

MANSFIELD AUTISM STATEWIDE SERVICES MEMORANDUM OF UNDERSTANDING

Between

Mansfield Shire Council

and

Mansfield Autism Statewide Services



Mansfield Shire

This MEMORANDUM OF UNDERSTANDING is made on
01/04/2026 between:

Mansfield Shire Council (“Mansfield”)

ABN 74 566 834 923

PO Box 1000

Mansfield VIC 3724

AND

Mansfield Autism Statewide Services

ABN 14 006 171 580

128 Ogilvies Road

Mansfield VIC 3722

Background

MASS are an independent, not-for-profit organisation supporting autistic people and their families. Based in Mansfield, they offer a statewide service to the whole of Victoria. They currently operate from a 100 acre therapeutic care farm. The farm consists of a new school building, retreat cabins, skill building stay houses, a meeting hut, a multipurpose activity centre and office space, and a perimeter walking track.

In addition to their Mansfield-based services, they recognise the importance of working within the family home and provide an in-home service throughout Victoria to join in the lives of families to build the skills of autistic people and the capacity of their whole family.

MASS are keen to support the Reuse Shop based on the following:

- Support an established community service in a safe environment
- Social interaction with community for volunteer students
- Further develop volunteers customer service skills and experience and build commercial acumen.

Definitions

Council(s) means Mansfield Shire Council

Memorandum of Understanding means a document that expresses mutual accord on an issue between two or more parties.

MASS means Mansfield Autism Statewide Services

Party or Parties means Mansfield Shire Council and Mansfield Autism Statewide Services

Senior Coordinator means Senior Coordinator Waste & Environment at Mansfield Shire Council

Term

- a) This MoU shall commence upon signing by all Parties and will expire on 31/03/2028.
- b) The Parties agree to commence negotiating the new MoU no more than six months before the end of the current agreement.

Mansfield Shire Council

1. The Senior Coordinator Waste representing Mansfield Shire Council agrees to share the Resource Recovery Centre Reuse Shop Budget initiatives at the beginning of each financial year and discuss with MASS how their resources and support might help forward these initiatives.
2. The Senior Coordinator Waste agrees to provide training in Eftpos and point of sale systems to support MASS volunteers in their day to day.
3. The Senior Coordinator Waste agrees to provide access to basic amenities being a lunch table and chairs, access to toileting facilities and suitable heating & cooling provisions.
4. The Senior Coordinator Waste agrees to provide ongoing Reuse shop sales reports to quantify and substantiate a 100% share of revenue during volunteer hours.
5. The Senior Coordinator Waste to provide a site induction and provide for all OHS requirements.

Mansfield Autism Statewide Services

1. MASS agree to volunteer at the Reuse Shop located at 163 Monkey Gully Road, Mansfield on the following day/s each week:
 - a. Wednesdays – 9:00am to 12:00pm
2. MASS will support Mansfield Shire Council, as a Child Safe Organisation, by ensuring all volunteers who work in the Reuse Shop have a Working with Childrens Check (WCC) and understand their responsibilities in regard to child safety.
3. MASS volunteers and/or students of the “Strive” program will not enter the site until accompanied by a representative of MASS to supervise volunteers.
4. MASS who work in the Reuse Shop provide their WCC to the Senior Coordinator Waste for sighting and a copy will remain on record.
5. MASS to hold all liability in the event an hourly rate of pay is due to its volunteer students.

Parties working together

1. When in agreement, MASS will publicly support the Mansfield Resource Recovery Centre Reuse Shop and its policies. If MASS disagree with a position held by the Mansfield Resource Recovery Centre or its’ policies, they will give at least seven days prior notice to the Senior Coordinator Waste before publicly disagreeing with the Mansfield Resource Recovery or Reuse shop related policies.
2. MASS agree to consider the Mansfield Council Plan and consult with the Senior Coordinator Waste before undertaking advocacy efforts regarding the Mansfield Resource Recovery Centre.

Exercise of Rights

1. The Parties shall exercise the rights and pursue the opportunities granted under this MoU in a manner consistent with the good name, goodwill, reputation, and image of each Party and in compliance with all applicable laws and regulations.
2. The commitments of each Party under this MoU shall not be transferable or assignable either in whole or in part without the written consent of the other Parties.

Executed

SIGNED for and on behalf of **Mansfield Shire Council** ABN 74 566 834 923:

Signature of CEO

KIRSTEN ALEXANDER

Name of CEO (BLOCK LETTERS)

Date

SIGNED for and on behalf of **Mansfield Autism Statewide Services** ABN 14 006 171 580:

Signature of Chair

Name of Chair (BLOCK LETTERS)

Date