

# Mansfield Shire Council Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee	Action Taken
25/06/2024	Council Confidential Meeting Agenda 25 June 2024	18.1	Tender Award: Landfill Disposal Services	In Progress	Confidential	General Manager Investment & Planning	Confidential
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
25/06/2024	Council Confidential Meeting Agenda 25 June 2024	18.3	Tender Award: Chapel Hill Road - Lanky Creek Crossing Construction	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Award a lump sum contract for the construction of the Chapel Hill Road crossing of Lanky Creek to Alpine Civil for a maximum amount of \$196,888 (ex. GST).</li> <li>Approve a 10% construction contingency amount of \$19,689.</li> <li>Authorise the Chief Executive Officer to execute the contract.</li> <li>Make this resolution public by including it within the public minutes of the Council meeting.</li> </ol>	Manager Planning & Environment	<b>03/07/2024 Manager Major Projects:</b> Contract agreed and with contractor for signature.
25/06/2024	Council Confidential Meeting Agenda 25 June 2024	18.4	Tender Award: Municipal Building Services	Completed	<p>THAT COUNCIL</p> <ol style="list-style-type: none"> <li>Award a contract for the provision of Building Regulation Services to Government Shared Services in the total amount of \$475,880 (ex GST), for a three-year term.</li> <li>Authorises the Chief Executive Officer to execute the contract</li> <li>Make this resolution public by including it within the public minutes of the Council Meeting.</li> </ol>	General Manager Investment & Planning	<b>28/06/2024 General Manager Investment &amp; Planning:</b> Contract awarded and executed.

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25/06/2024	Council Meeting Agenda 25 June 2024	13 2.1	DP001/23 - 102, 126 & Lot 30 Highton Lane Mansfield - Residential Development Plan	Completed	THAT COUNCIL approves the submitted Development Plan for General Residential Zoned land on <b>Lot 31 LP135575, Lot 1 TP210771M, and Lot 30 LP135575</b> , commonly addressed as 102, 126 and Lot 30 Highton Lane, Mansfield.	Coordinator Statutory Planning	<b>1/07/2024 Coordinator Statutory Planning:</b> The Development Plan has been approved and issued to the Applicant. A copy will be loaded on Councils Public Website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 2.2	Key Worker Housing Workshops	Completed	THAT COUNCIL note the information provided on the Key Worker Housing forums.	Economic Development Officer - Business & Industry	<b>01/07/2024 Economic Development Officer - Business &amp; Industry:</b> Resolution noted.
25/06/2024	Council Meeting Agenda 25 June 2024	13 2.3	Strategic Planning Program, Infrastructure Plan & Flood Study	Completed	THAT COUNCIL notes the progress updates on the strategic planning program, the Infrastructure Plan and the Mansfield Flood Study.	Coordinator Statutory Planning	<b>01/07/2024 Coordinator Statutory Planning:</b> Resolution noted.
25/06/2024	Council Meeting Agenda 25 June 2024	13 3.1	Mansfield Swimming Pool End of Season Report	Completed	THAT COUNCIL note the 2023/24 Mansfield Swimming Pool End of Season Report.	Asset Maintenance Officer	<b>01/07/2024 Asset Maintenance Officer:</b> Resolution noted.
25/06/2024	Council Meeting Agenda 25 June 2024	13 4.1	Public Interest Disclosures Policy & Procedure	Completed	THAT COUNCIL endorse the Public Interest Disclosures Policy and Procedure 2024.	Governance and Risk Officer	<b>01/07/2024 Governance and Risk Officer:</b> Policy and procedure endorsed and updated on Council's website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 4.2	Community Engagement Policy	Completed	THAT COUNCIL endorse the Community Engagement Policy 2024.	Coordinator Communications, Governance & Risk	<b>01/07/2024 Coordinator Communications, Governance &amp; Risk:</b> Policy endorsed and updated on Council's website.

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25/06/2024	Council Meeting Agenda 25 June 2024	13 4.3	Complaints Policy	Completed	THAT COUNCIL endorse the Complaints Policy and Process 2024.	Governance and Risk Officer	<b>01/07/2024 Governance and Risk Officer:</b> Policy and process endorsed and updated on Council's website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 4.4	CEO Employment & Remuneration Policy	Completed	THAT COUNCIL endorse the CEO Employment Remuneration Policy 2024.	Executive Manager People, Communications & Governance	<b>01/07/2024 Executive Manager People, Communications &amp; Governance:</b> Policy endorsed and updated on Council's website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 4.5	Council Expenses Policy	Completed	THAT COUNCIL endorse the Council Expenses Policy 2024.	Governance and Risk Officer	<b>01/07/2024 Governance and Risk Officer:</b> Policy endorsed and updated on Council's website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 4.6	Council Plan 2021-25	Completed	THAT COUNCIL endorses the wording change to Strategy 3.1 of the Council Plan 2021-25 to 'Protect natural vistas and farmland'.	Governance and Risk Officer	<b>01/07/2024 Governance and Risk Officer:</b> Revised plan has been made available on Council's website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 5.1	Municipal Early Years Plan 2024 - 2028	Completed	THAT COUNCIL adopt the Mansfield Municipal Early Years Plan 2024-2028.	Executive Manager Community Health & Wellbeing	<b>4/07/2024 Executive Manager Community Health &amp; Wellbeing:</b> Endorsed by Council at meeting June 25, 2024
25/06/2024	Council Meeting Agenda 25 June 2024	13 6.1	Revised Revenue & Rating Plan 2021-25	Completed	THAT COUNCIL adopt the Revised Revenue and Rating Plan 2021-25.	Coordinator Financial Planning & Analysis	<b>01/07/2024 Coordinator Financial Planning &amp; Analysis:</b> Revised plan has been made available on Council's website.

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25/06/2024	Council Meeting Agenda 25 June 2024	13 6.2	Budget 2024-25	Completed	Action as per Resolution	Coordinator Financial Planning & Analysis	<b>01/07/2024 Coordinator Financial Planning &amp; Analysis:</b> Budget has been made available on Council's website.
25/06/2024	Council Meeting Agenda 25 June 2024	13 6.3	Insurance Renewal	Completed	THAT COUNCIL authorises the Chief Executive Officer to accept the offer relating to Mansfield Shire Council's 2024-25 insurance renewal for a total amount of \$485,705.06 (including GST) plus applicable stamp duty and policy administration fees.	Financial Controller	<b>01/07/2024 Financial Controller:</b> JLT Insurance report was accepted 26/06/2024 based on council resolution 13.6.3. MAV quote received 28/062024.
21/05/2024	Council Confidential Meeting Agenda - 21 May 2024	18.3	Tender Award: Rifle Butts Road Upgrade - Construction	In progress	THAT COUNCIL: 1. Award a lump sum contract for the construction of the Rifle Butts Road upgrade to Grampians Excavation Civil for a maximum amount of \$3,723,617 (ex. GST), including provisional items. 2. Approve a 10% construction contingency amount of \$365,351. 3. Authorise the Chief Executive Officer to execute the contract. 4. Make this resolution public by including it within the public minutes of the Council meeting.	Manager - Major Projects	<b>03/07/2024 Manager - Major Projects:</b> Contract agreed and with contractor for signature.
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.4	Cleanaway Pty Ltd Licence Agreement - Lakins Road Mansfield	Complete	THAT COUNCIL: 1. Endorses the proposal to enter into a licence agreement for use of part of Mansfield Council Shire Depot with Cleanaway Pty Ltd, for a period of 5 years with 1 x 5 Years further term, with a commencement date from 1 July 2024. 2. Receives an annual licence fee from Cleanaway Pty Ltd of \$12,000 (ex GST) with an annual CPI increase to be applied to the fee.	Manager Planning & Environment	<b>08/07/2024 Manager Planning &amp; Environment:</b> Licence with Cleanaway has been entered into in accordance with the resolution.

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					<ol style="list-style-type: none"> <li>3. Provides public notification of the intention to enter a licence agreement with the above- mentioned party.</li> <li>4. Endorses the Chief Executive Officer executing the licence agreements on completion of the public notification process.</li> </ol>		
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.5	Nutrien AG Solutions and Corcoran Parker Pty Ltd – Licence Agreement Renewal and Fee Waiver Request	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. Does not approve an exemption or reduction of the annual licence fees for the period between 2020 and 2023 for the use of the trans-shipment yards to Corcoran Parker or Nutrien Ag.</li> <li>2. Endorses the proposed 5-year licence agreements with Corcoran Parker and Nutrien Ag for the trans-shipment yards located at Lakins Road Mansfield, commencing on 1 July 2024.</li> <li>3. Receives an annual licence fee of \$1,375 (ex. GST) per annum from each tenant, with an annual CPI adjustment.</li> </ol>	Manager Planning & Environment	<p><b>08/07/2024 Manager Planning &amp; Environment:</b></p> <p>Draft licences have been provided to both parties for review and signing.</p>
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>1. 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>2. Receives community feedback on the proposed lease through the 2024-25 Budget consultation process; and</li> <li>3. Authorises the Chief Executive Officer to execute the lease agreement on completion of the public consultation process and finalisation of the 2024-25 Budget.</li> </ol>	Manager Planning & Environment	<p><b>08/07/2024 Manager Planning &amp; Environment:</b></p> <p>No submissions received during budget consultation period; Lease Agreement to be circulated for execution.</p>

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21/05/2024	Council Meeting Agenda 21 May 2024	13 2.7	Sports Clubs Licence Agreements	Complete	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. Endorses the proposal to enter into a license agreements for use of the sports and recreational facilities with the Mansfield Football/Netball Club, Mansfield Junior Football Club, Mansfield Junior Netball Club, and Mansfield Gymnastics Club, for a period of 5 years with two (2) further terms of 5 years, commencing 1 July 2024 and with the Mansfield Women's Football Club, for a period of 2 years with no further term with the commencement date on 1 July 2024.</li> <li>2. Receives annual license fees from the following clubs as detailed below: <ol style="list-style-type: none"> <li>a. Mansfield Football/Netball Club of \$5,540.61 (ex GST),</li> <li>b. Mansfield Junior Football Club of \$1,505.00 (ex GST),</li> <li>c. Mansfield Women's Football Club of \$1,061.67 (ex GST),</li> <li>d. Mansfield Junior Netball Club of \$1,247.17 (ex GST),</li> <li>e. Mansfield Gymnastics Club of \$2,530.18 (ex GST).</li> </ol> </li> <li>3. Provides public notification of the intention to enter a licence agreement with the above-mentioned parties. Endorses the Chief Executive Officer executing the licence agreements on completion of the public notification process.</li> <li>4. That the license agreement for Mansfield District Soccer Association be referred back to Council officers for further discussion.</li> </ol>	Manager Planning & Environment	<p><b>08/07/2024 Manager Planning &amp; Environment:</b> Licences have been completed for the Mansfield Football/Netball Club, Mansfield Junior Football Club, Mansfield Womens Football Club, Mansfield Junior Netball Club and the Mansfield Gymnastics Club.</p>
20/02/2024	Council Meeting Agenda 20 February 2024	13 2.1	Discontinuance and Sale of Portions of Road Reserves	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. Authorises the Chief Executive Officer to commence the process to discontinue and sell the following portions of road reserves as follows:</li> </ol>	Manager Planning & Environment	<p><b>08/07/2024 Manager Planning &amp; Environment:</b> Council officers are continuing to work with</p>

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					<ol style="list-style-type: none"> <li>a. Corner of Valley Fair Rise and Village Way, Macs Cove</li> <li>b. Peppin Drive, Bonnie Doon.</li> <li>c. Corner of Hutchinsons Road and Nanda Court, Bonnie Doon.</li> <li>d. Adjacent to Jamieson Primary School, off Chenery Street.</li> </ol> <ol style="list-style-type: none"> <li>2. Authorises the Chief Executive Officer to obtain independent valuations for any land to be sold.</li> </ol>		adjoining property owners for Macs Cove and Peppin Drive. Valuation being undertaken for Nanda Court.
20/02/2024	Council Meeting Agenda 20 February 2024	13 2.2	Mansfield State Emergency Services Land Lease	Complete	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. 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 2 further terms of 10 years option, commencing on 1 March 2024;</li> <li>2. Sets the annual licence fee at \$1 per annum, plus outgoings;</li> <li>3. Provides public notification of the intention to enter a lease agreement on the above-mentioned land for the current and future location of the building; and</li> <li>4. Authorises the Chief Executive Officer executing the lease agreement on completion of the public notification process.</li> </ol>	Manager Planning & Environment	<b>08/07/2024 Manager Planning &amp; Environment:</b> Refer Resolution of Council 21 May 2024 regarding updated lease term.
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	18.2	Potential Land Acquisition	In progress	Confidential	Manager Planning & Environment	Confidential



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	November 2023						