

# Mansfield Shire Council Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
10-12-2024	Council Confidential Meeting Agenda 10 December 2024	18.1	Citizen Awards 2025	Completed	Confidential	EA Mayor & CEO	Confidential
10-12-2024	Council Confidential Meeting Agenda 10 December 2024	18.2	Tender Award - Rowe Street Drainage Works	Completed	<p><b>THAT COUNCIL:</b></p> <ol style="list-style-type: none"> <li>Award a lump sum contract to Wangaratta Excavations for the total amount of \$431,081.50 (ex GST) for the Rowe Street drainage works.</li> <li>Approves a 10% construction contingency of \$43,108.15 (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	<p><b>30/01/2025 Manager Operations &amp; Capital Works:</b></p> <p>Contract awarded. Works to commence in February.</p>
10-12-2024	Council Confidential Meeting Agenda 10 December 2024	18.3	Tender Award - Arborist Services Panel	Completed	<p><b>THAT COUNCIL:</b></p> <ol style="list-style-type: none"> <li>Awards a non-exclusive contract to the following contractors for the purpose of forming a panel to provide Arborist and Tree Services: <ul style="list-style-type: none"> <li>o Advanced Tree Care</li> <li>o Arborescence</li> <li>o Clear Cut Trees</li> <li>o G&amp;J Tree Services</li> <li>o Ground Up Tree and stump removal</li> <li>o High Country Trees</li> <li>o Northeast Tree Services</li> <li>o Ultimate Arbor</li> <li>o Arbor Spray Pty Ltd, for specialised treatment of Elm Leaf Beetle and tree health works</li> </ul> </li> <li>Approves a three-year panel contract term with the option of two, one-year extensions at the end of the initial three-year term.</li> <li>Notes that the five-year maximum term of the contract has a potential estimated total cost to Council of \$375,000.00 (ex GST), subject to varied annual impacts from storm events and CPI adjustments under the contract.</li> <li>Authorises the Chief Executive Officer to execute panel contracts with the nine contractors listed above.</li> <li>Make this resolution public by including it within the public minutes of the Council meeting.</li> </ol>	Manager Field Services	<p><b>20/01/2025 Manager Field Services:</b></p> <p>Contracts have been sent out to successful contractors for execution.</p>
10-12-2024	Council Meeting Agenda 10	13 2.2	Station Precinct Museum Community Asset Committee	Completed	<p><b>THAT COUNCIL:</b></p> <ol style="list-style-type: none"> <li>Appoints Mayor Cr Steve Rabie as Chair of the Station Precinct Museum Complex Community Asset Committee;</li> </ol>	General Manager Investment & Planning	<p><b>31/01/2025 General Manager Investment &amp; Planning:</b></p>

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	December 2024				<ol style="list-style-type: none"> <li>Appoints CEO, Kirsten Alexander, as the other Mansfield Shire Council representative;</li> <li>Appoints the following community members to the Museum Complex Community Asset Committee for a term of 2 years: <ol style="list-style-type: none"> <li>Will Twycross</li> <li>Michael Whytcross</li> </ol> </li> <li>Does not include an additional representative from the Mansfield Historical Society (MHS); and</li> <li>Endorses the Committee Terms of Reference and Instrument of Delegation and authorises the CEO to make administrative changes to reflect the above.</li> </ol>		Resolution noted. First meeting of Committee scheduled for late February 2025.
10-12-2024	Council Meeting Agenda 10 December 2024	13 2.3	Municipal Emergency Management Plan	Completed	THAT COUNCIL endorses the Mansfield Municipal Emergency Management Plan 2024-2027, for approval by the Regional Emergency Management Committee.	Emergency Management Officer	<b>23/01/2025 Emergency Management Officer:</b> MEMP submitted to the Regional Emergency Management Committee and approved on 19 December 2024.
10-12-2024	Council Meeting Agenda 10 December 2024	13 3.1	Outlying Community Infrastructure Fund	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Receives the assessment panel recommendations for the Outlying Communities Infrastructure Fund 2024-25.</li> <li>Endorse the award of funding from the Outlying Communities Infrastructure Fund to: <ul style="list-style-type: none"> <li>Merton Campdraft Club Inc \$18,150 to upgrade Merton Recreation Reserve's sport and recreation facilities.</li> <li>Ancona Hall Committee Inc \$8,270 to upgrade safety concerns on the hall and create a history wall.</li> <li>Bonnie Doon Community Group Inc \$11,500 to upgrade the 'Meet and Greet' room at the Community Centre.</li> <li>Approves the award of up to \$16,440 in funding to the Woods Point Progress Association to fund an emergency generator, if they are unsuccessful in attracting other grant funding.</li> </ul> </li> </ol>	Community Networks & Wellbeing Officer	<b>30/01/2025 Community Networks &amp; Wellbeing Officer:</b> Funding agreements sent to Community Groups for signing.
10-12-2024	Council Meeting Agenda 10 December 2024	13 4.1	Acting Chief Executive Officer Arrangements	Completed	<p>THAT COUNCIL appoint:</p> <ul style="list-style-type: none"> <li>Nola Cleeland as Acting CEO from 11 December 2024 to 17 December 2024;</li> <li>Melissa Crane as Acting CEO from 18 December 2024 to 5 January 2025; and</li> <li>Janique Snyder as Acting CEO from 6 January 2025 to 14 January 2025.</li> </ul>	Governance and Risk Officer	<b>20/01/2025 Governance &amp; Risk Officer:</b> Higher duties appointed as per resolution.
17/09/2024	Council Meeting	13 4.1	Sports and Recreation Facilities Review	In progress	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>Notes the community feedback received.</li> </ol>	Executive Manager	<b>31/01/2025 Executive Manager Community Health &amp; Wellbeing:</b>

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	Agenda - 17 September 2024				2. Adopts the Mansfield Shire Sport Facilities Strategy 2018-2028: 2024 Strategy Update. 3. Endorses the establishment of a Sport and Recreation Reference group to collaborate with Council and help guide the implementation of the Strategy's recommendations. 4. Endorses the establishment of the Aquatic Facility Project Working Group to progress improvements to the usability and accessibility of the current aquatic facility, and work towards the long-term goal to establish a year round aquatic facility for Mansfield Shire.	Community Health & Wellbeing	Aquatic Facility Project Working Group and Sports and Rec Reference Group membership EOI closes 31 January 2025.
20/08/2024	Council Meeting Agenda 20 August 2024	13 2.2	C60 Planning Scheme Amendment - Mansfield Planning Strategy	In progress	THAT COUNCIL: 1. Request under Section 8A (2) and (3) of the <i>Planning and Environment Act 1987</i> ('the Act') that the Minister for Planning authorise Mansfield Shire Council to prepare Amendment C60mans to the Mansfield Planning Scheme. 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. 3. When authorised by the Minister for Planning, exhibit Amendment C60mans to the Mansfield Planning Scheme under Section 19 of the Act.	Senior Coordinator Planning	<b>21/01/2025 Senior Coordinator Planning:</b> The Planning Team is working to complete the upload to ATS.
20/08/2024	Council Meeting Agenda 20 August 2024	13 2.3	Amendment C55 Redgum Estate	In progress	THAT COUNCIL: 1. Having been authorised by the Minister for Planning to prepare Amendment C55mans to the Mansfield Planning Scheme under Section 8A(4) of the Planning and Environment Act 1987 ('the Act'); 2. Having prepared and exhibited Amendment C55mans to the Mansfield Planning Scheme under Section 19 of the Act; 3. Having considered all submissions to Amendment C55mans under Section 22 of the Act; 4. Mansfield Shire Council resolves to: a. Adopt Amendment C55mans to the Mansfield Planning Scheme, in accordance with Section 29 of the Act, without changes.	Senior Coordinator Planning	<b>21/01/2025 Senior Coordinator Planning:</b> Awaiting approval from the Minister
16/07/2024	Council Confidential Meeting Agenda 16 July 2024	18.2	Tender Award: Landfill Disposal Services	In progress	THAT COUNCIL: 1. Awards a schedule of rates contract for CM2223.026 Landfill Disposal to Greater Shepparton City Council with a rate per tonne of \$138.10 and an estimated total contract amount of	General Manager Investment & Planning	<b>30/01/2025 General Manager Investment &amp; Planning:</b> The draft version of the contract is currently with Greater Shepparton City Council for their review and feedback.

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					<p>\$817,640.38 (ex GST) for the contract term of 2 years. AND</p> <ol style="list-style-type: none"> <li>2. Authorises the Chief Executive Officer to execute the contract.</li> <li>3. Makes this resolution public by including it within the public minutes of the Council meeting.</li> </ol>		
25/06/2024	Council Confidential Meeting Agenda 25 June 2024	18.2	Road Reserves Sale & Land Acquisition Proposal	In progress	<b>Confidential</b>	Manager Development Services	<b>Confidential</b>
21/05/2024	Council Meeting Agenda 21 May 2024	13 2.6	Mansfield State Emergency Services (SES) Terms of Lease Update	Completed	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Receives community feedback on the proposed lease through the 2024-25 Budget consultation process; and</li> <li>3. Authorises the Chief Executive Officer to execute the lease agreement on completion of the public consultation process and finalisation of the 2024-25 Budget.</li> </ol>	Manager Development Services	<p><b>30/01/2025 Manager Development Services:</b> The final details of the agreement have been fine-tuned, and once confirmed by SES the agreement will be ready for execution by both parties.</p>
12/12/2023	Council Confidential Meeting Agenda 12 December 2023	18.2	Potential Sale of Land	In progress	<b>Confidential</b>	Manager Development Services	<b>Confidential</b>