

Mansfield Shire Council Action Register

| Meeting Date | Document | Item No. | Item | Status | Action Required | Assignee/s | Action Taken |
|--------------|---|----------|---|-----------|---|---|--|
| 31/10/2023 | Additional Council Meeting Agenda 31 October 2023 | 8.1.1 | Black Spot Funding Grant Application | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Endorses the submission of a grant application to the Black Spot Funding Program for construction of a roundabout at the intersection of Dead Horse Lane and Mansfield-Whitfield Road. 2. Notes the estimated financial Council/State Government contribution in the amount of \$609,000 (ex GST) for consideration in the 2024-25 Budget process. | Manager Operations & Capital Works | 20/11//2023 Manager Operations & Capital Works: Federal Black spot funding has been submitted and awaiting approval. |
| 31/10/2023 | Additional Council Meeting Agenda 31 October 2023 | 8.2.2 | Annual Report | Ongoing | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. In accordance with section 100 of the Local Government Act 2020, Council receives and notes the Annual Report 2022-23 as presented; and 2. Delegates to the Chief Executive Officer the authority <ol style="list-style-type: none"> a. to correct any errors including typographical in the operations report that do not materially alter the underlying message of the report, and b. insert the Victorian Auditor-General's Office Independent Reports regarding the audits of the Financial Statements and the Performance Report. | General Manager Business & Economic Development | 31/10/2023 General Manager Business & Economic Development: The Annual Report was noted at the Additional Council Meeting. The Victorian Auditor-General's Office Independent Reports regarding the audits of the Financial Statements and the Performance Report are pending. |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 2.1 | Station Precinct Masterplan | Completed | THAT COUNCIL adopt the Mansfield Station Precinct Masterplan, October 2023. | Strategic Planning Officer | 20/11/2023 Strategic Planning Officer: Complete: The Station Precinct Masterplan was adopted at the ordinary meeting of Council on 17 October 2023. |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 2.2 | Botanic Park Masterplan | Completed | THAT COUNCIL adopt the Mansfield Botanic Park Masterplan. | Strategic Planning Officer | 20/11/2023 Strategic Planning Officer: Complete: The Botanic Park Masterplan was adopted at the ordinary meeting of Council on 17 October 2023. |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 2.3 | DP001/19 - 294 Monkey Gully Road, Mansfield | Completed | THAT COUNCIL approves the submitted Development Plan for Rural Living Zone land on Lot 1, Plan of Subdivision 206686E, commonly addressed as 294 Monkey Gully Road Mansfield, subject to the inclusion of the recognition of the Mansfield Flood | Coordinator Statutory Planning | 14/11/2023 Coordinator Statutory Planning: Council Officers have been in contact with the Applicant and expect the relevant documents |

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| | | | | | Study and potential for a Floodway Overlay and Land Subject to Inundation Overlays in the performance measures. | | be submitted within coming weeks. Once provided and assessed the Development Plan will be approved and signed. |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 3.1 | Election (Caretaker) Period Policy | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Endorse the Election (Caretaker) Period Policy 2023. 2. Endorse the appending of the revised Election (Caretaker) Period Policy to the Governance Rules 2022 to replace the existing Election Period Policy. | Interim Coordinator Governance & Risk | <p>17/10/2023 Interim Coordinator Governance & Risk:</p> <p>Complete: Council endorsed the Election (Caretaker) Period Policy. The Policy has been appended to the Governance Rules 2022.</p> |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 3.2 | Governance and Management Checklist 2022-2023 | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Receive and note the Governance and Management Checklist 2022-23, and 2. Authorise the Mayor and CEO to sign the Governance and Management Checklist 2022-23 for the purposes of inclusion in the 2022-23 Annual Report. | Interim Coordinator Governance & Risk | <p>17/10/2023 Interim Coordinator Governance & Risk:</p> <p>Complete: Council endorsed the Governance and Management Checklist and authorised the Mayor and CEO to sign the checklist.</p> |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 3.3 | High Country Library Shared Service Agreement 2023 - 2026 | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Approves entering into the service arrangement for a further three-year period. 2. Authorises the CEO to sign the High Country Library Shared Service Agreement 2023-2026. 3. Notes the estimated total amount for the term of the agreement is \$347, 313 (based on the 2023-24 service fee). | Senior Coordinator Community & Economic Development | <p>17/10/2023 Senior Coordinator Community & Economic Development:</p> <p>Complete: Council approved entering into the Library Shared Service Agreement 2023 and the agreement has been signed by the CEO and provided to the High Country Network.</p> |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 3.4 | Performance Statements 2022 - 2023 | Incomplete | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Approves in principle the Performance Statements of Mansfield Shire Council for the year ended 30 June 2023; and 2. Authorises Mayor Tehan and Deputy Mayor Rabie to certify the Performance Statements of Mansfield Shire Council for the year ended 30 June 2023, subject to any amendments or changes made as required by the Victorian Auditor General's Office. | Executive Manager Community Health & Wellbeing | <p>14/11/2023 Executive Manager Community Health & Wellbeing:</p> <p>Awaiting final sign off by Victorian Auditor General's Office.</p> |

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| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 3.5 | Annual Financial Statements 2022-23 | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Approves in principle the Financial Statements of Mansfield Shire Council for the year ended 30 June 2023; and Authorises Mayor Tehan and Cr Holcombe to certify the Mansfield Shire Council Financial Statements for the year ended 30 June 2023 on behalf of Council, subject to any amendments or changes made as required by the Victorian Auditor General's Office. | General Manager Business & Economic Development | <p>17/10/2023 General Manager Business & Economic Development: The Annual Financial Statements were endorsed by Council subject to any amendments made as required by the Victorian Auditor General's Office.</p> |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 4.1 | Council Christmas Function – Early Office Closure | Completed | THAT COUNCIL endorse the closure of its offices including the main office, community services, youth and family services, visitor information centre, library and field services depot for the period between 12.30 pm and 5.00 pm on Friday 1 December 2023. | CEO | <p>22/11/2023 CEO: Complete: Closure advertised on Facebook and in Mansfield Matters.</p> |
| 17/10/2023 | Council Meeting Agenda 17 October 2023 | 13 4.2 | Friends of Venilale - Memorandum of Understanding | Completed | THAT COUNCIL receive and note the signed renewed Memorandum of Understanding between Mansfield Shire Council and the Sub-District Administration of Venilale. | CEO | <p>22/11/2023 CEO: Complete: Noted and MoU filed.</p> |
| 03/10/2023 | Confidential Additional Council Meeting Agenda 3 October 2023 | 9.1 | Tender Award for High Street Carpark | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Award a lump sum contract for the Construction of High Street Carpark to Alpine Civil Pty Ltd for the amount of \$428,727.50 (ex. GST). Approve a 10% construction contingency amount of \$42,872.75 (ex. GST) Include an additional optional fixed price in the contract of \$32,500 (ex. GST) for supply and installation of car park lighting. Authorise the Chief Executive Officer to execute the contract. Make this resolution public by including it within the public minutes of the Council. | Manager Operations & Capital Works | <p>20/11/2023 Manager Operations & Capital Works: Contract prepared and sent to Alpine Civil for signing.</p> |
| 03/10/2023 | Confidential Additional Council Meeting Agenda 3 October 2023 | 9.2 | Tender Award for Resheeting Program 2023-2024 | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Award a lump sum contract for the Re-sheeting Program to Alpine Civil Pty Ltd in the amount of \$868,439.45 (ex. GST). Approve an additional provisional sum of \$49,687.50 (ex. GST) for maintenance grading during the 12-month maintenance period. | Manager Operations & Capital Works | <p>20/11/2023 Manager Operations & Capital Works: Complete: Contract awarded to Alpine Civil.</p> |

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| | | | | | <ol style="list-style-type: none"> 3. Approve a 5% construction contingency amount of \$45,906.35 (ex. GST) 4. Authorise the Chief Executive Officer to execute the contract. 5. Make this resolution public by including it within the public minutes of the Council meeting. | | |
| 03/10/2023 | Confidential Additional Council Meeting Agenda 3 October 2023 | 9.3 | Tender Award for Transfer Station Upgrade | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Awards the Design and Construction of Glass and FOGO drop-off facility at MRRC to Cronin Construction Pty Ltd for a lump sum of \$248,320.00 (inc. GST) subject to approval from DEECA on the project completion date extension request. 2. Authorizes the Chief Executive Officer to execute the contract subject to approval from DEECA on the project completion date extension request. 3. Make this resolution public by including it in the public minutes of the meeting. | Manager Planning & Environment | <p>20/11/2023 Manager Planning & Environment: The project completion date extension request has been granted by DEECA with new updated milestones set up.</p> |
| 03/10/2023 | Confidential Additional Council Meeting Agenda 3 October 2023 | 9.4 | 340 Dead Horse Lane, Mansfield | Completed | Confidential | General Manager Business & Economic Development | Confidential |
| 19/09/2023 | Council Confidential Meeting Agenda 19 September 2023 | 18.1 | Tender Award of Reseal Preparation Program 2023-24 | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Award a lump sum contract for the Reseal Preparation Program to Bild Infrastructure Pty Ltd in the amount of \$694,480.83 (ex. GST). 2. Approve a 10% construction contingency amount of \$69,448.08 (ex. GST) 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 Operations & Capital Works | <p>20/11/2023 Manager Operations & Capital Works: Complete: Contract awarded to Bild Infrastructure Pty Ltd.</p> <p>06/10/2023 Manager Operations & Capital Works: Contract prepared and sent to Bild Infrastructure Pty Ltd for signing.</p> |
| 19/09/2023 | Council Confidential Meeting Agenda 19 | 18.2 | Tender Award of Reseal Program 2023-24 | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Awards a lump sum contract to Boral in the amount of \$604,895.34 (ex. GST) for the 2023-24 Resealing Program. | Manager Operations & Capital Works | <p>20/11/2023 Manager Operations & Capital Works: Complete: Contract awarded to Boral.</p> |

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| | September 2023 | | | | <ol style="list-style-type: none"> 2. Approves a 10% construction contingency amount of \$60,489.53 (ex. GST). 3. Notes the allocation of \$163,563.91 (ex GST) to the Reseal Preparation Program from the remaining budget. 4. Authorises the Chief Executive Officer to execute the contract. 5. Make this resolution public by including it within the public minutes of the Council meeting. | | 06/10/2023 Manager Operations & Capital Works: Contract prepared and sent to Boral for signing. |
| 19/09/2023 | Council Confidential Meeting Agenda 19 September 2023 | 18.3 | Potential Land Acquisition | In progress | Confidential | Manager Planning & Environment | Confidential |
| 19/09/2023 | Council Meeting Agenda 19 September 2023 | 13 2.1 | EB Mawsons Land Lease Agreement | In progress | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Approves the proposed lease of part of Crown Allotments 83A1, 83A, 82AB1, and 82AB2, located at Monkey Gully Road, Mansfield, Victoria 3722 for a period of 5 years, without the inclusion of any subsequent extension term, to E.B. Mawson & Sons Pty Ltd. 2. Sets the annual lease payment at \$8,560 per annum (ex GST) payable on a quarterly basis, with an annual CPI increase. 3. Provides public notification of the intention to lease the above-mentioned land. 4. Authorises the Chief Executive Officer to execute the lease agreement on completion of the public notification process. | Manager Planning & Environment | <p>09/11/2023 Manager Planning & Environment: Clarification of the rented land location in process.</p> <p>04/10/2023 Manager Planning & Environment: The final lease agreement has been emailed to EB Mawson's and is now ready for execution. Additionally, the requirement for public notification regarding the intention to lease the mentioned land has been fulfilled and the lease has been advertised in Mansfield Matters.</p> |
| 19/09/2023 | Council Meeting Agenda 19 September 2023 | 13 2.2 | Mansfield Croquet Club and Delatite Cricket Club | In progress | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Endorses the proposal to enter into a license agreement for use of the Lords Ground Reserve with the Mansfield Croquet Club, for a period of 5 years with two (2) further terms of 5 years, with a commencement date from 1 September 2023. 2. Endorses the proposal to enter into a license agreement for the Lords Ground Reserve and the Mansfield Recreational Reserve with the Delatite Cricket Club, for a period of 5 years with one (1) | Manager Planning & Environment | 09/11/2023 Manager Planning & Environment: Mansfield Croquet Club license agreement has been executed. Delatite Cricket Club negotiation process is ongoing regarding the fee for the license agreement. Supporting documentation from Delatite |

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| | | | | | <p>further term of 5 years, with a commencement date from 1 October 2023.</p> <ol style="list-style-type: none"> 3. Receives an annual license fee from Mansfield Croquet Club of \$152 (ex GST) and an annual license fee of \$2,771 (ex GST) from the Delatite Cricket Club, with an annual CPI increase to be applied to the fees. 4. Provides public notification of the intention to enter a license agreement with the above-mentioned parties. 5. Endorses the Chief Executive Officer executing the license agreements on completion of the public notification process. | | <p>Cricket Club to be provided to Council Officers.</p> <p>06/10/2023 Manager Planning & Environment: Final license agreements have been emailed to both the Mansfield Croquet Club and Delatite Cricket Club ready for execution. The requirement for public notification of the intention to form a license with these parties has been fulfilled with a notice published in Mansfield Matters.</p> |
| 19/09/2023 | Council Meeting Agenda 19 September 2023 | 13 2.4 | Fees and Charges Waiver Requests | Completed | <p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Approves the proposed Criteria for Waiver of Local Law Permit fees. 2. Notes that the Criteria will be implemented immediately upon approval by Council. 3. Approves a waiver for the hire of rooms at the Mansfield Family and Childrens Centre for up to 50 hours for the 2023-24 Financial Year to Upper Murray Family Care Incorporated. 4. Authorises the CEO to negotiate an annual fee with the Mansfield Mount Buller Cycling Club for their events, to be processed as one permit for the year. | Manager Planning & Environment | <p>09/11/2023 Manager Planning & Environment: Mount Buller Cycling Club annual fee has been negotiated to \$300.</p> <p>06/10/2023 Manager Planning & Environment: Upper Murray Family Care Incorporated has been contacted regarding the approval to waive the fee for the rental of rooms at the Mansfield Family and Children's Centre as per the suggested conditions. Contact has also been made with Mount Buller Cycling Club regarding negotiation of an annual fee.</p> |
| 28/06/2022 | Council Meeting Agenda 28 June 2022 | 13 2.3 | C55mans - Redgum Drive Planning Scheme Amendment | Awaiting external response | <p>THAT COUNCIL</p> <ol style="list-style-type: none"> 1. Adopt the Redgum Drive Amendment, resolving to implement the proposal generally in accordance with the attached documents through Amendment C55mans to the Mansfield Planning Scheme. 2. Request under Section 8A (2) and (3) of the Planning and Environment Act 1987 that the | General Manager Infrastructure & Planning | <p>20/11/2023 Strategic Planning Officer: Exhibition of the amendment has been completed. Council has received 3 objections to the amendment. 2 have been resolved. A meeting with the final objector is scheduled for</p> |

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| | | | | | <p>Minister for Planning authorise Mansfield Shire Council to prepare Amendment C55mans to the Mansfield Planning Scheme.</p> <p>3. Notify the Minister for Planning that when it exhibits Amendment C55mans, Mansfield Shire Council intends to give full notification of the Amendment under Section 19 of the Planning and Environment Act 1987 for a minimum statutory exhibition period of one month.</p> <p>4. When authorised by the Minister for Planning, exhibited Amendment C55mans to the Mansfield Planning Scheme under Section 19 of the Planning and Environment Act 1987.</p> | | <p>21/11/2023. The amendment will be put up to Council in the December meeting.</p> <p>03/10/2023 Strategic Planning Officer: Amendment currently on exhibition until Sunday 5 November. Should no submissions be received, the amendment will then be presented to Council for adoption before it is sent to the Minister for Planning.</p> |