Shire for future generations.

#### *Financial*

The Bonnie Doon Community Group Inc. have committed to funding the relocation and the renovation. They have not requested any financial support from Council.

The community group intend to apply for a grant to cover all preparation and relocation costs.

The structure will require significant repair work once relocated. This work will be funded by the community group. There will be no ongoing cost to Council for the repairs, however the installation of the structure on Council land, should the group's funding application be successful, will result in Council acquiring a new asset.

An asset valuation will need to be prepared by Council's asset partner Assetic, and the depreciation cost calculated.

#### *Social*

The relocated house would store and display historical records and artefacts relating to the township of Bonnie Doon. This would create a greater social connection between the residents and the history of their town.

The Bonnie Doon Community Centre already houses a library which is a repurposed school building, community centre building, op shop, playground and BBQ area. This property currently provides significant social benefits to the community and visitors. It is considered that the addition of this house will greatly enhance those social benefits, as well as bringing added tourism to the township of Bonnie Doon.

### 13.2.2 - Bill Maxwell's House – Bonnie Doon Community Centre – Cont...

#### *Environmental*

Access for the relocation of the house may involve some vegetation removal. Any vegetation currently within 10 metres from the dwelling will be exempt from planning permit requirements and can be removed, but any trees impacted beyond this limitation will need obtain a planning permit for removal. This requirement will only apply to native vegetation, with exotic vegetation not needing a permit for removal.

#### *Risk Management*

Transportation risks will be controlled and mitigated through a traffic management plan, to be prepared by the community group, for review by Council officers.

Contracts for the preparation, relocation, and renovation of the structure will all be managed by the community group. This will include the safe disconnection of utilities by qualified contractors.

The adequacy of existing utilities on the Community Centre site has not yet been evaluated and will be undertaken by the community group prior to the relocation taking place.

#### *Community Engagement*

Engagement with stakeholders and community members will be carried out by the Bonnie Doon Community group with assistance from Council.

#### *Key Issues*

Although some further investigation will be required as described above, the Bonnie Doon Community Group have demonstrated their ability to execute similar projects in the past. The project is considered to provide great benefits to a wide cross section of the community and to visitors to the area.

Should the group be successful in undertaking the project, Council will look to establish a formal agreement for management and maintenance of the facility with the community group.

#### *Attachments*

- 1 Letter to CEO Regarding Bill Maxwell's house

#### **Recommendation**

THAT Council:

1. Provides in-principle approval for the relocation of the timber dwelling from 31 Arnot St, Bonnie Doon, to the Bonnie Doon Community Centre grounds at 75 Arnot St, Bonnie Doon.

### 13.3. Community and Corporate Services Directorate

#### 13.3.1. Draft Council Plan 2021-2025

**File Number:** *E7382*

**Responsible Officer:** **General Manager Community and Corporate, Kurt Heidecker**

#### *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 Council endorsement to release the draft Council Plan 2021-2025 for public exhibition and feedback.

#### *Background*

The *Local Government Act 2020* (the Act) requires that Mansfield Shire Council develop and adopt a new Council Plan by 31 October of the year following their election.

The Council Plan is the key strategic document that guides Council's decision-making over the next four years. The Council Plan articulates the role Council will play in leading, supporting and advocating for the best possible outcomes for the Mansfield Shire.

The development of the draft Council Plan 2021-2025 commenced in early 2021. Ideas and priorities were discussed and gathered through various platforms including a Councillor survey, Councillor workshops and sessions with senior staff across Council.

The draft Council Plan 2021-2025 will also meet the legislative requirements of the *Public Health and Wellbeing Act 2008* through the incorporation of Council's Municipal Health and Wellbeing Plan into the draft Council Plan

The Health and Wellbeing Plan focuses on the key factors that contribute to better health and wellbeing outcomes through the promotion of healthy living and lifestyles. Hence, one of the three themes in the draft Council Plan outlines the role Council will play in the health and wellbeing of the Mansfield Shire's community.

#### *Policy and Legislative Implications*

Council must prepare and adopt a Council Plan in accordance with section 90 of the Act. The Act requires that the Council Plan covers at least the four financial years after a Council general election and be adopted by Council by 31 October of the year following their election. Therefore a Council Plan must be adopted by 31 October this year.

The Act also prescribes that Council must develop/review its Council Plan in accordance with its deliberative engagement practices. A deliberative community engagement process will be completed once the draft Council Plan is released by Council.

### 13.3.1 Draft Council Plan 2021-2025 – Cont...

#### *Council Plan*

The draft Council Plan articulates Council's vision for the next four years as *21<sup>st</sup> Century regional liveability for a healthy and connected community*.

This vision statement has three supporting themes:

- Theme 1: Connected and Healthy Community
- Theme 2: Vibrant Liveability
- Theme 3: A Trusted, Effective and Efficient Council

Each theme has:

- ▶ Strategic Objectives – what Council will focus on to achieve its vision, and
- ▶ Initiatives – what steps Council will take to achieve the strategic objectives.

#### *Financial*

Development of the draft Council Plan 2021-2025 is aligned with Budget processes and considers the resources required for the delivery of initiatives in the Council Plan.

#### *Social*

N/A

#### *Environmental*

N/A

#### *Economic*

N/A

#### *Risk Management*

Community engagement and consultation processes have been designed to minimize the risk that Mansfield Shire's community members do not substantively support the final Council Plan.

#### *Community Engagement*

From 18 August 2021 until 8 September 2021 the draft Council Plan 2021-2025 will be publicly released for feedback on Council's Engage Mansfield page. A deliberative panel will then meet in the week of 13 September to review and consolidate this feedback in preparation for a Councillor briefing on 5 October 2021.

Hardcopies of the draft Council Plan will be available on request from the Council's service desk.

### 13.3.1 Draft Council Plan 2021-2025 – Cont...

The draft Council Plan is informed by the Mansfield Community Vision and has been developed in parallel with it. Council released a survey to the community on April 2021 and hosted a deliberative panel on 31 July 2021 to bring together the community feedback on the Vision.

#### *Key Issues*

The draft Council Plan 2021-2025 provides Council strategic direction for the four year period from 2021 to 2025. The themes of the draft Council Plan aim to address the Mansfield Shire Community Vision which has been developed in parallel with it. The draft Council Plan incorporates the requirements of the Municipal Public Health and Wellbeing Plan.

Following the public exhibition period, feedback and comments will be considered for the final Council Plan 2021-2025 which is scheduled to be presented to Council on 19 October 2021.

#### *Attachments*

- 1 Draft Council Plan 2021-2025

#### **Recommendation**

THAT Council:

endorses the release of the draft Council Plan 2021-2025 (Attachment 1) for public exhibition and feedback from 18 August 2021 to 8 September 2021.

## 13.3 Community and Corporate Services Directorate - Continued

### 13.3.2. Proposed Financial Plan 2021-31

**File Number:** *E7382*  
**Responsible Officer:** **Manager Business & Performance, Mandy Kynnersley**

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

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

#### *Introduction*

This report presents the draft Financial Plan 2021-31 (draft Plan) and seeks Council endorsement to release the Plan for community engagement.

#### *Background*

The *Local Government Act 2020* requires Council for the first time to prepare and adopt a Financial Plan covering a period of at least 10 years. The Plan must be prepared in accordance with Council's deliberative engagement practices.

The attached draft Plan has been prepared using the Local Government Victoria Model and Best Practice Guide which was co-designed with the sector and FinPro as the peak body.

The Budget 2021-22 has informed the basis of the draft Plan, together with Council's Financial Management Strategy, both of which were adopted by Council on 22 June 2021.

#### *Policy and Legislative Implications*

Council endorsed the Financial Strategy 2021 in June 2021, and this provides the assumptions that have been used to inform the Financial Plan 2021-31.

The Plan is prepared in accordance with s91 of the Act, and must incorporate at least 10 financial years. The Plan must be developed in accordance with its deliberative engagement practices, which are outlined in Council's *Community Engagement Policy 2021*.

The first four years of the Plan are consistent with the 2021-22 Budget which was recently adopted by Council on 22 June 2021.

#### *Council Plan*

The recent Mansfield Shire Council Plan expired 30 June 2021 and the statutory timeframes for adoption of the new Council Plan are the same as the Financial Plan.

The proposed Council Plan will inform the development and refinement of the proposed Financial Plan. It is expected that Council will adopt its new Council Plan 2021-25 alongside the Financial Plan 2021-31 by the statutory date of 31 October 2021.

### 13.3.2 Proposed Financial Plan 2021-31 – Cont...

#### Financial

The Financial Plan 2021-31 is developed cognisant of a number of key financial indicators, shown below:

Policy Statement	Measure	Target	Forecast Actual										
			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Consistent underlying surplus results	Adjusted underlying result greater than \$0	0%	0.2%	-2.6%	1.5%	2.3%	2.0%	4.5%	5.6%	6.2%	7.8%	8.9%	9.3%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current Assets / Current Liabilities greater than 1.25	1.25	2.97	1.93	1.54	1.35	1.16	1.39	1.50	1.47	1.56	1.76	2.09
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset renewal and upgrade expenses / Depreciation above 100%	100%	91%	249%	166%	143%	135%	131%	128%	137%	135%	118%	104%
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings / Rate revenue to remain below 60%	60%	13%	29%	25%	21%	18%	14%	11%	8%	5%	3%	2%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Unrestricted cash / current liabilities to be maintained above 80%	80%	207%	120%	82%	64%	44%	51%	62%	59%	65%	85%	117%
	Available funds (cash and financial assets) above \$3m	\$3m	\$16.3m	\$9.8m	\$7.2m	\$5.8m	\$4.4m	\$4.1m	\$4.8m	\$4.7m	\$5.0m	\$6.2m	\$8.2m
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for new and renewal capital.	Capital Outlays as a % of Own Source Revenue to remain above 30%	30%	48%	74%	36%	29%	29%	26%	22%	27%	27%	25%	22%



### 13.3.2 Proposed Financial Plan 2021-31 – Cont...

#### *Social*

Social issues have been taken into account during the budget process and underpin many of the assumptions contained therein.

#### *Environmental*

Environmental issues have been taken into account during the budget process, including the continued installation program of solar panels on Council buildings.

#### *Economic*

The global economy is continuing to experience a period of uncertainty as a result of the COVID-19 pandemic. The Plan has been prepared based on the best information available at the time of preparation.

Council's Financial Hardship Policy exists to support ratepayers experiencing financial distress.

#### *Risk Management*

As a small rural council, Mansfield Shire Council's financial outlook is sensitive to a number of key assumptions.

Indicator	Sensitivity	Impact 1 yr	Impact 10 yrs	Impact every yr – 10yrs
Rate income	1.0% pa	\$130k	\$1.2m	\$6.8m
Rate income	0.5% pa	\$65k	\$0.6m	\$3.4m
Supplementary assessments	\$50,000 pa	\$50k	\$0.5m	\$2.4m
Salaries & Wages	0.5% pa	\$49k	\$0.5m	\$2.4m
Materials & Services	0.5% pa	\$38k	\$0.4m	\$1.9m

The following matters and events which may eventuate in the future may influence the Financial Plan projections:

- ▶ The outcomes of the Aged Care Services review that is currently underway.
- ▶ Finalisation of a new Enterprise Agreement, currently under negotiation between Council, its employees and relevant unions.
- ▶ Transition to the State Government four-bin system for domestic waste and recycling collection and disposal.
- ▶ The outcomes of the Climate Action Plan that may require funding allocation in order to be implemented.
- ▶ Funding opportunities that may become available for Council's key strategic priorities including:
  - ▶ The Lake Eildon Master Plan
  - ▶ The Station Precinct Master Plan
  - ▶ Lords Pavilion

### 13.3.2 Proposed Financial Plan 2021-31 – Cont...

- ▶ The implementation of recommended outcomes from planned service reviews and strategies.
- ▶ Changes in government policy and legislation.
- ▶ Pandemic impacts.
- ▶ Changes in the Vested Benefits Index that requires Council to make a compulsory contribution to the Defined Benefit Superannuation Scheme
- ▶ Environmental remediation requirements in relation to closed landfills.

#### *Community Engagement*

The draft Plan has been prepared based on the assumptions adopted by Council in the Financial Strategy 2021, and the Budget 2021-22. The Budget was subject to community engagement including a public submissions process that concluded in June 2021.

The draft Plan will be released on Council's Engage Mansfield webportal and public submissions from the Mansfield community sought. These submissions will be considered by Council prior to final adoption of the Financial Plan 2021-31 which is due by 30 October 2021.

The Plan is required to be informed by a deliberative engagement process. To do this, a deliberative panel (a representative group of volunteer Mansfield community members) will deliberate on the community comments gathered on the Engage Mansfield and distill a community view of the draft Plan that will also be provided to Council.

#### *Key Issues*

Following the public exhibition period, feedback and comments will be considered for the final Financial Plan 2021-31 which is scheduled for presentation to Council on 19 October 2021.

#### *Attachments*

- 1 Proposed Financial Plan 2021-31

#### **Recommendation**

THAT Council:

1. formally prepare the Proposed Financial Plan 2021-31 for the purposes of Section 91 of the *Local Government Act 2020*,
2. place the Proposed Financial Plan 2021-31 on exhibition for a period of 28 days and call for public submissions.

## 13.3 Community and Corporate Services Directorate - Continued

### 13.3.3. Digital Transformation Strategy

**File Number:** *E7382*  
**Responsible Officer:** **Manager Business & Performance, Mandy Kynnersley**

#### *Disclosure of Conflicts of Interest*

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

#### *Introduction*

This report is for information only and presents Council with an update of the implementation of the Digital Transformation Strategy 2020-2024.

#### *Background*

In 2017, during the development of the 2017-21 Council Plan, Council identified a need to modernise its digital infrastructure. Council's website needed an urgent upgrade, and as the community moved increasingly to digital platforms, Council identified a need to be able to operate in this space.

Digital transformation commenced in a piecemeal manner across the organisation, including the commencement of website redevelopment, Office365 platform roll out and a new asset management program. However, in order to ensure cohesive and coordinated system upgrades a Digital Transformation Strategy (DTS) was required. A consultant was engaged in February 2020 and the project commenced in March 2020.

The consultant identified Council's digital maturity, and the key improvements required. The Project Control Group then worked with the consultant to prioritise and refine the roadmap actions arising from the strategy.

The final Digital Transformation Strategy 2020-24 was adopted by Council in September 2020.

As a high level summary, the Strategy suggests:

- ▶ Implementation of an information and communication technology governance framework to have global oversight of the digital framework, systems and processes, and ensure IT is considered in a consistent and cohesive manner across the organisation.
- ▶ Improvements to the customer experience through the use of digital channels and technology enhancements.
- ▶ Change to cloud based platforms and service providers, and a shift away from "boxes and wires" on site.

Key outcomes of the Strategy are expected to be:

- ▶ Improved customer satisfaction with users of Council services.
- ▶ Data driven decision making.

### 13.3.3 Digital Transformation Strategy – Cont...

- ▶ Improved efficiency of processes and services, which may free staff resources to focus on strategic issues rather than nuts and bolts.
- ▶ Improved staff satisfaction as the day to day frustrations are minimised.
- ▶ Shared services opportunities.

#### *Policy and Legislative Implications*

There are no statutory requirements in relation to this report.

#### *Council Plan*

Digital transformation will be embedded in the 2021-25 Council Plan, which is yet to be adopted.

#### *Financial*

Council's 2021-22 Budget includes:

- ▶ \$80,000 to complete the roll out of the Office365 suite,
- ▶ \$50,000 to modernise Council's records management system, and
- ▶ \$2,000 to improve the functionality of the website.

Procurement of these items is expected to begin in September 2021.

One opportunity that arises from the Digital Transformation Strategy is for shared service collaboration with six neighbouring councils. There is potential around:

- ▶ Joint procurement for services and/or systems (including implementation costs).
- ▶ Centralised help desk function.
- ▶ Centralised IT governance framework and steering committee.
- ▶ Joint training opportunities.
- ▶ Collaboration of system or process "champions" across organisations.

This service collaboration is to subject funding of a business case submitted to the Victoria Government in May 2021.

#### *Social*

The DTS includes a number of social outcomes including:

- ▶ Simple, user friendly access to Council and all its services through websites and other online platforms for those that prefer to interact with Council online.
- ▶ Customer-centric systems with single view of customers - Council interactions and services will be connected to the same customer profile. Currently a customer may have various profiles across a range of different systems for each service.
- ▶ Improved engagement platforms and tools to enable opportunities for the community to provide input to Council projects in an easy and user friendly way using online/digital methodology. Council's existing Engage Mansfield platform is an example of what has already been implemented in this space.

#### *Environmental*

Digital Transformation is anticipated to reduce the use of paper within Council.

#### *Economic*

There are no significant economic impacts

### 13.3.3 Digital Transformation Strategy – Cont...

#### *Risk Management*

The DTS has been developed in conjunction with Council's risk management framework.

Key risks to be managed include IT security in relation to access and storage of data.

#### *Community Engagement*

There was been no community engagement in the development of the DTS, however community feedback through budget engagement procedures has regularly identified a need for improved website functionality, and this is incorporated in the DTS, and budgeted for 2021-22 (\$20,000).

#### *Key Issues*

The DTS centres around five strategic pillars:

1. Governance & leadership
2. People & culture
3. Capacity & capability
4. Innovation
5. Effective and efficient information and communication technology (ICT) service delivery
6. Effective and efficient ICT infrastructure delivery

### Governance and Leadership

Governance & Leadership is the first foundational pillar in the Digital Transformation Strategy. The roadmap actions for the first pillar and the progress against each action are outlined below.

#### **Executive sponsorship for the DTS roadmap and timelines**

The DTS was endorsed by Council in September 2020.

Six monthly updates on progress against the roadmap are provided to the Executive Management Team, most recently on 22 March 2021, and annual updates to Council.

#### **Establishment of an effective ICT governance framework**

A framework has been implemented, designed to facilitate an organisation wide focus when making decisions pertaining to ICT matters.

The framework includes:

- ▶ ICT Steering Committee
  - ▶ Overarching organisational team that reviews and approves ICT related requests prior to presentation to Council for endorsement where required. The ICT Steering Committee comprises the Executive Management Team and the Manager Business & Performance.

### 13.3.3 Digital Transformation Strategy – Cont...

- ▶ Digital Change Agents
  - ▶ Owners of business systems and applications that identify and develop cases for submission to the Steering Committee, and facilitate implementation of approved projects. While this group normally meets monthly, due to staff shortages, the last meeting was held in May 2021. Monthly meetings are expected to recommence in September 2021.
- ▶ ICT policies and procedures
  - ▶ A comprehensive suite of policies and procedures to manage ICT use and mitigate key risks. The first draft of the suite has been developed and presented to the Executive Management Team. It is anticipated these will be finalised by December 2021.

To date the Digital Change Agents and the ICT Steering Committee have considered the following requests from the organisation:

Request	Decision
Trapeze (digital signing and stamping software)	Approved and implementation underway
Learning Management System	Funded in 2021-22 “Staff Training and Learning Development” allocation
MUSIC – drainage design software	A free trial version of this software is being used while additional information is sought for ICT Steering Committee approval

It is intended that an overarching policy will be underpinned by a suite of ICT standards and procedures developed to provide guidance in relation to a range of IT security matters including, but not limited to:

- ▶ Acceptable use
- ▶ Access
- ▶ Anti-virus
- ▶ Business continuity and disaster recovery
- ▶ Communication and mobile devices
- ▶ Computer systems and equipment use
- ▶ Computers for councillors
- ▶ Cyber-crime and security incidents
- ▶ Email
- ▶ Information Management
- ▶ Internet use
- ▶ Laptop and tablet security
- ▶ Legal compliance
- ▶ Online services
- ▶ Password authentication
- ▶ Personnel management
- ▶ Physical Access
- ▶ Remote Access

### 13.3.3 Digital Transformation Strategy – Cont...

#### **Review ICT resource levels to position Council for effective implementation of the strategy**

Council employed an IT Project Manager for six months under the short term Working For Victoria program which enabled progress on the DTS during 2020-21.

Consideration is being given as to the best approach to resource future projects, as the IT Project Manager's departure leaves a significant gap in expertise and capacity.

An optimal resourcing plan has been drafted, including a transitional arrangement as the organisation progresses through the implementation of the strategy to the "future state". Council's IT Officer is currently employed on a fixed term (12 month) basis to allow stability in the short term but flexibility in the medium term as resourcing continues to be reviewed.

#### **Work with other regional councils to share ICT initiatives and projects for mutual benefit**

The North East Rural Councils Collaboration (NERCC) has been established which is an IT collaboration project involving the Councils of Mansfield, Murrindindi, Strathbogie, Indigo, Towong and Alpine Shires.

The NERCC prepared a business case brief for collaboration across a range of digital transformation projects, all consistent with Mansfield Shire Council's DTS.

The brief was presented to the Minister for Local Government in May 2021, and an outcome is yet to be announced. If support is provided by the State a full Business Case will be developed for a formal funding submission.

## People & Culture

#### **Implement customer management and interaction tools.**

No progress has been made against this roadmap action yet.

#### **Improve customer digital experience through delivery of customer portals via website**

Council have allocated \$20,000 in the 2021-22 budget to improve its website. Work will be undertaken this financial year to ascertain what the best use of this funding is, and what will be possible to achieve.

#### **Update existing intranet and collaboration tools**

Council rolled out Microsoft Teams in 2020-21 as a collaboration tool. Further work will be undertaken in 2021-22 as part of the Office365 roll out to finesse the use of Teams and its connection with other applications.

It is anticipated that if Council move to Sharepoint as a records management system, this would be the obvious platform for a new Council intranet. This project will be included in future initiative budget bids, most likely 2022-23 as the current intranet platform is no longer supported.

### 13.3.3 Digital Transformation Strategy – Cont...

#### Capacity & Capability

##### **Implement new Records Management approach incorporating single point of truth for all documents**

Council have included \$50,000 in the 2021-22 budget to progress this, with the likely outcome being a move away from the current records management system HPRM (TRIM) to Sharepoint. This project is included in the business case being facilitated by the NERCC. An announcement from the State is pending, and work will not commence on this project until a decision has been made on the business case.

##### **Consolidation of core systems onto a cloud-based platform for Customer, Regulatory and Financial systems**

It is a significant but necessary piece of work that is likely to occur toward the end of the five year plan.

This project is also being considered by the NERCC as a collaborative project.

##### **Enhance implementation of Asset Management systems and procedures to ensure end to end asset management for all types of assets**

The following asset classes have been transitioned into the Assetic system:

- ▶ Roads
- ▶ Footpaths
- ▶ Carparks
- ▶ Buildings
- ▶ Bridges and culverts
- ▶ Drainage and stormwater
- ▶ Land and land improvements

The implementation of the maintenance module of Assetic has been placed on hold, following review by the Operations and Capital Works and Field Services teams. The Asset Management Coordinator is currently reviewing the functionality of this system.

##### **Capabilities for Bookings and Events for Council facilities.**

Currently under investigation. New initiative budget request anticipated to be submitted for 2022-23.

#### Innovation

##### **Address In-Field Worker safety issues through deployment of technical solutions.**

No progress on this action yet.

##### **Implement revised Intranet combined with electronic collaboration spaces for functions/or projects.**

Council rolled out Microsoft Teams in 2020-21 as a collaboration tool. Further work will be undertaken in 2021-22 as part of the Office365 roll out to finesse the use of Teams and its connection with other applications.



### 13.3.3 Digital Transformation Strategy – Cont...

It is anticipated that if Council move to Sharepoint as a records management system, this would be the obvious platform to house a new intranet. This project will be included in future new initiative budget bids, most likely 2022-23 as the current intranet is no longer supported.

#### **Mobile capabilities for service delivery wherever possible.**

This principal continues to underlie all decisions for implementation of new or upgraded systems. Current considerations include the ability for staff to complete timesheets or leave requests via mobile device applications, and this is a key component of the decision around a new or upgraded payroll and HR system.

#### **Electronic forms capability for web site and intranet to digitise forms completion and processing.**

Council have allocated \$20,000 in the 2021-22 budget to improve its website. Work will be undertaken this financial year to ascertain what the best use of this funding is, and what will be possible to achieve. Digitisation of forms and web application services are high on the priority list at this stage.

### Effective and Efficient ICT Service Delivery

#### **Ensure ICT unit resources are deployed most effectively to support the implementation of the Digital Transformation Strategy.**

Council currently employs two full time staff in the IT team, supported by the Manager Business & Performance. A transitional resourcing plan is being developed, and change projects will need to include project manager resourcing to facilitate the implementation of projects outside the ordinary activities of the existing staff.

#### **Implement new ICT technologies to support improved organisational productivity and effectiveness.**

The complete roll out of the Office365 suite has been budgeted for 2021-22. The project will change the default “way of working” to make use of technology to improve efficiency and effectiveness across the entire organisation.

Procurement for a consultant to facilitate the project will commence in October 2021.

Local tech talent group “Issimo”, creators of the “Buy from Mansfield” technology that was rolled out across the North East last year, has been invited to facilitate a workshop with its Senior Leadership Group. The workshop will be aimed at identifying potential smaller “quick win” projects that can be scaleable across the industry and solve common problems.

#### **Expand GIS capability and develop strategic focus for GIS use.**

Council has recently employed a GIS Officer and his strategic focus will be developed during 2021-22. Subscription to a D-Spec system will be sought via the ICT Steering Group in order to reduce manual data entry and enhance Council’s integration with Assetic.

#### **Delivery of ICT Training through digital learning functions and platform.**

The Digital Change Agents issued an ICT training survey to all staff in May 2021. The DCA’s will use the information to design a planned approach for ICT training.

### 13.3.3 Digital Transformation Strategy – Cont...

#### Effective and Efficient ICT Infrastructure Delivery

**Plan for transition of ICT server and storage to cloud services.**

This is included in the ten year financial plan and will happen on a gradual basis as current servers are due for renewal. The technical aspects of transition are currently being investigated.

**Development of Strategic Asset Management plan/s for ICT assets, ensuring adequate replacement programs are in place.**

A high level plan is currently in place as part of budget and long term financial planning processes. ICT assets may need to be incorporated into the Asset Management Plan required by the *Local Government Act 2020* to be developed by October 2022.

**Transition ICT expenditure to focus on consumption-based models.**

This principal underpins all digital change decisions being reviewed and considered by the Digital Change Agents and the ICT Steering Committee.

**Focus on reducing Council's environmental footprint and impact.**

Digital transformation should achieve a reduction in paper and printing.

#### *Attachments*

- 1 Digital Transformation Strategy 2020-24 – *Plan on a page*

#### **Recommendation**

That Council receive and note this report.

### 13.3 Community and Corporate Services Directorate - Continued

#### 13.3.4. Community Recovery Plan

**File Number:** E7275  
**Responsible Officer:** Senior Coordinator Community and Economic Development, Saskia Van Bever

##### *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*

It is recommended that the Community Recovery Plan (Attachment 1) be formally endorsed by Council.

##### *Background*

The Community Recovery Plan was developed and presented at the 17 March 2021 Business and Community Recovery Committee (BCRAC) meeting. The plan adopts a three-phased approach; Respond, Recover, and Re-imagine.

Phases One (Respond) and Two (Recover) have both been completed.

The third “Re-imagining” phase has four key actions. The implementation status of the “Re-imagining” phase actions is provided below:

1. Improve access to information

ACTION	PROGRESS
Keep website up to date with current funding opportunities	Implemented
Support the community to apply for grants	How to video on Councils website + one on one support.
Create quarterly newsletter	Commenced – accompanied by rates notice.
Develop a new resident’s communication plan	To be incorporated into the Communications Advisor’s work plan.

### 13.3.4 Community Recovery Plan – Cont...

#### 2. Ensure all Shire communities are connected and have a voice

ACTION	PROGRESS
Update online community directory	Email communication and direct phone calls to over 100 community groups. <ul style="list-style-type: none"> <li>▶ Five new listings</li> <li>▶ Fifteen updates</li> </ul>
Create manual on how to make updates to the community directory to ensure it is driven by the community groups themselves	Drafted, to be uploaded on the website.
Implement communication/promotional plan	To be allocated once the directory is updated. Potential community group event in October where the directory can be promoted.
Research capability of the directory to allow further engagement by community groups to connect or share news	Currently the capability isn't there within the system.
Conduct consultation to identify community group connection needs and ideas	Survey closed 17th May. 91 responses were received from Mansfield and outlying communities' groups. <ul style="list-style-type: none"> <li>▶ 75% of responses were from women.</li> <li>▶ Most common age bracket was over 65.</li> <li>▶ 76% of responders suggest the biggest problem they face is the same people doing most of the workload.</li> <li>▶ Most common skill and knowledge gaps were social media, leadership, grants, governance and IT.</li> <li>▶ Most popular solution was a community driven online platform to connect followed by an event to drive marketing/membership.</li> </ul> <p>A workshop to discuss survey results was scheduled for 9 June but postponed due to COVID -19 restrictions.</p> <p>All outcomes will be community lead and driven and implementation dates will be set as part of this process.</p>

**13.3.4 Community Recovery Plan – Cont...**

## 3. Empowering communities to plan for their future

ACTION	PROGRESS
Provide template of continuity plan to groups	Template made available on Council's website.
Partnership with Alpine Valleys Community Leadership Program to up-skill identified and emerging leaders	Professional development opportunity made available until end of 2021. Participants to be identified through the connected communities' workshop and the youth ambassador group.

## 4. Empowering youth to be part of the solution

ACTION	PROGRESS
Create youth group	Youth Ambassador group EOI completed and four members confirmed. Will continue to market at school assemblies, advertising at the youth centre and advocacy from those involved. The recovery team assisted set up and now the project is managed by the Youth Coordinator.
Provide development opportunity	Opportunities are confirmed: <ul style="list-style-type: none"> <li>▶ Event management training run by The Push. This will be a number of sessions run every three weeks until October when they will hold a gig. Start date not yet confirmed.</li> <li>▶ Training includes event management, social media and marketing, delivering a COVID safe event, performer hiring/management.</li> </ul>
Provide youth with a voice through the creation of a communications channel to share ideas/ issues	The youth ambassador group will be upskilled to improve/advise council's youth social media channels.
Facilitate connection with businesses	To be allocated

*Policy and Legislative Implications*

Not applicable to this report.

### 13.3.4 Community Recovery Plan – Cont...

#### *Council Plan*

#### *Strategic Direction Three: Community resilience and connectivity*

- ▶ Strategic Objective 3.2: We support our communities in meeting their own needs.
  - ▶ Provide advice to support local community events, including assistance with sourcing funding opportunities
- ▶ Strategic Objective 3.3 Mansfield Shire is a welcoming, supportive and inclusive place to be
  - ▶ Promote volunteering opportunities across the Shire and develop a process to increase opportunities for residents to contribute to community life.

#### Strategic Objective Four: Enhance livability

- ▶ Strategic Objective 4.2 We are a community that is passionate about arts, culture, heritage and the environment.
  - ▶ Provide advice and expertise to community groups around event organisation and management.
  - ▶ Promote community awareness of, and participation in, Arts and Cultural services, programs and facilities.

#### *Financial*

All nominated projects are funded through partnerships, grants or in kind.

Community Activation Social Isolation funding (CASI)	<ul style="list-style-type: none"> <li>▶ Community group workshops</li> <li>▶ Community group event (market site fees)</li> <li>▶ Project Officer</li> </ul>
Alpine Valleys Community Leadership (AVCLP)	Leadership development for youth and community groups
Freeza (The Push)	Event management, social media and marketing
Working For Victoria (WFV)	Recovery Officers and Coordinator resource
In Kind	MSC Marquees, tables, chairs for community group event and event support from the Community Development Coordinator.

#### *Social*

COVID lock downs and restrictions have caused people to feel isolated.

The third “Re-imagining” phase of the Community Recovery Plan aims to bring communities together, to build connections and community resilience and to empower youth to be part of these solutions.

### 13.3.4 Community Recovery Plan – Cont...

#### *Environmental*

All events held through the program will comply with all legal requirements, and necessary permits and permissions will be obtained.

#### *Economic*

Local suppliers and providers are being used where possible.

The Business Recovery Plan has been developed assisting local businesses and the wider economy. Ongoing support is provided through regular communication, information on available grants and support, targeted workshops and networking opportunities, a digital literacy program and the better approvals process allowing for growth.

#### *Risk Management*

Recovery Team staff, who were employed under fixed term arrangements through *Working For Victoria*, finished with Council in late June 2021. Incomplete plan actions will be handed over to permanent Council officers/project officers to complete once these positions are filled, particularly in youth services and community development.

The pause in project implementation may cause a loss of momentum and reduced community buy in. To address this risk, a transition plan was shared with the community members engaged with the program before the Recovery team finished. Since then, the Senior Coordinator Community and Economic development is continuing to answer community enquiries about Community Recovery Plan programs until it can be handed over to the relevant Officers.

#### *Community Engagement*

The community needs and service gaps were identified by the Business and Community Recovery Advisory Committee (BCRAC), through the youth recovery plan (Youth Affairs Council of Victoria), and in consultation with similar local governments.

Further consultation was completed via:

- ▶ Surveys with community groups
- ▶ Direct email to community groups and clubs
- ▶ Phone calls with community groups and clubs

Targeted workshops to work through the survey results identifying needs and gaps with the community were planned but had to be postponed due to ongoing lock downs and scheduling issues with participants. Workshops are planned to be re-scheduled as soon as the Community Development Coordinator has started.

### 13.3.4 Community Recovery Plan – Cont...

#### *Key Issues*

Following the Business Recovery Plan a Community Recovery plan has been created to assist the community deal with ongoing impacts of the 2019 bushfires and the pandemic. The plan aims to achieve community led resilience through consultation, building connections, and providing leadership development.

#### **Attachments**

- 1 Community Recovery Plan

#### **Recommendation**

That Council:

Endorses the Community Recovery Plan provided in Attachment 1.



### 13.3 Community and Corporate Services Directorate – Continued

#### 13.3.5. COVID-19 CASI INITIATIVE – Quick-Action Activation Grants

**File Number:** E7006  
**Responsible Officer:** Senior Coordinator Community Health & Wellbeing,  
Jenny Lovick

##### *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 Victorian Government's COVID-19 Community Activation and Social Isolation (CASI) initiative aims to help people maintain important connections with family, friends and community and to build new social connections and networks of support in their local communities.

As a part of this initiative, quick-action Community Activation Grants were made available to community groups or organisations working within Mansfield Shire communities as they move towards recovery from the impacts felt throughout 2020 and 2021.

Council's endorsement to distribute funds to successful applicants is sought.

##### *Background*

The grants are designed to help activate projects that increase social connections in our communities and support community volunteer efforts.

Expected outcomes from this initiative include:

- ▶ isolated, lonely and vulnerable people receive the support and resources they need to be healthy and well during COVID-19 recovery
- ▶ isolated, lonely and vulnerable people build new social connections in their local communities
- ▶ relationships between community and volunteer organisations are strengthened to deliver support to isolated, lonely and vulnerable people
- ▶ volunteer efforts that bring the community together again are financially supported
- ▶ all the funded activities will be delivered in a COVID Safe manner

Applicants were asked to submit a project summary that detailed how their initiative would support vulnerable or isolated members of their community and build of social connections.

##### *Brief summary of the process*

Grants were advertised in the Mansfield Courier and Mansfield Shire Council Facebook page. This resulted in:

- ▶ 21 requests for applications were received
- ▶ 17 grant applications submitted
- ▶ CASI Grant Application Panel meet and assessed all applications
- ▶ 11 applications met the criteria and were considered successful
- ▶ \$46,885 of funds are to be distributed

### 13.3.5 COVID-19 CASI INITIATIVE – Quick-Action Activation Grants – Cont...

The successful applicants and their projects were:

- ▶ Merton Recreation and Memorial Reserves – Community communication hub
- ▶ Ancona Hall – Ramp for disability entry to hall
- ▶ Bonnie Doon Community Group – Monthly meals for social connection
- ▶ Mansfield Clay Target Club – Communication hub
- ▶ Mansfield Musical and Dramatic Society - Youth performance
- ▶ Mansfield Men's Shed - Communication hub
- ▶ Goughs Bay Area Progress Association - Monthly excursions to 'town'
- ▶ Mansfield Bowls Club – Outdoor disabled toilet
- ▶ Goughs Bay Boat Sport and Recreation Club - Safety lighting for entry
- ▶ CWA Mansfield - Ramp for disability entry
- ▶ Life's Circle - Theatre performance

Funding Agreement documents are being processed so the funds can be dispersed and community groups can initiate their projects.

The unsuccessful applicants included:

- ▶ Mind Body Bike – Youth bike program that did not target 'vulnerable' or solely local community groups.
- ▶ Tolmie Mechanics Institute – the liquor license requested did not comply with grant criteria.
- ▶ Merrijig Public Hall – Jazz classes were considered too general and did not target the vulnerable (the target audiences were a local Primary school and Timbertop which was also not guaranteed).
- ▶ Merton Camp Draft Club - The camp draft and infrastructure plan required significant additional funds and there was no assurance that the project would be delivered. The club made an excellent submission but there was no guarantee that the additional funds required (\$18,000) could be sourced.
- ▶ Mansfield District Basketball Association – The proposed Walking Basketball program targeted local aged people, however, there was no guarantee of their participation or clear plans for the funds if activity did not go ahead.
- ▶ Gaffney Creek Community shed for playground equipment – did not benefit the community.

#### *Policy and Legislative Implications*

To ensure effective management of grant funding received from the State government, Council staff adhered to the Administration of Grant Income 2020 policy.

#### *Council Plan*

#### *Strategic Direction Three: Community resilience and connectivity*

- ▶ Strategic Objective 3.2: We support our communities in meeting their own needs.
  - ▶ Provide advice to support local community events, including assistance with sourcing funding opportunities
- ▶ Strategic Objective 3.3 Mansfield Shire is a welcoming, supportive and inclusive place to be.
  - ▶ Promote volunteering opportunities across the Shire and develop a process to increase opportunities for residents to contribute to community life.

### 13.3.5 COVID-19 CASI INITIATIVE – Quick-Action Activation Grants – Cont...

#### *Strategic Objective Four: Enhance liveability*

- ▶ Strategic Objective 4.2 We are a community that is passionate about arts, culture, heritage and the environment.
  - ▶ Promote community awareness of, and participation in, Arts and Cultural services, programs and facilities.

#### *Financial*

The Victorian Government's COVID-19 Community Activation and Social Isolation (CASI) program has two initiatives:

1. Expansion of Victoria's COVID Hotline to provide emotional support to people who are isolated and vulnerable, and to link them to local networks that can help them with practical needs and social activities.
2. Funding for a lead community connector organisation in each local government area to establish or build upon existing local support networks that can map and wrap community support around the needs of people who access the Hotline.

In July 2020 Council received \$65,000 of CASI grant funding from the Department of Families, Fairness and Housing to deliver CASI initiatives over 6 months. In January 2021 support for these initiatives was extended after Council received a further \$60,000 of CASI funds.

The CASI Quick Activation grants are one component of Council's delivery of the CASI program.

#### *Social*

Eleven community groups will benefit from this allocation of grant funds to undertake their identified initiatives and this will increase social participation in Mansfield Shire communities.

#### *Environmental*

Not applicable to this report.

#### *Economic*

Not applicable to this report.

#### *Risk Management*

No risks identified.

#### *Community Engagement*

As per background information.

**13.3.5 COVID-19 CASI INITIATIVE – Quick-Action Activation Grants – Cont...***Key Issues*

As per background information.

**Recommendation**

That Council:

1. Endorses the dispersal of CASI Quick-Action Activation Grant funds to these successful applicants:

<b>Successful Organisations</b>	<b>Funds granted</b>
Merton Recreation and Memorial Reserves	\$5,000.00
Ancona Hall	\$2,400.00
Bonnie Doon Community Group	\$3,600.00
Mansfield Clay Target Club	\$2,320.95
Mansfield Musical and Dramatic Society	\$5,000.00
Mansfield Men's Shed	\$5,000.00
Goughs Bay Area Progress Association	\$5,000.00
Mansfield Bowls Club	\$5,000.00
Goughs Bay Boat Sport and Recreation Club	\$5,000.00
CWA Mansfield	\$3,564.00
Life's Circle	\$5,000.00
<b>TOTAL:</b>	<b>\$46,884.95</b>

2. Thanks all applicants for their applications.

## 14. Assemblies of Councillors

An assembly of Councillors is referred to in Council's Governance Rules as a "meeting conducted under the auspices of Council", meaning a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a 'Councillor Briefing' or by some other name);

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, the issues discussed and any conflicts of interest declared.

Date	Type of Assembly	Issues Discussed
27 July 2021	<p><b>Councillors' Budget Debrief Session via MS Teams</b></p> <p><b>Councillors:</b></p> <ul style="list-style-type: none"> <li>▶ Cr Mark Holcombe</li> <li>▶ Cr James Tehan</li> <li>▶ Cr Steve Rabie</li> <li>▶ Cr Paul Sladdin</li> <li>▶ Cr Rohan Webb</li> </ul> <p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>▶ CEO, Kaylene Conrick</li> <li>▶ Manager Business and Performance, Mandy Kynnersley</li> <li>▶ GM Infrastructure and Planning, Kirsten Alexander</li> <li>▶ GM Community and Corporate Services</li> </ul>	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> <li>▶ Development of the 2021-22 Budget</li> </ul>
3 August 2021	<p><b>Councillors' Briefing Session</b></p> <p><b>Councillors:</b></p> <ul style="list-style-type: none"> <li>▶ Cr Mark Holcombe</li> <li>▶ Cr Steve Rabie</li> <li>▶ Cr Paul Sladdin</li> <li>▶ Cr Rohan Webb</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>▶ Cr James Tehan</li> </ul> <p><b>External Attendees:</b></p> <ul style="list-style-type: none"> <li>▶ Urban Plan consultant, Ian Brashaw</li> <li>▶ David Luelf</li> <li>▶ Leverets consultant, Rhonda Merritt</li> <li>▶ Mansfield Community Action Group representative: Carolyn Suggate</li> </ul> <p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>▶ Acting CEO, Kirsten Alexander</li> <li>▶ Acting GM Infrastructure and Planning, Melissa Crane</li> <li>▶ GM Community and Corporate Services</li> <li>▶ Manager Operations and Capital Works, Kristian Burchat</li> <li>▶ Property Management Officer, Des Dunn</li> <li>▶ Senior Coordinator Field Services, Ari Croxford-Demasi</li> <li>▶ Senior Coordinator Community Health &amp; Wellbeing, Jenny Lovick</li> <li>▶ Governance and Risk Coordinator, Michelle Kain</li> </ul>	<p><i>Conflicts of Interest:</i> NIL</p> <p><i>Issues Discussed:</i></p> <ul style="list-style-type: none"> <li>▶ Community Vision/Council Plan</li> <li>▶ Township Reserves Policy</li> <li>▶ Bonnie Doon Recreation Reserve Committee of Management</li> <li>▶ 175 Dead Horse Lane Development</li> <li>▶ Mansfield Early Years Report</li> <li>▶ Mansfield Community Action Group objectives and interest in community projects</li> <li>▶ Purchase of land for car parking</li> <li>▶ MACE Lease/Men's Shed</li> </ul>

<p><b>10 August 2021</b></p>	<p><b>Councillors' Briefing Session</b></p> <p><b>Councillors:</b></p> <ul style="list-style-type: none"> <li>▶ Cr Mark Holcombe</li> <li>▶ Cr Steve Rabie</li> <li>▶ Cr Paul Sladdin</li> <li>▶ Cr James Tehan</li> <li>▶ Cr Rohan Webb</li> </ul> <p><b>External Attendees:</b></p> <ul style="list-style-type: none"> <li>▶ Macquarie Local Government Lawyers, Terry Bramham</li> <li>▶ Consultants, Linda Tillman and Jane Jennings</li> </ul> <p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>▶ CEO, Kaylene Conrick</li> <li>▶ GM Infrastructure and Planning, Kirsten Alexander</li> <li>▶ GM Community and Corporate Services</li> <li>▶ Governance and Risk Coordinator, Michelle Kain</li> <li>▶ Senior Coordinator Community and Economic Development, Saskia Van Bever</li> <li>▶ Manager Business and Performance, Mandy Kynnersley</li> </ul>	<p><b>Conflicts of Interest:</b> NIL</p> <p><b>Issues Discussed:</b></p> <ul style="list-style-type: none"> <li>▶ Governance Rules</li> <li>▶ Visitor Experience Review Project Update</li> <li>▶ 10 Year Financial Plan</li> </ul>
<p><b>10 August 2021</b></p>	<p><b>Meeting with Mansfield Matters Group</b></p> <p><b>Councillors:</b></p> <ul style="list-style-type: none"> <li>▶ Cr Mark Holcombe</li> <li>▶ Cr Paul Sladdin</li> <li>▶ Cr James Tehan</li> <li>▶ Cr Rohan Webb</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>▶ Cr Steve Rabie</li> </ul> <p><b>Officers:</b></p> <ul style="list-style-type: none"> <li>▶ CEO, Kaylene Conrick</li> <li>▶ Manager Planning and Environment, Melissa Crane</li> </ul>	<p><b>Conflicts of Interest:</b> NIL</p> <p><b>Issues Discussed:</b></p> <ul style="list-style-type: none"> <li>▶ VCAT Hearing Re: Convenience Restaurant</li> </ul>

**Recommendation**

THAT Council receive and note the Assembly of Councillors report for the period 27 July 2021 to 10 August 2021.

## 15. Council Resolutions Register

This report presents to Council a schedule of outstanding actions from Council meetings held from 20 August 2019 to 20 July 2021.

### Attachment

#### 1. Council Resolutions Register

##### Recommendation

THAT Council receive and note the Council Resolutions Register as at 20 July 2021

## 16. Advisory and Special Committee reports

Nil

## 17. Authorisation of sealing of documents

Nil

## 18. 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

## 19. Presentation of Confidential Reports

### 19.1. **Confidential:** Purchase of Land for Car Parking

## 20. Reopen meeting to members of the public

### **Recommendation**

THAT Council reopen the meeting to members of the public.

## 21. Close of meeting