

Mansfield Shire Council Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
21-10-2025	Council Confidential Meeting Agenda - 21 October 2025	18.1	Tender Award: Station Precinct Pump Track	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Awards a lump sum contract for the Design and Construction of Station Precinct Pump Track to World Trail Pty Ltd for \$397,699.40 (ex. GST). Approves a 10% construction contingency of \$39,769.94 (ex. GST). Approves a provisional sum of \$37,031.59 (ex. GST) for concrete edging to the asphalt surface. Authorises the Chief Executive Officer to execute the contract. Makes this resolution public by including it within the public minutes of the Council meeting. 	Manager Operations & Capital Works	7/11/2025 Manager Operations & Capital Works: Contract drafted ready for contractor.review.
21-10-2025	Council Confidential Meeting Agenda - 21 October 2025	18.2	Contract Award: Mansfield Heritage Museum	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Awards a lump sum contract for the Mansfield Heritage Museum to Hennessy Constructions Pty Ltd in the amount of \$1,728,910.99 (ex GST). Approve an additional provisional sum of \$16,875 (ex. GST) for two 25,000L Water Tanks to be installed subject to the final landscape design. Approve an additional provisional sum of \$11,250 (ex. GST) for the installation of electric blinds for Skylights. Approve an additional provisional sum of \$31,500 (ex. GST) for a Faux Chimney. Approves a 10% construction contingency amount of \$178,853.60 (ex GST). Notes the advice from Melbourne Quantity Surveyors that the tendered price is reasonable and consistent with current market conditions. Endorses the procurement exemption for the final stage of the museum construction, to award a contract to the original supplier, without a further public tender. Makes this resolution public by including it within the public minutes of the Council meeting. 	Manager Operations & Capital Works	7/11/2025 Manager Operations & Capital Works: Contract drafted and with contractor for review.
21-10-2025	Council Confidential Meeting Agenda - 21 October 2025	18.3	Tender Award: Ogilvies - Rifle Butts Road Intersection	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Awards a lump sum contract for the construction of the Ogilvies Road and Rifle Butts Road Intersection Upgrade and MC38 Culvert Widening to Alpine Civil for \$523,746.00 (ex GST). Approves a 5% construction contingency amount of \$26,187.30 (ex GST). Authorises 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	11/11/2025 Manager Major Projects: Contract issued to Alpine Civil on 6 Nov for signing, before execution by Council.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 2.1	Planning Permit Application: P029-25 422 O'Halloran Road, Bridge Creek	Completed	Action as per Resolution	Senior Coordinator Planning	28/10/2025 Senior Coordinator Planning: Notice of Decision to Grant a Permit issued in accordance with resolution on 24 October 2025.

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21-10-2025	Council Meeting Agenda - 21 October 2025	13 2.2	Protection of Vegetation including Canopy Trees	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Calls on the Victorian State Government, by writing to the Minister for Planning and the Minister for Environment, to support the protection of large trees in Victoria by amending Clause 52.37, Canopy Trees, of the Victorian Planning Provisions to do the following: <ol style="list-style-type: none"> a. Apply to all residential zones, commercial zones, industrial zones and the Rural Living Zone. b. Expand the purpose of the clause to include: <ol style="list-style-type: none"> i. To assist in the protection of neighbourhood character ii. To assist in the reduction of visual bulk in development iii. To assist in the protection of trees for environment, biodiversity and habitat qualities c. Reduce the exemptions to reduce the amount of development that does not have to consider the retention of large trees, including: <ol style="list-style-type: none"> i. Applications being assessed under Clauses 54 and 55 ii. Where dwellings exist on a site. d. Include notice and review rights in the Clause to allow Council to advertise and consider objections, as well as to give neighbours the rights of appeal at VCAT. e. Implement this provision as a trigger for a permit in the zones rather than as a separate provision to reduce complexity for landowners. 2. Submit this position for consideration and adoption to the Hume Region Local Government Network. 3. Submit this position for consideration and adoption to Rural Councils Victoria. 4. Provide this position to the Municipal Association of Victoria. 5. Authorises the CEO and Mayor to advocate for and communicate this position to both the Mansfield Shire community, and with the State Government. 	General Manager Investment & Planning	11/11/2025 General Manager Investment & Planning: Letter to Minister for Planning and Minister for Environment being drafted and will be sent in November. Position to be submitted to the next HRLGN and RCV meetings.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 2.3	Review of Register of Public Roads & Request for Inclusion of 940 Mt Buller Road	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Adopts the updated Register of Public Roads. 2. Does not approve the declaration of the unnamed road reserve providing access to 940 Mt Buller Road, Mansfield, as a public highway, or its inclusion on the Register of Public Roads. 3. Does not upgrade the access to 940 Mt Buller Road, Mansfield. 	General Manager Investment & Planning	17/11/2025 General Manager Investment & Planning: Register of Public Roads updated.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 3.1	Emergency Management Policy and Framework	Completed	THAT COUNCIL endorses the Emergency Management Policy and Framework 2025.	Emergency Management Officer	22/10/2025 Emergency Management Officer: Policy and Framework made available on Council's website. Community

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							notification undertaken through Mansfield Matters.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 3.2	Mansfield Swimming Pool 2024-25 End of Season Report	Completed	THAT COUNCIL note the 2024-25 Mansfield Swimming Pool end of season report.	Manager Field Services	22/10/2025 Manager Field Services: Resolution noted.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 4.1	Licence Agreement: Mansfield District Basketball Association	Completed	THAT COUNCIL: <ol style="list-style-type: none"> Endorses the proposal to enter into a licence agreement with the Mansfield District Basketball Association for the priority use of the Alex Pullin Stadium and Mansfield Sporting Complex, for a five (5)-year term, with the option of two (2) further five (5)-year extensions, commencing 1 July 2025. Receives annual licence fees of \$27,930.00 (ex GST), subject to annual CPI adjustment. Provides public notification of Council's intention to enter into the proposed licence agreement with the Mansfield District Basketball Association, in accordance with Section 115 of the Local Government Act 2020 and Council's Community Engagement Policy. Authorises the Chief Executive Officer to execute the licence agreement upon completion of the public notification process, subject to no submissions being received that require a further report to Council. 	Executive Manager Development & Customer Service	28/10/2025 Executive Manager Development & Customer Service: Notice of Intention (NOI) advertised from 29 October to 12 November. The Chief Executive Officer will execute the licence agreement upon completion of the public notification process, provided no submissions are received that require a further report to Council.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 4.2	Licence Agreement: Delatite Cricket Club	Completed	THAT COUNCIL: <ol style="list-style-type: none"> Endorses the proposal to enter into a one (1)-year licence agreement with the Delatite Cricket Club for the priority use of Lords Oval, College Park – Field 2, and Bonnie Doon Recreation Reserve, commencing on 6 October 2025 and expiring on 5 October 2026 for priority usage periods as outlined in the licence agreement. Receives an annual licence fee of \$1,890.01 (ex GST), subject to annual adjustment in accordance with the Consumer Price Index (CPI). Provides public notification of Council's intention to enter into the proposed licence agreement with the Delatite Cricket Club, in accordance with Section 115 of the Local Government Act 2020 and Council's Community Engagement Policy. Authorises the Chief Executive Officer to execute the licence agreement upon completion of the public notification process, subject to no submissions being received that would require a further report to Council. 	Executive Manager Development & Customer Service	28/10/2025 Executive Manager Development & Customer Service: Notice of Intention (NOI) advertised from 29 October to 12 November. The Chief Executive Officer will execute the licence agreement upon completion of the public notification process, provided no submissions are received that require a further report to Council.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 4.3	Licence Agreement: MACE - Mansfield Social Table	Completed	THAT COUNCIL: <ol style="list-style-type: none"> Endorses the proposal to enter into a licence agreement for the priority use of the Sporting Complex — Drama Room facility by MACE Incorporated - Mansfield Social Table Tennis, commencing 1 July 2025; and the use of the Mansfield 	Executive Manager Development & Customer Service	28/10/2025 Executive Manager Development & Customer Service: Notice of Intention (NOI) advertised from 29 October to 12 November. The Chief Executive Officer will execute the

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			Tennis & Mansfield Badminton Association		<p>Sporting Complex by Mansfield Badminton Association, also commencing 1 July 2025, each for an initial term of two (2) years, with an option of two (2) further one-year extensions.</p> <ol style="list-style-type: none"> Receives annual licence fees of \$180.00 (ex GST) from MACE Incorporated - Mansfield Social Table Tennis, and \$765.00 (ex GST) from Mansfield Badminton Association, with both licence fees subject to annual adjustment in line with the Consumer Price Index (CPI). Provides public notification of Council's intention to enter into the licence agreements with MACE Incorporated - Mansfield Social Table Tennis and Mansfield Badminton Association, in accordance with Section 115 of the Local Government Act 2020 and Council's Community Engagement Policy. Authorises the Chief Executive Officer to execute the licence agreements upon completion of the public notification process, subject to no submissions being received that require a further report to Council. 		licence agreements upon completion of the public notification process, provided no submissions are received that require a further report to Council.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.1	Council Christmas Function & Christmas/New Year Office Closure	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Endorse the closure of the Municipal Office, Library, Community Services, Youth and Family Services and Field Services Depot for the 2025-26 Christmas and New Year period commencing at 2.00pm on Wednesday 24 December 2025 and reopening at 8.30am on Monday 5 January 2026. Endorse the closure of its offices, including the Municipal Office, Community Services, Youth and Family Services, Visitor Information Centre, Resource Recovery Centre, Library and Field Services Depot, for the period between 12.30pm and 5.00pm on Friday 28 November 2025. Authorise that the community be notified of the closures through Council's website, social media channels and through local media outlets. 	Manager People, Communications & Governance	28/10/2025 Manager People, Communications & Governance: Resolution noted and communication notification scheduled.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.2	Council Plan 2025-29	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Adopts the Council Plan 2025-2029. Authorises the Chief Executive Officer to make any minor editorial corrections as required to the Council Plan 2025-2029 for publication. 	Manager People, Communications & Governance	22/10/2025 Manager People, Communications & Governance: Council Plan made available on Council's website.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.3	Community Vision 2040	Completed	THAT COUNCIL endorses the Mansfield Shire Community Vision 2040.	Manager People, Communications & Governance	22/10/2025 Manager People, Communications & Governance: Resolution noted.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.4	10-Year Financial Plan	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Adopts the Financial Plan 2025-2035. Authorises the Chief Executive Officer to make any minor editorial corrections as required to the Financial Plan 2025-2035 for publication. 	Financial Controller	22/10/2025 Financial Controller: Financial Plan made available on Council's website.

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					3. Revokes the Financial Strategy Policy.		
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.5	Annual Report 2024-25	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> In accordance with section 100 of the Local Government Act 2020, endorse the Annual Report 2024-25 as presented; and Delegates the Chief Executive Officer authority to correct any errors including typographical in the operations report that do not materially alter the underlying message of the report. 	Coordinator Governance & Risk	22/10/2025 Coordinator Governance & Risk: Annual report made available on Council's website.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.6	MAV State Council Advocacy Motions Update	Completed	THAT COUNCIL note the update on the key resolutions passed at the MAV State Council Meeting on 10 October 2025.	Chief Executive Officer	28/10/2025 Chief Executive Officer: Resolution noted.
21-10-2025	Council Meeting Agenda - 21 October 2025	13 5.7	Emergency Services and Volunteers Funding (ESVF) Levy Payment	Completed	THAT COUNCIL authorises the Chief Executive Officer to pay the Q1 Emergency Services and Volunteers Funding Levy for a total amount of \$966,373.40.	Financial Controller	28/10/2025 Financial Controller: Payment made.
16-09-2025	Council Meeting Agenda - 16 September 2025	13 4.1	Financial Statements 2024-25	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 2025; and Authorises Mayor Cr Rabie and Deputy Mayor Cr Tehan to certify the Mansfield Shire Council Financial Statements for the year ended 30 June 2025 on behalf of Council, subject to any amendments or changes made as required by the Victorian Auditor-General's Office. 	Financial Controller	22/10/2025 Financial Controller: Financial Statements certified and included in Annual Report 2024-25.
16-09-2025	Council Meeting Agenda - 16 September 2025	13 4.2	Performance Statements 2024-25	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Approves in principle the Performance Statements of Mansfield Shire Council for the year ended 30 June 2025; and Authorises Mayor Cr Rabie and Deputy Mayor Cr Tehan to certify the Performance Statements of Mansfield Shire Council for the year ended 30 June 2025, subject to any amendments or changes made as required by the Victorian Auditor General's Office (VAGO). 	Coordinator Governance & Risk	22/10/2025 Coordinator Governance & Risk: Performance Statement certified and included in Annual Report 2024-25.
15-07-2025	Council Confidential Meeting Agenda - 15 July 2025	18.1	Land Disposal: 2597 Mt Buller Road, Merrijig	In progress	Confidential	Strategic Property Program Manager	Confidential
24-06-2025	Council Meeting Agenda - 24 June 2025	13 2.2	Mansfield Performing Arts Centre - Joint	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> Endorse in principle the Joint User Agreement as presented, to enable its submission to the Minister for approval, and 	Senior Coordinator Assets &	11/11/2025 Senior Coordinator Assets & Road Maintenance: JUA submitted by Mansfield Secondary College to the Department. Still

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			User Agreement		2. Authorise the Chief Executive Officer to make any necessary editorial adjustments and execute the final Joint User Agreement upon the receipt of approval by the Minister.	Roads Maintenance	awaiting a response from the Department. 30/09/2025 Senior Coordinator Assets & Road Maintenance: JUA submitted by Mansfield Secondary College to the Department. Still awaiting a response from the Department.
15-04-2025	Council Meeting Agenda – 15 April 2025	13.2.2	Advocacy Position on Glass Kerbside Service	In progress	<p>THAT COUNCIL supports the Maroondah City Council's submission, in part, to the Municipal Association of Victoria May 2025 State Council meeting and calls on the Victorian Government to review and amend the new waste service standards to mitigate the negative impacts on local governments, specifically that the MAV advocates for:</p> <ol style="list-style-type: none"> 1. The separate glass recycling bin requirement no longer be mandated, given the successful Container Deposit Scheme (CDS) already diverts most glass, making a fourth bin costly, inefficient, and largely redundant. 2. Provision for adequate funding and resources to Councils to implement the new standards without placing undue financial burden on ratepayers. This could come in the form of the State Waste Levy, which is projected to increase by 30% over the next four years, generating an estimated \$1.8 billion in revenue for the Victorian Government. 3. A delay in implementing the State's new household waste service standards, urging the Victorian Government to provide councils with greater flexibility and an extended timeline to roll out service changes at a practical pace. 4. Promotion of sustainable waste management practices that are economically viable and environmentally sound, ensuring long-term benefits for the community. 	Senior Coordinator Waste & Environment	<p>10/11/2025 Senior Coordinator Waste & Environment: CEO meeting scheduled for 19 November to discuss next steps, including advocacy for a delay in the implementation date, a review of the policy and legislation, and the expansion of the Container Deposit Scheme (CDS) to align with other states and territories.</p> <p>13/10/2025 Senior Coordinator Waste & Environment: Glass recycling advocacy continues in collaboration with Maroondah City Council, with a CEO meeting scheduled for mid-November to discuss next steps.</p>
15-04-2025	Council Confidential Meeting Agenda – 15 April 2025	18.2	Rate Arrears – Section 181 Action	In progress	Confidential	Financial Controller	Confidential
12-02-2025	Council Confidential Meeting Agenda - 12 February 2025	18.1	Sale of Portion of Road	In progress	Confidential	Executive Manager Development & Customer Service	Confidential
20/08/2024	Council Meeting	13.2.2	C60 Planning Scheme Amendment -	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. Request under Section 8A (2) and (3) of the Planning and Environment Act 1987 ('the Act') that the Minister for Planning 	Senior Coordinator Planning	28/10/2025 Senior Coordinator Planning:

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	Agenda 20 August 2024		Mansfield Planning Strategy		<p>authorise Mansfield Shire Council to prepare Amendment C60mans to the Mansfield Planning Scheme.</p> <p>2. Notify the Minister for Planning that when it exhibits Amendment C60mans Mansfield Shire Council intends to give full notification of the amendment under Section 19 of the Act for a minimum statutory exhibition period of one month.</p> <p>3. When authorised by the Minister for Planning, exhibit Amendment C60mans to the Mansfield Planning Scheme under Section 19 of the Act.</p>		Awaiting approval to exhibit from Minister for Planning
25/06/2024	Council Confidential Meeting Agenda 25 June 2024	18.2	Road Reserves Sale & Land Acquisition Proposal	In progress	Confidential	Executive Manager Development & Customer Service	Confidential