

OFFICIAL



Mansfield Shire

# MINUTES

## Council Meeting

Tuesday 10 December 2024

---

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.

---

# Agenda Contents

- 1. Opening of the meeting .....3
- 2. Present .....3
- 3. Apologies.....3
- 4. Statement of commitment .....3
- 5. Acknowledgement of Country .....3
- 6. Disclosure of conflicts of interest.....3
- 7. Confirmation of minutes .....3
- 8. Representations .....3
- 9. Notices of motion.....4
- 10. Mayor's report .....4
- 11. Reports from council appointed representatives .....4
- 12. Public question time .....4
- 13. Officer reports.....4
  - 13.1. Chief Executive Officer's report .....4
  - 13.2. Investment and Planning .....4
    - 13.2.1. Planning Permit Application P118/23 - 35 Bayside Boulevard Goughs Bay .....4
    - 13.2.2. Station Precinct Museum Community Asset Committee.....4
    - 13.2.3. Municipal Emergency Management Plan.....4
    - 13.3.1. Outlying Community Infrastructure Fund.....5
  - 13.4. Executive Services Directorate .....5
    - 13.4.1. Acting Chief Executive Officer Arrangements .....5
- 14. Council Meeting Resolution Actions Status Register .....5
- 15. Advisory and Special Committee reports .....5
- 16. Authorisation of sealing of documents .....5
- 17. Closure of meeting to members of the public.....6
- 18. Confidential Reports.....6
  - 18.1. Citizen Awards 2025 .....6
  - 18.2. Tender Award - Rowe Street Drainage Works .....6
  - 18.3. Tender Award - Arborist Services Panel.....6
- 19. Reopen meeting to members of the public.....7
- 20. Close of meeting .....7

## 1. Opening of the meeting

Mayor Steve Rabie opened the meeting at 5:00 pm.

## 2. Present

- Councillor Tehan
- Councillor Rabie
- Councillor Treasure
- Councillor Clark
- Councillor Berenyi

In Attendance:

Chief Executive Officer:

Acting General Manager Investment & Planning:

Acting Executive Manager Capital Works & Operations:

Executive Manager Community Health & Wellbeing:

Governance & Risk Officer:

Emergency Management Officer:

Manager Field Services:

Coordinating Capital Works:

Kirsten Alexander

Maya Balvonova

Nick Maple

Nola Cleeland

Chelsea Young

Tamara Watson

Tasman Clingan

Fabian Ruskshan

## 3. Apologies

Nil

## 4. Statement of commitment

Mayor Steve Rabie read Council's Statement and called 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

Councillor James Tehan recited Council's Acknowledgement of Country:

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

## 6. Disclosure of conflicts of interest

Nil

## 7. Confirmation of minutes

**Councillor Mandy Treasure/Councillor James Tehan:**

THAT the Minutes of the Mansfield Shire Council meeting held on 26 November 2024 be confirmed as an accurate record.

**CARRIED**

## 8. Representations

Nil

## 9. Notices of motion

Nil

## 10. Mayor's report

**Councillor James Tehan/Councillor Mandy Treasure:**

THAT COUNCIL receive the Mayor's report for the period 27 November 2024 to 4 December 2024.

**CARRIED**

## 11. Reports from council appointed representatives

**Councillor Bonnie Clark/Councillor Mandy Treasure:**

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

**CARRIED**

## 12. Public question time

Nil

## 13. Officer reports

### 13.1. Chief Executive Officer's report

**Councillor Bonnie Clark/Councillor Tim Berenyi:**

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

**CARRIED**

### 13.2. Investment and Planning

#### 13.2.1. Planning Permit Application P118/23 - 35 Bayside Boulevard Goughs Bay

The application was withdrawn by the applicant. As a result no Council decision was required.

#### 13.2.2. Station Precinct Museum Community Asset Committee

**Councillor James Tehan/Councillor Mandy Treasure:**

THAT COUNCIL:

1. Appoints Mayor Cr Steve Rabie as Chair of the Station Precinct Museum Complex Community Asset Committee;
2. Appoints CEO, Kirsten Alexander, as the other Mansfield Shire Council representative;
3. Appoints the following community members to the Museum Complex Community Asset Committee for a term of 2 years:
  - a. Will Twycross
  - b. Michael Whytcross
4. Does not include an additional representative from the Mansfield Historical Society (MHS); and
5. Endorses the Committee Terms of Reference and Instrument of Delegation and authorises the CEO to make administrative changes to reflect the above.

**CARRIED**

### **13.2.3. Municipal Emergency Management Plan**

**Councillor Mandy Treasure/Councillor Tim Berenyi:**

THAT COUNCIL endorses the Mansfield Municipal Emergency Management Plan 2024-2027, for approval by the Regional Emergency Management Committee.

**CARRIED**

### **13.3.1. Outlying Community Infrastructure Fund**

**Councillor James Tehan/Councillor Mandy Treasure:**

THAT COUNCIL:

1. Receives the assessment panel recommendations for the Outlying Communities Infrastructure Fund 2024-25.
2. Endorse the award of funding from the Outlying Communities Infrastructure Fund to:
3. Merton Campdraft Club Inc \$18,150 to upgrade Merton Recreation Reserve's sport and recreation facilities.
4. Ancona Hall Committee Inc \$8,270 to upgrade safety concerns on the hall and create a history wall.
5. Bonnie Doon Community Group Inc \$11,500 to upgrade the 'Meet and Greet' room at the Community Centre.
6. Approves the award of up to \$16,440 in funding to the Woods Point Progress Association to fund an emergency generator, if they are unsuccessful in attracting other grant funding.

**CARRIED**

## **13.4. Executive Services Directorate**

### **13.4.1. Acting Chief Executive Officer Arrangements**

**Councillor Tim Berenyi/Councillor Bonnie Clark:**

THAT COUNCIL appoint:

- Nola Cleeland as Acting CEO from 11 December 2024 to 17 December 2024;
- Melissa Crane as Acting CEO from 18 December 2024 to 5 January 2025; and
- Janique Snyder as Acting CEO from 6 January 2025 to 14 January 2025.

**CARRIED**

## **14. Council Meeting Resolution Actions Status Register**

**Councillor James Tehan/Councillor Bonnie Clark:**

THAT COUNCIL receive and note the Mansfield Shire Council Meeting Resolution Actions Status Register as at 3 December 2024.

**CARRIED**

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

Nil

## **16. Authorisation of sealing of documents**

Nil

## 17. Closure of meeting to members of the public

### Councillor Bonnie Clark/Councillor Mandy Treasure:

THAT COUNCIL close the meeting to members of the public under Section 66(2)(a) of the Local Government Act 2020 to consider Confidential Reports in accordance with section 66(2) of the Local Government Act 2020 for reasons defined in section 18 below.

**CARRIED**

The Council Meeting Agenda 10 December 2024 was closed to the public at 5:32 pm.

## 18. Confidential Reports

### 18.1. Citizen Awards 2025

#### Confidential

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(a) - Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

### 18.2. Tender Award - Rowe Street Drainage Works

#### Councillor James Tehan/Councillor Mandy Treasure:

THAT COUNCIL:

1. Award a lump sum contract to Wangaratta Excavations for the total amount of \$431,081.50 (ex GST) for the Rowe Street drainage works.
2. Approves a 10% construction contingency of \$43,108.15 (ex GST).
3. Authorises the Chief Executive Officer to execute the contract.
4. Makes this resolution public by including it in the public minutes of the meeting.

**CARRIED**

### 18.3. Tender Award - Arborist Services Panel

#### Councillor Bonnie Clark/Councillor Tim Berenyi:

THAT COUNCIL:

1. Awards a non-exclusive contract to the following contractors for the purpose of forming a panel to provide Arborist and Tree Services:
  - Advanced Tree Care
  - Arboessence
  - Clear Cut Trees
  - G&J Tree Services
  - Ground Up Tree and stump removal
  - High Country Trees
  - Northeast Tree Services
  - Ultimate Arbor
  - Arbor Spray Pty Ltd, for specialised treatment of Elm Leaf Beetle and tree health works
2. Approves a three-year panel contract term with the option of two, one-year extensions at the end of the initial three-year term.

3. Notes that the five-year maximum term of the contract has a potential estimated total cost to Council of \$375,000.00 (ex GST), subject to varied annual impacts from storm events and CPI adjustments under the contract.
4. Authorises the Chief Executive Officer to execute panel contracts with the nine contractors listed above.
5. Make this resolution public by including it within the public minutes of the Council meeting.

**CARRIED**

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

**Councillor James Tehan/Councillor Mandy Treasure:**

THAT COUNCIL reopen the meeting to the public and resume transmission and this resolution be made public.

**CARRIED**

Council re-opened the meeting at 5:41 pm.

## **20. Close of meeting**

The Council Meeting Agenda 10 December 2024 was closed at 5:44 pm.

CONFIRMED this **twelfth** day of **February 2025**

---

**Mayor**