

# Mansfield Shire Council Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
19/03/2024	Council Confidential Meeting Agenda 19 March 2024	18.1	Tender Award - Lords Reserve Drainage	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Award a lump sum contract to Global Turf Projects Pty Ltd for the total amount of \$208,172.34 (ex GST) for the drainage and resurfacing works of Lords Oval Reserve.</li> <li>Approves a provisional sum of \$29,456.00 (ex GST) for removal and storage of periphery fence.</li> <li>Approves an additional 10% construction contingency \$23,762.83 (ex GST)</li> <li>Authorises the Chief Executive Officer to execute the contract.</li> <li>Makes this resolution public by including it in the public minutes of the meeting.</li> </ol>	Manager Operations & Capital Works	<b>05/04/2024 Manager Operations &amp; Capital Works:</b> Contract awarded, works commencing April 8 2024.
19/03/2024	Council Confidential Meeting Agenda 19 March 2024	18.2	Tender Award - Project CODI Enterprise Resource Planning Solution	Completed	<p>THAT COUNCIL upon the receipt of formal notification that Murrindindi Shire Council, Strathbogie Shire Council and Benalla Rural City Council have resolved to support the award of any contracts by Mansfield Shire Council in accordance with the Memorandum of Understanding signed by all four Councils, including payment of all agreed contributions.</p> <ol style="list-style-type: none"> <li>Awards the lump sum contract for the implementation of the Enterprise Resource Planning to Civica for the amount of \$1,223,590 excluding GST, including 10% contingency for implementation of the Finance, Customer Relationship Management and Property/Rates modules into Mansfield, Murrindindi and Strathbogie Shire Councils, and Benalla Rural City Council.</li> <li>Awards the ongoing servicing agreement for the licencing of the Enterprise Resource Planning Finance, Customer Relationship Management and Property/Rates modules between Mansfield Shire Council and Civica for the amount of \$758,070 excluding GST, for a term of 5 years commencing at signing of the contract.</li> <li>Provide Council with the option to award the lump sum contract to Civica for the implementation of the HR/Payroll module into Mansfield, Murrindindi and Strathbogie Shire Councils, and Benalla Rural City Council for the amount of \$214,434 excluding GST, including 10% contingency.</li> <li>Awards the ongoing servicing agreement for the licencing of the HR/Payroll module between Mansfield Shire Council and Civica for the amount of \$26,097 excluding GST, for a term of 5 years.</li> <li>Notes the contract periods of 5 years, 1 April 2024 till 31 March 2029, with options of two x 2-year extensions.</li> <li>Authorises the Chief Executive Officer to execute the contract.</li> <li>Makes this resolution public by including it in the public</li> </ol>	Project Manager Rural Councils Transformation Program	<b>03/04/2024 Project Manager Rural Councils Transformation Program:</b> All Council's have considered and approved the award of the tender to Civica.

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					minutes of the meeting.		
19/03/2024	Council Meeting Agenda 19 March 2024	13.2.1	Nutrien AG Solutions and Corcoran Parker Pty Ltd – License Agreement – Fee Waiver	In Process	THAT COUNCIL refer the consideration of an exemption or a reduction in the annual licence fees for the period between 2020 and 2022 for the use of the transshipment yards to Corcoran Parker or Nutrient Ag back to Council Officers for further negotiation.	Manager Planning & Environment	<b>03/04/2024 Manager Planning &amp; Environment: Meeting with</b> Corcoran Parker or Nutrient Ag scheduled for Monday, 8 April 2024 for further negotiation.
19/03/2024	Council Meeting Agenda 19 March 2024	13.2.2	Planning Permit Application P197/23 - 28 Stoneleigh Road Mansfield	Completed	Action as per Resolution	Coordinator Statutory Planning	<b>05/04/2024 Coordinator Statutory Planning: Notice of Decision to Grant a Permit issued 27 March 2024</b>
19/03/2024	Council Meeting Agenda 19 March 2024	13.2.3	Bush Market Annual Fee Waiver Request	Completed	THAT COUNCIL does not issue a fee waiver or reduction for Bush Market Inc. for the future annual permit fees.	Manager Planning & Environment	<b>03/04/2024 Manager Planning &amp; Environment:</b> Bush Market Inc is required to pay the annual fee of \$1800 following Council's Fees & Charges requirements.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.1	Fair Access Policy	Completed	THAT COUNCIL endorse the Fair Access Policy.	Coordinator Community Development	<b>27/03/2024 Coordinator Community Development:</b> Policy has been loaded to Council's website.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.2	Fraud and Corruption Control Policy	Completed	THAT COUNCIL endorse the Fraud and Corruption Control Policy 2024.	General Manager Business & Economic Development	<b>27/03/2024 General Manager Business &amp; Economic Development:</b> Policy has been updated to Council's website.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.3	Rates and Charges Financial Hardship	Completed	THAT COUNCIL endorse the revised Rates and Charges Financial Hardship Policy.	General Manager Business & Economic	<b>27/03/2024 General Manager Business &amp; Economic Development:</b> Policy has been updated to

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			Policy			Development	Council's website.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.4	Policy Revocation	Completed	THAT COUNCIL revoke the following from the Mansfield Shire Council Policy Register: 1. Public Spaces Trading Policy 2. Waste Management Services Policy and Procedure 3. Purchasing Card Policy	Governance and Risk Officer	<b>27/03/2024 Governance and Risk Officer:</b> Policies have been removed from the Policy Register.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.5	Customer Service Charter	Completed	THAT COUNCIL endorse the updated Customer Service Charter.	Governance and Risk Officer	<b>27/03/2024 Governance and Risk Officer:</b> Updated Charter has been published online.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.6	Audit and Risk Committee Charter	Completed	THAT COUNCIL approve the updated Audit and Risk Committee Charter.	General Manager Business & Economic Development	<b>27/03/2024 General Manager Business &amp; Economic Development:</b> Charter circulated to ARC members and updated online.
19/03/2024	Council Meeting Agenda 19 March 2024	13.3.7	Regional Community Sports Infrastructure Fund	Completed	THAT COUNCIL: 1. Endorses the submission of a grant application to upgrade the existing aquatic facility to the Victorian Governments Regional Community Sports Infrastructure Fund, prior to the closing date of 27 March 2024 2. Approves the allocation of a financial co-contribution of \$450,000 to the project.	General Manager Business & Economic Development	<b>27/03/2024 General Manager Business &amp; Economic Development:</b> Grant application has been submitted.
19/03/2024	Council Meeting Agenda 19 March 2024	15.2	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 describing the activities, findings and recommendations for the six months ending 31 December 2023.	General Manager Business & Economic Development	<b>27/03/2024 General Manager Business &amp; Economic Development:</b> Noted – no action required.
20/02/2024	Council Meeting Agenda 20 February 2024	13.2.1	Discontinuation and Sale of Portions of Road Reserves	In progress	THAT COUNCIL: 1. Authorises the Chief Executive Officer to commence the process to discontinue and sell the following portions of road reserves as follows: 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.	Manager Planning & Environment	<b>03/04/2024 Manager Planning &amp; Environment:</b> The Notice of Intent process has been concluded, and no submissions have been received on this matter. The next steps involve consultation with adjoining property owners. DEECA has been contacted to

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					<p>d. Adjacent to Jamieson Primary School, off Chenery Street.</p> <p>2. Authorises the Chief Executive Officer to obtain independent valuations for any land to be sold.</p>		explore options for a public sale of the Nanda Cr property. Waiting for DEECA response.
20/02/2024	Council Meeting Agenda 20 February 2024	13.2.2	Mansfield State Emergency Services Land Lease	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 2 further terms of 10 years option, commencing on 1 March 2024;</li> <li>Sets the annual licence fee at \$1 per annum, plus outgoings;</li> <li>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>Authorises the Chief Executive Officer executing the lease agreement on completion of the public notification process.</li> </ol>	Manager Planning & Environment	<p><b>03/04/2024 Manager Planning &amp; Environment:</b></p> <p>The Notice of Intent process has been concluded, and no submissions have been received on this matter. Additional clarifications regarding the lease agreement conditions have been discussed and the agreement is with SES for their review and approval.</p>
12/12/2023	Council Confidential Meeting Agenda 12 December 2023	18.2	Potential Sale of Land	In progress	Confidential	Manager Planning & Environment	<p><b>03/04/2024 Manager Planning &amp; Environment:</b></p> <p>No further update on this matter.</p>
28/11/2023	Council Confidential Meeting Agenda 28 November 2023	18.2	Potential Land Acquisition	In progress	Confidential	Manager Planning & Environment	<p><b>03/04/2024 Manager Planning &amp; Environment:</b></p> <p>The Letter of Offer has been accepted and signed by representatives from Mansfield Bowls Club, and the Contract of Sale has been drafted by both legal representatives.</p>
19/09/2023	Council Confidential Meeting Agenda 19 September 2023	18.3	Potential Land Acquisition	In progress	Confidential	Manager Planning & Environment	<p><b>03/04/2024 Manager Planning &amp; Environment:</b></p> <p>Council has received an official response from the owner's legal representative rejecting the offer. The primary aim of this land acquisition was to facilitate the expansion of parking facilities at Botanical Park. In light of this response, the proposed next steps involve advancing plans for alternative</p>

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							access to Botanical Park.