

OFFICIAL



Mansfield Shire

## MINUTES

# Council Meeting

Tuesday 19 May 2026

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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.

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## 1. Opening of the meeting

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

## 2. Present

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

In Attendance:

Chief Executive Officer:

Kirsten Alexander

General Manager Investment & Planning:

Melissa Crane

Executive Manager Development & Customer Service:

Maya Balvonova

Executive Manager Community Health & Wellbeing:

Janique Snyder

Executive Manager Capital Works & Operations:

Justin Hotton

Coordinator Governance & Risk:

Chelsea Daly

Coordinator Compliance:

Michael Richards

Financial Controller:

Michael McCormack

Strategic Property Program Manager:

Renee Archibald

Coordinator Community Strengthening:

Simon Donohoe

Manager Field Services:

Tasman Clingan

Project Technical Officer:

Pasang Sherpa

## 3. Apologies

Nil

## 4. Statement of commitment

Councillor 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 Model Code of Conduct. 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

- Cr Bonnie Clark declared a conflict of interest in respect of item 18.3 'Historic Goods Shed and Visitor Information Centre Commercial Activation EOI'
- Cr Tim Berenyi declared a conflict of interest in respect of item 13.3.1 'Mansfield and District (MAD) Potters Lease'

## 7. Confirmation of minutes

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

THAT the Minutes of the Mansfield Shire Council meeting held on 21 April 2026 and 5 May 2026 be confirmed as an accurate record.

**CARRIED**

## 8. Representations

Nil

## 9. Notices of motion

Nil

## 10. Mayor's report

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

THAT COUNCIL receive the Mayor's report for the period 22 April 2026 to 12 May 2026.

**CARRIED**

## 11. Reports from council appointed representatives

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

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

**CARRIED**

## 12. Public question time

Nil

## 13. Officer reports

### 13.1. Chief Executive Officer's report

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

THAT COUNCIL receive and note the Chief Executive Officer's report for the period 1 April 2026 to 30 April 2026.

**CARRIED**

### 13.2. Investment and Planning

#### 13.2.1. Tourism Reference Group

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

THAT COUNCIL endorse the creation of a Tourism Reference Group under the guidelines in the Terms of Reference.

**CARRIED**

### **13.2.2. Project CODI Carry Forward**

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

THAT COUNCIL approves an additional carry forward fund from 2024-25 to the 2025-26 Budget for the CODI project, in the amount of \$659,493.

**CARRIED**

### **13.2.3. TNE Regional MoU**

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

THAT COUNCIL endorse the Memorandum of Understanding with Tourism North East for the three year period, commencing on 1 July 2026 and expiring on 30 June 2029.

**CARRIED**

Councillor Tim Berenyi left the meeting at 5:20 pm.

## **13.3. Development & Customer Service**

### **13.3.1. Mansfield and District (MAD) Potters Lease**

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

THAT COUNCIL:

1. Approves the proposal to enter into a ten (10) year lease with the Mansfield and District MAD Potters for the use of the Clay Stables, commencing 1 July 2026 and expiring 30 June 2036, subject to public notification of the intention to extend the lease.
2. Approves the inclusion of an option for a further term of ten (10) years subject to mutual agreement between the parties and continued compliance with the lease conditions.
3. Approves the proposal for the lease to continue on a peppercorn basis, with the lessee required to pay rent of \$1.00 per annum if demanded, consistent with the existing lease agreement.
4. Provides public notification of the intention to enter a lease agreement with Mansfield and District MAD Potters.
5. Authorises the Chief Executive Officer to execute the lease agreement on completion of the public notification process.

**CARRIED**

Councillor Tim Berenyi returned to the meeting at 5:22 pm.

### **13.3.2. Mansfield Men's Shed - Request for Support**

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

THAT COUNCIL:

1. Acknowledges the community benefits provided by the Mansfield Men's Shed Inc., their identified future growth requirements, and need for external funding for a new shed to support their future growth.
2. Provides in-principle support for the allocation of a portion of the subject land at 35-37 Ailsa Street, Mansfield, to Mansfield Men's Shed Inc., to enable the group to seek external funding for a new shed and associated facilities.
3. Notes that Council's in principle support for the project relies on the final certification of the subdivision plan and transfer of the land to Council ownership.
4. Endorses in principle the proposal to enter into a lease with Mansfield Men's Shed Inc. for the new shed footprint, under the same terms and conditions as the existing lease, subject to:
  - a. completion of subdivision certification;
  - b. mutual agreement between the parties;
  - c. continued compliance with the lease conditions; and
  - d. completion of community engagement over the proposal.
5. Approves the Mayor signing a Letter of Intent and Letter(s) of Support to enable Mansfield Men's Shed Inc. to progress planning and to seek external funding for the new shed and associated facilities.
6. Resolves to give public notice of Council's intention to support the expansion of the Mansfield Men's Shed on a portion of the Ailsa Street site, once the site has transferred to Council ownership, and seeks community feedback on the future use(s) of the site in accordance with statutory requirements under the Local Government Act 2020.
7. Notes that a further report will be provided to Council on conclusion of the land transfer and community engagement process.

**CARRIED**

### **13.3.3. Parking Infringements Refund Scheme**

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

THAT COUNCIL:

1. Establishes a refund scheme for parking infringements specified in Items 1 to 11 in Column 1 of Schedule 6 of the Road Safety (General) Regulations 2019, for the period 1 July 2006 to 30 June 2025, with refunds equivalent to 0.3 penalty units per infringement;
2. Authorises Council officers to engage with VicRoads to obtain relevant data, confirm costs and seek opportunities to minimise expenditure; and
3. Authorises the Chief Executive Officer to take the required steps to implement the refund scheme.

**CARRIED**

### **13.3.4. Community Local Law 2026–2035**

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

THAT COUNCIL:

1. Adopts the Mansfield Shire Council Community Local Law 2026–2035.
2. Adopts the associated Policy and Procedure Manual.
3. Authorises the Chief Executive Officer to make any administrative amendments necessary to ensure legal compliance prior to publication of the documents on Council's website.
4. Authorises the Chief Executive Officer to arrange for any required public notice to be prepared and published, including in the Government Gazette and on Council's website, in accordance with the Local Government Act 2020 requirements.
5. Notes that a Legal Compliance Certificate has been completed and is attached to the Community Local Law.

**CARRIED**

## **13.4. Community Health and Wellbeing**

### **13.4.1. Social Inclusion Action Group (SIAG) Initiatives**

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

THAT COUNCIL notes the new initiatives approved by the Social Inclusion Action Group (SIAG) for funding in accordance with the SIAG grant guidelines, with a total funding allocation of \$20,669.

**CARRIED**

## **13.5. Executive Services**

### **13.5.1. S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

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

THAT COUNCIL:

1. Revoke the existing Schedule 11A - Instrument of Appointment and Authorisation (Planning and Environment Act 1987) previously endorsed by Council on 24 June 2025;
2. Endorse Schedule 11A - Instrument of Appointment and Authorisation (Planning and Environment Act 1987) dated 19 May 2026; and
3. Approve Mayor Cr Steve Rabie to sign the endorsed instruments as listed in point 2 and Deputy Mayor Cr James Tehan to witness the signing.

**CARRIED**

### **13.5.2. Friends of Venilale - Memorandum of Understanding**

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

THAT COUNCIL:

1. Endorse the Memorandum of Understanding between Mansfield Shire Council and Friends of Venilale for a term of four years; and
2. Approve an annual donation of \$3,000 for the term of the agreement.

**CARRIED**

### **13.5.3. Quarterly Finance Report**

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

THAT COUNCIL receives and notes the Quarterly Finance Report for the period 1 July 2025 – 31 March 2026.

**CARRIED**

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

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

THAT COUNCIL receive and note the Mansfield Shire Council Meeting Resolution Actions Status Register as at 12 May 2026.

**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 Mandy Treasure/Councillor Bonnie Clark:**

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 - 19 May 2026 was closed to the public at 5:57 pm.

## **18. Confidential Reports**

### **18.1. Lakins Road Industrial Estate Trunk Infrastructure Fund Application and Advancement of Project Stage 1**

**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. Potential Land Acquisition**

**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.

Councillor Bonnie Clark left the meeting at 6:26 pm.

### **18.3. Historic Goods Shed and Visitor Information Centre Commercial Activation EOI**

#### **Confidential**

This report contains confidential information pursuant to the provisions of Section 66(2) of the Local Government Act 2020 under Section 3(g) - private commercial information, being information provided by a business, commercial or financial undertaking that:(i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

Councillor Bonnie Clark returned to the meeting at 6:41pm.

### **18.4. Tender Award: Platform Toilet Refurbishment**

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

THAT COUNCIL:

1. Awards a lump sum contract for the Station Precinct Platform Toilet Refurbishment to The Building Club Pty Ltd in the amount of \$190,268.33 (excl. GST).
2. Approves a 10% construction contingency amount of \$19,026.83 (excl. 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.

**CARRIED**

### **18.5. Aquatic Facilities Working Group Pool Operation Proposal**

#### **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.

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

**Councillor Tim Berenyi/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 6:59 pm.

## **20. Close of meeting**

The Council Meeting Agenda - 19 May 2026 was closed at 7:01 pm.

CONFIRMED this **thirtieth** day of **June 2026**

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**Mayor**