

Mansfield Shire Council Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
21/05/2024	Council Confidential Meeting Agenda - 21 May 2024	18.1	Tender Award: Cleaning of Council Assets	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Award a lump sum contract for the CM2324.033 Cleaning of Council Assets to H&A Traders Pty Ltd in the amount of \$284,393.55 (ex. GST) per year for three years to a contract sum of \$853,180.65 (ex. GST) with optional maximum extension of four years valued at \$1,137,574.20 (ex. GST) taking total potential contract sum to \$1,990,754.80 (ex. GST) plus CPI increments. Authorises the Chief Executive Officer to execute the contract. Make this resolution public by including it within the public minutes of the Council meeting. 	Asset Maintenance Officer	05/06/2024 Asset Maintenance Officer: Contract executed.
21/05/2024	Council Confidential Meeting Agenda - 21 May 2024	18.2	FOGO Green Bin Procurement	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Receives and notes the up-front cost of \$195,505.00 for the purchase of 3050 green bins for the FOGO kerbside collection service to urban areas and townships. Authorises the Chief Executive Officer to approve the payment for the purchase of 3050 bins from the waste reserve. Makes this resolution public by including it within the public minutes of the Council meeting. 	Contract Coordinator Waste & Environment	14/06/2024 Contract Coordinator Waste & Environment: Green bins have been delivered. Payment for the bins will occur in July.
21/05/2024	Council Confidential Meeting Agenda - 21 May 2024	18.3	Tender Award: Rifle Butts Road Upgrade - Construction	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 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. Approve a 10% construction contingency amount of \$365,351. Authorise the Chief Executive Officer to execute the contract. Make this resolution public by including it within the public minutes of the Council meeting. 	Manager - Major Projects	05/06/2024 Manager - Major Projects: Contract prepared for execution.
21/05/2024	Council Confidential Meeting	18.4	Highett/Malc olm St Roundabout	Completed	Confidential	Project Officer	Confidential

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	Agenda - 21 May 2024		Asphalting Works				
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.1	Asset Plan 2023-2033	Completed	THAT COUNCIL adopts the Mansfield Shire Council Asset Plan 2023-2033.	Asset Management Officer	21/05/2024 Asset Management Officer: Asset Plan adopted and updated on Council's website.
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.2	P030/23 - 152 Davies Road Merrijig	Completed	Action as per Resolution	Coordinator Statutory Planning	04/06/2024 Coordinator Statutory Planning: Notice of Decision to Grant a Permit issued 24 May 2024
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.3	Statutory Planning Applications – Referral to Council Policy	Completed	THAT COUNCIL endorse the revised Statutory Planning Applications – Referral to Council Policy.	Governance and Risk Officer	03/06/2024 Governance and Risk Officer: Policy endorsed and updated on Council's website.
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.4	Cleanaway Pty Ltd Licence Agreement - Lakins Road Mansfield	In progress	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. 3. Provides public notification of the intention to enter a licence agreement with the above- mentioned party. 4. Endorses the Chief Executive Officer executing the licence agreements on completion of the public notification process.	Manager Planning & Environment	05/06/2024 Manager Planning & Environment: Notice of Intent to enter into a licence has been completed. Licence will be issued upon successful completion of the notification period (14 June).

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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"> 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. 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. Receives an annual licence fee of \$1,375 (ex. GST) per annum from each tenant, with an annual CPI adjustment. 	Manager Planning & Environment	<p>05/06/2024 Manager Planning & Environment:</p> <p>Both organisations have been advised of the outcome of the waiver request. Preparation of licence agreements commenced.</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"> 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. Receives community feedback on the proposed lease through the 2024-25 Budget consultation process; and Authorises the Chief Executive Officer to execute the lease agreement on completion of the public consultation process and finalisation of the 2024-25 Budget. 	Manager Planning & Environment	<p>7/06/2024 Manager Planning & Environment:</p> <p>No submissions received during budget consultation period; Lease Agreement to be circulated for execution following adoption of Budget.</p>
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.7	Sports Clubs Licence Agreements	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 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. Receives annual license fees from the following clubs as detailed below: <ol style="list-style-type: none"> Mansfield Football/Netball Club of \$5,540.61 (ex GST), 	Manager Planning & Environment	<p>05/06/2024 Manager Planning & Environment:</p> <p>Notice of Intent to enter into a licence with each party has been completed. Licences will be issued upon successful completion of the notification period (14 June). A meeting with the Mansfield District Soccer Association has been sought.</p>

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					<ul style="list-style-type: none"> b. Mansfield Junior Football Club of \$1,505.00 (ex GST), c. Mansfield Women's Football Club of \$1,061.67 (ex GST), d. Mansfield Junior Netball Club of \$1,247.17 (ex GST), e. Mansfield Gymnastics Club of \$2,530.18 (ex GST). <p>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.</p> <p>4. That the license agreement for Mansfield District Soccer Association be referred back to Council officers for further discussion.</p>		
21/05/2024	Council Meeting Agenda 21 May 2024	13 3.1	Investment Policy	Completed	THAT COUNCIL endorse the Investment Policy 2024.	Governance and Risk Officer	03/06/2024 Governance and Risk Officer: Policy endorsed and updated on Council's website.
21/05/2024	Council Meeting Agenda 21 May 2024	13 3.2	Quarterly Finance Report	Completed	THAT COUNCIL receives the Budget Report for the period 1 July 2023 to 31 March 2024.	Coordinator Financial Planning & Analysis	12/06/2024 Coordinator Financial Planning & Analysis: Complete
21/05/2024	Council Meeting Agenda 21 May 2024	13 4.1	S6 - Instrument of Delegation & S18 - Instrument of Sub-Delegation	Completed	THAT COUNCIL: <ul style="list-style-type: none"> 1. Revoke the existing Schedule 6 - Instrument of Delegation from Council to Members of Council Staff previously endorsed by Council on 27 June 2023. 2. Endorse the Schedule 6 – Instrument of Delegation from Council to Members of Council Staff dated 21 May 2024. 3. Approves Mayor Cr Steve Rabie to sign and Deputy Mayor Cr Mark Holcombe to witness the signing of Schedule S6 Instrument of Delegation - Members of Staff. 	Governance and Risk Officer	03/06/2024 Governance and Risk Officer: Delegations approved and updated on Council's website.

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					<ol style="list-style-type: none"> 4. Revoke the existing Schedule 18 - Instrument of Sub-Delegation under the Environment Protection Act 2017 previously endorsed by Council on 20 July 2021. 5. Endorse the Schedule 18 - Instrument of Sub-Delegation under the Environment Protection Act 2017 dated 21 May 2024. 6. Approves Mayor Cr Steve Rabie to sign and Deputy Mayor Cr Mark Holcombe to witness the signing of Schedule 18 - Instrument of Sub-Delegation under the Environment Protection Act 2017. 		
16/04/2024	Council Meeting Agenda 16 April 2024	13 3.2	Gravel Cycling Program Update	Completed	THAT COUNCIL note the report and associated Memorandum of Understanding established with Tourism North East for the Activating Gravel Cycling Project.	General Manager Infrastructure & Planning	05/06/2024 General Manager Infrastructure & Planning: Community engagement has been completed, and Council Officers have commenced working with submitters who have raised concerns.
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"> 1. Authorises the Chief Executive Officer to commence the process to discontinue and sell the following portions of road reserves as follows: <ol style="list-style-type: none"> a. Corner of Valley Fair Rise and Village Way, Macs Cove b. Peppin Drive, Bonnie Doon. c. Corner of Hutchinsons Road and Nanda Court, Bonnie Doon. d. Adjacent to Jamieson Primary School, off Chenery Street. 2. Authorises the Chief Executive Officer to obtain independent valuations for any land to be sold. 	Manager Planning & Environment	7/06/2024 Manager Planning & Environment: Council officers are continuing to work with adjoining property owners for Macs Cove and Peppin Drive. Valuation being undertaken for Nanda Court.
20/02/2024	Council Meeting Agenda 20	13 2.2	Mansfield State Emergency	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Approves the proposed 10-year peppercorn lease agreement for a site lease area located on Lots 4 and 	Manager Planning & Environment	14/06/2024 Manager Planning & Environment:

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	February 2024		Services Land Lease		<p>5 of the land at 166 – 176 Maroondah Highway, Mansfield, with 2 further terms of 10 years option, commencing on 1 March 2024;</p> <p>2. Sets the annual licence fee at \$1 per annum, plus outgoings;</p> <p>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</p> <p>4. Authorises the Chief Executive Officer executing the lease agreement on completion of the public notification process.</p>		Report presented to Council 21 May 2024; Lease Agreement to be circulated for execution following adoption of Budget.
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	In progress	Confidential	Manager Planning & Environment	Confidential
19/09/2023	Council Confidential Meeting Agenda 19 September 2023	18.3	Potential Land Acquisition	Completed	Confidential	Manager Planning & Environment	Confidential