

# Mansfield Shire Council Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
24/09/2024	Additional Council Meeting Agenda - 25 September 2024	8 1.1	Governance and Management Checklist 2023-24	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. Receive and note the Governance and Management Checklist 2023-24, and</li> <li>2. Authorise Mayor Cr Steve Rabie and CEO, Kirsten Alexander, to certify the Governance and Management Checklist 2023-24 for the purposes of inclusion in the 2023-24 Annual Report.</li> </ol>	Governance and Risk Officer	<b>30/09/2024 Governance &amp; Risk Officer:</b> Audit currently being undertaken by VAGO.
24/09/2024	Additional Council Meeting Agenda - 25 September 2024	8 1.2	Performance Statements 2023-24	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. Approves in principle the Performance Statements of Mansfield Shire Council for the year ended 30 June 2024; and</li> <li>2. Authorises Mayor Cr Rabie and Deputy Mayor Cr Holcombe to certify the Performance Statements of Mansfield Shire Council for the year ended 30 June 2024, subject to any amendments or changes made as required by the Victorian Auditor General's Office (VAGO).</li> </ol>	Coordinator Financial Planning & Analysis	<b>02/10/2024 Coordinator Financial Planning &amp; Analysis:</b> Audit currently being undertaken by VAGO.
24/09/2024	Additional Council Meeting Agenda - 25 September 2024	8 1.3	Annual Financial Statements 2023-24	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. Approves in principle the Financial Statements of Mansfield Shire Council for the year ended 30 June 2024; and</li> <li>2. Authorises Mayor Cr Rabie and Deputy Mayor Cr Holcombe to certify the Mansfield Shire Council Financial Statements for the year ended 30 June 2024 on behalf of Council, subject to any amendments or changes made as required by the Victorian Auditor-General's Office.</li> </ol>	Financial Controller	<b>02/10/2024 Financial Controller:</b> Audit currently being undertaken by VAGO.
17/09/2024	Council Confidential Meeting Agenda - 17 September 2024	18.1	CEO 12 Month Performance Review	Completed	Confidential	Executive Manager People, Communications & Governance	Confidential
17/09/2024	Council Meeting Agenda - 17 September 2024	13 2.1	Friends of the Great Victorian Rail Trail MOU	In progress	THAT COUNCIL endorses the Memorandum of Understanding with the Friends of the Great Victorian Rail Trail 2024-2028 and authorises the Chief Executive Officer to execute the agreement.	Coordinator Economic Development - Tourism, Events and Youth	<b>9/10/2024 Coordinator Economic Development - Youth and Events:</b> MOU provided to the Friends of GVRT for execution.

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17/09/2024	Council Meeting Agenda - 17 September 2024	13 2.2	Sustainable Tourism Plan	Completed	THAT COUNCIL endorse the Sustainable Tourism Plan 2024-28.	Coordinator Economic Development	<b>30/09/2024 Coordinator Economic Development - Tourism:</b> Completed.
17/09/2024	Council Meeting Agenda - 17 September 2024	13 2.3	P191/23 - Lot 3 Soldiers Road Barwite	Completed	Action as per Resolution	Coordinator Statutory Planning	<b>1/10/2024 Coordinator Statutory Planning:</b> Notice of Decision to Grant a Permit issued 20 September 2024
17/09/2024	Council Meeting Agenda - 17 September 2024	13 3.1	S6 Instrument of Delegation – Council to Members of Staff	Completed	THAT COUNCIL: 1. Revoke the existing Schedule 6 - Instrument of Delegation from Council to Members of Council Staff previously endorsed by Council on 21 May 2024. 2. Endorse the Schedule 6 - Instrument of Delegation from Council to Members of Council Staff dated 17 September 2024. 3. Approves Mayor Cr Steve Rabie to sign and Deputy Mayor Cr Mark Holcombe to witness the signing of Schedule 6 - Instrument of Delegation from Council to Members of Council Staff.	Governance and Risk Officer	<b>30/09/2024 Governance &amp; Risk Officer:</b> Resolution actioned - completed.
17/09/2024	Council Meeting Agenda - 17 September 2024	13 4.1	Sports and Recreation Facilities Review	In progress	THAT COUNCIL: 1. Notes the community feedback received. 2. Adopts the Mansfield Shire Sport Facilities Strategy 2018-2028: 2024 Strategy Update. 3. Endorses the establishment of a Sport and Recreation Reference group to collaborate with Council and help guide the implementation of the Strategy's recommendations. 4. Endorses the establishment of the Aquatic Facility Project Working Group to progress improvements to the usability and accessibility of the current aquatic facility, and work towards the long-term goal to establish a year round aquatic facility for Mansfield Shire.	Executive Manager Community Health & Wellbeing	<b>4/10/2024 Executive Manager Community Health &amp; Wellbeing:</b> Planning underway to establish both the Aquatic Facility Project Working Group AFPWG and the Sport and Recreation Reference Group SRRG
17/09/2024	Council Meeting Agenda - 17 September 2024	13 4.2	Social Inclusion Action Group Funding Outcomes Rounds One and Two	Completed	THAT COUNCIL notes the outcome of the Social Inclusion Action Group Initiatives Funding 2023-24 Rounds One and Two, including the award of \$49,061.98 in total funding to 13 successful applicants.	Executive Manager Community Health & Wellbeing	<b>02/10/2024 Executive Manager Community Health &amp; Wellbeing:</b> Funding award completed.

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17/09/2024	Council Meeting Agenda - 17 September 2024	13 5.1	Mansfield Shire Audit and Risk Committee – Chair's Report to Council	Completed	THAT COUNCIL receive and note the Mansfield Shire Audit and Risk Committee report for the 12 months ended 30 June 2024.	CEO	<b>30/09/2024 CEO:</b> Completed.
17/09/2024	Council Meeting Agenda - 17 September 2024	13 5.2	Independent Audit Member Recommendation	Completed	THAT COUNCIL appoints Mr Peter Johnston to the Mansfield Shire Council Audit and Risk Committee for a third three-year term commencing 13 November 2024.	Governance and Risk Officer	<b>30/09/2024 Governance &amp; Risk Officer:</b> Completed - Peter Johnston notified of reappointment.
17/09/2024	Council Meeting Agenda - 17 September 2024	13 5.3	Taungurung Land & Waters Council - Local Government Forum	Completed	THAT COUNCIL: 1. Notes the Terms of Reference for the Taungurung-Local Government Forum; 2. Agrees to become a member of the Forum and nominates the Mayor and CEO as Council's representatives; 3. Actively participates by ensuring representatives attend regular meetings held by the Forum; and 4. Considers at a future Council Meeting a recommendation relating to any proposed financial commitment in support of the Forum objectives which exceeds that which is required to meet Council's statutory obligations.	CEO	<b>9/10/2024 CEO:</b> Completed – advice provided to Taungurung Land and Water Council CEO of Council's decision.
20/08/2024	Council Confidential Meeting Agenda - 20 August 2024	18.1	Tender Award: Resheeting Program 2024/2025	Completed	THAT COUNCIL: 1. Awards a lump sum contract for the Re-sheeting Program to Alpine Civil Pty Ltd for the amount of \$566,662.83 (ex. GST). 2. Approves a 5% construction contingency amount of \$28,333.14 (ex. GST) 3. Authorises the Chief Executive Officer to execute the contract. 4. Makes this resolution public by including it within the public minutes of the Council meeting.	Project Officer	<b>03/10/2024 Project Officer:</b> Contract executed.
20/08/2024	Council Confidential Meeting Agenda - 20 August 2024	18.2	Tender Award: Reseal Preparation Program 2024/25	Completed	THAT COUNCIL: 1. Awards a lump sum contract for the Reseal Preparation Program to Bild Infrastructure Pty Ltd in the amount of \$367,184.60 (ex. GST). 2. Approves a 10% construction contingency amount of \$36,718.46 (ex. GST). 3. Authorises the Chief Executive Officer to execute the contract. 4. Makes this resolution public by including it within	Project Officer	<b>03/10/2024 Project Officer:</b> Contract executed.

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					the public minutes of the Council meeting.		
20/08/2024	Council Confidential Meeting Agenda - 20 August 2024	18.3	Tender Award: Reseal Program 2024/25	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Awards a lump-sum contract to Boral in the amount of \$485,503.00 (ex. GST) for the 2024-25 Resealing Program.</li> <li>Approves a 10% construction contingency amount of \$48,550.30 (ex. GST).</li> <li>Authorises the Chief Executive Officer to execute the contract.</li> <li>Makes this resolution public by including it within the public minutes of the Council meeting.</li> </ol>	Project Officer	<b>03/10/2024 Project Officer:</b> Contract executed.
20/08/2024	Council Confidential Meeting Agenda - 20 August 2024	18.4	Quarry Supply Panel	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Awards a non-exclusive contract to the following suppliers for the purpose of forming a panel for the supply of quarry products: <ul style="list-style-type: none"> <li>Alpine Civil Pty Ltd</li> <li>E.B. Mawson &amp; Sons Pty Ltd</li> <li>Extons Pty Ltd</li> <li>Lawrence Brothers Quarry Pty Ltd</li> <li>Lima South Quarry Pty Ltd</li> <li>Prestige Paving Pty Ltd</li> <li>West Paps Quarry</li> </ul> </li> <li>Approves a three-year panel contract term with the option of two, one-year extensions at the end of the initial three year term.</li> <li>Notes that the five-year maximum term of the contract has an estimated total cost to Council of \$3,355,000.00 (ex GST), subject to annual review of Council's Capital Works Program and CPI adjustments under the contract.</li> <li>Authorises the Chief Executive Officer to execute panel contracts with the seven suppliers listed above.</li> <li>Make this resolution public by including it within the public minutes of the Council meeting.</li> </ol>	Executive Manager Capital Works & Operations	<b>03/10/2024 Executive Manager Capital Works &amp; Operations:</b> Contract executed.
20/08/2024	Council Meeting Agenda 20 August 2024	13 2.1	Station Precinct Museum Complex	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Enter into a Community Asset Committee agreement for the Station Precinct Museum Complex as outlined in the Terms of Reference and Instrument of Delegation, for a period of 10 years, together with an unlimited number of</li> </ol>	Coordinator Economic Development	<b>9/10/2024 Coordinator Economic Development Tourism:</b> Public notification and engagement over TOR completed. Results to be

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					<p>additional ten (10) year agreement options.</p> <ol style="list-style-type: none"> <li>Provides public notification of the intention to create a Community Asset Committee for the Station Precinct.</li> <li>Endorses the Chief Executive Officer executing the Community Asset Committee agreement on completion of the public notification process.</li> </ol>		reported to Council after election caretaker period.
20/08/2024	Council Meeting Agenda 20 August 2024	13 2.2	C60 Planning Scheme Amendment - Mansfield Planning Strategy	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Request under Section 8A (2) and (3) of the <i>Planning and Environment Act 1987</i> ('the Act') that the Minister for Planning authorise Mansfield Shire Council to prepare Amendment C60mans to the Mansfield Planning Scheme.</li> <li>Notify the Minister for Planning that when it exhibits Amendment C60mans Mansfield Shire Council intends to give full notification of the amendment under Section 19 of the Act for a minimum statutory exhibition period of one month.</li> <li>When authorised by the Minister for Planning, exhibit Amendment C60mans to the Mansfield Planning Scheme under Section 19 of the Act.</li> </ol>	Coordinator Statutory Planning	<b>2/10/2024 Coordinator Statutory Planning:</b> The Planning Team will upload the Amendment into ATS for review by the Minister.
20/08/2024	Council Meeting Agenda 20 August 2024	13 2.3	Amendment C55 Redgum Estate	In progress	<p>THAT COUNCIL</p> <ol style="list-style-type: none"> <li>Having been authorised by the Minister for Planning to prepare Amendment C55mans to the Mansfield Planning Scheme under Section 8A(4) of the <i>Planning and Environment Act 1987</i> ('the Act');</li> <li>Having prepared and exhibited Amendment C55mans to the Mansfield Planning Scheme under Section 19 of the Act;</li> <li>Having considered all submissions to Amendment C55mans under Section 22 of the Act;</li> <li>Mansfield Shire Council resolves to: <ol style="list-style-type: none"> <li>Adopt Amendment C55mans to the Mansfield Planning Scheme, in accordance with Section 29 of the Act, without changes.</li> </ol> </li> </ol>	Coordinator Statutory Planning	<b>2/10/2024 Coordinator Statutory Planning:</b> The Planning Team will upload the Amendment into ATS for review by the Minister.
20/08/2024	Council Meeting Agenda 20 August 2024	13 2.5	Mansfield District Soccer Association Licence Agreement	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Endorses the proposal to enter into a licence agreement for the use of the sports and recreational facilities with the Mansfield District Soccer Association for six (6) months priority use</li> </ol>	Manager Planning & Environment	<b>30/09/2024 Manager Planning &amp; Environment:</b> No submissions have been received, and the final licence agreement is with

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					<p>with no further terms, with the commencement date on 1 July 2024.</p> <ol style="list-style-type: none"> <li>Receives annual licence fees from the Mansfield District Soccer Association of \$865.20 (ex GST).</li> <li>Provides public notification of the intention to enter a licence agreement with the Mansfield District Soccer Association.</li> <li>Endorses the Chief Executive Officer executing the licence agreement on completion of the public notification process.</li> </ol>		the Soccer Club for their signature. Once signed by both parties, the license will be ready for execution.
16/07/2024	Council Confidential Meeting Agenda 16 July 2024	18.2	Tender Award: Landfill Disposal Services	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Awards a schedule of rates contract for CM2223.026 Landfill Disposal to Greater Shepparton City Council with a rate per tonne of \$138.10 and an estimated total contract amount of \$817,640.38 (ex GST) for the contract term of 2 years.</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>Authorises the Chief Executive Officer to execute the contract.</li> <li>4. Makes this resolution public by including it within the public minutes of the Council meeting.</li> </ol>	General Manager Investment & Planning	<b>03/10/2024 General Manager Investment &amp; Planning:</b> Contract documents under review.
25/06/2024	Council Confidential Meeting Agenda 25 June 2024	18.2	Road Reserves Sale & Land Acquisition Proposal	In progress	Confidential	Manager Planning & Environment	Confidential
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.6	Mansfield State Emergency Services (SES) Terms of Lease Update	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Approves the proposed 10-year peppercorn lease agreement for a site lease area located on Lots 4 and 5 of the land at 166 – 176 Maroondah Highway, Mansfield, with an option for 3 further terms of 10 years, commencing on 1 July 2024.</li> <li>Receives community feedback on the proposed lease through the 2024-25 Budget consultation process; and</li> <li>Authorises the Chief Executive Officer to execute the lease agreement on completion of the public consultation process and finalization of the 2024-25 Budget.</li> </ol>	Manager Planning & Environment	<b>30/09/2024 Manager Planning &amp; Environment:</b> Version 8 of the license agreement has been provided to SES representatives for their final review. Once they are satisfied, the agreement will be ready for execution by both parties.

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20/02/2024	Council Meeting Agenda 20 February 2024	13 2.1	Discontinuance and Sale of Portions of Road Reserves	Completed	Confidential	Manager Planning & Environment	Confidential
12/12/2023	Council Confidential Meeting Agenda 12 December 2023	18.2	Potential Sale of Land	In progress	Confidential	Manager Planning & Environment	Confidential
28/11/2023	Council Confidential Meeting Agenda 28 November 2023	18.2	Potential Land Acquisition	Completed	Confidential	Manager Planning & Environment	Confidential