MORNINGTON SHIRE COUNCIL

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date:	**Wednesday, 15 July 2020**
Time:	**9:00am**
Location:	**Council Chambers**
	Mission Road
	Gununa

BUSINESS PAPER

Ordinary Council Meeting

15 July 2020

Frank Mills

Chief Executive Officer

To empower our Community – Our people

To feel solid and strong like the rock in Mundalbe

To taste and hear the breaking waves of change

To establish clean, safe, healthy lifestyles togetherness

Pride and respect for each other in our culture, achievements and successes.

To see and smell the compassion and peacefulness of our community

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1 OPENING OF MEETING

2 ACKNOWLEDGEMENT OF COUNTRY

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Lardil people of Mornington Island and pay our respects to Elders past and present. We would also like to acknowledge the Kaiadilt and Yangkaal people who share our homelands.

3 PRESENT

4 APOLOGIES

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

6 CONDOLENCES AND MEMORIALS

7 CONFIRMATION OF MINUTES

Ordinary Meeting - 24 June 2020

8 BUSINESS ARISING

9 ACTION SCHEDULE

9.1 ACTION ITEMS AS AT JULY 2020

Author: **Governance Coordinator**

Attachments: **1 As at July 2020**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an up to date version of the Mornington Shire Council meetings action schedule that includes resolutions from previous Council meetings and actions taken regarding those resolutions

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At each ordinary meeting of Council, when resolutions are passed that require any action, those resolutions are included in Council's Action schedule for attention of the appropriate officer or elected member.

At each ordinary meeting of Council, the action schedule is tabled to outline those actions that have been taken in accordance with Council resolutions (see attached).

FINANCIAL & RESOURCE IMPLICATIONS

As per resolutions

RECOMMENDATION

1. That Council note and receive the Mornington Shire Action Schedule as tabled, and
2. That Council endorse the removal of all completed items from the schedule as tabled.

Task Name	Assigned To	Resolution Number	Resolution Date	Resolution	Updates
Animal Management	David Torr	2015/11			01.03.2017 Discussions held with Executive Manager of Infrastructure and Technical Services - an education program to be developed and tabled at April Council Meeting. 10.05.2017 Animal Control Officer gathering data from the community about how many animals each household has, whilst also informing residents of local laws. 17.05.2017 Executive Manager of Infrastructure and Technical Services to provide a report to Council on 21.06.17 containing data collected surrounding animal numbers in the community and actions being taken to enfore Local Laws. 22.06.2017 Data is still being collected by Animal Control Officer. 08.08.2017 Data still being collected by Animal Control Officer. 06.12.2017 Refer to Infrastructure and Technical Service Monthly report December Ordinary Council Meeting. 04.01.2018 Most residential premises have been visited and given both verbal and hand out notices to explain what's happening - notices have also been distributed and made availabl in public places within the community. 13.02.2018 Environmental Health Officer and Animal Control Officer liaising with the school regarding the removal of animals in the school grounds. and the possibility of creating educational programs specific to animla care/control. 14.03.2018 We are currently advertising for a new ACO, in the meantime we are continuing to promote the introduction of Local Laws specific to Animal Control. 09.10.2018 Two full-time positions have been filled and are undergoing Animal Control and Environmental Health Officer training. 06.12.2018 Change of structure to utilise the Vet for home visits and communication with owners around animal welfare and Local Laws - next Vet visit scheduled for February 2019. 06.02.2019 Burton Veterinary Contracting commenced veterinary services on the Island from 21st - 25th of January 2019. Future visits will include more community engagement as well as bringing in 'PetPep' to the school. 05.04.2019 Animal Control Officer to undergo training with the AMW on the purpose and importance of an Animal Register - next Vet visit scheduled for April 2019.

					08.07.2019 Report to be submitted at the August Council Meeting regarding Council direction for Animal Management - next Vet visit scheduled for 8th of July 2019. 02.10.2019 Matter deferred to November Council meeting due to staff unavailability. 04.12.2019 Animal Management Officer will present to December Briefing Meeting at 12pm, expected to provide a PowerPoint presentation on Animal Management Strategy and directions with a view of finalising a report for early 2020. 07.01.2020 The current Animal Control Officer has put in his resignation as of February, but has left the island on 30th December 2019 - the next Vet visit is scheduled for February 10th - 14th 2020. 20.05.2020 Draft Animal Management Plan presented to Council resolution 2020/17: 1. That Council endorse the Animal Management Plan as a concept. 2. That this matter be deferred to July Council meeting once an Animal Management Officer has been recruited. 3. That the current veterinary contract be presented and reviewed at July Council meeting. 4. That the Acting Manager of Technical Services presents an Action Plan surrounding community consultation at July Council meeting. 15.06.2020 Ryan Anderson recruited as Mornington Shire Council's new Animal Control Officer.

Mornington Island Company	Kerry Whiting	2018/138		That Council endorse MacDonnell's Law to commence drafting a constitution and incorporated paperwork to set up that company. That Council provide the proposed company name, registered office of the company, and the full names, addresses and dates and places of birth of all proposed Directors and the Secretary as well as details of other Directorships they may hold in other public companies to MacDonnells Law as soon as is practicable	10.08.2018 Direction to be received from Council and MIACSED for matter to be finalised at upcoming Council meeting on 15th of August 2018. 12.09.2018 Awaiting advice from Minister Scullions Office on structure. 09.10.2018 Further request sent to Department of Prime Minister and Cabinet for advice previously agreed to be presented to Council. 15.11.2018 Report to November Council meeting for information. 06.12.2018 Awaiting confirmation from ML that setup of company with ASIC has been finalised and any associated new company requirements have been completed. 10.01.2019 Advice receieved from MacDonnells Law - company has been registered, details to be provided to Council within 7 working days. 25.04.2019 MacDonnells Law attending to the registration of the Entity once Director details have been compiled. Directors duties and checklist has been provided by MacDonnells Law. 4.7.2019 Still awaiting confirmation from Macdonnells Law that 'Mundalbe Enterprises' has been incorporated. In the meantime, discussions are being held in regards to independent Directors being recruited. 08.08.2019 Awaiting clarification from the Integrity Commissioner regarding Conflict of Interest for Directors. 11.09.2019 Meeting set for Council to meet with the Integrity Commissioner and Independent Assessor on 17th of October 2019 at the LGAQ Annual Meeting in Cairns. 04.12.2019 Report included in January Council meeting Agenda. 07.02.2020 Council resolved at the January 2020 Ordinary Council meeting to defer this item until post 2020 Local Government Elections. 06.03.2020 Matter will be re-presented to the new Council after the LG Elections.

Traffic Management Plan	David Torr				06.02.2019 Regulatory speed, stop and give way signs have been located and required brackets and posts have been ordered. In mean time some suitable posts have been located and installation will commence this week. Other works in accordance with the agreed Traffic Management Plan to be implemented over the next month. In addition, some further traffic management planning will be completed regarding parking areas. 05.04.2019 Erection of posts are underway, workers experienced a delay due to materials being missed placed - intended to be complete by 31st May 2019. 08.07.2019 The completion date has been extended due to number of signs removed and replacement signs are on order. 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff. 07.01.2020 Report to be tabled at Council early near. Signs have been erected in the community but some street signage has incorrect spelling (further option may be to include the English translation of the tribal word).
Ergon Energy - Lights on Basketball Courts and Playgrounds	David Torr				16.07.2019 Council waiting on report from Ergon Energy. 02.10.2019 Ergon conducting works on Mornington Island from 15th - 21st of October 2019. 07.01.2020 Investigation conducted to identify a lighting type that will not disturb surrounding residents. STILL INVESTIGATING
Town Planning - Access to Fire Hydrant	David Torr				08.07.2019 Report will be put to the August Ordinary Council meeting. 02.10.2019 Matter deferred to November Ordinary Council meeting. 04.12.2019 Current access to fire hydrants investigated - additional hydrants to be installed on Mornington Island in 2020.

Proposed Road Closures - PCYC	David Torr	2019/109		That Council request a road closure policy be investigated and brought back to July Council meeting for approval.	08.07.2019 To be raised at the August Council meeting for approval. 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff. 04.12.2019 Report and Policy to be tabled and deferred to 2020 Ordinary Council meeting.
Human Resource Policy - Work From Home	Tatiana Ahmat	2019/186			07.01.2020 This matter has been deferred until further information has been obtained as to the strategic planning of Mornington Shire Council workforce.
Barge Sale - Engagement of Valuer	David Torr	2019/195		That Council engage an evaluator to conduct an investigation and develop a report of the value of the barge.	07.01.2020 Report to January 2020 Ordinary Meeting of Council for decision.
Torres Cape Indigenous Alliance (TCICA) - Formation of a Regional Roads and Transport Group (RRTG)	Frank Mills	2020/21	24-Jan-2020	That Chief Executive Officer advises that; 1. That Council approve the two suggested submissions for funding by the Aboriginal and Torres Strait Islander Transport Infrastructure Scheme in 2020 as outlined in this report. 2. That Council advise that Mornington Shire Council does not support the formation of the proposed Torres Cape Indigenous Councils Alliance, Regional Roads and Transport Group.	05.02.2020 TCICA advised Council of decision. 17.02.2020 Acting Executive Manager of Technical Services to submit two proposals to TMR for ATSI TIDS funding.

				05.02.2020 TCICA advised of Council decision 17.02.2020 Acting Executive Manager Technical Services MSC to submit two proposal to TMR for ATSI TIDS funding.	
Civic Centre - Administration Building (LGGSP)	Tatiana Ahmat	2020/28	24-Jan-2020	1. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for the funding amount of $5,317,692.00 to be able to be utilised as 100% of stage one of this project, with no additional co-contribution from Council. 2. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for an extension of time to complete this project from the 30th June 2021 to 30th December 2021	29.04.2020 Letter form the Office of Local Government Racing and Multicultural Affairs denying Councils 1st request, but conceding to Council's 2nd request. Local Government Racing and Multicultural Affairs outlined a change of conditions attached to proposed project funding with Council now required to contribute $590k towards eligible prroject costs, stipulating additional criteria to be met by 30th of June 2020. 14.05.2020 Correspondence sent to the Office of LGR& MA advising of Councill's intent and capability of meeting additional criteria. 20.05.2020 Matter reported to May Ordinary Council meeting - Resolution 2020/17 adopted: That Council endorese Executive's work toward meeting all the aditional requirements contained within the attched correspondence to secure funding for the Civic Centre - Administration Building project.

Managing the Sustainability of Local Government Services	Kerry Whiting	2020/34	24-Jan-2020	That Council adjourn this matter until post 2020 Local Government Elections.	06.03.2020 Matter will be re-presented to the new Council after the LG elections. 22.04.2020 Council reconsidered this matter and moved to extend the recommendations in the report by 5 months via resolution 202/89 (due to Covid-19 pandemic).
Visitors Accommodation Complex - Ongoing Security and Visitor Disturbances	Kerry Whiting	2020/43	21-Feb-2020	1. That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider inline with their budget. 2. That Council investigate the opportunity to appoint a 'night watchman' to the Visitor Accommodation Centre, inline with the Facilities Department budget.	06.03.2020 Matter will be re-presented to the new Council after the LG elections. An interim "nightwatchmen service" has been commenced. 22.04.2020 Council re-visited this matter in Ordinary April Council meeting and passed resolution 2020/95: That Council defer the matter to a future Council meeting once the Visitor's Accommodation Centre Business Plan has been distributed and can be presented in correlation with this report.
Disaster Recovery Funds Arrangements - Koppens Developments PTY LTD 2019 Contracted Gravel and Water Supply Results	David Torr	2020/56	19-Feb-2020	That Council develop and distribute a report that contains information relevant to the gravel and water tests	

10 CALL FOR ITEMS OF GENERAL BUSINESS

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

11 COMMITTEE REPORTS

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

12 MAYOR AND COUNCILLORS REPORTS

Nil

13 CHIEF EXECUTIVE OFFICER'S REPORTS

13.1 ACTING CHIEF EXECUTIVE OFFICER'S REPORT

Author: **Acting Chief Executive Officer**

Attachments:
1. **Dept HPW - Grants Letter**
2. **OIA - Complaints Dismissal**
3. **LGAQ - Annual Membership Renewal**
4. **LGAQ - Exec Visit Proposed**
5. **A Bright Night Fireworks**
6. **Peak Services - EM Training**
7. **NWRH - Kuba Natha Hostel**
8. **DLGR&MCA - COVID (W4Q)**
9. **Postcode Confusion Gununa Qld**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on the activities undertaken by the Acting CEO for the reporting period. And to seek Council's approval for the Acting CEO to work remotely at reduced hours on a needs basis for the period 16th July 2020 to 30th July 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Acting CEO attended the following meetings on behalf of Council:

19 Jun 20	QFES – Emergency Management in remote indigenous communities.
23 Jun 20	Dept. Child Safety, Youth & Women – Service delivery reform.
25 Jun 20	TWG – Public Housing, Planning, Development.
25 Jun 20	DATSIP – Funding youth projects, local lead service delivery
26 Jun 20	DLGRMA – COVID Safe Events Framework
29 Jun 20	Davin Lorraine – Horsemanship Program
29 Jun 20	Tender Panel – DOE Carports
30 Jun 20	PCYC – Sgt Will Whitaker Manager
01 July 20	PHW – Vacant block assessment
01 July 20	LGAQ – EM Glen Beckett, Council support & direction
02 July 20	ATSIHD – Auspice MI Health Council
02 July 20	Qld Health – Dr Jeanette Young – Transition to Stage 3
03 July 20	QRA – COVID recovery survey
03 July 20	Gidgee Healing – Local Service Delivery
06 July 20	Queensland Health – COVID Update Presentation

Correspondence Received – for information.

1. Dept. HPW – Grant Agreement $2.35m
2. OIA – Council's Conduct Register Update
3. LGAQ – Annual Membership Renewal
4. LGAQ – Executive Visit Proposed
5. A Bright Night Fireworks
6. Peak Services – EM Training
7. NWRH – Kuba Natha Hostel
8. DLGR&MCA – COVID (W4Q)
9. Postcode Confusion – Gununa Qld

Acting CEO - Working Remotely

The Acting CEO has planned to fly off island from 16th July to 30th July 2020. However during this time it is proposed the Acting CEO will be available via email and or telephone during normal office hours, and will work reduced hours on a needs basis. This will alleviate the need for Council to appoint an Acting CEO in his absence.

SPECIAL PROJECTS REPORT

Overview

Works are continuing to be delayed on island due to the Covid-19 travel restrictions. The Special Projects Site Supervisor and small crew are planning on returning to the island early to mid August to resume the works on the Tavern and to finalise other outstanding projects and rectify defects such as the cyclone shutter at the Tavern.

Civic Centre – Administration Building (LGGSP)

A report was supplied to the Minister for Local Government, Racing and Multicultural Affairs on 29th June responding to all six requests for information and an additional seventh request which was confirmation that the newly elected Council was supportive of the project.

Funding Programs Report

The following is an update on funding programs:

2020-21 Covid Works for Queensland Fund –
Program budget: $1,360,000. The projects are:

- Council Chambers re-stumping and substructure remediation works
- Motel expansion – increased revenue - additional units that can be multi-used for visitors and staff
- New staff accommodation
- Lelka Murrin outdoor area improvements – improve safety and amenity
- VAC improvements for security and amenity – fencing works
- Guest House improvements – new toilet

Growing Tourism Infrastructure Fund 2020/21 – The two projects put forward for this fund were not successful in progressing past the registration phase. Contact has been made with the funding body requesting feedback. It should be noted that discussions with other Council grants officers has revealed that no applications were successful from any of the six Councils contacted.

Councillor Projects Report

In the June Council meeting the following projects were endorsed for further investigation:

1. Community Bus
2. Alternative Energy Source

Community Bus

Investigations are underway and research has been undertaken in regard to a number of Queensland Transport toolkits. Advice and assistance regarding other similar transport services for similar communities has also been requested. Investigations are continuing and further information will be provided to Council in coming months.

Alternative Energy Source

A brief has been given to Peak Services Energy Division requesting a fee proposal for the full investigation into the options available to Council in relation to solar panel systems.

SERVICE DELIVERY REPORT

The Service Reform Project aims to meet the unique needs, priorities and characteristics of the Mornington Island community and restore community authority and shared decision-making in the design and delivery of programs and services to focus on improving outcomes for children and families at risk of entering the statutory child protection system.

For the month of June the following has advanced with the project:

- Meeting with Service Providers in community
- Meeting with Child Safety Youth and Women – Regional Office Staffs
- Further consultation with Mornington Island Health Council (MIHC) to align project deliverables to the Local Implementation Plan. This includes:
    - Action Area 1: Building Strategic Health Partnerships
    - Action Area 2: Community Engagement and Participation
- As there are few commonalities of the CSYW Funded Project and acknowledging expressed concerns of service duplication outlined in the Queensland Productivity Commission – Consultation summary 2017 it makes sense to streamline with the services on the ground that has already commenced the work in this area.
- Service Delivery Support Officer Position that was offered to applicant has since declined the position. Will hold off on re-advertising until further consultation around direction of project delivery
- Request an extension to the current Service Agreement to better plan the project delivery in partnership with MIHC Local Implementation Plan to achieve shared visions and outcomes.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report or its recommendations.

RECOMMENDATION

1. That Council receive and note this report
2. That Council approve the Acting CEO work remotely from the period 16th July to 30th July 2020.
3. That Council endorse the work done and proposed in the Special Projects Report
4. That Council agree to extend the Service Agreement No. CSYW7802 – Mornington Island Aboriginal and Torres Strait Islander Service Reform Project.
5. That Council approve the Acting CEO to sign off on a “Letter of request to extend Service Agreement’ to the Department of Child Safety Youth and Women.

Queensland Government

Department of
Housing and Public Works

Our Ref: HS 01593–2020

- 3 JUL 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Shire Council
lyndon.prior@mornington.qld.gov.au

Dear Mr Prior

Thank you for Council's proposal regarding the intended program of works for the $2.35 million allocation as part of the interim Capital Works Program to increase the supply of housing on Mornington Island.

Mornington Shire Council nominated to utilise the funding to construct a three-bedroom dwelling, carry out inground and service works for future housing sites and for up to ten, two-bedroom 'plug-in' extensions to existing homes.

I am aware that the Honourable Mick de Brenni MP, Minister for Housing and Public Works, Minister for Digital Technology and Minister for Sport wrote to Mayor Yanner endorsing your proposed projects and delivery method. Staff from the department will continue to work with you to progress the program.

Please find attached a funding agreement between the Department of Housing and Public Works and Mornington Shire Council. This agreement provides greater flexibility and allows Council to manage the delivery of the works in a way that maximises local outcomes. Funding will be provided through three payments, 30 per cent on execution of the agreement, 60 per cent on completion of planning and all preparations for the program and 10 per cent on completion of the works.

Please consider the agreement and, if accepted, please arrange for a duly appointed delegate to sign and return two (2) copies to:

Ms Emma Ogilvie
Acting Executive Director, Aboriginal and Torres Strait Islander Housing
Department of Housing and Public Works
PO Box 690
Brisbane Queensland 4000

Once the agreement is executed by the department, a signed version will be returned to you for your records.

I am very pleased to be working with you to increase access to housing, employment and economic opportunities on Mornington Island. I wish you all the best with the delivery of these projects.

Level 31 1 William Street
Brisbane Queensland
GPO Box 2457 Brisbane
Queensland 4001 Australia

Telephone +617 3008 2934
Website www.hpw.qld.gov.au

I note that you indicated a preference for the State to manage the completed dwelling at 152 Lardil Street, Wellesley Island under a 40-year lease with Council, and to be consulted on the tenancy. As this site is already under a 40-year lease, I agree to this model and will instruct staff from the department to ensure the lease is maintained.

If you need more information, Ms Emma Ogilvie, Acting Executive Director, Aboriginal and Torres Strait Islander Housing, Housing and Homelessness Services can be contacted on (07) 3007 4453 or email emma.ogilvie@hpw.qld.gov.au.

Yours sincerely

Liza Carroll
Director-General

Encl.

Level 31 1 William Street
Brisbane Queensland
GPO Box 2457 Brisbane
Queensland 4001 Australia

Telephone +617 3008 2934
Website www.hpw.qld.gov.au

Office of the **Independent Assessor**

Our ref: C/20/00419
Your ref:

6 July 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Island Shire Council

ceo@mornington.qld.gov.au

Dear Mr Prior

I refer to a complaint dated 16 June 2020, received by the Office of the Independent Assessor (OIA) pursuant to Chapter 5A Division 2 of the Local Government Act 2009 (the Act) about the conduct of Mayor Kyle Yanner of the Mornington Shire Council.

It was alleged that Mayor Yanner made a decision on behalf of council in relation to the reintroduction of Opal fuel before the matter was put to a vote at Council's meeting on 24 May 2020. The allegation was that posters were put up in the community on 10 May 2020 announcing the fuel replacement.

It was further alleged that Mayor Yanner's partner used his Council provided vehicle and had other passengers in the vehicle.

Notice of Decision

Having considered all the information available, I have dismissed the complaint pursuant to Section 150X (a)(ii) of the Act.

Reasons for decision

In making this decision, I considered the following information:

- The complaint received 16 June 2020
- A review of the Council Meeting Minutes of 24 May 2020
- Relevant provisions of the Act
- Queensland Human Rights Act 2019

I dismissed the complaint as the conduct does not raise a reasonable suspicion of inappropriate conduct or misconduct.

The complaint was made anonymously and the OIA were unable to verify whether the poster relating to the reintroduction of the OPAL fuel to the community was posted before the matter was voted on at the Council meeting on 24 May 2020.

In relation to the use of the council-owned vehicle by Mayor Yanner's partner, the OIA was advised that he was entitled to full private use of the council vehicle.

Further Actions Required

This information is provided to you in accordance with Section 150DX of the Act so that you may update your Council Conduct Register accordingly.

Office of the Independent Assessor
PO Box 15031
City East Qld 4002

Queensland Government

Section 150DX (d) requires you to record in your register of complaints about the conduct of councillors, any complaints which the assessor has dismissed.

Section 150DZ further provides that the Councillor Conduct Register must include the following particulars for each complaint about the conduct of a councillor which the assessor has dismissed:

- the date the complaint was made;
- a summary of the complaint; and
- a statement about why the complaint was dismissed.

The identity of particular councillors must not be included in the register unless the councillor agrees to their name being included.

Recommendations for Register

It is recommended that the following wording be used when updating the Council's Conduct Register:

Date of complaint	Summary of Complaint	Reason for Dismissal
16 June 2020	It was alleged that a councillor put posters up in the community about a council initiative before the initiative was formally endorsed at a council meeting. It was further alleged a councillor was using council provided equipment incorrectly.	The OIA dismissed this matter pursuant to section 150X(a)(ii) of the Local Government Act 2009 as the conduct does not raise a reasonable suspicion of inappropriate conduct or misconduct. The complaint was made anonymously and the OIA were unable to verify whether the poster relating to the initiative was posted before the matter was voted on at the Council meeting. In relation to the use of council provided equipment, the councillor was authorized to use the council equipment in the manner described

If you have any questions about the outcome of this complaint, please contact Michael Beckers on (07) 3334 2616 or by email at michael.beckers@oia.qld.gov.au quoting reference number C/20/00419.

Yours sincerely



Charles Kohn
Deputy Independent Assessor
Office of the Independent Assessor
Delegate

Queensland Government

1 July 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Shire Council
C/- Post Office
GUNUNA QLD 4871

Email: lyndon.prior@mornington.qld.gov.au

Dear Lyndon

Additional support for members

What a truly extra-ordinary and sobering start to this term of local government.

On your behalf, the Local Government Association of Queensland (LGAQ) has worked to secure additional state and federal funding, negotiated relief for a range of legislative and regulatory obligations, and provided daily support in helping councils navigate the complexity of COVID restrictions and relaxations.

Rest assured; we will continue to work tirelessly for you. We know there is more work to be done.

In recognition of the local financial impact caused by the pandemic I'm pleased to advise of some additional actions the Association is taking to further help you, your council and your community.

Some welcome news

Rebates extended again. $4.9 million will be returned to members through a rebate on insurance contributions provided through the mutual schemes (LGM & LGW). For the third year in a row this rebate will offset total aggregate subscriptions and most, if not all, of the cost of LGAQ membership for individual LGMS scheme members.

Freeze on membership fees. The LGAQ will hold nett membership, member service fees and some subscriptions to zero percent increase for this financial year. Any local variances will only be as a result of changing relativities between councils as determined by the application of the LGAQ membership formula, and for our website customers who have previously agreed to a price path for the new Jadu service.

What this means. Your LGAQ membership invoice will need to be paid in full. For councils entitled to LGMS rebates these will be incorporated as an offset to your scheme contributions.

Extra opportunities and cost savings

Free 12-month trial access to Our Town. Real-time insights into emerging issues and community sentiment have never been more valuable. This newly available interactive tool which can capture and curate social media and other community commentary will be made available to all councils to trial through to June 30, 2021.

Free 12-month extension to Energy Detective. This proven tool, part of the LG Sherlock initiative, is helping councils identify electricity savings and smartly inform local energy consumption. Savings found can go directly back to your council.

Free Elected Member Update. We reconfirm our earlier commitment to provide access for all councils to this long-standing program of value to elected members and senior executives. We'll be in touch to coordinate an LGAQ visit to your town or region.

Getting the most from your membership

The LGAQ will be establishing a new internal team purely focused on helping your council get the maximum value from your membership.

We provide membership value in many ways, and the new team will be working to make certain you are aware of the myriad of opportunities available to access that value to the fullest. Whether it be through member advocacy, tools for streamlining operations or achieving significant cost savings, we are committed to ensuring you can leverage every membership opportunity to advance the aspirations of your council and your community.

As *Your Association* we look forward to representing and supporting you in the year ahead.

Yours Sincerely,



Greg Hallam AM
CHIEF EXECUTIVE OFFICER

Cc: Cr Kyle Yanner - Mornington Shire Council
Email: kyle.yanner@mornington.qld.gov.au

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 ACN 142 783 917

TAX INVOICE

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

MORNINGTON SHIRE COUNCIL
accountspayable@mornington.qld.gov.au

C/~ POST OFFICE
GUNUNA QLD 4871

Attention:

Invoice No: LG0074211
Date: 01/07/2020
Debtor Id: MORN01
Page : 1 of 1

Description	*Exclusive GST*	*GST*	*Amount*
LGAQ Annual Membership Subscription (1 July 2020 to 30 June 2021)	23,154.55	2,315.45	25,470.00
LGAQ Services (including LG Online) (1 July 2020 to 30 June 2021)	19,058.18	1,905.82	20,964.00
Conference Levy 2020 - 2 Delegates	2,800.00	280.00	3,080.00
Qld Water Directorate Membership (1 July 2020 to 30 June 2021)	1,990.00	199.00	2,189.00
Total Amount Due:	$47,002.73	$4,700.27	$51,703.00

PLEASE REMIT ALL EFT PAYMENTS TO

BSB: 084 004
ACC NO: 516 661 205
BANK NAME: NATIONAL AUSTRALIA BANK
ACC NAME: LOCAL GOVT ASSOC OF QLD IMPREST ACCOUNT
PLEASE EMAIL REMITTANCE ADVICE TO: accounts_receivable@lgaq.asn.au

This invoice is due and payable within 30 days of the Invoice Date
Please pay on this Invoice as no statement will be issued

Your Account Balance (excluding this invoice)

Aging	Current	30 to 60 days	60 to 90 days	90 + days
Amount	770.00	0.00	0.00	0.00

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd
ABN 11 010 883 293 ACN 142 783 917

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

3 July 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Shire Council
C/- Post Office
GUNUNA QLD 4871

Email: lyndon.prior@mornington.qld.gov.au

Dear Lyndon

Council Visit 2020

The Local Government Association of Queensland (LGAQ) as a member driven and responsive association, works hard to ensure that you, our members, are fully informed and consulted, and able to participate in all of our policy development and representational processes.

Over the past years myself as the Chief Executive Officer and Mayor Mark Jamieson, President of the Association, have endeavoured to personally visit every council.

I am proposing to visit your region between Monday 20th July to Thursday 23rd July. We hope to meet the Mayor, yourself and as many councillors or senior members of staff who may wish to attend.

Region: Starting at Doomadgee, Mornington, Burke, Aurukun, Carpentaria, Croydon and finishing the trip at Etheridge.

This is your opportunity to talk to us face to face about your council's issues and ask questions about the LGAQ's direction, policies, services and activities.

To assist us in organising this meeting, please contact Dorothy Mohanta via email dorothy_mohanta@lgaq.asn.au or phone 07 3000 2220 and advise if the above dates are suitable to your Council. Further information will be forthcoming as soon as we organise flights.

Yours Sincerely

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

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Lyndon Prior

From: A Bright Nite Fireworks <admin@abrightnitefireworks.com.au>
Sent: Tuesday, 7 July 2020 12:40 PM
To: Frank Mills
Subject: re: We'll all need A BRIGHT NITE when this is over

Hi Lyndon

What a tough year this has been so far.

Never in a million years did any of us think that 2020 would look like this on January 1st.

At A Bright Nite Fireworks we understand why even the most wonderful of events had to be cancelled. It's just hard to go from a full calendar of fun, to having everything on hold.

However, we know that this crisis won't be around forever.

And when it's over, EVERYONE will be wanting to celebrate.

Hugging friends, street parties, concerts, community get-togethers and New Year's celebrations like never before.

As a Far North Queensland small business that employs 5 staff, we'd like to be able to give our team some hope that there's a future working with us. Whilst we'll have enough reserves to make it through, it's about having bookings to look forward to when all of this is over.

- Community events to celebrate our pulling together during this time
- Weddings to celebrate love
- Company parties to celebrate having stayed 'afloat'
- School events to celebrate education and friendships returning to normal
- And XMAS and NEW YEAR's parties to remember forever

We know that for now, the future is somewhat uncertain. But "following every dark night, is always the brightest dawn".

So let's get your new celebration booked in now - giving you surety of your date (and something for us both to look forward to).

And if it's not a 'fireworks' kind of evening or event, our subsidiary company Wonder Fair Amusement has lots of fun alternatives like Jumping Castles for children & adults, Outdoor Inflatable Movie Screens, Food Trailers and even Indoor Fireworks (our famous confetti blasters).

Whatever you've got in mind, we'll have a great way for you to celebrate it.

To book your date in just send us a quick reply to this email now or call 0417 783 975 and let's pick a date together.

A brighter day is coming, and you'll need an even brighter night to celebrate it.

Warm regards,

Renae & Shannon Walsh
A Bright Nite Fireworks

PS: Your support of a small Far North Queensland business will never be forgotten. So thank you in advance for being bold enough to book a date in.

p:07 40310 354 |
m:0417783975 |
e:admin@abrightnitefireworks.com.au |
w:www.abrightnitefireworks.com.au/ |
a: PO Box 12108, Cairns QLD 4870

"Business is not about just doing deals, business is having great products, great engineering, and providing a tremendous service to customers!"

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YouTube Video

Lyndon Prior

From: Dwayne Rogers
Sent: Wednesday, 8 July 2020 8:10 AM
To: Lyndon Prior
Subject: Fwd: LGASS00002 ELECTED MEMBER SKILL SET - CRUCIAL FOUNDATION SKILLS

Hi Lyndon,
should we look at this training?
Starting from the 24th July sounds good if Council needs this training now.
Regards,
Sent from my iPhone

Begin forwarded message:

From: Patricia Paolini <ppaolini@wearepeak.com.au>
Date: 26 June 2020 at 2:15:07 pm AEST
Subject: LGASS00002 ELECTED MEMBER SKILL SET - CRUCIAL FOUNDATION SKILLS

Dear Mayors and Councillors,

With the Local Government Elections now completed, Peak Services training has seen an increase in Councils seeking training opportunities for their elected members . Now is the time to instil crucial foundation skills to help build on current local government knowledge and skills.

Peak Services (Peak) has a well-established history of providing high quality accredited and non-accredited customised training and consultancy programs to over 90 clients and is the largest RTO Training provider specialising in local government training in Queensland.

Peak is built on a proud legacy of working alongside local government in Queensland. We are 100% owned by the LGAQ and here to help you build a better future for your community.

Since 2014, Peak Services has been delivering the LGA50712 Diploma of Local Government (Elected Members). This program has traditionally been delivered 2 days per month in our Brisbane officers with 12 training days to completed. Participants have the choice of attending training as 'workshops only' or as 'accredited workshops' with assessments to be completed. This will result in the attainment of finalised units of competency towards this Diploma qualification. With the current restrictions upon us, we have been delivering this program via Virtual Video Conferencing (Zoom).

Our Elected Member Skill Set program is part of the Elected Member Diploma and delivered over 2 days, it covers the following topics:

COURSE NAME	UNIT CODE	DESCRIPTIO
Councillor roles and responsibilities	**LGAGENE503 Perform the role of an elected member** **LGAGENE501A Undertake councillor roles and responsibilities**	Covers the behaviours and actions requ meeting their roles and responsibilities. I basis, the units explore in practical ways laws, regulations, and codes create a cle steps of elected members and helps the successful role at council and within the

1

Effective decision making	**LGAGENE302A Contribute to effective decision making**	Explores decision making processes and by those in positions of authority within c impact of personal and community influe when making clear and strong decisions

Upon successful completion of this course, elected members will gain increased knowledge and skills to help prepare them for the diverse range of topics and issues they may need to address in their new roles. Our 2-day program focuses on increasing their leadership and governance skills. Communities too will benefit from having highly skilled representatives who will be able to effect change, make more informed decisions and positively influence and lead the community.

Due to current restrictions, we are delivering our Elected Member Skill Set via Virtual Video Conferencing – Zoom for our Publicly Scheduled Events. Microsoft Teams is another option for inhouse group sessions. Inhouse training can be arranged if currently with travel distance restrictions with appropriate social distancing arranged by council for the events.

Our up and coming PUBLIC course dates for the ELECTED MEMBER SKILL SET are:

- 4-5 June 2020 — Zoom Virtual Video Conferencing
- 23-24 July 2020 — Zoom Virtual Video Conferencing
- 18-29 October (Sunday-Monday) to be instructor led training. — LGAQ Conference *This is likely
- 12-13 November — Delivery mode TBA

HOW TO ENROL
Please use the current Elected Member Calendar 2020 as your booking form. Please complete all details and return to us with your preferred dates circled and training option (accredited or non-accredited)

If you have any questions about this email or would like pricing on in-house delivery for your Elected Member group, please contact me directly.

We look forward to meeting you in the near future and assisting with your upskilling questions.

Sincere regards,

Patricia Paolini
Business Development Manager - Training

peak services

m: 0407 966 716 p: 07 3000 2104
e: ppaolini@wearepeak.com.au
wearepeak.com.au

Connect with us

2



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<ZOOM MEETING FACT SHEET.pdf>
<Elected Member Calendar 2020.pdf>

NWRH

Australian Government
Department of Health

8 July 2020

Mornington Shire Council

Attention: Acting Chief Executive Officer
Mr Lyndon Prior Via email: lyndon.prior@mornington.qld.gov.au

Reference: Residential Aged Care Facility Transitioning to a New Care Provider

Dear Mr Prior,

NWRH has commenced formal discussions with the Commonwealth Department of Health (the Commonwealth) to transition the residential aged care services in Doomadgee, Mornington Island and Normanton to a new residential aged care provider.

We take this opportunity to reassure you that Kuba Natha Hostel will not be closing and the residents of the facility will continue to be cared for. The Commonwealth has commenced discussions with potential new providers to ensure an ongoing and sustainable service. NWRH, the Commonwealth and a new provider will work towards a seamless transition for the residents of the facility.

NWRH will provide formal notice of lease cessation during the transition period ending no later than 31 December 2020. As the transition progresses, the Commonwealth will introduce you to the new provider to discuss ongoing operational and leasing agreements. The Commonwealth will also visit Mornington Island to enable further discussions once biosecurity restrictions allow.

It has been a pleasure for NWRH to work with the community in providing essential residential aged care service since December 2015. We are proud of the services provided to the residents in this time. NWRH will continue to provide Community Care, Disability Care, Mental Health, and Wellbeing Services within the community and we look forward to a continued relationship with you.

Updates will be provided to you throughout the transition process. Please feel free to contact either NWRH on 1800 799 244 or the Commonwealth on (02) 6289 4971 or Samantha Martinek by email: samantha.martinek@health.gov.au if you would like to discuss further.

Sincerely,

John Cain
Acting Chief Executive Officer
North and West Remote Health

Nicole Jarvis
State Manager – Queensland and Northern Territory
Department of Health

3/106 Dalrymple Service Road, Currajong, Qld 4812 P (07) 4781 9300 F (07) 4781 9355 | **1800 799 244** | nwrh.com.au

GPO Box 9848 Brisbane QLD 4001 | P (02) 6289 4971 | E samantha.martinek@health.gov.au | www.health.gov.au

Queensland Government

Department of Local Government, Racing and Multicultural Affairs

Our ref: MBN20/833

8 JUL 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Shire Council
C/- Post Office
GUNUNA QLD 4871

Dear Mr Prior

I refer to the Mornington Shire Council's list of projects submitted for endorsement under the 2020-21 COVID Works for Queensland program (COVID W4Q).

The $200 million COVID W4Q program, which was announced as part of the Queensland Government's Economic Recovery Strategy: *Unite and Recover for Queensland Jobs*, will support all 77 Queensland Councils deliver job creating new infrastructure, maintenance and minor works projects that are focused on essential services, economic development and community wellbeing outcomes.

I am pleased to advise that the Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has endorsed the Council's COVID W4Q projects, as per the enclosed schedule. The Minister has also written to the Council's Mayor, advising the projects have been endorsed.

Please be advised that the COVID W4Q funding allocation of $1,360,000 to your Council is to be used for the Council's endorsed projects. Delivery of the Council's projects may commence immediately, and it is a condition of funding that all projects are completed by 30 June 2021.

The new Head Funding Agreement recently executed by the Council, the COVID W4Q Program Guidelines and a specific COVID W4Q Project Funding Schedule, to be executed by both the Council and the Department, will govern the delivery of these projects. The Department's regional staff will be in contact with the Council as a priority to arrange execution of the Project Funding Schedule.

Projects will be monitored by Departmental officers to ensure that the Grant Program is achieving the program aim and objectives. Consistent with section 2.13 of the Program Guidelines, quarterly progress reports are to be provided via the Department's online portal.

1 William Street Brisbane
PO Box 15009 City East
Queensland 4002 Australia
Telephone +617 3452 7009
ABN 251 66 523 889

Additionally, the Council must adhere to the Department's Funding Acknowledgement requirements as set out in section 5 of the Program Guidelines.

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at www.dlgrma.qld.gov.au.

Funding for all projects will be subject to an acquittal process. The Council must submit the required Final Acquittal Form, Project Completion Report and any supporting documents to the Department by 31 July 2021, demonstrating it has delivered on the approved projects and jobs by the 30 June 2021 timeframe, ensuring maximum benefit to the community.

I have asked for Ms Jo Stephenson, Regional Director, Northern Region, Local Government Division in the Department to assist you with any further queries. You may wish to contact Ms Stephenson on 4758 3419 or by email at jo.stephenson@dlgrma.qld.gov.au.

Yours sincerely



Rebecca Atkinson
Acting Director-General

Enc

Attachment

2020-21 COVID Works for Queensland

Mornington Shire Council

List of endorsed projects

Unique identifier number	Project title	COVID W4Q project budget (excluding GST)
MoSC - W4QC20-1	Building and facilities maintenance works	$200,000.00
MoSC - W4QC20-2	Accommodation Units and Outdoor Entertainment Spaces	$1,160,000.00
	Council's total 2020-21 COVID W4Q allocation	**$1,360,000.00**

EMAIL EXTRACT

Re: Post Code Confusion.

To Mornington Island Councillors,

Have come across a problem with the mail which could be fixed by two simple letters from the Council. It is clearly a historic issue which could be easily rectified.

There are two post codes for Mornington Island.

The first is:
Gununa
Mornington Island
Qld 4871

The second is
South Wellesley Islands
Qld 4892

The latter address appears to have the greater chance of success.

I believe the historic issue was that 4871 is the post code for Cairns where all mail to the island was previously despatched from.

The problems of having two separate post codes for the same area include:

1.Mail is often delayed or takes considerably longer than it should due o the ambiguity.

2.Australia Post Mail will sometimes get completely lost in transit or returned to sender due to the confusion.

3. Quite often online stores simply do not recognise one or both addresses when attached to one of the post codes.

The Council are the one entity with jurisdiction over the entire island. It is therefore in the best position to address the issue on behalf of the island.

I would suggest that they send two letters advising of the problem perhaps selecting the second address as being the appropriate one to be used in the future by:

a.Australia Post

b. Google

If the Council preferred the appropriate address could even be made to the most logical address of all being:

Gununa,
Mornington Island
Qld 4892

The choice is entirely one for the Council to make.

And that both Australia Post and Google's online and hard copy records should then be amended accordingly to prevent further confusion.

An appropriate notice could then be affixed to a visible place at the Mornington Post Office confirming the outcome.

Best of luck with this intriguing problem.

Yours faithfully,

Donal Craig

(for Geoff Byrne)

Geoff Byrne
LLB
CEO
Principal Solicitor

Junkuri Laka Wellesley Islands Aboriginal Law,
Justice and Governance Association Inc
2 Lardil Street, Mornington Island, QLD 4871
T: 07-47457278 M: 0447744945 F: 07-33196632
ABN: 29458 490 746 IA: 19908

13.2 ANNUAL OPERATING PLAN 2020-21

Author: **Acting Chief Executive Officer**

Attachments: **1 Annual Operating Plan 2020-21 DRAFT**

PURPOSE (EXECUTIVE SUMMARY)

To present to Council a draft Annual Operating Plan for 2020-21 for consideration and adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required, pursuant to Sec 104 of the Local Government Act 2009 and Secs 174-175 of Local Government Regulations 2012 to:

- Prepare and adopt an annual operational plan consistent with its budget
- May, but need not, adopt the annual operation plan at the same time it adopts its budget.

Mandatory elements:

The operational plan must state how the local government will:

- Progress implementation of the five-year corporate plan during the period of the operational plan
- Manage operational risk

It must also include an annual performance plan for each commercial business unit [not applicable to MSC]

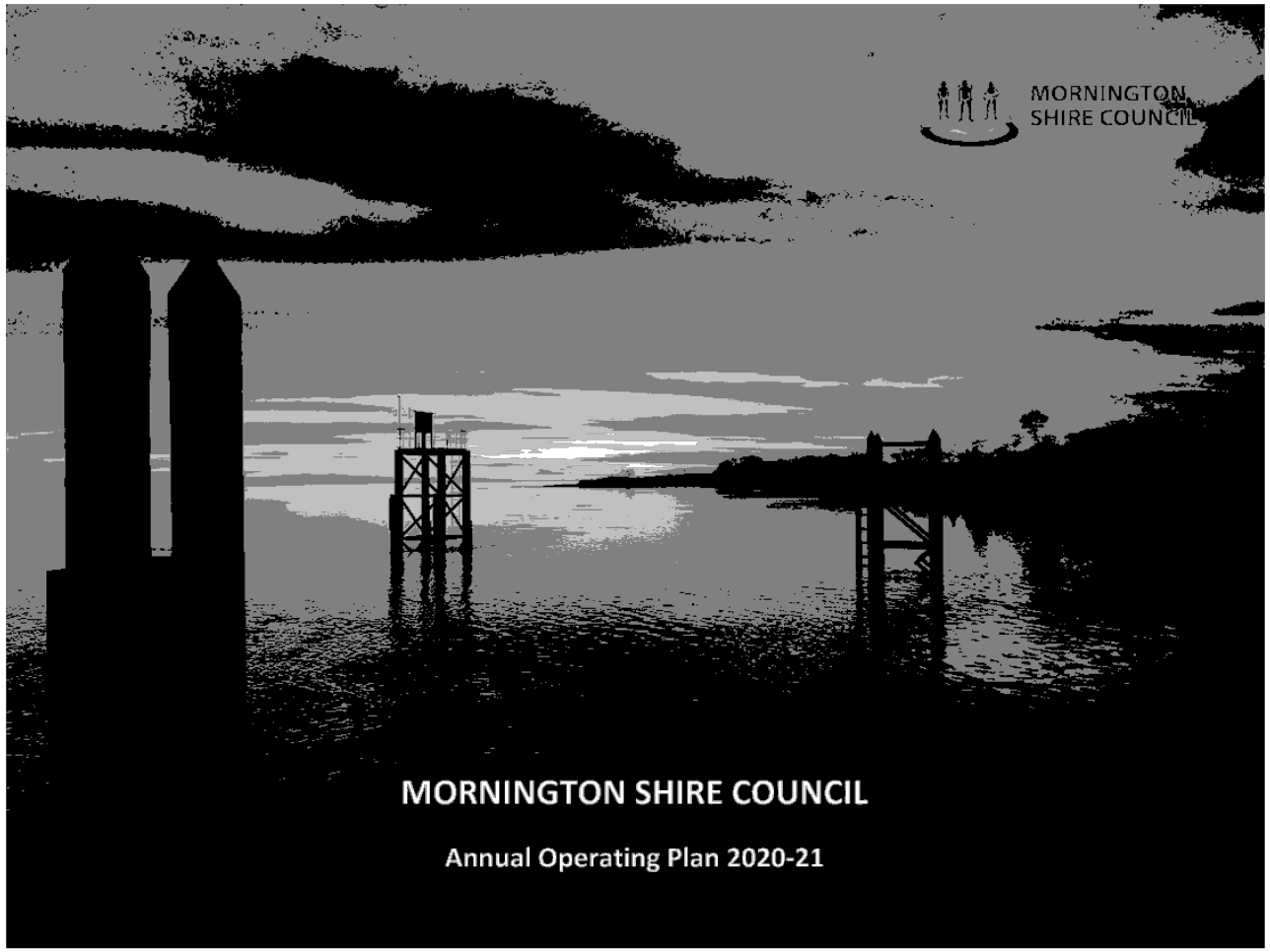
The draft Annual Operating Plan for 2020-21 is provided as an attachment to this report for discussion, review and adoption. The plan is considered to meet all the stipulated legislative and regulatory requirements.

FINANCIAL & RESOURCE IMPLICATIONS

Execution of the Annual Operational Plan is intrinsic with Council's operational and capital budgets for the 2020 -21 financial year, adopted by Council at its ordinary meeting of 24th June 2020.

RECOMMENDATION

That Council adopt the draft Annual Operating Plan as its Annual Operating Plan for 2020-21.


MORNINGTON
SHIRE COUNCIL
MORNINGTON SHIRE COUNCIL
Annual Operating Plan 2020-21

Mornington Shire Council
Annual Operating Plan 2020-21

MORNINGTON SHIRE COUNCIL

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Mornington Shire Council
Annual Operating Plan 2020-21

MORNINGTON SHIRE COUNCIL

MAYOR'S WELCOME & INTRODUCTION

I would like to acknowledge the Traditional Owners and Custodians of this country, the Lardil people of Mornington Island and recognise their connection to land. I pay respect Elders both past and present. I would also like to acknowledge the Kaiadilt and Yangkaal who share our homelands.

As your new Mayor, I am pleased to present Mornington Shire **Council's Annual Operational Plan for the 2020-21** Financial Year.

Council remains committed to its goal of generating revenues through our various business enterprises whilst at the same time looking for cost efficiencies across Council's operations, both in administration and community service delivery.

The Operational Plan will deliver capital projects and expenditure that will enhance Council's capacity to deliver services to the community which aim to strengthen our local economy, improve the health and opportunities of our people and protect our local environment.

In summary, the plan will look to deliver the following capital works projects:

- Administration and Civic Centre (Gununa Town Centre)
- Visitor Accommodation Centre (VAC) fence & security
- Plant replacement & upgrade
- Barge area safety and security
- Disaster Recovery Works (DRFA)
- Warehouse improvements
- Laneway upgrades

These projects are made possible due to our partnership with and support by State and Federal Government. I would like to thank our government stakeholders for their continued assistance, and I look forward to our ongoing collaboration to further strengthening the Mornington Island community.

Cr Kyle Yanner
Mayor

Mornington Shire Council
Annual Operating Plan 2020-21

MORNINGTON SHIRE COUNCIL

PREFACE

INTEGRATED REPORTING

Under the Local Government Act 2009 Mornington Shire Council is required to producer and publish and Annual Operating Plan.

This Operational Plan details how Council will deliver to the community the priorities identified in ***Council's Five-Year Corporate Plan 2018-23***. Plus, in addition, for this operational plan our newly elected Councillors have been engaged in a series of budget and operational plan workshops to identify priorities that have emerged during the planning phase.

This plan aims to align with Mornington Island Master Plan, Council's Five-year Corporate Plan, Asset Management Plan, 10 Year Long Term Financial Plan and Annual Budget.

The Annual Operational Plan is also the foundation of Council's 2020-21 annual budget which identifies funding sources for the Delivery of the plan.

A periodic performance report is presented to Council each quarter As well as a comprehensive Annual Report. These reports will include Information on the key deliverables and interim achievements against performance targets.



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MORNINGTON SHIRE COUNCIL

CORPORATE VISION, MISSION, GOALS & VALUES

Our Vision

- To empower our Community – Our People
- To feel solid and strong like the rock in Mundalbe
- To taste and hear the breaking waves of change
- To establish clean, safe, healthy lifestyles togetherness
- Pride and respect for each other in culture, achievements and successes
- To see and smell the compassion and peacefulness of our community

Our Mission

By 2021 Mornington will be a Community where:

- Our people are happy, healthy, and safe
- Our natural environment is valued and well-managed
- Our culture is retained and maintained
- We have quality infrastructure
- We have a sustainable local economy
- Governance and ownership of community direction is by Council
- We have transparency of government and open communication between the three tiers of government.

Mornington Shire Council
Annual Operating Plan 2020-21

MORNINGTON SHIRE COUNCIL

Our Goals

Our goals are to make the Wellesley Islands the best place they can be by:

- Enhancing community well-being
- Keeping our Culture alive
- Creating opportunities for prosperity
- Protecting our country
- Enhancing and supporting local business
- Having greater transparency and open communication between the three tiers of government.

Our Values

- Responsibility
- Respect
- Compassion
- Hard Work
- Working together
- Proud to belong

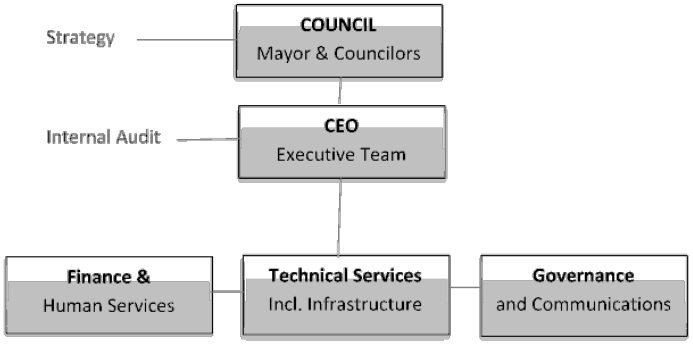
Mornington Shire Council
Annual Operating Plan 2020-21

MORNINGTON SHIRE COUNCIL

STRUCTURE & GOVERNANCE

STRUCTURE

Mornington Shire Council operates under an organisational Structure headed by a CEO who is supported by a team of Executive Managers and Program Mangers. It is designed to provide expert professional support to a newly elected Council, whilst at the same time structured to promote Staff development and career paths.



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EXECUTIVE GOVERNANCE

- Risk Management Framework & Guidelines
- Performance Management
- Long Term Financial Planning
- Risk register & Reporting System
- Corporate Strategies & Policies
- Fraud & Corruption Prevention Policy
- Strong Governance Framework
- Code of Conduct Policies
- Local Disaster Management Group
- Internal Audit Charter
- External Audit
- Work Health & Safety Management System
- Approved Delegations Register

The Governance and Corporate Services Departments are responsible to advise Council on legal and governance issues and are responsible for systems in place to identify and protect Council against legal and governance matters.

Council engages with an external specialist to provide advice on work health and safety as well as Organisational safety.

MORNINGTON SHIRE COUNCIL

MANAGING RISK

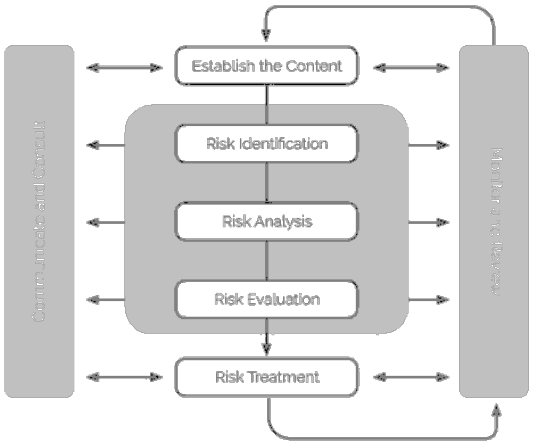
Council has invested in a suite of comprehensive risk management tools to enable the timely and efficient management of operational and project risk. Risk management and mitigation is an essential component of Council operations.

- *Enterprise Risk Management (ERM) System* - Risks are an integral part of normal everyday life that is unavoidable. This module allows Council to take control of informed risks, which is part of good business practice, and accordingly analyse, control and mitigate these risks.

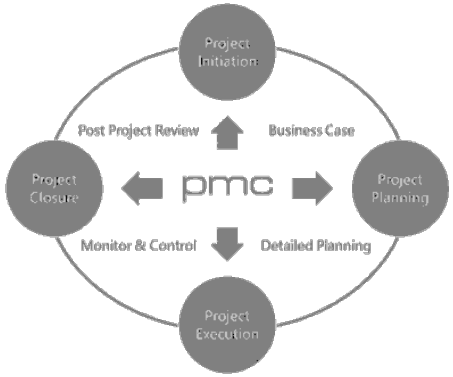
  The ERM system is implemented and operational. It is currently being updated per respective Business areas with the objective that this be reported to Council in the August 2020 meeting.

  Risk reporting is an essential feature of good governance as this allows the direction of the Council, Executive Team and management and staff to be directed at those areas which really matter most. The ERM system is focused to report against three key areas of Council's interest.

  - The strategic objectives of Council
  - The operational objectives of Council
  - Compliance



- Project Management Control (PMC) module provides a framework for the planning, organising, execution and management of all projects from inception to completion. All projects initially started as an idea. To turn this idea into a reality some key questions need to be answered, like 'how can we fund this, and what are the risks? PMC takes this idea for a project and this will be put through a business case framework. PMC provides project managers with the tools required to manage projects both small and large such as task scheduling, and collaboration issue tracking. PMC will provide oversight across all projects in the organisation and reports can be generated across all projects and actions taken as necessary.



Finance has completed the due diligence in assessing the feasibility of purchasing two 3rd Party Software solutions which will interface with the Xero Accounting Information system, and assist day to day operations as follows:

- *Deputy* will provide the Mornington Shire Council with all of the key elements required to manage scheduling, timesheet management and report on timesheet costing, while reducing the administrative and human resource effort to perform this process. This will enable electronic timesheets interfaced with Xero Accounting Information System. This system will enable for Award conditions to be established for ready reference as timesheets are entered, and available leave will be visible to the supervisor upon approval.

- *WorkGuru* will provide management and staff with all the key elements required for job estimation/budgeting, job management, tracking and asset management, whilst reducing the manual data input and manipulation from the current practice for the Workshop.

  This technology and change management solution needs to address the following operational challenges to manage manual data manipulation and unnecessary human resources spend:



- Job tracking for real-time data entry and costing
- Real time materials usage through the kiosk
- Asset history and cost management (for previously serviced machinery)
- Job visibility and job planning
- Asset Management - Planning future works, audit trail, service history
- Accounting - Workflow synergy across debtors and creditors, permitting reconciliation considerations from Xero across the multiple invoicing scenarios in the environment for external stakeholders.
- Customer Information - Billing/Invoice variance considerations, multiple contacts
- Detailed profitability, job & performance reporting for the Executive Team.

MORNINGTON SHIRE COUNCIL

KEY ACTIVITIES & INITIATIVES

KEY INITIATIVES

- Commence Civic Centre/ Administration center development
- Replacement / renewal of plant & equipment
- Work through our Technical Working Group to provide more public housing
- Increase stock of staff housing
- Complete projects carried forward from previous year
    - Airport
    - Dog pound
    - Kiosk Tavern
    - Red shed
- Improve internal staff capacity through training and mentoring
- Continue strategic direction toward greater local indigenous employment
- Improve ICT capability to improve service delivery and enhance risk mitigation

STATEMENT OF INTENT

- To provide a level of service excellence to our customers, both internal and external
- Planned, efficient and timely delivery of proposed projects and service, on time and within budget
- Compliant engagement of contractors and consultants to ensure open and transparent processes.
- Continued drive to ensure compliance pursuant to legislation, regulations and policy.
- The implementation and validation of Asset Management in accordance with adopted plans including the LTFP to ensure availability of funds.
- Continue to work toward best practice and in accordance with Council's WHS policies and procedures
- To embrace and engage with the community to determine the strategic direction of Council on behalf of the community

MORNINGTON SHIRE COUNCIL

PROJECTS FRAMEWORK

Council will apply the use of the Project Management Control system which provides a framework for the planning, organising, execution, and management of all projects from inception to completion within an organisation. The budget project items will be put through a configurable business case framework. This flexible approval engine allows the executive to define the specific approval criteria which drives the approval workflow. The use of the Project Management Control provides oversight across all projects to monitor planning and progress against budget.

Works for Queensland Grant (Covid-19) Works

Ref: Corporate Plan 2018-23 Program 1 – Improving Community Lifestyle

This Budget provides for an amount of $1,360,000, which will be used as follows:

- *Maintenance - $200,000*

The project will rectify several council buildings, facilities and compounds. Works will include re-stumping, modifications and minor repairs, fencing, painting, replacing fittings and fixtures as necessary.

- *Upgrades - $1,160,000*

Construction of 2 accommodation units and associated site works. Rectification of outdoor entertainment areas at the motel site, visitor's accommodation camp and staff housing, inclusive of hard and soft landscaping, painting and restoration as required.

Pre-Project & Feasibility Works

Ref: Corporate Plan 2018-23 *Program 3 – Creating Opportunities for Prosperity*
Program 2 – Keeping our Culture Alive

This plan provides for an amount of $200,000 in the administration/ finance operations budget for consultant work on pre-project and feasibility study for identified future capital works projects.

It is essential now, when applying for Government Grant Funding to have projects "shovel ready' to be considered for approval. Management consider this an essential step in providing Council with every opportunity for success in its strategy of identifying and seeking capital grant funds. A major project planned in the next five years subject to acquiring grant funding will be to expand the storage capacity of the water storage dam and assisting with improving water security for the township of Gununa.

Building and Construction

Ref: Corporate Plan 2018-23 *Program 1 – Improving Community Lifestyle [1,2,3,6,7]*
Program 5 – Enhance and Support Council Business [4,5]

During the coming 12 months our Community will see:

1. The commencement of the new Administration Centre
2. New residence for Emergency Services
3. Construction of 2 accommodation units
4. Visitor Accommodation Centre [VAC] improvements to improve security.
5. Upgrades to Warehouse & 'Red Shed' floor and ground surfaces
6. Amenities and storage at various Council & Community sites.
7. Outdoor entertainment area & associated site works – Tavern

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Roads and Civil Construction

Ref: Corporate Plan 2018-23 Program 4 – Protecting our Country

Works to roads and infrastructure will be limited to maintenance and repair, funded by the annual Roads to Recovery Funding and any DRFA funding provided for repair of damage caused by Cyclones and Monsoonal troughs.

It is proposed that the commonwealth roads to recovery will be able to complete the following projects in 2020/21:

	Proposed Works	Location	Program
1.	Re-Sheeting	Laneway - Wengka Street to Mukakiya Street, Gununa	2019/20 Cfwd
2.	Re-Sheeting	Laneway – Jimbarn Street to Mukakiya Street, Gununa	2020/21



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Plant and Equipment

Ref: Corporate Plan 2018-23 *Program 1 – Improving Community Life*
Program 4 – Protecting our Country

Significant investment in the replacement and upgrade of plant & equipment is required to ensure continuation of services across all areas of the community. To optimise efficiencies, a detailed analysis has identified the following items requiring replacement in 2020/21. These include:

- Back-hoe
- Parks & Gardens – ride-on mowers
- Low loader
- Light Vehicles - Utilities (Qty x 2)
- Gravel truck
- Dingo digger / post hole digger
- Street sweeper (Tractor led)
- Small plant – e.g. Wacker, concrete mixer, high-pressure sand blaster



MORNINGTON SHIRE COUNCIL

MAJOR PROJECTS

Mornington Shire Council Civic Centre

Ref: Corporate Plan 2018-23 *Program 1 – Improving Community Life*



The Mornington Shire Civic Centre will deliver a new 'smart' Council administration building & Chambers in the town centre consolidating all Council operations into one facility. The building includes a one-stop reception, visitor information centre, Council chambers, offices & open plan office for 23 staff in stage 1, CCTV control room / security base, disaster management centre.

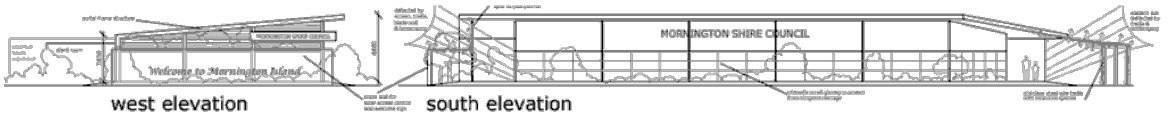
Council has received approved grants to date of $5,317,692. Mornington Shire Council will contribute $590,855 towards the project over two years.

Benefits

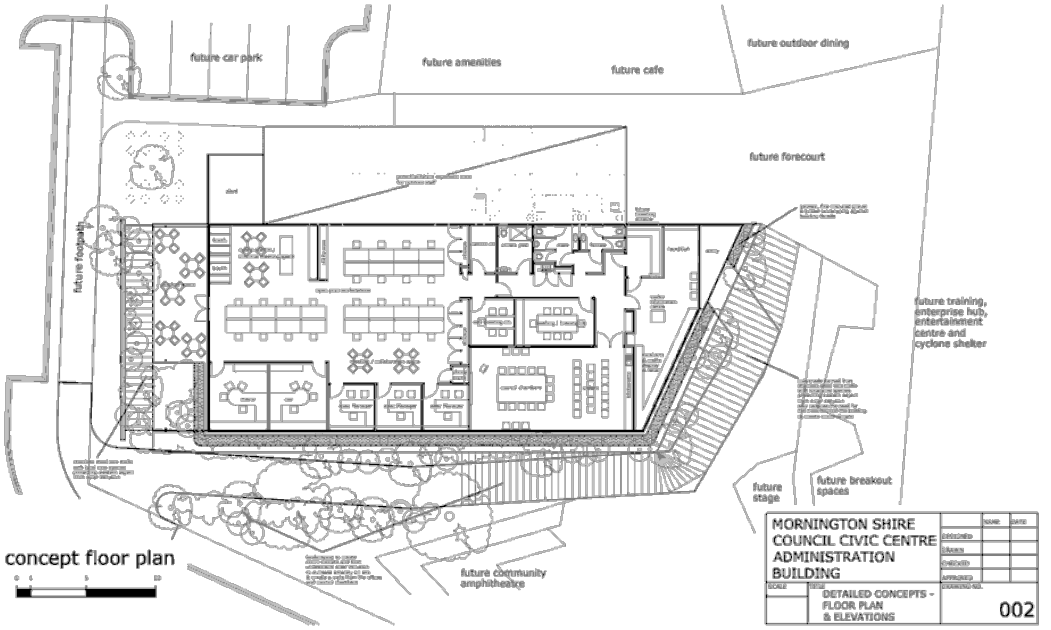
- This project will create jobs for the community, delivering jobs during construction and 17.75 FTE post-construction
- Increases commercial viability off town centre
- Improves access to services and activities
- Efficiency dividends co-locating staff and leveraging adjoining facility
- Landscaping, open reception and targeted activities attract and build connection with community and youth
- Streetscape, outside meting areas, video-arcade, future water play and amphitheatre improved amenity
- Community safety is enhanced through well-equipped disaster management centre as well as visible security
- Building is sustainable, energy and water efficient

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west elevation south elevation



concept floor plan

MORNINGTON SHIRE COUNCIL CIVIC CENTRE ADMINISTRATION BUILDING		NAME	DATE
	DESIGNED		
	DRAWN		
	CHECKED		
	APPROVED		
SCALE	TITLE: DETAILED CONCEPTS - FLOOR PLAN & ELEVATIONS	DRAWING NO.	002

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Barge Safety and Security Upgrade

Ref: Corporate Plan 2018-23 *Program 1 – Improving Community Life*

It is proposed to commence the barge area security & safety upgrade. This will include fencing and a boon gate to the barge loading & uploading area immediately securing the area throughout barge operations. This capital will mitigate the risk to the public at these times.

This project is to reduce the extreme risk of serious injury to members of the public and Mornington shire Council employees through a controlled operational area utilising barricading and signage. This will incorporate an implemented traffic management plan for the unloading of the barge by restricting the unauthorised entry of vehicles. Thus, resulting in a significant reduction in risk regarding vehicle collision due to one entry point to the barge operations.



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Special Projects Carried Forward (x 2019/20)

As per resolution 2020/107, the following budgets have been allocated to complete special projects from 2019/20. These include:

SPECIAL PROJECT	AMOUNT
Airport Works	$ 40,000
Dog Pound Termite Proofing – Enabling final certification	$ 5,000
'Red Shed' Ground Stabilisation, Cross Overs	$ 20,000
Batch Plants	$ 40,000
IT Network Infrastructure Project	$ 136,000
	$ 241,000

MORNINGTON SHIRE COUNCIL

OTHER TARGETS & INDICATORS

The 2020/21 Operational Plan & Budget continues Council's strategy operate sustainably and to build up Council Cash Reserve Funds for future capital projects and shire development.

All Capital purchases/ projects are supported by a Business Case and assessed against Council and Community needs, whilst considering the Strategic and Long-term plans of Council.

There are current projects underway which have been based in previous budgets. These programs will be assessed at the end of the year in establishing a carry-over program of works to be considered in the June and September Quarterly Budget Review.

The Budget has allocated **Transfer to Reserves** (Internally Restricted) as follows:

Transfer to Reserve	$
Sewerage Management	$ 137,200
Waste & Landfill Management	$ 322,940
Water Management	$ 456,120
+ Reserve Funds (Internally Restricted)	**$ 916,260**

The Transfer to Reserve amount is the Surplus Revenue amount, after all expenses [including Depreciation] for that Departments Operations. This in effect 'quarantines' funds for future capital replacement of Assets within those operations.

NOTE:
Council is required to provide provision for the rehabilitation of its land-fill site pursuant to legislation and regulation administered by the Environmental Regulatory Practice, Department of Environment and Science, Queensland Government, and as such Council recognises an unfunded liability of $1.095 million in its Balance Sheet to reflect this.



Other Considerations:

- Resource scheduling for capital works indicates it will be necessary for the works to be completed by a combination of contractors and Council's existing workforce.
- Materials and Supplies costs are aligned with the proposed program of works.
- Wages cost are programmed to decrease over the next three years of the LTFP. It is targeted for a $1m decrease per annum in wages.
- A strategy is to set a target of 25% apprentice, trade assistants and structure traineeships has been set for the long-term. As the strategy is implemented, there will be the potential to increase the FTE staff in the short term for an equivalence of costs. This will have the additional benefit of providing succession opportunities, a younger workforce and provide skill development for the community.
- A strategy is also to have a goal of 80-85% Indigenous workforce within our council. The minimum baseline goal set is at 75% indigenous employees which equates to 77 personnel.
- Several strategies will be deployed to meet resourcing requirement peaks. If the internal resourcing is insufficient to meet the delivery needs of the works program. These will include such things as outsourcing, short-term labour hire arrangements and more flexible work arrangements with current staff.
- It is anticipated that in the proposed budget will see the continuation of implementing lean principles and a philosophy of best practice, there will be a measurable increase in productivity per employee.
- It is anticipated with the implementation of the new Corporate Information System, which besides ongoing saving in licensing costs, there will be cost savings as technological improvements roll out. Day-to-day administrative procedures will be replaced by electronic workflows through the 'Cloud', and reduce paper based time-consuming systems.

MORNINGTON SHIRE COUNCIL

OPERATIONS 2020-21

Program 1 – Improving Community Life

Services under this Program	Critical Success Factors
Environmental Health	Effective collaboration with Federal and Queensland Governments and their agencies
Animal Control	Implementation of Animal Management Plan, reduction of roaming animals and improvement of animal welfare
Housing	Work with Public Works & Housing to increase public housing stock – reduction in overcrowding
Sport and Recreation	Join with PCYC to deliver sport, recreation, and events to the community – reduction in youth related vandalism and crime
Communication	Develop an effective community consultation policy, together with Website redevelopment to enhance communication
Accommodation	Develop business management plans for both the Visitor Accommodation Centre and Motel together with service standards, both to increase accommodation stock and formalise service delivery



MORNINGTON SHIRE COUNCIL

Program 2 – Keeping Our Culture Alive

Services under this Program	Critical Success Factors
Community Cultural Centre – Mirndiyan Gununa Aboriginal Corporation Festivals and Events – celebrates aspects of our community and its lifestyle	Effective relationship with Board of Management and staff – Service Delivery Review Project to ensure efficient locally lead service delivery Community Support and Participation Demonstrating the importance of culture Capacity to sustain and develop infrastructure – roadways together with improved plant & equipment to enhance service delivery Effective relationship with all stakeholders



MORNINGTON SHIRE COUNCIL

Program 3 – Creating Opportunities for Prosperity

Services under this Program	Critical Success Factors
Business Development	Co-operation of private sector and stakeholder partners (ADBT, Department of Prime Minister and Cabinet, IBA, MIACSED)
Motel/Bakery/Batching Plant/ Building Services	Council commitment and resources invested into increasing employment in a sustainable manner – Business Plans for Bakery, upgrade of plant. Business plan for VAC, improved security perimeter, Business Plan for Motel Community support for economic development vision – Business incentive and start-up program. Develop 'shovel ready' pre-project plans for community projects identified in the Mornington island master Plan 2020 to optimise grant funding opportunities.



Program 4 – Protecting our Country

Services under this Program	Critical Success Factors
Asset Management Co-ordination Technical Services Council Building Maintenance Environmental Management Fire Prevention Parks and Gardens Roads Maintenance Planning and Design Waste collection, disposal and management Water collection, storage and management	Seek alignment between community expectations and available resources in service delivery – plant & equipment purchases Management plans and best practice manuals are developed and implemented – development of new Civic Centre/ Administration building Work with Wilssed Rangers to control burn with TO's traditional country burning Policies and strategies are documented, relevant and integrated – plant and equipment purchase to enhance service delivery Work QRA to fund road maintenance, repair and reconstruction. Technical Working Group to identify in-fill possibilities and Public Works & Housing to fund housing. Effective communication and consultation with internal and external business units – Waste Management Strategy to tie in with Indigenous Council's Waste Strategy Identify sustainable funding opportunities

MORNINGTON SHIRE COUNCIL

Program 5 – Enhance and Support Council Business

Services under this Program	Critical Success Factors
Customer Service Executive Management Financial Management Information Technology Payroll Human Resources Advocacy Grant Funding Governance Communication	Utilisation of Council assets by the Community Effective advocacy A sustainable positive organisation culture Develop attraction and retention of qualified and skilled staff strategy Be proactive in identifying grant fund opportunities – win competitive grant funds for identified programs and projects in the annual operational plan



Program 6 – Governance & Communications

Services under this Program	Critical Success Factors
Council Meetings	Public access to information, open forums, examine the possibility of holding meetings in community, establish focus groups.
Service Provider Meetings	Regular interaction between Council and Service Provider's – Service Delivery Project to ascertain and measure service delivery effectiveness – shift to local lead service delivery
State and Commonwealth consultation	Effective advocacy, Mayor and Executive to attend meetings, establish key relationships with Minister's and their advisors.
Customer Service	A sustainable positive organisation culture – ongoing training and upskilling of CSO's and established service standards.
Media relations and Social marketing	Up to date social networking sites – updated and compliant website, controlled and considered social media posting and responses Respect for Council role in Community – effective community consultation

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LEGISLATIVE REFERENCE:

- Local Government Act 2009 107A
- Local Government Act 2009 (12)(4)(b)
- Local Government Act 2009 (94)(2)
- Local Government Act 2009 (104) (5)(a)(iv)
- Local Government Regulation 2012 Chapter 5 Division 3

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13.3 DELEGATIONS REGISTER REVIEW

Author: **Acting Chief Executive Officer**

Attachments: **1 Draft Delegations Review**

PURPOSE (EXECUTIVE SUMMARY)

Pursuant to Sec 260 of the Local Government Act 2009 and Sec 305 of Local Government Regulation 2012, Council is required via the CEO to establish and maintain a Delegations Register.

This report provides a review of Council's current Delegations Register with suggested edits and amendments to bring it to contemporary standards and align with best practice.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The current register was established in October 2018, and pursuant to regulatory requirement must be considered and adopted annually. In addition, this review now will provide a greater understanding to new Councilors as to the delegations allocated to the CEO and the various staff positions within Council.

A Delegations Register is required to be established and maintained pursuant to legislative and regulatory requirements as shown here:

Extract Local Government Act 2009

260 Local government delegations register

(1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.

(2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.

(3) The public may inspect the register of delegations.

Extract Local Government Regulation 2012

305 Particulars to be contained in register of delegations—Act, s 260

(1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—

(a) the name or title of the person, or the name of the committee, to whom powers are delegated; and

(b) a description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and

(c) if the delegation was by the local government—a summary of the resolution by which powers are delegated, including—

(i)the date of the resolution; and

(ii)a summary of any conditions to which the delegation is subject; and

(iii)if the resolution is numbered—its number.

(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.

The attached draft includes a number of edits for Councilors to consider and approve. Primarily they are changes made to meet contemporary standards, to meet contemporary operational standards, to comply and compliment related Council policies and to ensure legislative and regulatory compliance. Delegations made by Council are made to a position and are not attached to the person occupying that position.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report or its recommendations.

RECOMMENDATION

That Council adopt the attached draft Delegations Register as edited and amended as Council's Delegations Register.

MORNINGTON SHIRE COUNCIL

Delegations Register

Policy Name	Delegations Register		
Type	[Policy Type]		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Chief Executive Officer		
Decision Number	[Decision Number]	Approval Date	[Approval Date]
Records Number	[Records Number]	Next Review Date	21/04/2022

DOCUMENT VERSION CONTROL			
VERSION	**DATE**	**RESOLUTION NO.**	**DETAILS**
V1	20/10/2018		**Responsible Officer** Chief Executive Officer
V2	Draft		**Responsible Officer** Chief Executive Officer

Introduction

This an official copy of the **Delegations Register** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies. Council is committed to service delivery across the organisation within the parameters of a formalised delegation of authority framework.*

This is a Statutory Policy and is prepared to comply with legislative requirements; specifically**, Sec260 of the Local Government Act [QLD] 2009 and Sec 305 of Local Government Regulations [Qld] 2012**] and is approved by the Mornington Shire Council for the operations and procedure of Council.

MORNINGTON SHIRE COUNCIL

Delegations Register

1 Purpose

To provide clear and easy to understand lines and levels of delegation together with processes and accountability, for administrative functions and levels of decision making across the organisation.

2 Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to "Act Up" into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to "act" in the capacity of a more senior position e.g. during periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively, written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.
- The delegations are hierarchical in the sense that a delegate's formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff. With the exception of any delegations made by council.
- The CEO has authority to exercise any staff delegation outlined in this document.
- In exercising delegations' staff are required to comply with legislation, industrial awards, contracts or agreements and council approved policies, procedures code of conduct.
- These delegations listed in this document should be understood in the context of the relevant staff position descriptions.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The Position has delegation not the person.

- Outsourced positions do not have delegation rights within the organisation, unless specifically approved by the CEO or Executive Manager.
- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.
- This document anticipates open and regular communication and information flow between the various levels of delegation, and consultation where necessary with Council's community development and human resource staff.
- This document operates as delegated authority by the Council for the CEO.
- This document operates as delegated authority by the CEO for all other staff.

3 Definitions

***The Council*:** (referred to as 'Council') Those persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended). Requiring a resolution of Council as evidence of approval.

Chief Executive Officer (referred to as 'CEO') The person appointed by and responsible to council for the day to day management of the affairs of council.

Executive Manager: (referred to as 'Executive Manager (EM)') A person appointed by the CEO and are responsible for the directorates that come directly under the CEO.

Program Managers / Coordinators: (referred to as 'Program Managers' PM) A person appointed by the CEO or Executive Managers and often report directly to the CEO or Executive Managers. These people are responsible for a discrete activity of the Council and have budget responsibility.

Subordinate Staff: (referred to as 'Subordinate staff') A person appointed to provide direct service delivery. These positions are not often referred to in this document due to their service provision focus, rather than management responsibility.

Executive Management Team: Team comprising the CEO and Executive Managers of the Council
Note: Any decision on where staff roles fit in the above definitions will be made by the CEO, based on a recommendation from the appropriate Executive Manager.

Council Budget: (referred to as 'the budget') The council's annual budget resolved by the Council.

Service Budget: (referred to as 'service budget') A service/program component of the divisional annual budget, for which a coordinator has been delegated responsibility and control

4 Human Resource Delegations

4.1 Salary, Conditions, packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	*For all staff* *For CEO*	CEO Council
Set and approve annual salary increments and any higher duties payments	*For all staff* *For CEO*	CEO Council
Approve salary packaging content	*For all staff* *For CEO*	CEO Council
Approve the issue and withdrawal of council cards credit cards and credit limits	*For subordinate Staff* *For EM's* *For CEO*	EM CEO Council
Approve/sign staff employment contracts	*For all staff* *For CEO*	CEO Council
Approve conditions of employment	*For all staff* *For CEO*	CEO Council
Appointment of 'Acting in Positions' Appointment of Acting CEO	*For all staff* *For CEO*	CEO Council

4.2 Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions and approve new position descriptions	*For subordinate staff* *For EM's* *For CEO*	EM CEO Council
Approve changes to existing position titles	*For subordinate staff* *For EM's* *For CEO*	EM CEO Council



Approve deletion of positions from Organisation chart	*For all positions*	CEO
Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within council*	For all positions For CEO	CEO Council

4.3 New Positions, Advertisement, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
~~Identify existing staff position vacancies and forward requests for filling existing positions~~	~~*For subordinate staff*~~ ~~*For program manager*~~ ~~*For EM Positions*~~ ~~*For CEO Position*~~	~~PM~~ ~~EM~~ ~~CEO~~ ~~Council~~
Identify new staff positions (including availability of funding)	*For subordinate staff* *For Program Manager* *For EM Positions* *For CEO Position*	PM EM CEO Council
~~Approve requests for new staff positions~~	~~*For all staff positions*~~	~~EM~~ ~~CEO~~
~~Recommend appointment to staff positions~~	~~*For subordinate staff positions*~~ ~~*For Program Manager position*~~	~~PM~~ ~~EM~~
Appoint staff to positions *	*For all staff positions* *For EM positions* *For CEO Position*	~~EM~~ CEO CEO Council
Confirm successful completion or otherwise of new staff probationary periods	~~*For subordinate staff*~~ *For subordinate staff* *For EM Positions* *For CEO Position*	~~PM~~ EM CEO Council

~~*The CEO requires a recommendation from EM~~

4.4 Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy ~~of a staff member~~ of a staff position	*For subordinate staff* *For Program Manager* *For EM* ~~*For CEO*~~	PM EM CEO ~~Council~~
Recommend dismissal of a staff member	*For subordinate staff* *For Program Manager* *For EM* *For CEO*	PM EM CEO Council
Decisions to make a staff ~~member~~ position redundant	*For all staff*	CEO
Approve the offer ~~and acceptance~~ of a redundancy package.	*For all staff*	CEO
~~Decisions to~~ dismiss a staff member	*For all staff* *For CEO*	CEO Council

4.5 Leave, Training, Conference Attendance, Travel, External Consultancies

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime	*For subordinate staff* *For Program Managers*	PM EM
Approve staff time in lieu	*For subordinate staff* *For Program Managers*	PM EM
Approve staff annual leave	*For subordinate staff* *For Program Managers* *For CEO*	PM EM Council
Approve staff long service leave	*For subordinate Staff* *For Program Managers* *For EM* *For CEO*	PM EM CEO Council

Approve staff special leave, bereavement leave, leave without pay, study leave and any other leave	*For subordinate staff* *For Program managers* *For EM* *For CEO*	PM EM CEO Council – **sub delegated to Mayor**
Approve fee assistance for staff study	*For subordinate staff* ~~*For Program Managers*~~ *For EM* *For CEO*	~~PM~~ EM CEO Council
Approve skill development plans for staff	*For subordinate staff* *For Program managers* *For EM* *For CEO*	PM EM CEO Council
Approval of ~~attendance~~ costs for external training courses/conferences identified in Skill development plan	*For subordinate staff* *For EM* *For CEO*	EM CEO Council
Approve travel within Australia on Council business	*For subordinate staff* *For EM* *For CEO*	EM CEO Council
Approve travel outside of Australia on Council business	*For all staff* *For CEO*	CEO Council

4.6 Performance Management

Function	**Amount and/ or Qualification (Where applicable)**	**Delegated Authority**
Appraise performance of staff	*For subordinate staff* *For Program managers* *For EM* *For CEO*	PM EM CEO Council
Management of unsatisfactory staff performance	*For subordinate staff* *For Program managers* *For EM* *For CEO*	PM EM CEO Council



Issue formal warning letters	~~*For all staff below EM*~~ *For ~~EM~~ all staff* *For CEO*	~~EM~~ CEO Council
~~Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.~~	~~*For all staff*~~	~~EM~~
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	*For ~~EM's~~ all staff* *For CEO*	CEO Council
~~Intervene in management of any unsatisfactory staff performance where council concerns are identified.~~	~~*For CEO*~~	~~Council~~

4.7 Industrial Relations

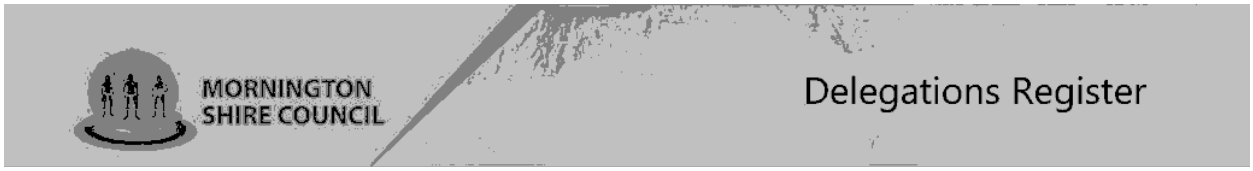
Function	**Amount and/ or Qualification (Where applicable)**	**Delegated Authority**
Authority to consult with council's external advisors, on industrial/human resources matters.	*For all staff* ~~*For EM's*~~	~~EM~~ CEO ~~CEO~~
Authority to purchase, industrial/human resources advice and/or expertise.	*For all staff (within divisional budget)* *For EM's*	EM CEO
~~Authority to expend funds in excess of budget, on Industrial / human resources matters.~~	~~*For all of council*~~	~~Council~~



5 Contracts

5.1 Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of new premises and sub leases of existing premises	*For all of organisation*	CEO
Approve renewal of existing land / building leases	*For all of organisation*	CEO
Cancel existing land / building leases	*For all of organisation*	CEO
~~Authorise appointment of external consultants~~	~~*For Directorate*~~ ~~*For all of organisation*~~	~~EM~~ ~~CEO~~
Approve the sale, purchase and development of land.	*For all of organisation*	Council
Formation of Tender Evaluation Panel for opening and evaluation of tenders	*For all of organisation*	Council
~~Approve draft submissions and tenders to be forwarded to the CEO.~~	~~*For directorate*~~	~~EM~~
Approve funding submissions or tendering activity to be undertaken.	*For all of organisation*	CEO
~~Authority to restrict or prevent funding submissions or tenders being made.~~	~~*For all of council*~~	~~Council or CEO~~
Authority to negotiate agreements and contracts including PFAs subject to limits	*For directorate (subject to limits)* *For all of Organisation*	EM CEO
~~Submit performance and financial reports to funding departments/ organisations~~	~~*For programs*~~	~~PM~~
Submit performance and financial reports to funding departments/organisations.	*For directorates*	EM



Daily operational decisions for direct service delivery in line with relevant contracts.	*For service/s*	Program Managers

5.2 Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational Council plan and updates.	For all of council	Council
Develop service plans in support of council's strategic plan.	For subordinate staff	Program Managers
Approve new service initiative recommendations to be forwarded to the CEO*	For directorate	EM
Approve new service initiatives to be developed.	For all of organisation (subject to availability of funding/income)	CEO & Council
Restrict or prevent new initiatives.	For all of council	Council



6 Legal

6.1 Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Commence Legal Proceedings (including legal proceedings for an offence), anytime within three years after the date on which the offence is alleged to have been committed.	*For all of Council*	CEO
~~*Consult with Council's external advisors, on legal HR matters*~~	~~*For all staff*~~	~~CEO~~
Procure legal and/or expertise services	~~*For directorate (within Directorate budget)*~~ *For all of Council*	~~EM~~ CEO
Settle court, legal or any other formal proceeding that binds Council	For all of organisation	CEO
Approve expenditure on legal matters, which are outside approved budget.	For all of council	Council

7 Policies and Procedures

7.1 Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of procedure, manuals, guidelines and direction statement	*For all of Council*	CEO
Approval of Policies required under legislation, regulation or statute	*For all of Council*	Council



8 Public Relations

8.1 Promotion

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of Council's name or logo by parties external to council.	*For all of Council*	CEO
Release public or media statements	*For all of Council (on strategic issues and position held)*	Firstly; Mayor Secondly; Deputy Mayor Thirdly; CEO
Delegate specific media responses	*For all staff.*	CEO
Request public statements, media contact and comments on strategic issues.	*For all of Council*	Firstly; Mayor Secondly; Deputy Mayor Thirdly; CEO
Respond to operational letters of non-contentious nature.	*For all staff*	CEO
Respond to ministerial and contentious issues	*For all Council*	Firstly; Mayor Secondly; Deputy Mayor Thirdly; CEO

8.2 Social media

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Establish official Mornington Shire Council (MSC) social network pages	For all Staff & Council	EM ~~Governance and Communications Manager~~
Establish MSC Social Network sub pages	For all Staff & Council	EM ~~Governance and Communications Manager~~

Approve / unapproved administration rights for all official MSC social network pages	For all Staff & Council	CEO
Authority to 'like' pages, share, establish applications, and respond/post approved council statements that may be of a contentious nature within alias of 'Mornington Shire Council' on all approved official social networking sites.	For all Staff	EM ~~Governance and Communications Manager~~
Post, respond, establish events on official MSC pages in a non-contentious manner within the alias of 'Mornington Shire Council'	For all Staff	EM ~~Governance and Communications Manager~~
Post / re-post localised warnings and emergency management advice on MSC social media sites.	For all Staff	EM ~~Governance and Communications Manager~~
Establish adverts and broadcasts with social media sites	For all Staff	EM ~~Governance and Communications Manager~~
Post content on non-MSC pages under MSC avatar	For all Staff	EM ~~Governance and Communications Manager~~
Post content on personal Pages under alias of MSC	For all Staff	EM ~~Governance and Communications Manager~~
Post content for operational programs or events of a non-contentious nature on MSC Social Media Pages as own person	For all Staff & Council	EM ~~All MSC Staff & Council~~
Share or repost content as own person on own page	For all Staff & Council	EM ~~All MSC Staff & Council~~
Delete/spam/report/block posts, content and images that breach MSC Social Media House Rules and/or MSC Code of Conduct	For all Staff & Council	EM ~~Governance and Communications Manager~~



8.3 General Media

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Request public statements, media contact and media releases.	For all Council	Firstly; Mayor Secondly; Deputy Mayor Thirdly; CEO
Speak to media regarding localised based events and issues as own person.	For all of Council	Elected members
Request media contact and media releases for operational matters not before Council and of a non-contentious nature, for example proactive media such as good news, features and events	For all staff	CEO, EM's, Program Managers
Approve spokesperson for media relations and comments for operational matters before Council of a non-contentious nature.	For all staff	CEO
Speak on behalf of Council and comments on items before Council, Committees or of a contentious nature upon close of nominations of a forthcoming poll in Council elections	For staff and Council	CEO



8.4 Branding

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of Council's name or log by parties external to council	*For all of Council*	CEO
Approve the use of official MSC corporate templates by parties external to council. E.g letterheads, fax.	*For all of Council*	CEO
Approve branding & design of MSC publications, collateral and marketing materials.	*For all of Council*	CEO
Approve the use of external logos alongside MSC logo and brand	*For all of Council*	CEO
Change or amend the Mornington Shire Council Logo	*For all of Council*	~~CEO~~ Council
~~Develop~~ Approve Mornington Shire Council sub-branding elements & logos for MSC operations & subsidiaries	*For all of Council*	~~CEO~~ Council

8.5 Official Correspondence

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Respond to operational letters of non-contentious nature	*For all staff*	CEO, EM's PM
Respond to ministerial, political and contentious issues	*For all of Council*	1. Mayor 2. Deputy Mayor 3. CEO

~~8.5 Agendas & Minutes~~

~~Function~~	~~Amount and/ or Qualification (Where applicable)~~	~~Delegated Authority~~
~~Approval of final Council Agenda for submission to Council~~	~~*For all of Council*~~	~~CEO~~
~~Approval of draft Council Minutes~~	~~*For all of Council*~~	~~CEO~~

9 Complaints

This Section is Deleted – see Complaints Management Policy



10 Financial

10.1 Budgets

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve draft budgets to be forwarded to the council	*For directorates*	CEO
Approve budget	*For all of council*	Council
~~Override all delegations and make expenditure decisions to ensure approved budgets can be achieved~~	~~*For organisation*~~	~~CEO~~
~~Recommend to council unbudgeted expenditure~~	~~*For organisation*~~	~~CEO~~
Approve unbudgeted expenditure increase In the event of an emergency to make secure and or safe any property etc.	*For organisation up to $100,000 (May not exceed)*	CEO
Variations to the annual operational and capital budgets.	*For all of council*	Council

10.2 Operational Expenditure

This section is to be read in conjunction with Councils Procurement Policy which in the case any ambiguity is the primary policy in setting delegated limits.

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve expenditure.	*For all of Council within approved budgets and subject to any restrictions outlined elsewhere in this document or other policies, ~~(maximum of $200,000 including GST per instance of expenditure~~ amounts of $200,000 and above excluding GST.*	Council



Approve expenditure [cont.]	*For all of Council within approved budgets and subject to any restrictions outlined elsewhere in this document or other policies, amounts of up to [but not including] $200,000 excluding GST.*	CEO
	For directorate ~~Under direct control,~~ within approved divisional budget and subject to any restrictions outlined elsewhere in this document or other policies, amounts to a maximum of $50,000 ~~incl~~ excluding GST per instance of expenditure)	EM
Authorise expenditure against a nil budget In anticipation of Council approval	*For service/s and programs Under direct control, within approved service budget and delegations and subject to any restrictions outlined elsewhere in this document or Councils procurement policy*	PM
Authorise exception from quotation or tender requirements	*~~For service/s within approved budget, accompanied by associated receipts and refund through petty cash~~*	~~Staff where delegation is approved~~
	For tenders & quotes where the contracted price is expected to be below $200,000 excluding GST	CEO
	For tenders & quotes where the contracted price is expected to be above $200,000 excluding GST	Council



10.3 Corporate Credit Cards

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
~~Request to grant Corporate Credit Card~~	~~*For all staff*~~	~~EM~~
~~Approval to issue Corporate Credit Card~~	~~*For all staff*~~	~~EM~~
Authorisation of issue of Credit Cards and Credit Card Limits	*For all staff* *For CEO*	CEO Council – **sub delegated to Mayor**

10.4 Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve emergency alterations/renovations to buildings, not included in approved capital budget	For organisation $200,000 (Up to) on any one project, procurement subject to Council Procurement Policy and Procedures. ~~accompanied by three written quotes)~~	CEO
~~Replace essential items of equipment not included in approved capital budget~~	~~For directorate $200,000 (Up to) for any one item, subject to Procurement Policy and Procedures of the Council~~	~~CEO~~
~~Replace essential items of equipment not included in approved capital budget~~	~~For Directorate $100,000 (up to) for any one item, subject to Procurement Policy & Procedures of Council~~	~~Council~~
Sell, trade or dispose of assets on inventory	For all of Council items with WDV over $100,000, sale by tender or auction	~~CEO & approved by~~ Council

Sell, trade or dispose of assets on inventory	For all of Council items with WDV ~~of over $50,000 and~~ below $100,000 and above $50,000, sale by tender or auction	CEO
Sell, trade or dispose of assets on inventory	For all of Council items with WDV of less than $50,000	EM
Approve hire of plant & equipment or facilities	For all of Council programs within approved budget	PM
Approval of sale or purchase of land and Buildings	For all of Council	Council
Approve development or redevelopment of buildings	For all of Council	Council

10.5 Purchase Orders and tenders, Bids

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders or selection of tenderer for procuring all goods and services including capital items.	For all divisions and Council subject to maximum of $ 200,000 per Purchase Order (GST ~~inclusive~~ exclusive), subject to Procurement Policy of the Council	CEO
Approve Purchase Orders or selection of tenderer for procuring all goods and services including capital items	For division or Council up to $ 50,000(GST ~~inclusive~~ exclusive) subject to Procurement Policy of the Council	EMs
Approve Purchase Orders or selection of tenderer for procuring all goods and services including capital items	For division or Council for various values subject to Procurement Policy of the Council	Program Managers
Approve Purchase Orders or selection of tenderer.	For goods /services in excess of $200,000 ~~including~~ excluding GST	Council



10.6 Salaries & Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of Council	*For subordinate staff* *For Program Manager* *For EM's* *For CEO*	PM EM CEO Mayor
Approve staff time sheets	*For subordinate staff* *For program Manager* *For EM's*	PM EM CEO
Approve payroll for payment	*For all of Council*	As per approved 'bank signatory' delegations

10.7 Investments, Borrowings & Reserves

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Borrowing decisions	*For all of Council*	Council, subject to conditions in the Council Borrowing Policy and the LG Act
Creation of new reserves of the Council including movement in existing reserves	*For all of Council*	Council
Approve investment of funds	*For all of Council*	~~EM~~ Council
Approve draw down of investment funds for deposit into operational accounts	*For organisation*	EM [Finance]
Approve banking and investment account arrangements, including the authorising the opening of new accounts. ~~Authority to operate, control and reimburse Petty cash~~	*For all of Council*	~~EM~~ Council



10.9 ATM, Receipts and Banking & Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to invoice, receive, code and bank income and approve issue of receipts	*For all of Council*	PM
Authority to operate, control and reimburse petty cash	*For all of Council*	PM

10.10 Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-off of bad debts	*For all of Council*	Council
Approve writ-off of cash losses, thefts or shortages, furniture, plant or equipment losses, theft or destruction	*For all of Council*	Council
Approve debt recovery payment terms	~~*Upto $10,000*~~ *Upto $50,000* *Over $50,000*	~~EM~~ CEO Council
Correct administrative errors	*Upto ~~$50~~ $500* *Upto $1,000* *Over $1,000*	EM CEO Council

13.4 MEETING PROCEDURES AND STANDING ORDERS POLICY

Author: **Acting Chief Executive Officer**

Attachments: **1 Meeting Procedures & Standing Orders Policy**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with a draft Meeting Procedures and Standing Orders Policy for consideration and adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required pursuant to Sec 150G of the Local Government Act 2009 to adopt a Meetings Procedure and Standing Orders Policy.

A local government must either:

- Adopt model procedures issued by the Department's chief executive for the conduct of meetings of a local government and its committees, or
- Prepare and adopt other procedures fort eh conduct of its meetings and meetings of its committees

The Model meeting Procedures include process for dealing with:

- Unsuitable meeting conduct by a councillor
- Suspected inappropriate conduct by a councillor referred by the Independent Assessor to the local government.
- Material personal interest
- Conflict of interest
- Closed meetings

Mandatory elements the Policy must:

- Not be inconsistent with the model procedures issued by the Department's chief executive
- State how the chairperson of a local government meeting may deal with a councillor's unsuitable meeting conduct.
- State how the suspected inappropriate conduct of s councillor referred to the local government by the Independent Assessor must be dealt with at a local government meeting.

Currently, council has a number of policies that meet some of the mandatory requirements of this policy, however collectively they fall short of meeting all of the requirements pursuant to legislation and regulations.

Current related policies;

- Model Meeting Procedures Policy [2018]
- Code of Meeting Practice Policy [2015]

It is recommended that the draft Meeting Procedures and Standing Orders Policy, which combines all of the required legislative and regulatory aspects into one document replace the abovementioned policies,

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report or its recommendations.

RECOMMENDATION

1. That Council adopt the draft Meeting Procedure & Standing Orders Policy as Council's Meeting Procedure & Standing Orders Policy.
2. That the adopted Meeting Procedures & Standing orders Policy supersede and replace the following policies;
    (i) Model Meeting Procedures Policy
    (ii) Code of Meeting Practice Policy

MORNINGTON SHIRE COUNCIL

Meeting Procedure & Standing Orders Policy

Policy Name	Meeting Procedure & Standing Orders Policy		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Executive Manager Governance and Communications		
Decision Number	[Decision Number]	Approval Date	
Records Number	[Records Number]	Next Review Date	

DOCUMENT VERSION CONTROL			
VERSION	**DATE**	**RESOLUTION NO.**	**DETAILS**
V1	17/09/2014	**147/2014**	**Responsible Officer** CEO
V2	19/08/2015	**219/2015**	**Responsible Officer** CEO
V3	Draft		**Responsible Officer** Executive Manager Governance & Communications

Introduction

This an official copy of the **Meeting Procedure & Standing Orders Policy** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.*

In particular this policy meets the requirements of Sec 150G Of the Local Government Act 2009 and can be read in conjunction with other Council Policies that address similar issues.

This Policy was formally named – Code of Meeting Practice Policy.

MORNINGTON SHIRE COUNCIL

Meeting Procedure & Standing Orders Policy

1 PURPOSE

To provide Mornington Shire Council (MSC) with a meeting procedure and standing orders policy to meet legislative requirements, and to ensure all meetings of Council are held in accordance with highest possible levels of integrity, openness and transparency.

2 APPLICATION of POLICY

This Code of Meeting Practice applies to all meetings of the council including meetings of Standing Committees, and all participants in those meetings.

Any provision of the Code may be suspended by resolution of any meeting. The Chairperson who presides at a meeting is responsible for the conduct of the meeting.

The Chief Executive Officer is responsible for ensuring that notices, agendas, minutes and/or committee reports are prepared in accordance with the relevant legislation and the Code.

Each person is responsible for their conduct at a local government meeting.

3 POLICY STATEMENT

This Code of Meeting Practice complements the provisions of the Local Government Act, 2009 and Local Government Regulation 2012. Together these provide procedures and standards for the proper conduct of business by council at its meetings.

The council has an obligation to act in accordance with the local government principles set out at Section 4 of the Local Government Act, 2009, namely:

(a) transparent and effective processes, and decision-making in the public interest; and

(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and

(c) democratic representation, social inclusion and meaningful community engagement; and

(d) good governance of, and by, local government; and

(e) ethical and legal behaviour of councillors and local government employees.

4 MEETING PROCEDURES

Notice of Meetings

Council will meet in accordance with its adopted meeting cycle.

The dates and times of Council's Ordinary meetings and meetings of its Standing Committees must be published at least once a year

Written notice must be given to each Councillor at least four days before the meeting, unless it is impracticable to give that notice.

A notice under this section may be in electronic form where Councillors have the facilities to access the notice, agenda and business paper in that form.

In addition, Council will give notice to the public of the times, dates, places and matters to be considered at its Ordinary meetings and Standing Committees. These notices will be listed on Council's website at least four days prior to each meeting.

The notice of meeting given to Councillors must include an agenda of the items to be discussed at the meeting.

A Councillor, who wants an item of business included on the agenda for a particular meeting, must give written notice of the nature of the business to the Chief Executive Officer at least five days before notice of the meeting is given. [Items for consideration may include questions on notice, rescission motions or a notice of motion].

Note, that at a Special Meeting of Council only those matters listed on the agenda may be considered.

Agenda for Ordinary Meetings

The order of business for ordinary meetings will generally be:

1. Opening of meeting
2. Acknowledgement of Country
3. Record of those present
4. Apologies and Leave of Absence.
5. Disclosure of Interest, Conflict of Interest, Material Personal Interest
6. Condolences and Memorial
7. Confirmation of Minutes
8. Business Arising and Status of Actions
9. Action Schedule
10. Call for Items of General Business
11. Reception and Consideration of Committee Reports
12. Reception and Consideration of Officers Reports

17. General Business

18. Confidential Reports

19. Next Meeting

20. Closure of Meeting

Items must be considered in the order they are listed on the agenda for the meeting, unless the council by resolution decides to proceed in a different order.

Special Meetings

A Special meeting may be called by the Chief Executive Officer to present to Council matters of an urgent nature where Council is required to make a resolution in consideration of the matter[s] placed on the agenda.

The Chief Executive Officer must call a special meeting if:

- The Special Meeting is required by a resolution of council; or
- The Chief Executive Officer receives a written request for a Special Meeting signed by the Mayor or two or more Councillors and which specifies the object of the Special Meeting and proposes a day and time for the holding of the Special Meeting.

Written notice of a Special Meeting must state the day and time of the Meeting and the object of the Meeting.2

Only the business stated in the Notice of Meeting may be conducted at a Special Meeting.

The order of business for a Special Meeting is to be generally in accordance with the order of business for Ordinary Meetings.

5 CONDUCT of MEETINGS

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) or appointed Chairperson will preside at any of council's meetings.

If the Mayor and Deputy Mayor are absent, a Councillor may be elected to the chair by the Councillors present at the meeting.

If at the time designated for holding the meeting no Chairperson is present, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

5.1 DUTIES OF THE CHAIRPERSON

The Chairperson has a duty to preserve order and ensure proceedings are conducted in a proper manner, by:

- determining that the meeting is properly constituted, and a quorum is present informing Councillors as to the business and objectives of the meeting

- formulating for discussion and decision any proposed resolution (motion) that has been moved for the consideration of the meeting
- deciding whether proposed resolutions and amendments are in order
- deciding points of order and other incidental matters that require a decision
- facilitating an exchange of views and ideas on key issues before the meeting
- confining discussion to within the scope of the meeting and within reasonable limits of time
- preserving order at the meeting
- focussing on serving the public interest
- putting relevant questions to the meeting and conducting a vote (and where authorised, giving a casting vote)
- declaring the result
- ensuring a division is taken if properly requested
- ensuring the record of minutes of the meeting is maintained
- adjourning the meeting when circumstances justify that course
- declaring the meeting closed when its business is complete.

5.2 ATTENDANCE AT MEETINGS

5.2.1 QUORUM

The quorum for a Council Meeting is a majority of Councillors who hold office.

The quorum for a Standing Committee Meeting is a majority of the Councillors appointed to that Committee, or where the Committee is an even number one half of the number is a quorum.3

The Meeting must commence business at the time appointed for holding the Meeting, or as soon (but before expiration of 30 minutes) thereafter as a sufficient number of Members are present to constitute a quorum.

Business must not be conducted at a Meeting unless a quorum is present.

A member shall be deemed to be present at a meeting only when:-

- that member is within the room in which the meeting is held; or
- when a Councillor is permitted by Council resolution to take part in a Meeting by teleconferencing. Teleconferencing is the use of a telephone, video conference equipment, or other means of instant communication that allows a person to take part in discussions as they happen.

All Councillors have a responsibility to participate in Council Meetings, policy development and decision making, for the benefit of the Local Government area.5

After a Meeting of the Council has commenced, a Councillor must not enter, leave or withdraw from the meeting without first notifying the Chairperson.

5.2.2 ABSENCE FROM MEETINGS

If a Councillor is absent without having obtained leave of absence or submitting apologies from two [2] consecutive Ordinary meetings of Council that Councillor's seat becomes vacant.

6 MEETINGS OPEN TO PUBLIC

6.1 PUBLIC

Except where the council, acting under its powers in S275 Local Government Regulation 2012 (outlined in Section 5.11 of this Code) resolves to close a meeting, every meeting of the council will be open to the public.

Members of the public are permitted in the public gallery or area set aside for the public. Members of the public must maintain good order at meetings.

Mobile telephones and audible pagers must be turned off or placed in silent mode in the meeting room, including any area set aside for the public.

A copy of the agenda will be made available to members of the public at the meeting, except for items to be considered in closed session.

Representatives of the press, radio and television may attend meetings. A copy of the agenda will be furnished to media representatives at or immediately prior to the opening of the meeting.

6.2 DEPUTATIONS

A person or group wishing to be received as a deputation by the council:

- must make written request at least seven (7) days before the meeting, to the Chief Executive Officer setting out the matter to be raised by the deputation and specifying the name and address of the person authorised to receive notices on behalf of the deputation; or
- may be invited by the Chairperson to address council on a matter listed on the agenda for which they have an interest, without notice.

The Chief Executive Officer must inform the Chairperson immediately upon the receipt of the request.

Unless otherwise directed by the Chairperson, the Chief Executive Officer must list the hearing of the deputation on the next Ordinary meeting agenda and give to the person specified in the request notice of the time and date when the deputation will be heard.

The Chairperson will determine the number of people in the deputation who will be permitted to address council or respond to questions.

The appointed speakers must restrict their addresses to not more than five minutes or as determined by the Chairperson.

If a member of the deputation other than the appointed speaker/s interjects or attempts to address the Council, the Chairperson may warn the deputation that a repetition may result in the deputation not being further heard.

If there is further interjection after the Chairperson has given the warning the Chairperson may call on the next item of business.

Unless the Council otherwise resolves, the effect of calling on the next business is that the deputation will not be heard further at that meeting and, if the deputation wishes to be heard at a subsequent meeting, a fresh request must be given to the Chief Executive Officer.

6.3 PETITIONS

Any petition presented to a Meeting of Council must be prepared in accordance with Council's procedure for petitions.

On presentation of the petition the Councillor must state the nature of the petition.

The Council will determine whether:

- the petition be received, and no further action be taken; or
- that the relevant department investigate and action or report back to the relevant Standing Committee for further consideration, if required.

7 CLOSED MEETINGS

Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of employees
- Industrial matters affecting employees
- Local Government's budget
- Rating concessions or contracts proposed to be made by the Local Government or starting or defending legal proceedings involving the Local Government
- Any action to be taken by the Local Government under the Planning Act 2016 (PA), including applications made to it under the PA
- Business for which a public discussion would be likely to prejudice the interests of the Local Government or someone else or enable a person to gain a financial advantage. A Local Government or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.

7.1 To take an issue into a closed session, the Local Government must first pass a resolution to do so.

7.2 In the interests of accountability and transparency, the Local Government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.

7.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.

7.4 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

7.5 The Council or Standing Committee cannot resolve that a meeting be closed to the public if any person is to take part in the meeting by teleconferencing.

7.6 A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.

7.7 Only Procedural Resolutions may be made during a closed meeting. The Meeting must be reopened before any substantive resolution on the matter is made.

7.8 When the council resolves to close the Meeting to the Public, the Chairperson may direct all persons other than Councillors and the Chief Executive Officer to leave the Council Chambers. The Chairperson may allow additional persons (including officers of the council, and legal and technical advisers) to remain in the meeting. All other persons must immediately leave the Council Chambers.

7.9 A person failing to comply with a direction to leave the Council Chambers may be removed from the Council Chambers using reasonably necessary force. For the purpose of effecting the removal the Chairperson may call upon the assistance of a member of the Police Service.

7.10 Unless the council, upon the resumption of its open meeting, resolves to the contrary, all matters discussed in a closed meeting must be kept confidential.

8 COUNILLOR BEHAVIOUR

8.1 Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

8.1.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.

8.1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 8.1.7 for the steps to be taken.

8.1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

8.1.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
8.1.3.2 Apologising for their conduct
8.1.3.3 Withdrawing their comments.

8.1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

8.1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

8.1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.

8.1.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:

8.1.7.1 an order reprimanding the Councillor for the conduct
8.1.7.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

8.1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.

8.1.9 Following the completion of the meeting, the Chairperson must ensure:

8.1.9.1 details of any order issued is recorded in the minutes of the meeting.
8.1.9.2 if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA
8.1.9.3 the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

8.2 Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government

Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor or under paragraph 1.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct. After the completion of the investigation, the Local Government must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the LGA. When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

8.2.1 Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the Local Government Regulation 2012 (the LGR).

8.2.2 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.

8.2.3 The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.

8.2.4 If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:

8.2.4.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
8.2.4.2 an order reprimanding the Councillor for the conduct
8.2.4.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
8.2.4.4 an order that the Councillor be excluded from a stated Local Government meeting
8.2.4.5 an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee
8.2.4.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
8.2.4.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.

8.2.5 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.

8.2.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.

8.2.7 The Local Government must ensure the meeting minutes reflect the resolution made.

9 MATERIAL PERSONAL INTEREST

Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

9.1 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:

9.1.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
9.1.2 How a person or other entity stands to gain the benefit or suffer the loss
9.1.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – the nature of the Councillor's relationship to the person or entity.

9.2 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

9.3 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.

9.4 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

9.5 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 9.1.

9.6 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:

9.6.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
9.6.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

9.7 Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

3.7.1 The name of the Councillor who has a material personal interest in the matter
3.7.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest
3.7.3 Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

10 CONFLICT of INTEREST

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

10.1 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:

10.1.1 The nature of the interest

10.1.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:

10.1.2.i the name of the other person

10.1.2.ii the nature of the relationship or value and date of receipt of the gift or benefit received, and

10.1.2.iii the nature of the other person's interests in the matter.

10.2 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.

10.3 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) as to whether another Councillor may stay in the meeting.

10.4 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.

10.5 If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

10.6 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:

10.6.1 The size or significance of the benefit the subject Councillor stands to receive or benefit

10.6.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision

10.6.3 The closeness of any relationship the subject Councillor may have with a given person or group.

10.7 In making the decision under 4.6, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

10.8 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

10.9 The Chairperson then should ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from item 4.1.

10.10 In the event the majority of Councillors inform of a personal interest in a matter:

10.10.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or

10.10.2 if the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

10.11 Where a Councillor informs a meeting of a personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

10.11.1 The name of the Councillor who has declared the conflict of interest

10.11.2 The nature of the personal interest, as described by the Councillor

10.11.3 The decisions made under 4.3 and 4.5 above

10.11.4 Whether the Councillor participated in the meeting under an approval by the Minister

10.11.5 If the Councillor voted on the matter, how they voted

10.11.6 How the majority of Councillors voted on the matter.

13.5 ERGON POWER STATION FENCE

Author: **Acting Chief Executive Officer**

Attachments: **1 Ergon Power Station Fence**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with a submission from Ergon Power to seek Council's endorsement for additions to their perimeter fence to improve security of their premises.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Ergon reports that,

"having recently completed the perimeter fence for their power station at Gununa it is concerning that we have had multiple break ins. It appears that intruders have been climbing over the main gate entrance area. We have installed some anti climbing devices but these have proven to be ineffective.

We are looking to install some CCTV cameras on site to monitor potential security breaches. As another option I have sought a design from our fence manufacturer for a further physical barrier, see attached drawings. This design is based around flat coiled razor wire that extends from the fence panels either side of the entrance and across.

As this is at concept stage we really need to seek your council's approval before we consider it as a viable option."

A depiction of the proposed additional security measures proposed by Ergon is included in the attachment to this report.

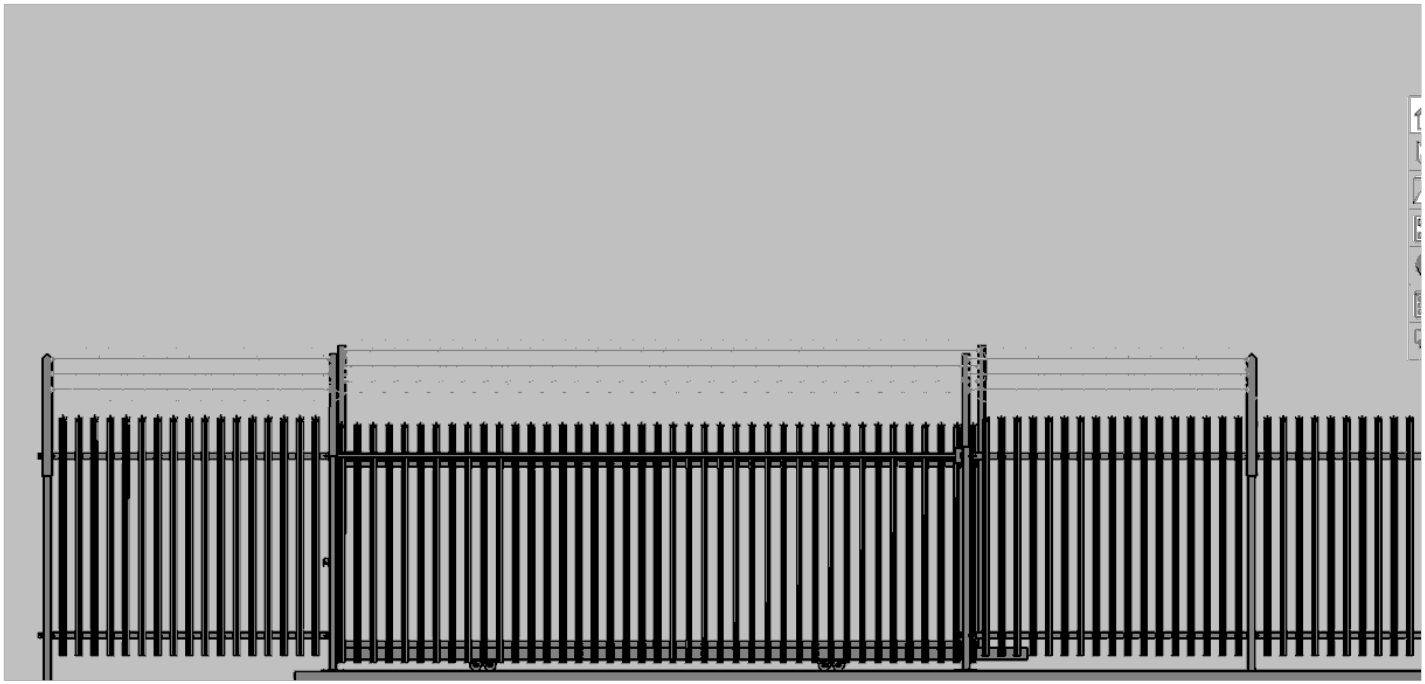
FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications attached to this report or its recommendations.

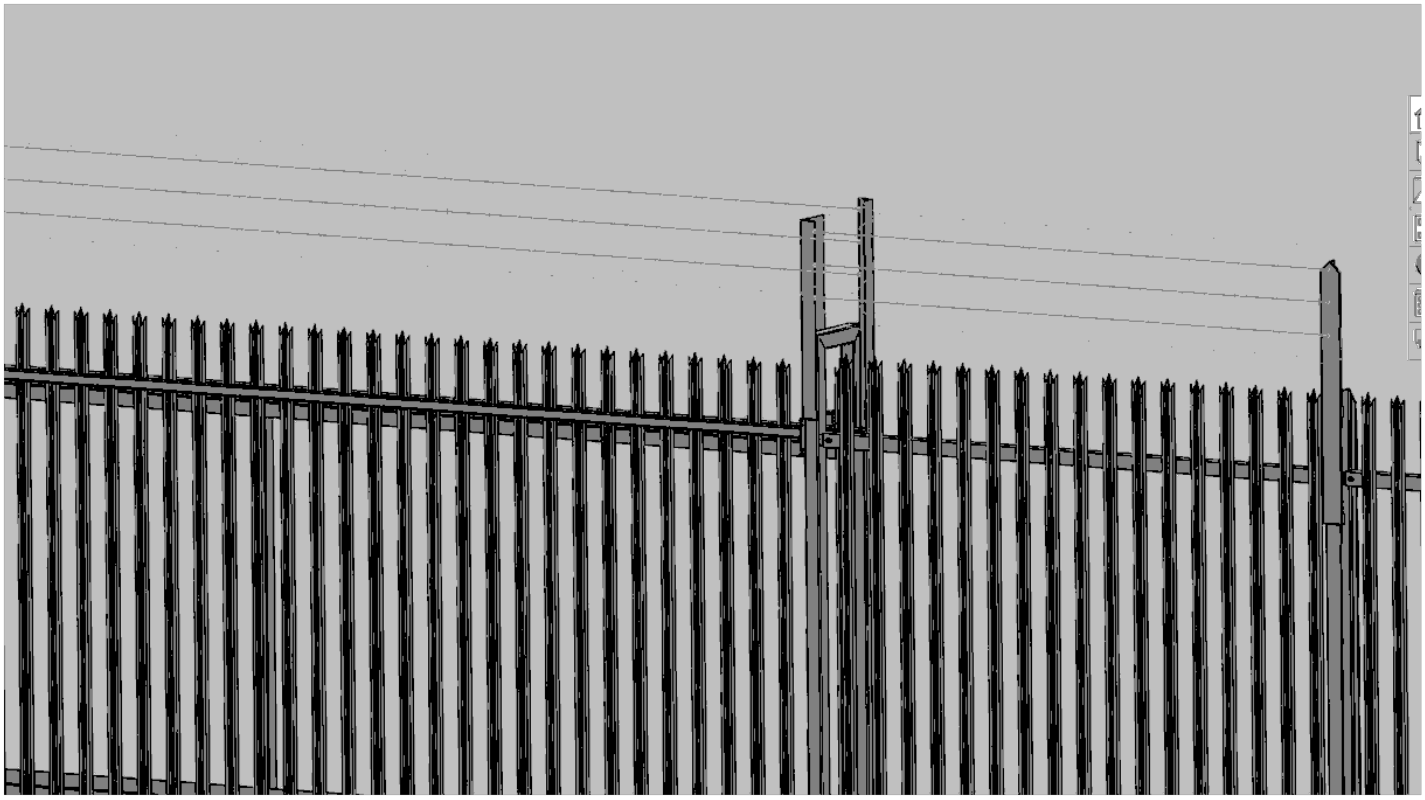
RECOMMENDATION

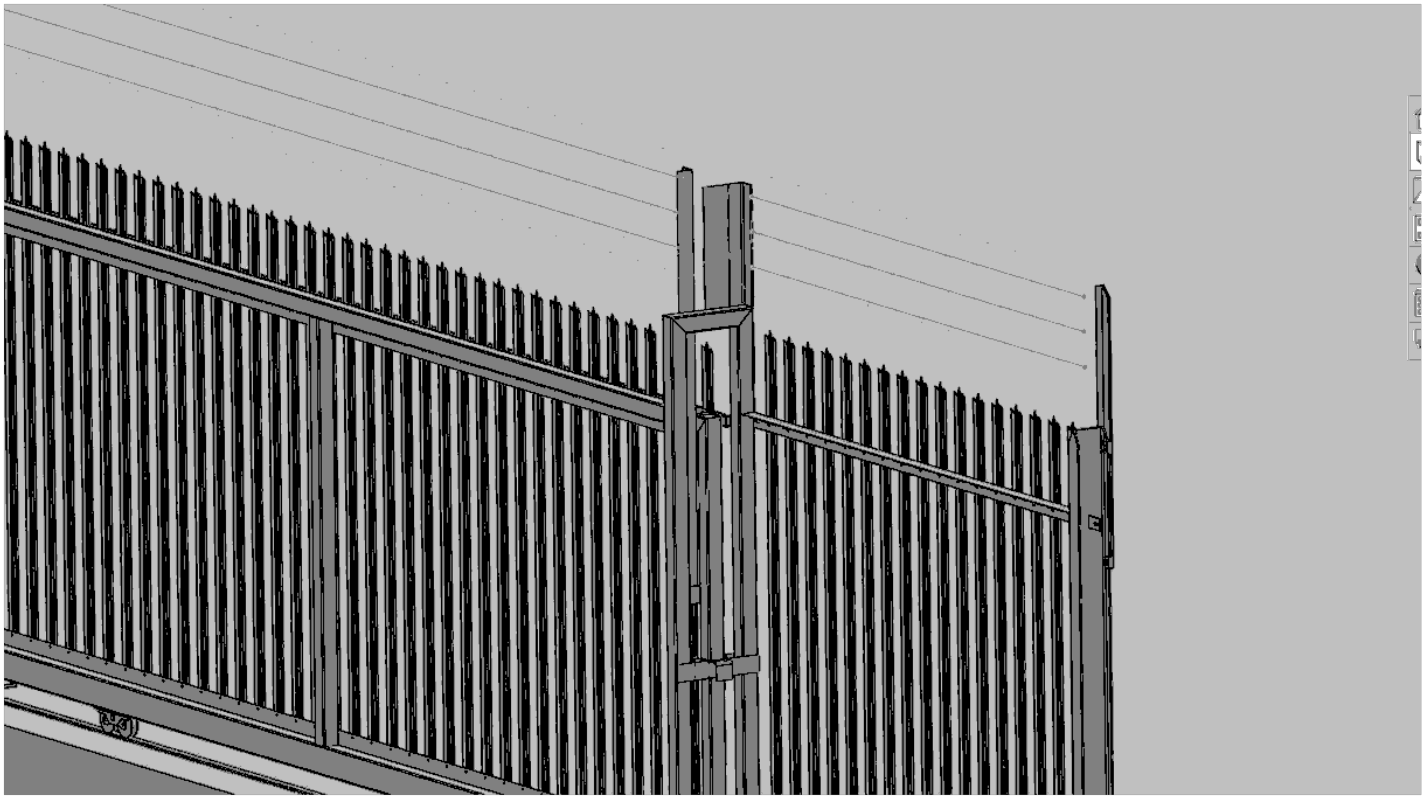
1. That Council does not support the proposal to add razor wire to the Ergon Power Station perimeter fence as an additional security measure.

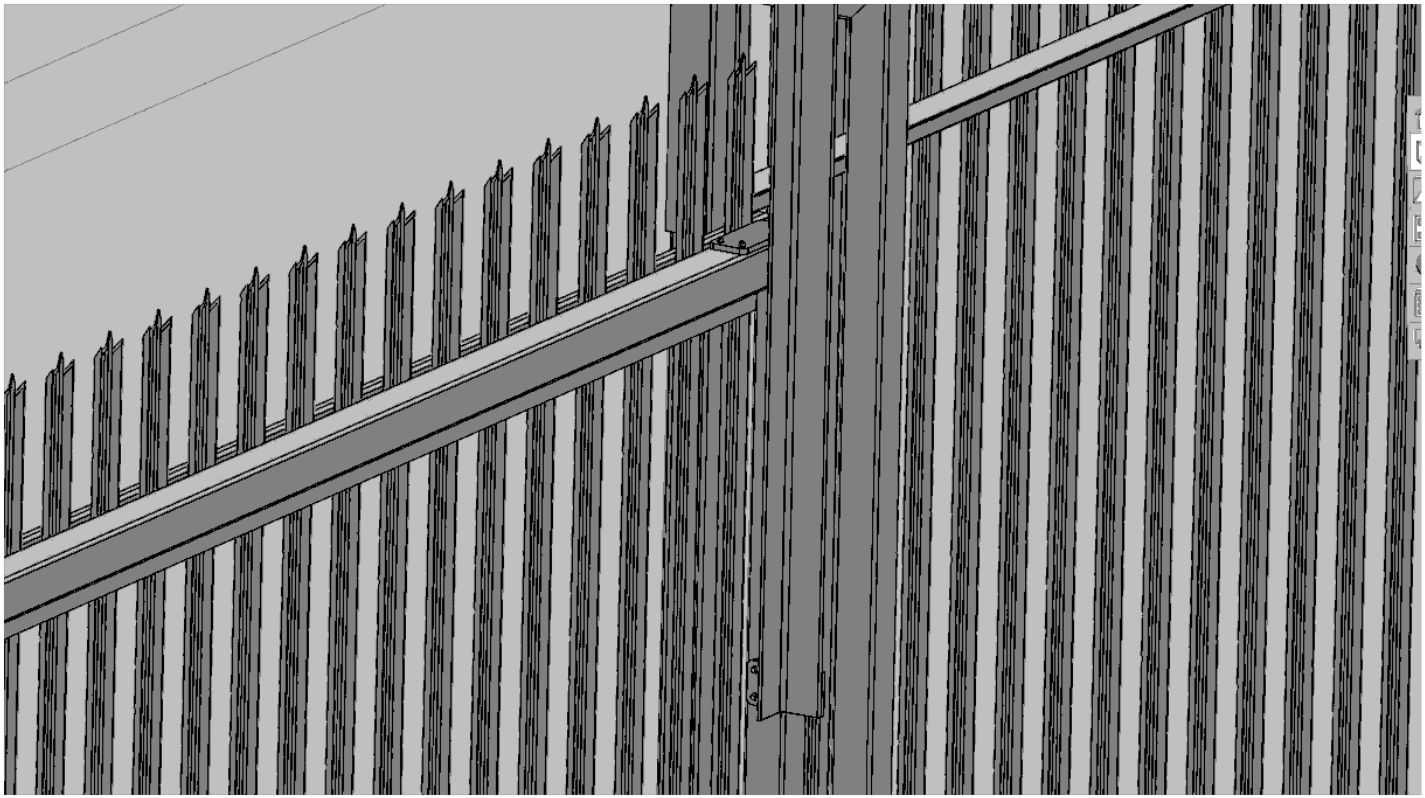
2. That the Acting CEO conveys this response to Ergon.

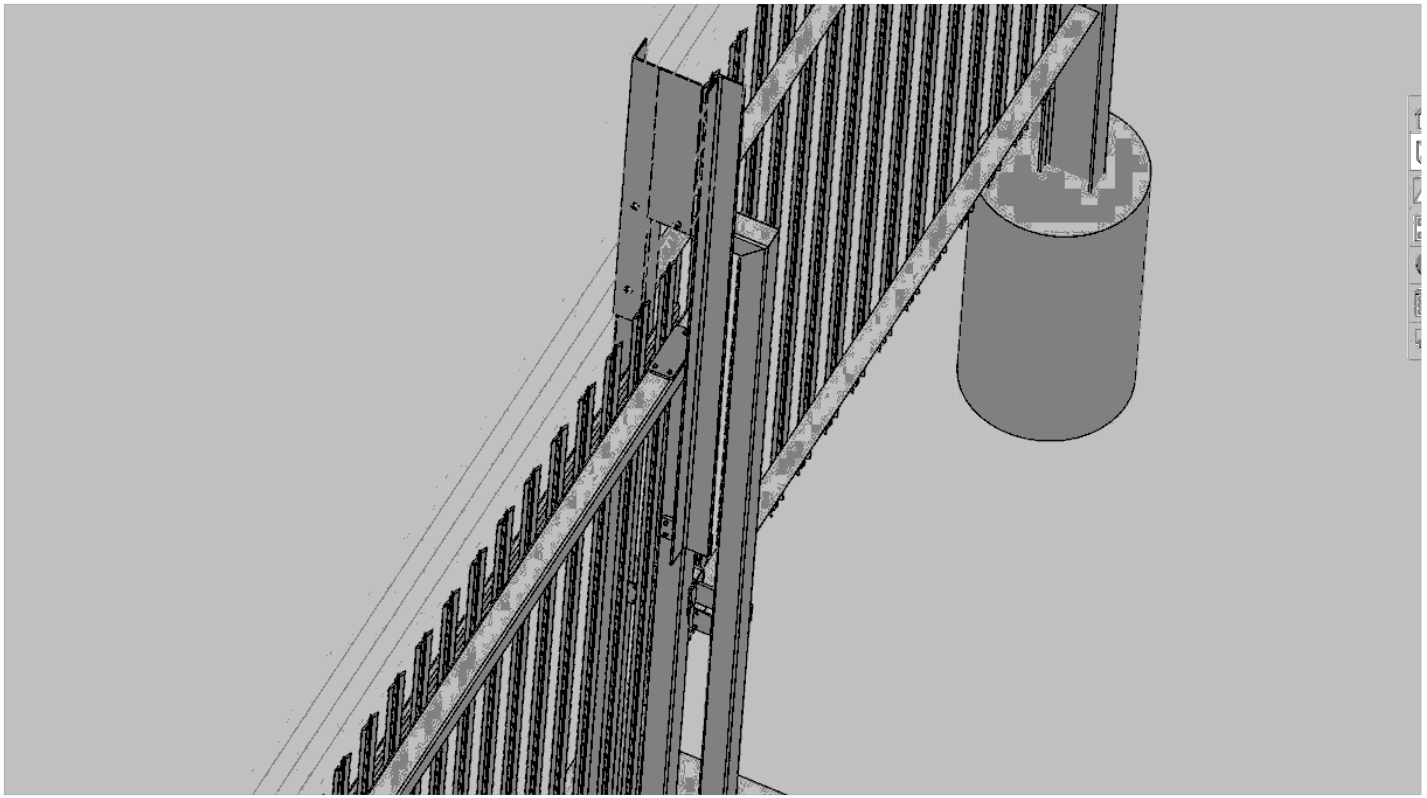


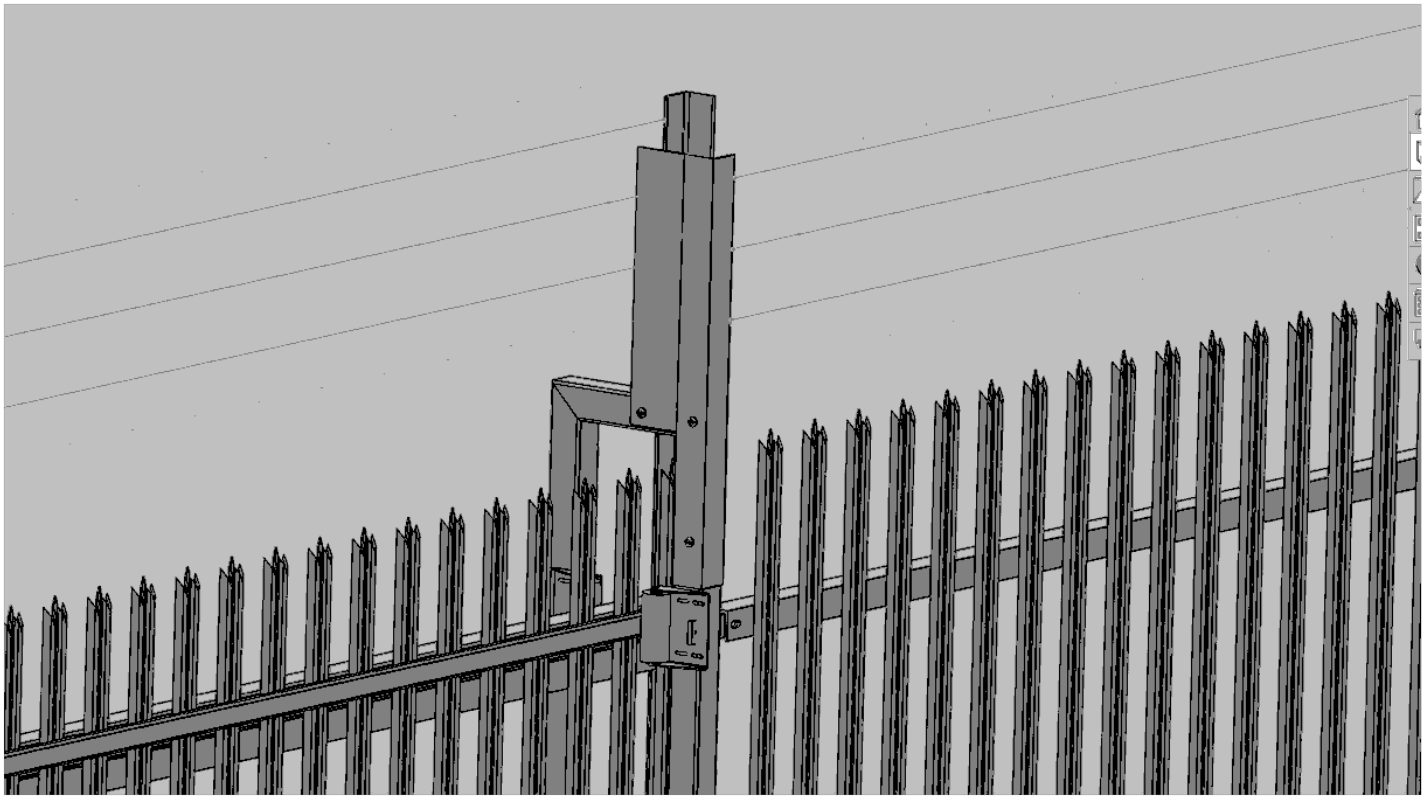
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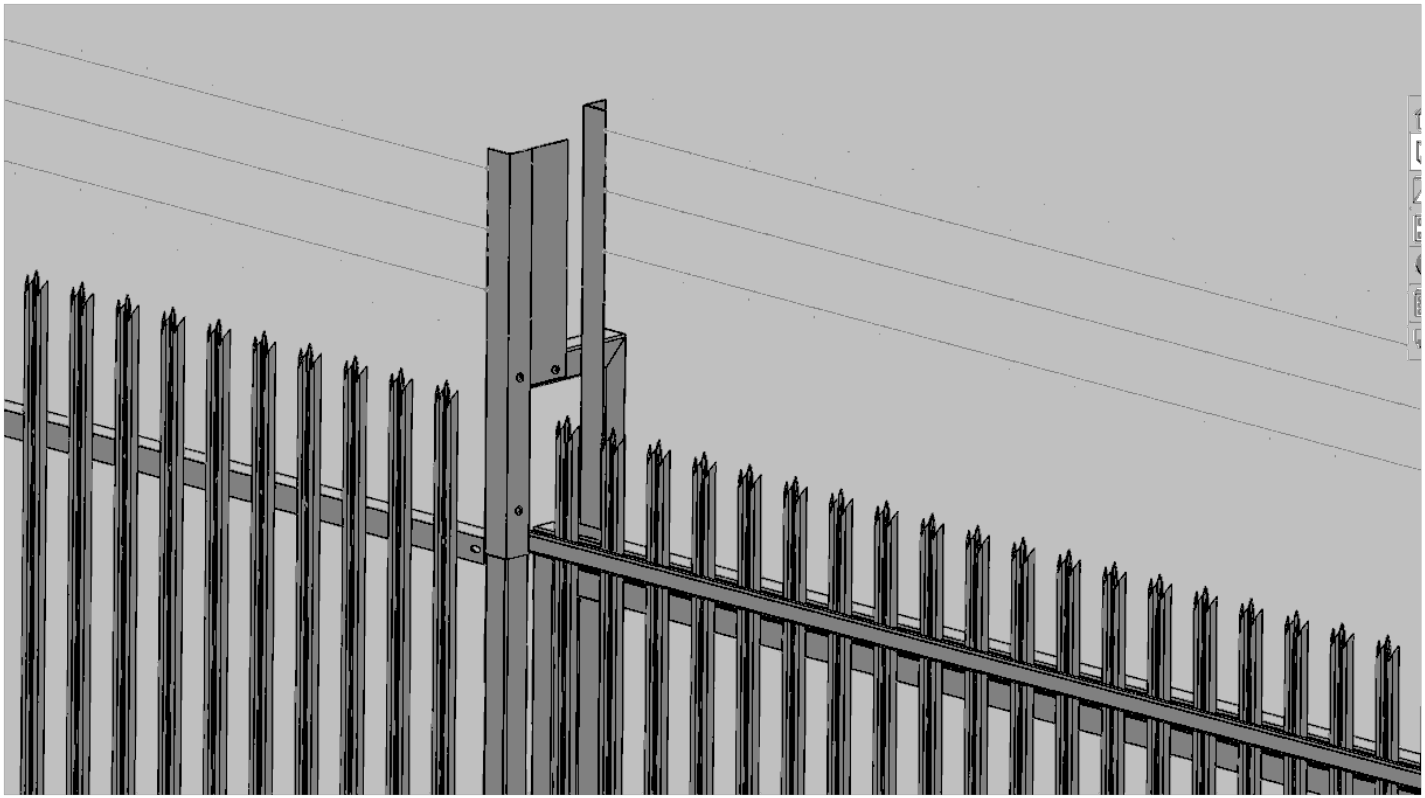


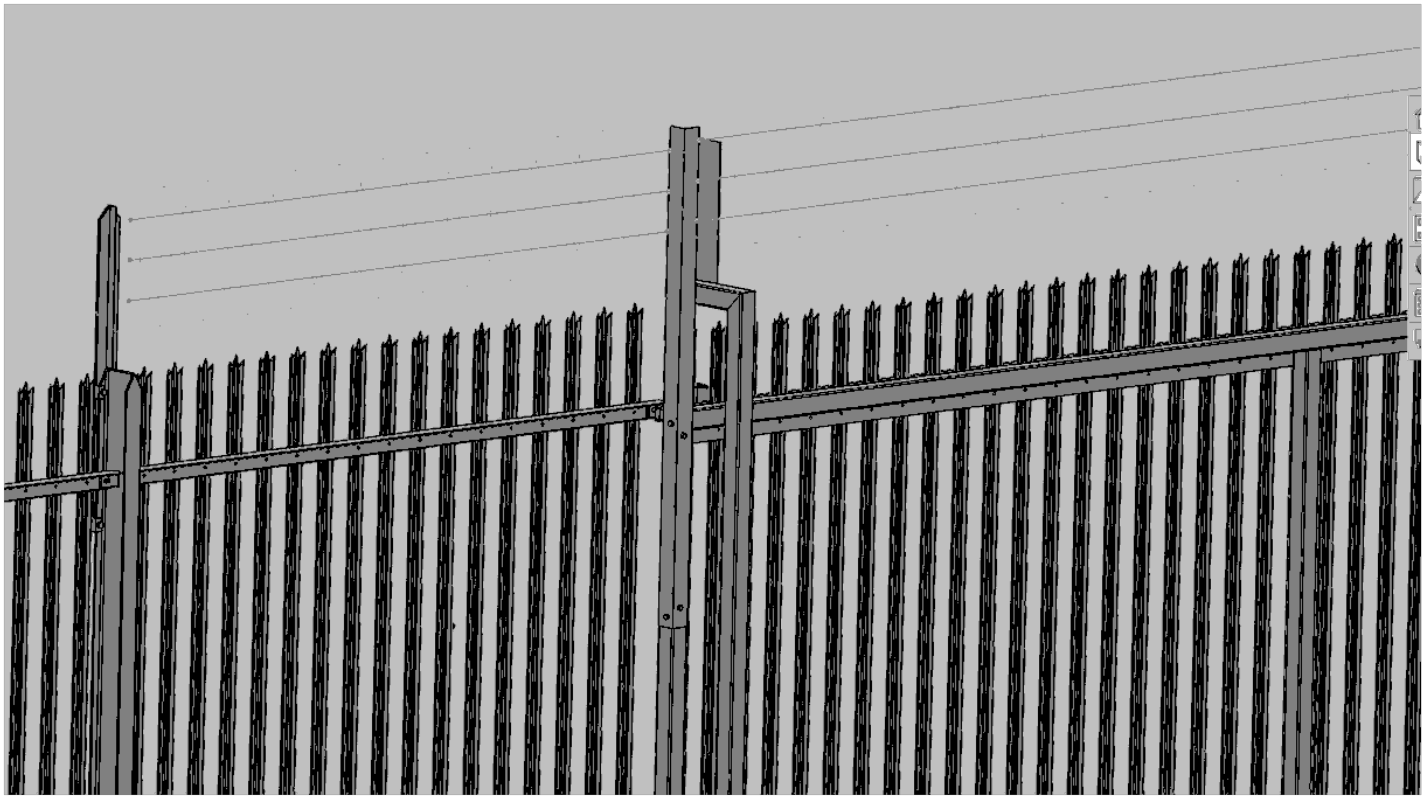


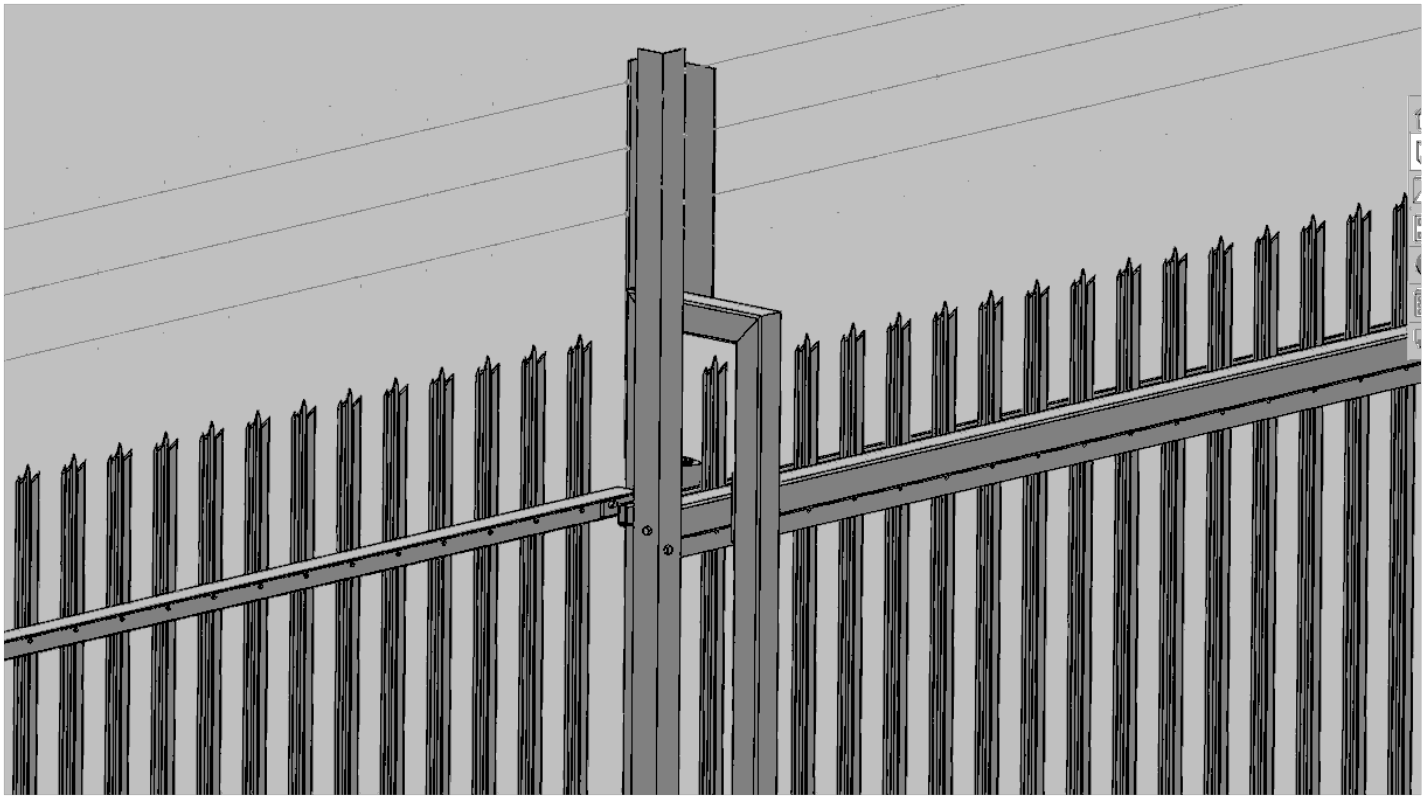


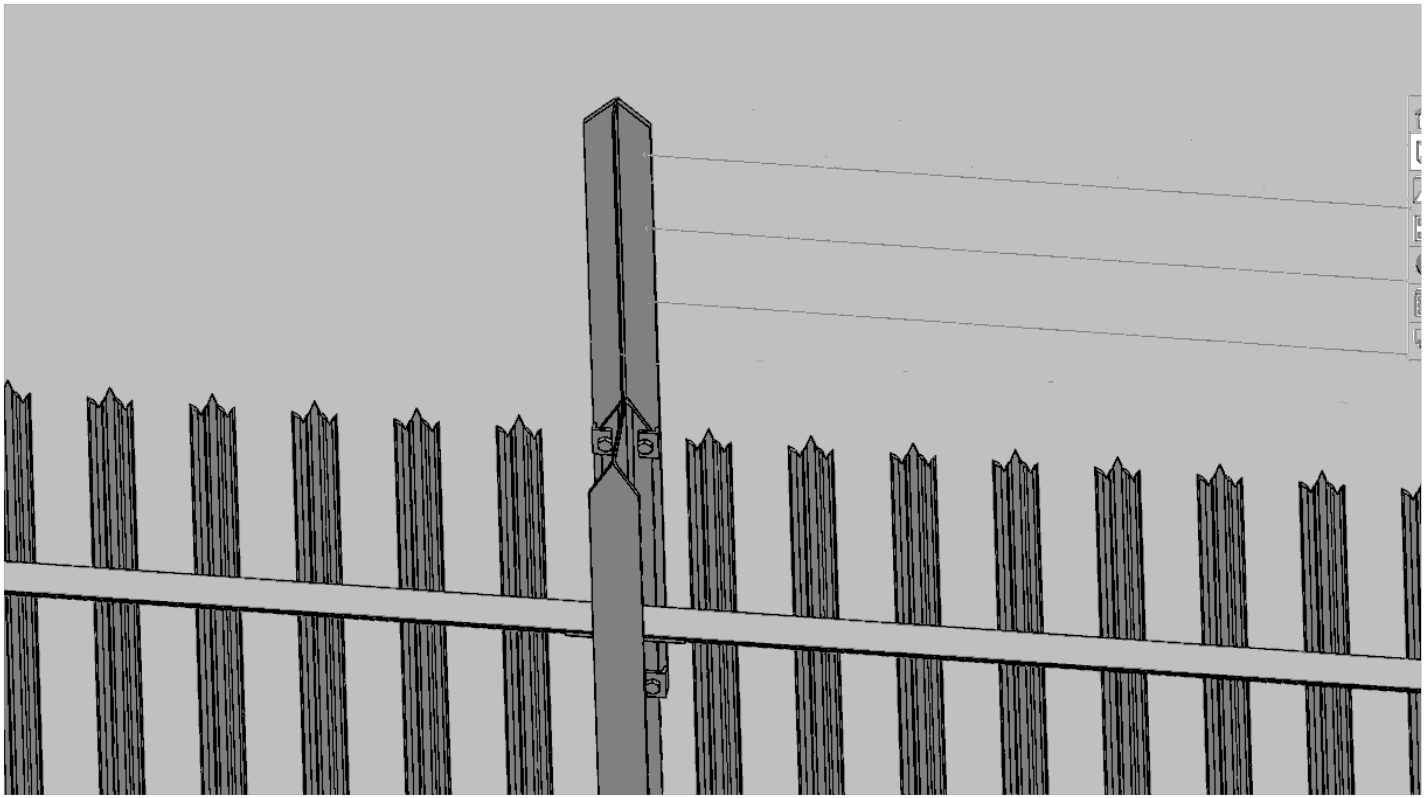


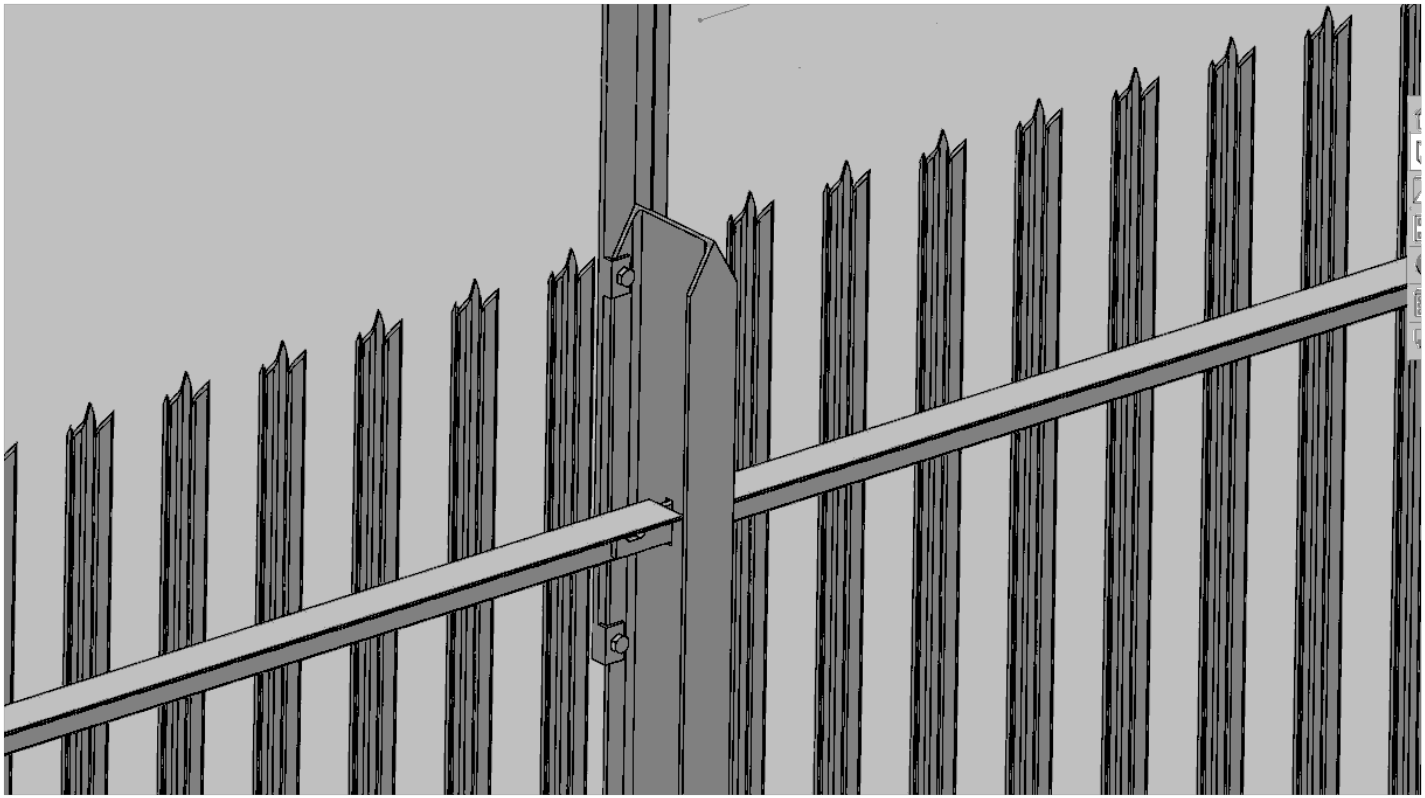


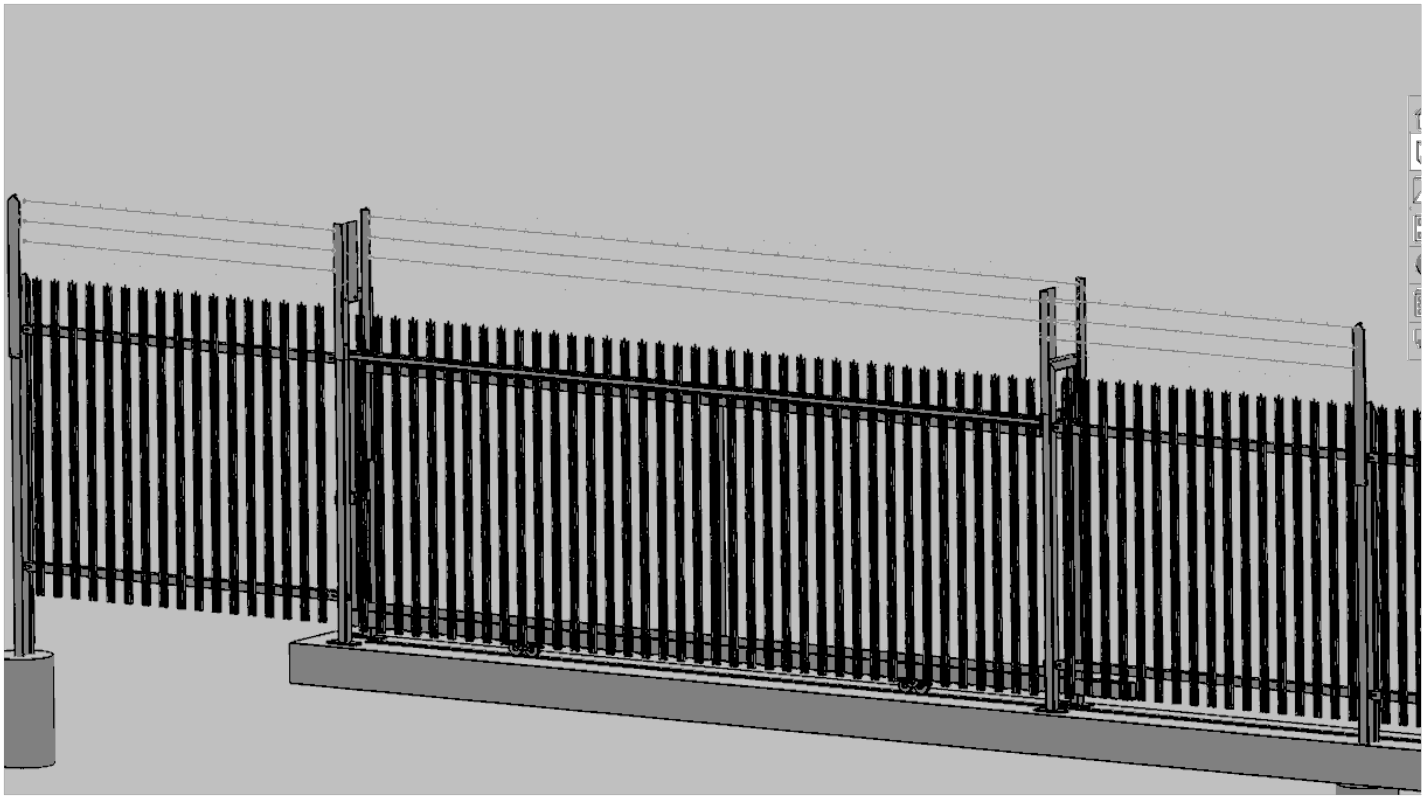


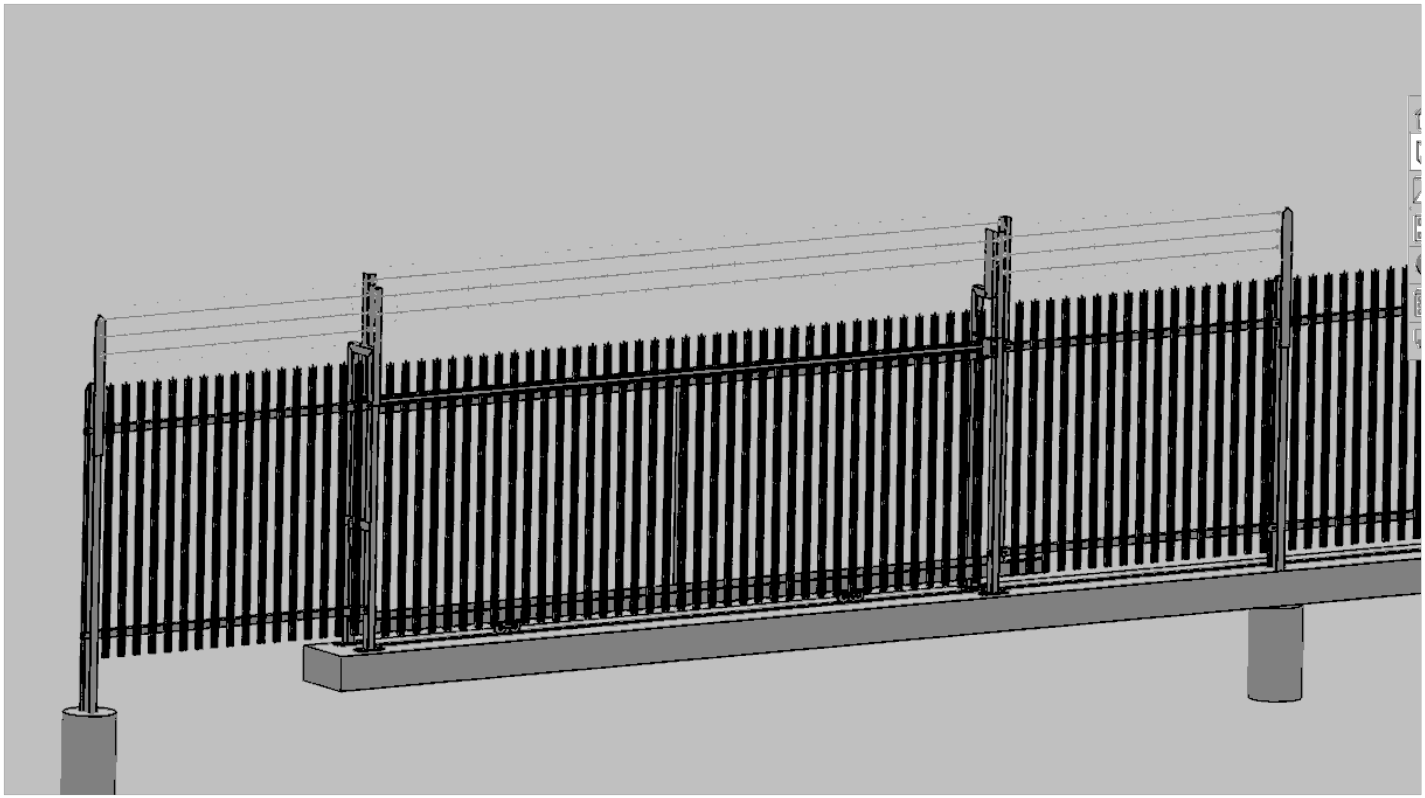












13.6 MUNDALBE ENTERPRISES - DIRECTORSHIP

Author: **Acting Chief Executive Officer**

Attachments: **1 B Wilson - Resignation Mundalbe**
2 S Isaacs - Resignation Mundalbe

PURPOSE (EXECUTIVE SUMMARY)

To report to Council the response received from Mundalbe Directors Ms Sarah Isaacs and Mr Bradley Wilson after the ordinary meeting of Council directed the Acting CEO to contact the two directors to ascertain their desire to continue as directors of Mundalbe Enterprises.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Mundalbe Enterprises was incorporated on the 18/6/2019 as an Australian Public Company, Limited by Shares with the following persons named as Directors: Bradley Wilson, Sarah Isaacs and Robert Thompson. It is unclear how many shares, if any and to what value has been issued. However

Currently, Council controls an entity by way of its membership that is fundamentally dormant and unfunded. There is a requirement for such entity to hold a general meeting within 18 months of its formation to meet ASIC regulations. There is no evidence to suggest that such a meeting has been held, annual registration fee will become due on the 18/6/2020. The annual review fee charged by ASIC for a standard company is $248.

At its meeting of June 24th Council moved:

RESOLUTION 2020/1

Moved: Mayor Kyle Yanner
Seconded: Cr Roxanne Thomas

1. *That the Acting CEO writes to the current Directors of Mundalbe Enterprises Ltd to ascertain their intent on remaining Directors. And the Acting CEO report to Council the responses received from the current Directors.*

2. *That Council pay the ASIC annual review fee when it becomes due.*

On direction the Acting CEO has written to and received written responses from both directors, and both have responded with notices of resignation as Directors [See attached], pursuant to Sec 14.7(b) of its constitution.

For Mundalbe Enterprises to remain as a corporate entity it must, pursuant to Sec 14.1(b) of its Constitution have at least three directors [extract shown here].

14. THE BOARD

14.1 Members of the Board

(a) The names of the first members of the Board are those persons named as Directors in the application for registration of the Company.

(b) The Company must have at least 3 Directors, but no more than 7 Directors

(c) At least 50 % of Directors of the Company must be indigenous persons.

[et al]

As the only member of Mundalbe Enterprises, together with Mr Robert Thompson as Director, Council can seek nominations from suitable community members to fill the role of the vacant directorships.

If suitable nominations are received then an election process pursuant to Sec 14.2 of the constitution is to be undertaken.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associate with this report or its recommendations.

RECOMMENDATION

1. That the Acting CEO, on behalf of Council as the only member of Mundalbe Enterprises call for nominations from suitable community members to be directors of Mundalbe Enterprises.

2. That, if no suitable nominations are received, the Acting CEO report to Council at its next meeting the process and cost of winding up Mundalbe Enterprises.



RE: Directorship - Mundalbe Enterprises

Bradley Wilson <juwarn@hotmail.com>
To Lyndon Prior

Flag for follow up.
You replied to this message on 2/07/2020 12:40 PM.

Hi Lyndon,

No, I no longer want to continue as a director on Mundalbe Enterprise. So, therefore I step down as Director of the Company as of 02/07/2020

Regards

Brad Wilson

301 Jimbarn St
Gununa, Mornington Is, Qld 4892
(M) 0417879997 (H) 0747457197 (E) juwarn@hotmail.com

From: Lyndon Prior <Lyndon.Prior@mornington.qld.gov.au>
Sent: Thursday, 2 July 2020 11:50 AM
To: Bradley Wilson <juwarn@hotmail.com>
Subject: FW: Directorship - Mundalbe Enterprises

Good afternoon Brad,

I write to you regarding your current Directorship of Mundalbe Enterprises, and to gauge your interest in remaining as a director.

As a Council initiative, it is possible that you became a director as a consequence of being the Mayor at the time Mundalbe Enterprises was establis

So that Council can develop a plan going forward for Mundalbe, could you please provide an indication to me regarding your intent to stay a directc

Could you please respond by return email, or please feel free to call me if you prefer.

Kind Regards,

Lyndon Prior | Acting Chief Executive Officer | Mornington Shire Council

1 Mission Road, Gununa, QLD 4892
Ph: 07 4745 7805
Mb: 0477 348 503
Fax: 07 4745 7225

29th June 2020

The Chairman of Board
Mundalbe Enterprises Ltd.
1 Mission Road,
Gununa Qld., 4892

To Board of Directors,

I hearby resign from my position of Director for Mundalbe Enterprises Ltd. effective from 30th June 2020.

Kind Regards,

Sarah Isaacs

13.7 COUNCILLOR INVESTIGATION POLICY

Author: **Acting Chief Executive Officer**

Attachments: **1 Councillor Investigation Policy Draft**

PURPOSE (EXECUTIVE SUMMARY)

To present to Council a draft Councillor Investigation Policy for consideration and adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required pursuant to Sec 150AE of the Local Government Act 2009 to consider and adopt a Councillor Investigation Policy. Extract shown here:

The local government must adopt an investigation policy about how it deals with the suspected inappropriate conduct of councillors referred, by the Independent Assessor, to the local government to deal with.

The policy must:

- *Include a procedure for investigating the suspected appropriate conduct of councillors*
- *State the circumstance in which another entity may investigate the conduct*
- *Be consistent with the principles of natural justice*
- *Require councillors and persons who make complaints about councillors' conduct to be given notice about the outcome of investigations.*

Council's current Councillor Investigation Policy was last considered and adopted by Council in July 2018. It is prudent for Council to regularly review its policies to ensure compliance with contemporary legislation and regulation and to ensure best practice.

The draft policy attached is based on the model policy provided and recommended for adoption by LGAQ.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report or its recommendation.

RECOMMENDATION

That Council adopt the attached draft Councillor Investigation Policy as its Councillor Investigation Policy.

MORNINGTON SHIRE COUNCIL

Councillors Investigation Policy

Policy Name	Councillors Investigation Policy		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Executive Manager Governance & Communication		
Decision Number	[Decision Number]	Approval Date	
Records Number	[Records Number]	Next Review Date	

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	18/07/2018		**Responsible Officer** Executive Manager Corporate and Community Services
V2	DRAFT		**Responsible Officer** Executive Manager Governance & Communication

This an official copy of the **Councillors Investigation Policy** of **Mornington Shire Council**, made in accordance with the provisions of Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

This policy meets the exact requirements of Sec 150AE of the Local Government Act 2009.

Strategic Policies comply with a strategic requirement; the **Councillors Investigation Policy** is approved by the Mornington Shire Council for the operations and procedure of Council.

MORNINGTON SHIRE COUNCIL

Councillors Investigation Policy

1 Purpose

This is Mornington Shire Council's Investigation Policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009 (the LGA). However, this policy does not relate to more serious Councillor Conduct.

2 Application of the Policy

This Policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

3 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Assessor	Means the Independent Assessor appointed under Sec 150CY of the LGA 2009
Behaviour Standard	Means a standard of behaviour for Councillors set out in the Code of Conduct approved under Sec 150E of the LGA 2009
Conduct	Includes – a) Failing to act; and b) A conspiracy, or attempt, to engage in conduct
Councillor Conduct Register	Means the register required to be kept by Council as set out in Sec 150DX of the LGA 2009
Inappropriate conduct	Refer Sec 150K of the LGA 2009
Investigation Policy	Refers to this Policy, as required by Sec 150AE of the LGA 2009
Investigator	Means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor

LGA	Means the Local Government Act 2009 [Qld]
Local Government Meeting	Means a meeting of – a) A local government b) A committee of a local government
Misconduct	Refer Sec 150L of the LGA 2009
Model Procedures	Refer Sec 150F of the LGA 2009
Natural Justice	Means a set of principles to ensure fair and just decision making, including a fair hearing, and absence of bias, decisions based on evidence, and the proper examination of all issues.
Referral Notice	Refer Sec 150AC of the LGA 2009
Tribunal	Means the Councillor Conduct Tribunal as established under Sec 150DK of the LGA 2009
Unsuitable Meeting Conduct	Refer Sec 150H of the LGA 2009

4 Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

5 Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided, with an opportunity to put their case in writing at least two business days before the investigation report is provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence require that the investigation should not be based on mere speculation or suspicion but instead must be based upon logical proof or evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

6 Assessor's Referral

The Council may from time to time receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

7 Receipt of Assessor's Referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

8 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors. If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor, involves the Mayor as the complainant or the Mayor believes in the circumstances it is in the best interests of the investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the president of the Tribunal for investigation.

9 Early Resolution

Before any investigation of suspected inappropriate conduct is commenced, the investigator must consider whether it is appropriate for the parties to attempt to resolve the matter informally. This consideration includes any recommendation made by the Assessor. Early resolution must only be undertaken if the parties to the matter consent.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be informally resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

10 Timeliness

It is expected that the investigator will complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised at the next Council meeting to seek an extension of time.

11 Assistance for Investigator

If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors from the Council's preferred supplier list.

12 Possible Misconduct or Corrupt Conduct

If, during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If, during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

13 Completion of Investigation

On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.

14 Notice about the outcome of Investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

15 Councillor Conduct Register

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor conduct register.

Where a complaint has been resolved under section 10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

16 Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- a mediator engaged under this investigation policy
- a private investigator engaged on behalf of or by the investigator
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

13.8 COUNCILLOR EXPENSES REIMBURSEMENT POLICY

Author: **Acting Chief Executive Officer**

Attachments: **1 Councillor Expenses Reimbursement Policy DRAFT**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with a draft Councillor Expenses Reimbursement Policy for consideration and adoption

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required pursuant to Section 250 of Local Government Regulations 2012 to adopt and maintain a Councillor Expenses Reimbursement Policy and must give public notice of the policy.

Council's current Councillor Expenses Reimbursement and Provision of Facilities Policy was last considered by Council in July 2018. It is prudent that Council now review and update the policy to ensure contemporary compliance and best practice.

Mandatory elements of the policy include, the policy must provide for;

- Payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities, and
- The provision of facilities for that purpose.

A new draft policy is presented, edited to ensure compliance and applicability to the unique and specific circumstance of Mornington Shire Council.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report and its recommendations.

RECOMMENDATION

1. That Council adopt the draft Councillor Expenses Reimbursement Policy as edited and amended as its Councillor Expenses Reimbursement Policy.
2. That the Acting CEO causes the new policy to be given public notice by causing a copy to be posted to Council's website, facebook page, and a hard copy posted to Council's noticeboards.

MORNINGTON SHIRE COUNCIL

Councillor Expenses Reimbursement Policy

Policy Name	Councillor Expenses Reimbursement Policy		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Executive Manager Governance and Communication		
Decision Number	[Decision Number]	Approval Date	
Records Number	[Records Number]	Next Review Date	

DOCUMENT VERSION CONTROL			
VERSION	**DATE**	**RESOLUTION NO.**	**DETAILS**
V1	21/06/2017	**2017/110**	**Responsible Officer** Chief Executive Officer
V2	18/07/2018	**2018/126**	**Responsible Officer** Executive Manager Finance & Human Services
V3		DRAFT	**Responsible Officer** Executive Manager Governance and Communication

DRAFT

Introduction

This an official copy of the **Councillor Expenses Reimbursement Policy** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.*

This Policy complies with the specific requirements of Sec 250 Local Government Regulation 2012; the **Councillor Expenses Reimbursement Policy** [Previously known as the Councillor Expenses Reimbursement and Provision of Facilities Policy] is approved by the Mornington Shire Council for the operations and procedure of Council.

MORNINGTON SHIRE COUNCIL

Councillor Expenses Reimbursement Policy

1 Purpose

The Mornington Shire Council (MSC) has adopted this policy to provide guidelines for Councillors seeking reimbursement of expenses incurred in line with the duties of being an elected member in representing Council and the provision of facilities to elected members.

Section 250 of the Local Government Regulation 2012 requires a local government to adopt an expenses reimbursement policy for Councillors. This policy outlines the reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities for that expense.

The Policy applies to the Mayor, Deputy Mayor and Councillors (herein after – elected members).

2 Application of the Policy

Council will provide reimbursement of reasonable expenses incurred, or to be incurred, by elected members and provide facilities, including staff resources to assist elected members in discharging their duties and responsibilities as set out in this policy.

If an elected member suffers a disability or impairment, they can make a request to the Chief Executive Officer to provide accessible furniture, building access etc. to assist them perform their duties.

Elected members cannot receive any gain or personal benefit for undertaking their duties and only re-imbursement of cost incurred in approved activities will be reimbursed.

3 Policy Statement

- Reimbursement of expenses incurred will be paid through administrative processes approved by the CEO.
- The Mayor will be provided with a Council credit card for business use in accordance with the Credit Card Policy (2016/208).
- All claims for reimbursement must be submitted on a monthly basis, with supporting documentation, receipts, invoices tabs etc.
- Elected members cannot claim expenses more than three months after the expense is incurred, without leave of Council by resolution.
- All elected member travel, accommodation arrangements and payments together with registration fees shall be undertaken by a Council officer designated to arrange corporate travel for the organisation. This ensures access to the most competitive rates available.
- Travel should be via the most practical and direct route using the most economical and efficient mode of transport.

- The policy is applicable to Where possible, the maximum standard for accommodation should be a four-star rating. However, where this is not possible or accommodation is recommended by conference organisers as part of a conference package, a higher standard of accommodation is acceptable.
- Any fines incurred while travelling in Council owned vehicles or privately-owned vehicles when attending to Council business will NOT be reimbursed by Council.
- Economy class airline travel is to be used, unless specifically approved by Council prior to travel.
- An elected member is at liberty to upgrade their travel class, at their own expense.
- Any travel transfer expenses associated with official travel will be reimbursed by Council e.g. trains, buses, taxis and ferries.
- Council will meet the costs of meals incurred which are not covered by event registration fees on a reimbursement basis, if outside the scope of the allowances provided as part of the Staff and Councillors Travel Allowance Policy.
- ~~No~~ costs associated with the purchase of alcohol will be reimbursed by Council, only if that purchase is made in conjunction with the purchase of a meal and is considered to be reasonable by an 'ordinary person' standards.
- Hospitality expenses related to official receptions and other functions organised by Council are met from relevant approved budgets.
- Should an elected member choose not to attend a provided meal /dinner, then the cost of the alternative meal will NOT be reimbursed by Council, unless the alternative meal is required to meet personal dietary requirements.
- Council will NOT reimburse expenses incurred by an elected members spouse or any other members of the elected member's family when accompanying the elected member on official duties UNLESS it is a Federal Government, State Government or Shire endorsed (e.g. ceremonial event) event at which the partner of the elected member has been specifically invited.

4 Allowable Expenses within the Council Area

- Elected members are entitled to claim expenses incurred in attending to their role as elected members within the Mornington Shire Council area. Examples include:
  - Attendance at Council meetings and arranged events;
  - Attendance at functions and events;
  - Inspections; and
  - Formal attendance to constituents or constituent groups.
- In this clause, "expenses" shall include ~~non-alcoholic~~ reasonable refreshments and meals incurred whilst attending such meetings/functions/events unless these are provided directly by Council or a third party.
- Elected members CANNOT claim for participation in raffles or donations to groups as an expense under this policy, as these are regarded as private expenses.

5 Allowable Expenses within the Region [Far North Queensland Local Governments]

- Elected members are entitled to claim expenses incurred in attending regional local government associated functions and events within the local region.
- In this clause, "expenses" shall include ~~non-alcoholic~~ reasonable refreshments and meals incurred whilst attending such meetings/functions/events unless these are provided directly

by Council or a third party.

6 Allowable Expenses outside the Region

- Elected members are entitled to claim expenses incurred in attending to their role as elected members outside the local area or region PROVIDED such attendance has been authorised by resolution of Council.
- The Mayor will not be required to have the ~~prior~~ approval of Council if attending functions or meetings relevant to the role of Mayor where a limitation of time has prevented Council considering the matter. However, any expenses occurred and reimbursed should be ratified by Council retrospectively.
- Where elected members are appointed by the Council as Council's representative on a committee or association, all travel and accommodation associated with the elected member's fulfilment of that role is deemed as approved without the need for a further specific approval by resolution being required.
- In emergent circumstances where prior approval by resolution of Council cannot be obtained, the CEO may approve such travel on the basis of obtaining a majority positive response by directly contacting elected members. In such circumstances the CEO shall seek confirmation of the approval at the next available General Meeting of Council.
- In this clause, "expenses" shall include ~~non-alcoholic~~ reasonable refreshments and meals incurred whilst attending such meetings/functions/events unless these are provided directly by Council or a third party.

7 General Provision of Facilities

- As a general rule, facilities required to assist Councillors in their official capacity will be provided by Council under these provisions.
- Council determines the reasonable standard of facilities for elected members. If an elected member chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the elected member personally.
- All facilities provided to elected members remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the elected members term expires.
- Council will cover all ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

8 Administrative Tools and Support

- The Mayor will be provided with a dedicated office in the Council Administration Building.
- Elected members will be provided access to the Council Chambers to meet with constituents or small constituent groups. Suitable alternative arrangements will be arranged through Council Administration if the Council Chambers is not available.
- Elected members will be provided with the appropriate level of administrative support (as approved in the annual budget) to undertake their respective roles and responsibilities.
- Elected members are provided with one (1) laptop computer per term for Council business use, this laptop must be returned to Council upon resignation or at the end of the elected term.

- Elected members are entitled to access photocopiers and paper shredders for business use at Council offices.
- Elected members are provided standard office stationery for official use only, including, but not limited to: Pens, Paper; Note pads, Letterhead, Business cards, Envelopes; 'With Compliments' slips, etc.
- Elected members will be provided with a ~~smart~~ mobile telephone by Council.
    - Council will place the phones on a phone plan which most suits the Council business demands of the elected members. Phones remain the property of Council.
    - It is understood that from a practical point of view this phone will be available for both their business and reasonable private use.
    - Unless the costs can be justified as a genuine business cost, all call costs above the plan limit are expected to be met by the respective Councillors as a private expense.
- Council will NOT reimburse or provide funds, services or facilities for the purposes of advertising for elected members.
- Where an Elected member established a home office the home office must be approved by Council's Workplace Health & Safety representative to ensure compliance with ~~it is the responsibility of each elected member to ensure that,~~ all workplace health and safety legislative requirements. ~~are met and, where required, Council's Workplace Health and Safety Officer will provide assistance~~.
- For site visits, Elected members will be provided with appropriate safety equipment such as overalls, safety shoes, safety helmets or glasses, as required, in their role. This equipment remains the property of Council.
- Elected members will be provided with corporate clothing [shirts] containing a Council insignia for official use.

9 Vehicles

- Council will provide a fully serviced 4WD to the Mayor for business and reasonable [on-island] private use, subject to Council's vehicle Policy.
- A pool vehicle is available to be used by elected members on a booking basis through Council Administration, ~~will be made available~~ for official Council business only.
- Elected members who use their own private vehicle for business purposes can claim a mileage allowance as per mileage allowances recommended by the Australian Tax Office (ATO).
    - The mileage rate shall apply to all kilometres travelled in the financial year. Such claims shall be supported by ATO compliant records and are to be submitted on a quarterly basis.

10 Legal Costs and Insurance Cover

- Elected members will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, personal accident and/or workers compensation, and international and domestic travel insurance. Any claims over and above the stated insurance cover will require the approval of a Council resolution.
- In addition, the liability of any legal costs incurred while discharging an elected members civic duty will transfer to Council upon approval via a Council resolution.

MORNINGTON SHIRE COUNCIL

Councillor Expenses Reimbursement Policy

DRAFT

14 STAFF REPORTS - FINANCIAL SERVICES

14.1 FINANCIAL REPORT AS AT 30TH JUNE 2020

Author: **Acting Executive Manager Finance and Human Services**

Attachments: **1 Financial Statements as at June 2020**
2 Capital Budget Summary as at June 2020

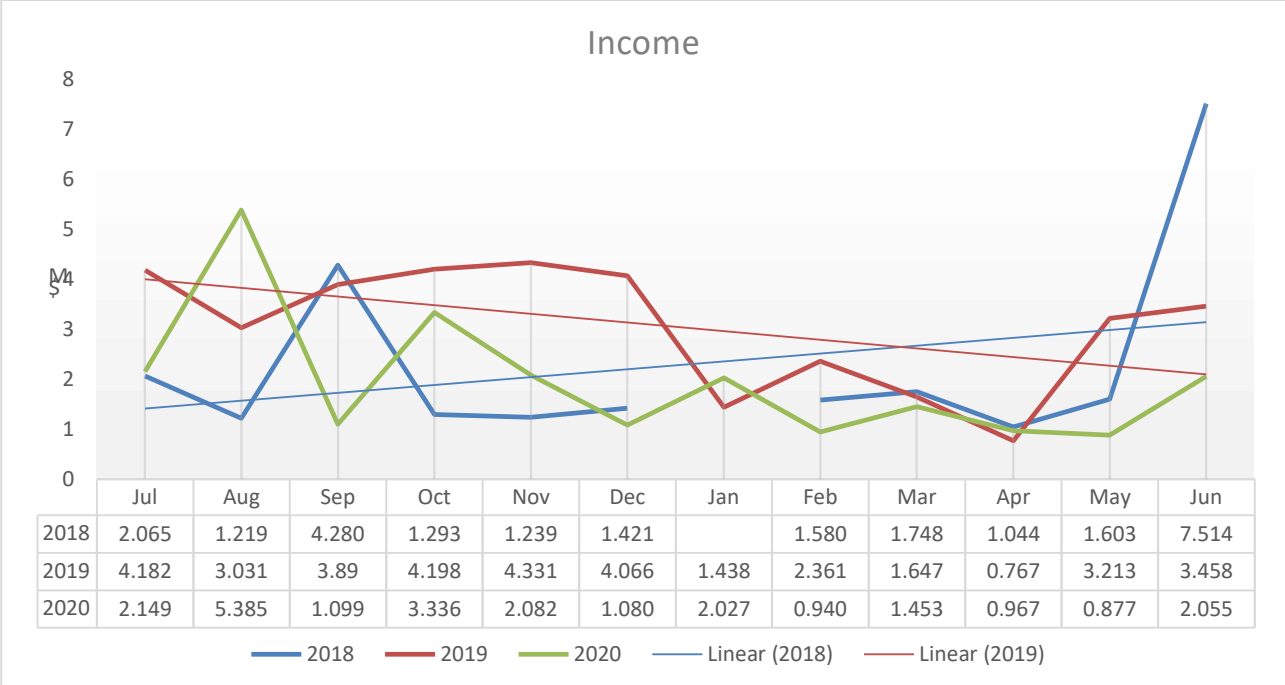
PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with a financial report as required under Section 204 of the Local Government Regulation 2012. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held. This report provides the following attachments as supporting information as at 30th June 2020 (i.e. 100.00% through the financial year);

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows
- Capital Budget Summary

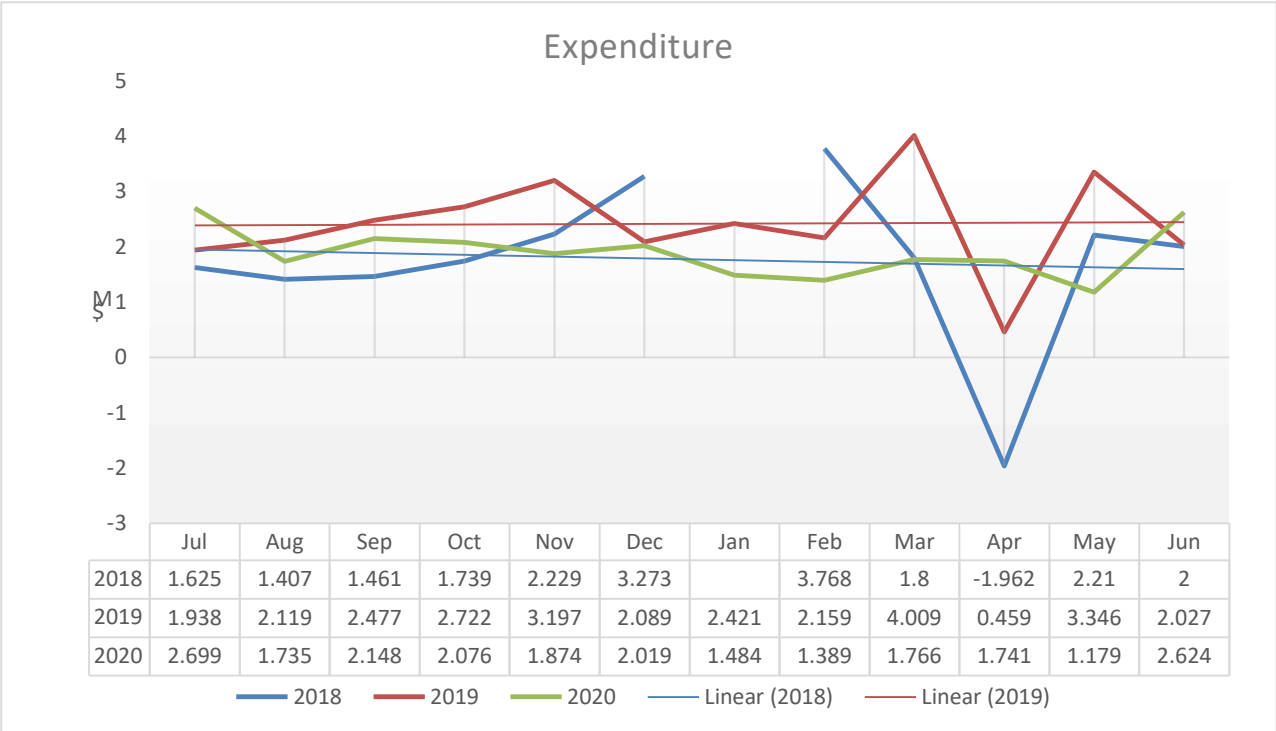
BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The following graphs illustrate the main points of interest. The data is drawn from the attached documents and comparative information which has been drawn from information presented to council in previous reporting months.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	2.065	1.219	4.280	1.293	1.239	1.421		1.580	1.748	1.044	1.603	7.514
2019	4.182	3.031	3.89	4.198	4.331	4.066	1.438	2.361	1.647	0.767	3.213	3.458
2020	2.149	5.385	1.099	3.336	2.082	1.080	2.027	0.940	1.453	0.967	0.877	2.055

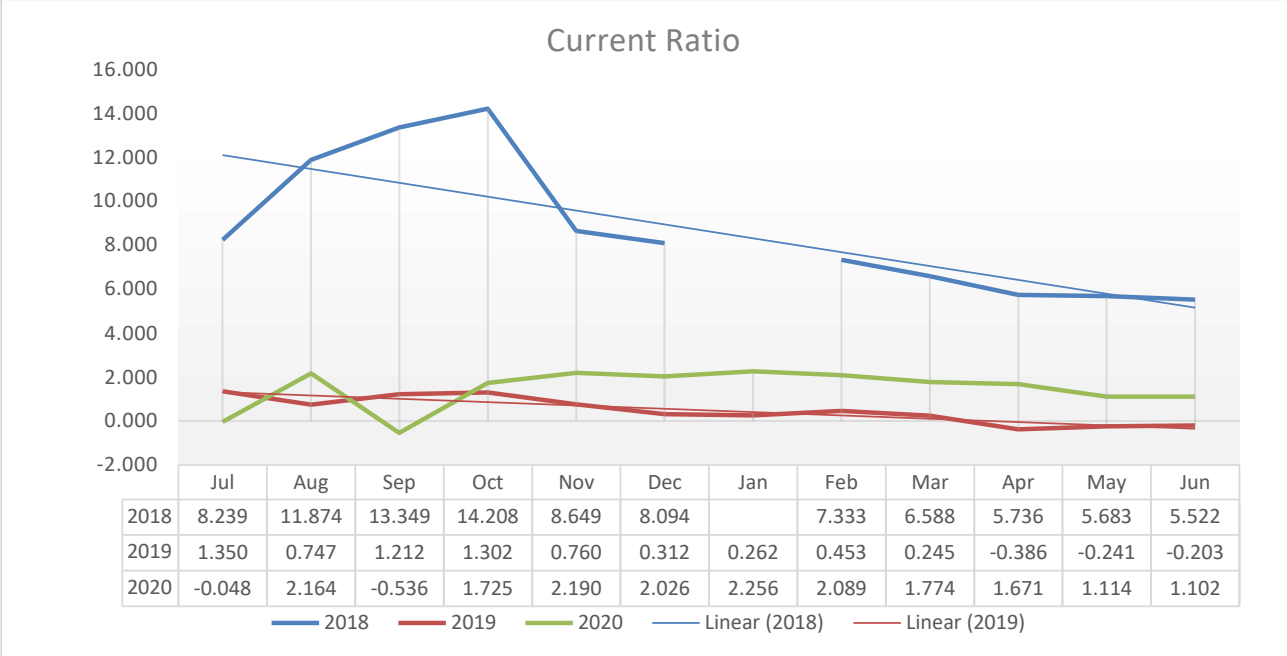
Comment: Total Income at 66% of total budget. Slightly down on budget YTD, predominantly as a result of timing of forecasted capital grants and contributions for disaster recovery works. Total recurrent revenue is 92% of budget as at 30 June 2020.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	1.625	1.407	1.461	1.739	2.229	3.273		3.768	1.8	-1.962	2.21	2
2019	1.938	2.119	2.477	2.722	3.197	2.089	2.421	2.159	4.009	0.459	3.346	2.027
2020	2.699	1.735	2.148	2.076	1.874	2.019	1.484	1.389	1.766	1.741	1.179	2.624

2018 2019 2020 Linear (2018) Linear (2019)

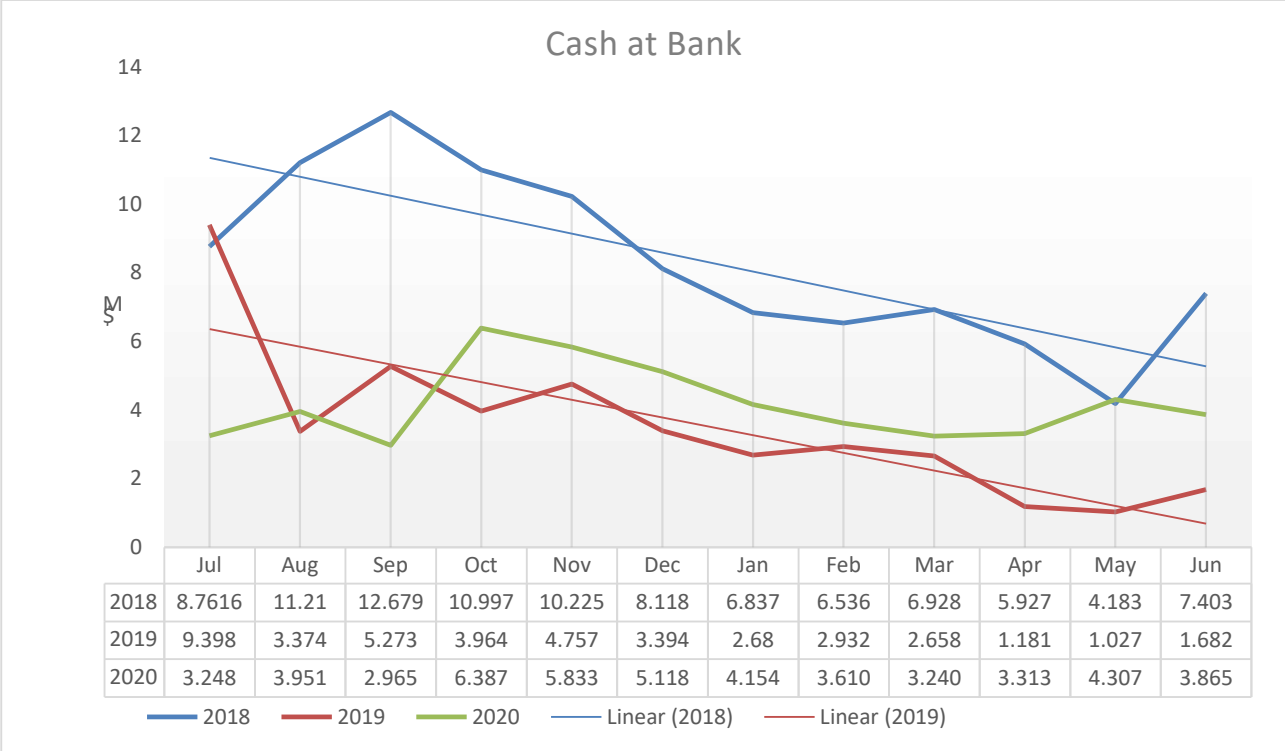
Comment: Expenditure at 91% of total budget and below the current budget. Employee benefits are currently 86% of budget as at 30 June 2020, materials and services are currently at 92% of budget. Depreciation expense is currently above budget, and an exercise in reviewing estimated useful lives of road infrastructure is being performed to ensure the fixed asset registers reflect current maintenance and renewal programs.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	8.239	11.874	13.349	14.208	8.649	8.094		7.333	6.588	5.736	5.683	5.522
2019	1.350	0.747	1.212	1.302	0.760	0.312	0.262	0.453	0.245	-0.386	-0.241	-0.203
2020	-0.048	2.164	-0.536	1.725	2.190	2.026	2.256	2.089	1.774	1.671	1.114	1.102

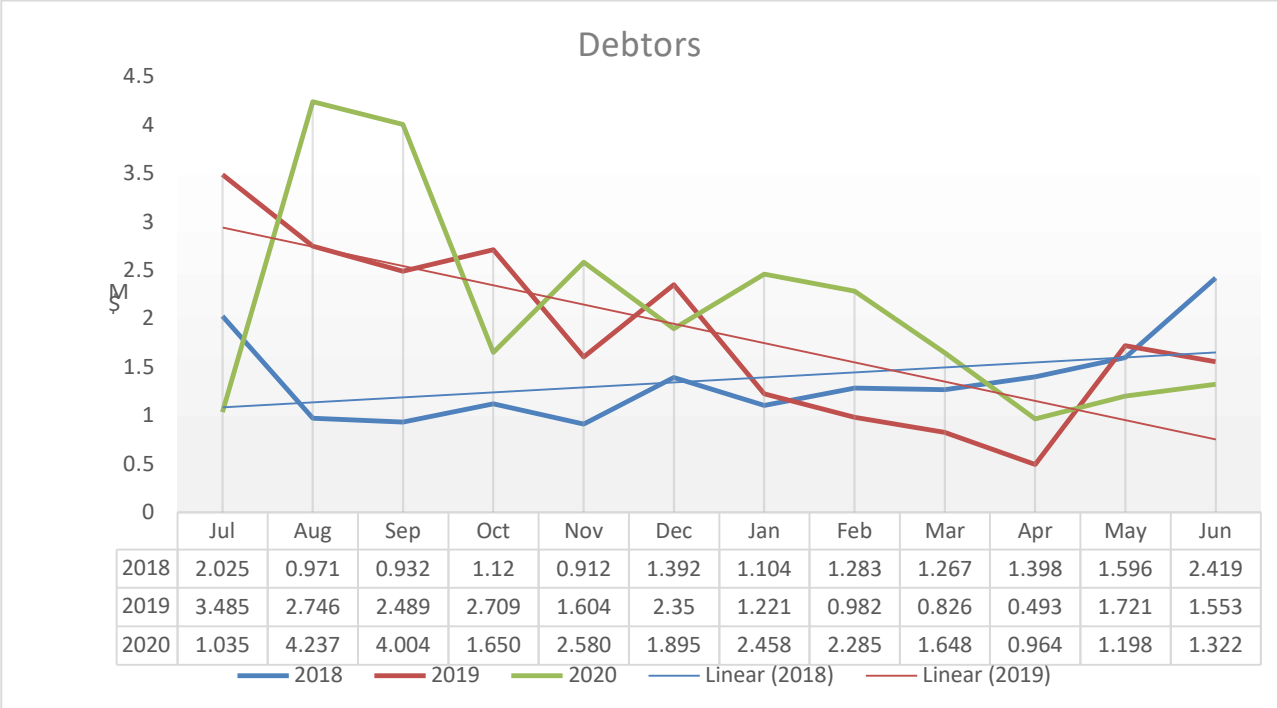
2018 2019 2020 Linear (2018) Linear (2019)

Comment: A current ratio above 1 is considered a minimum. Compared to 2018 this indicator excludes unexpended grant balances and debtors older than 30 days being included from current assets. It is envisaged this indicator will decrease in the later half of the year as Council draws down on the operational assistance grants received, and this is evident this month that a decrease has occurred to 1.102.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	8.7616	11.21	12.679	10.997	10.225	8.118	6.837	6.536	6.928	5.927	4.183	7.403
2019	9.398	3.374	5.273	3.964	4.757	3.394	2.68	2.932	2.658	1.181	1.027	1.682
2020	3.248	3.951	2.965	6.387	5.833	5.118	4.154	3.610	3.240	3.313	4.307	3.865

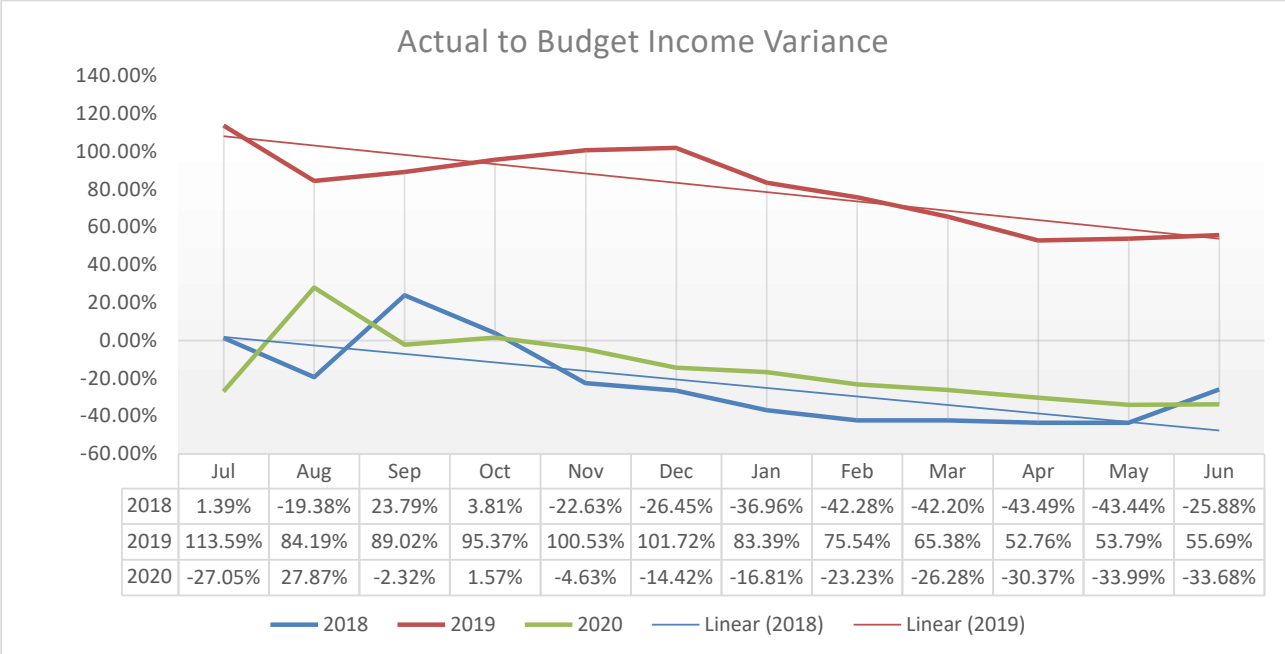
Comment: This graph provides comfort if it is trending upwards. This has remained at a similar value and increased in June 2020. When unexpended grants are excluded, Council has a positive cash at bank of $1.493m, and improved during the month of May 2020. Council received the financial assistance grants totalling $1,307,353 in May 2020, which represents 50% advance on the financial assistance grants allocated for 2020-21.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	2.025	0.971	0.932	1.12	0.912	1.392	1.104	1.283	1.267	1.398	1.596	2.419
2019	3.485	2.746	2.489	2.709	1.604	2.35	1.221	0.982	0.826	0.493	1.721	1.553
2020	1.035	4.237	4.004	1.650	2.580	1.895	2.458	2.285	1.648	0.964	1.198	1.322

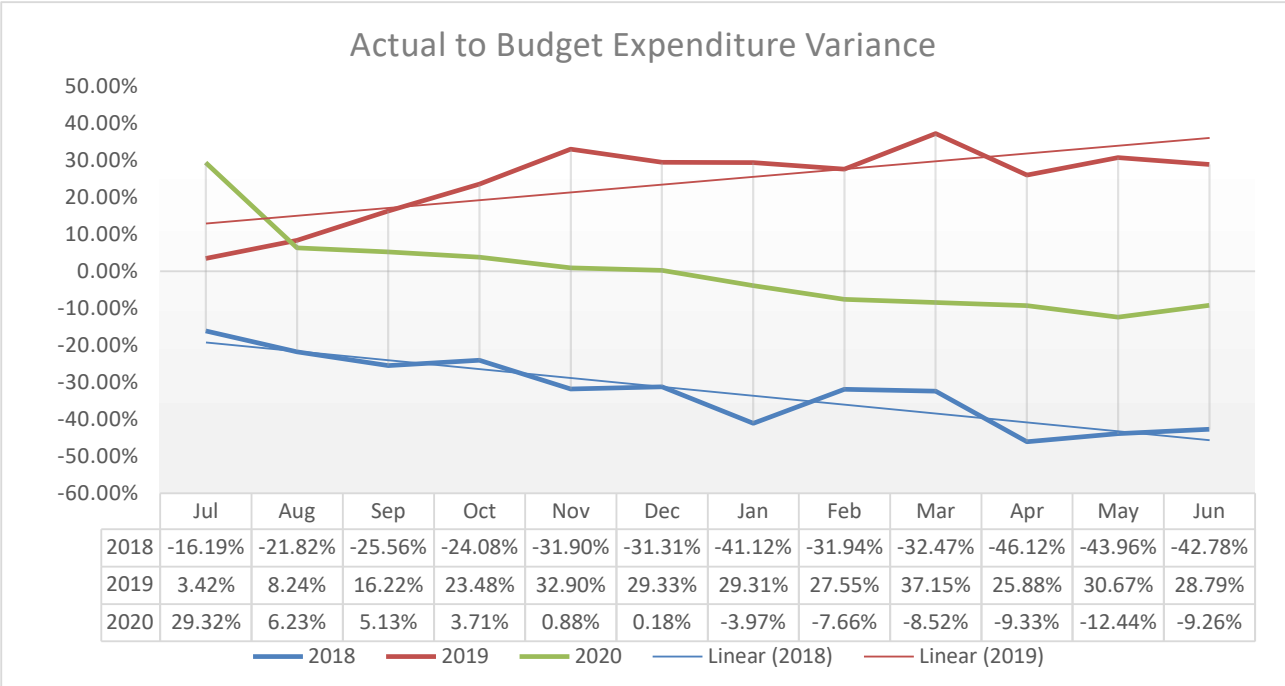
Comment: This graph should be trending downwards from the commencement of each year and has well and truly commenced this trend for 2019/2020. Whilst good progress has been achieved in the collection of council service charge revenue and ongoing housing program works, there are

still several general service charges being followed up. Council will refer old accounts not being paid to debt collectors.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	1.39%	-19.38%	23.79%	3.81%	-22.63%	-26.45%	-36.96%	-42.28%	-42.20%	-43.49%	-43.44%	-25.88%
2019	113.59%	84.19%	89.02%	95.37%	100.53%	101.72%	83.39%	75.54%	65.38%	52.76%	53.79%	55.69%
2020	-27.05%	27.87%	-2.32%	1.57%	-4.63%	-14.42%	-16.81%	-23.23%	-26.28%	-30.37%	-33.99%	-33.68%

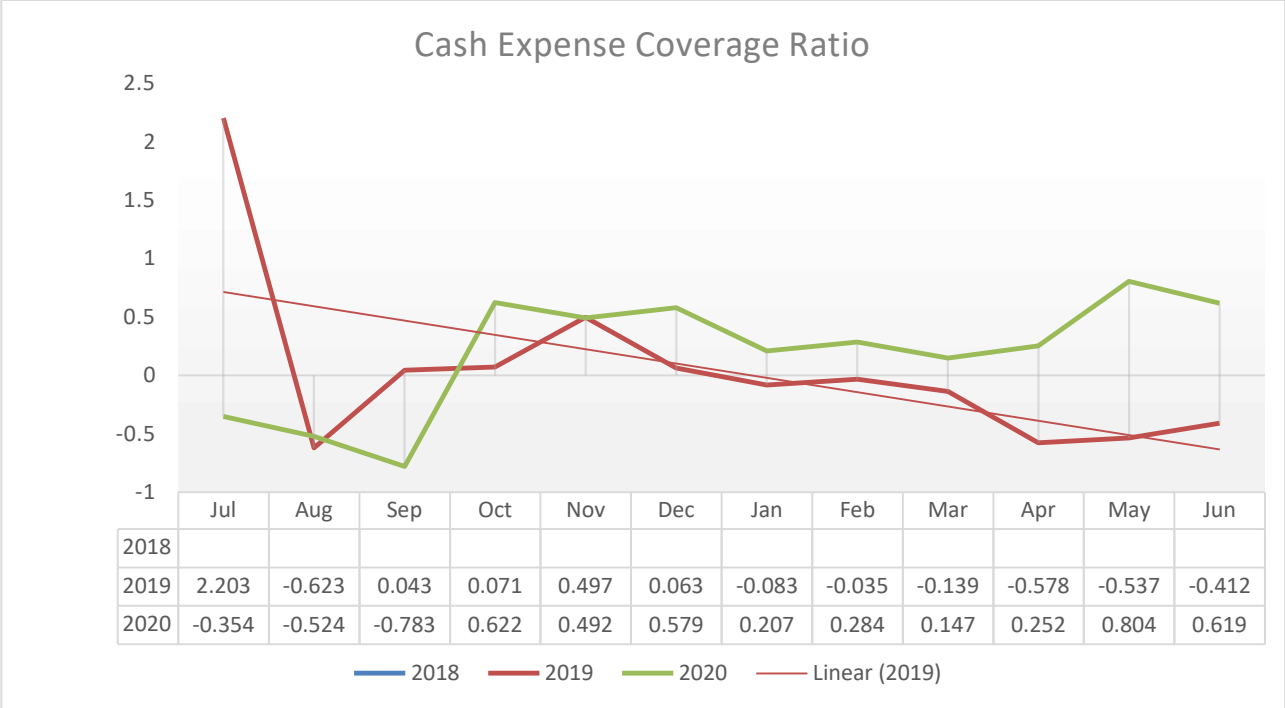
Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures have been developed as part of this year's budget process. The Actual to Budget Income variance has just fallen to -33.68% in June 2020, which predominantly is due to timing differences on the forecasting of Capital Grants and Contributions, i.e. disaster recovery funding.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	-16.19%	-21.82%	-25.56%	-24.08%	-31.90%	-31.31%	-41.12%	-31.94%	-32.47%	-46.12%	-43.96%	-42.78%
2019	3.42%	8.24%	16.22%	23.48%	32.90%	29.33%	29.31%	27.55%	37.15%	25.88%	30.67%	28.79%
2020	29.32%	6.23%	5.13%	3.71%	0.88%	0.18%	-3.97%	-7.66%	-8.52%	-9.33%	-12.44%	-9.26%

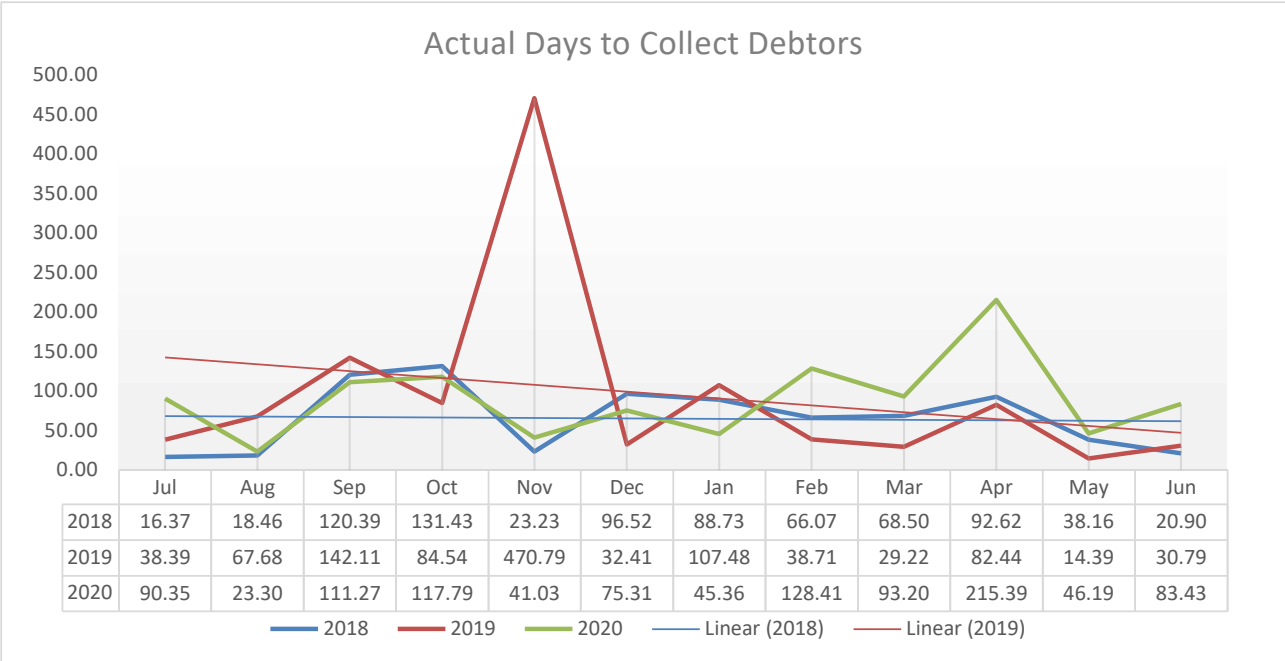
Comment: This graph should hover around the 0 +/- 5% trend-line. This would represent an organisation on track with budget management and may take many years to develop. Current year tracking is higher than budget. The quantity of diversion from 0% illustrates a worrying budget

prediction for expenditure by managers. Increased ownership and education measures had been developed during this year's budget process, which are beginning to take effect. The actual to budget expenditure variance below budget has increased sllightly for the year to date of -9.26% at June 2020.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018												
2019	2.203	-0.623	0.043	0.071	0.497	0.063	-0.083	-0.035	-0.139	-0.578	-0.537	-0.412
2020	-0.354	-0.524	-0.783	0.622	0.492	0.579	0.207	0.284	0.147	0.252	0.804	0.619

Comment: The expense coverage ratio has been included for the first time in 2019/2020 as is considered by QAO as a good indicator of a Council's short term liquidity. A healthy target as suggested by QAO is between three (3) and six (6). Mornington is one of nine (9) QLD councils with a cash expense coverage ratio of less than 3 months. This indicator needs to increase and further cost control measures may need to be taken if the ratio does not increase to acceptable levels. This ratio will decrease again as Council draws down on this cash. There is further works being reviewed to reduce operational expenditure, and maximise income opportunities.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	16.37	18.46	120.39	131.43	23.23	96.52	88.73	66.07	68.50	92.62	38.16	20.90
2019	38.39	67.68	142.11	84.54	470.79	32.41	107.48	38.71	29.22	82.44	14.39	30.79
2020	90.35	23.30	111.27	117.79	41.03	75.31	45.36	128.41	93.20	215.39	46.19	83.43

Comment: The actual days to collect debtors measures how quickly cash is being collected from debtors. A shorter number of days is preferred, else Council is financing debts of individuals and organisations. Council has implemented an interest charge for overdue debtors. It is hoped this acts as a disincentive for debtors with outstanding debts. The actual number of days to collect debtors improved during the month to an average of 83 Days.

FINANCIAL & RESOURCE IMPLICATIONS

It is noted that the actual to budget income variance had decreased by -33.68%, and the actual to budget expenditure variance had decreased by -9.26% indicating a narrowing gap in the forecasted net result. This is due to an improvement in reducing and controlling ongoing operational expenditure. The % of actual vs. budget at 91% for the year to date is lower for recurrent expenditure then recurrent revenue at 92%. The effects in trading are still occurring as a result of a decrease in housing and accommodation revenue during the month of June2020 due to Covid-19. The increase in the actual to budget total income variance is due to timing differences in the forecasting of the capital grants and contributions. Final annual financial statements are being completed in time for the external audit scheduled for 10th to 14th August 2020. As expenditure accruals, end-of-financial-year provisions, and internal cash restrictions are being finalised, this will have an impact on final presented results.

RECOMMENDATION

That Council notes and receives and notes the information in this report.

Mornington Shire Council
Draft Statement of Comprehensive Income
For the month ended 30 June 2020

	ACTUALS	ACTUALS/ BUDGET	ORIGINAL BUDGET	ORIGINAL BUDGET	REVISED BUDGET (@ Mar 20 Qbrs)
	30-Jun-20	%	30-Jun-20	30-Jun-20	30-Jun-20
Revenue					
Recurrent revenue					
Local Government Levies	2,834,829	85%	3,346,900	3,346,900	3,346,900
Fees and Utility Charges	1,581,192	283%	559,400	559,400	449,400
Rental Income	528,072	32%	1,669,700	1,669,700	1,339,700
Interest Earned	45,351	23%	200,000	200,000	50,000
Sales-Contracts and Recoverable Works	9,690,734	83%	11,684,650	11,684,650	10,856,650
Other Recurrent Income	131,617	53%	250,000	250,000	210,000
Grants, Subsidies and Contributions	5,051,552	128%	3,954,300	3,954,300	3,954,300
Total recurrent revenue	19,863,347	92%	21,664,950	21,664,950	20,206,950
Capital revenue					
Capital Grants, Subsidies, and Contributions	3,549,447		13,694,092	13,694,092	8,756,708
Total capital revenue	3,549,447	26%	13,694,092	13,694,092	8,756,708
Total revenue	23,412,794	66%	35,359,042	35,359,042	28,963,658
Capital Income	36,741	0%	0	0	0
Total income	**23,449,535**	66%	**35,359,042**	**35,359,042**	**28,963,658**
Expenses					
Recurrent expenses					
Employee Benefits	6,022,894	86%	6,972,788	6,972,788	6,620,788
Materials and Services	11,203,975	92%	12,170,462	12,170,462	11,911,462
Finance Costs	13,689	61%	22,300	22,300	12,000
Depreciation and Amortisation	5,491,655	93%	5,889,500	5,889,500	5,839,500
Total recurrent expenses	22,732,213	91%	25,055,050	25,055,050	24,383,750
Capital expenses					
Capital Expenses	1,555		0	0	0
Impairment Losses	0		0	0	0
Total capital expenses	1,555		0	0	0
Total expenses	**22,733,768**	91%	**25,055,050**	**25,055,050**	**24,383,750**
Net surplus	**715,767**	7%	**10,303,992**	**10,303,992**	**4,579,908**
Operating Capabilities before Depn and Capital Inc.	**2,657,975**		2,499,400	**2,499,400**	**1,662,700**
Operating Capabilities before Capital Income	**-2,833,680**		**-3,390,100**	**-3,390,100**	**-4,176,800**

Mornington Shire Council
Draft Statement of Financial Postion
For the month ended 30 June 2020

	ACTUALS	ORIGINAL BUDGET	REVISED BUDGET (@ Mar 20 Qbrs)
	30-Jun-20	30-Jun-20	30-Jun-20
Current Assets			
Cash and cash equivalents	3,865,157	4,768,154	1,723,249
Trade and other receivables	1,322,387	2,222,534	2,222,534
Inventories	757,110	469,406	469,406
Other financial assets	208,092	201,047	201,047
	6,152,746	7,661,141	4,616,236
	0	0	0
Total current assets	**6,152,746**	**7,661,141**	**4,616,236**
Non-current Assets			
Other financial assets non-current	5,770,821	6,122,400	6,122,400
Property, plant and equipment	113,011,560	130,371,683	122,087,864
Total non-current assets	**118,782,381**	**136,494,083**	**128,210,264**
TOTAL ASSETS	**124,935,127**	**144,155,224**	**132,826,500**
Current Liabilities			
Trade and other payables	2,287,061	1,425,036	905,336
Provisions	490,066	71,891	71,891
Loans	0	235,291	0
Total current liabilities	**2,777,127**	**1,732,218**	**977,227**
Non-current Liabilities			
Provisions	1,255,461	58,952	1,219,527
Loans	0	4,647,649	0
Total non-current liabilities	**1,255,461**	**4,706,601**	**1,219,527**
TOTAL LIABILITIES	**4,032,587**	**6,438,819**	**2,196,754**
NET COMMUNITY ASSETS	**120,902,540**	**137,716,405**	**130,629,746**
Community Equity			
Asset revaluation reserve	99,160,206	107,141,328	107,141,328
Retained surplus/(deficiency)	21,742,334	30,575,077	23,488,418
Other reserves	0	0	0
TOTAL COMMUNITY EQUITY	**120,902,540**	**137,716,405**	**130,629,746**

Mornington Shire Council
Draft Statement of Cash Flows
For the month ended 30 June 2020

	ACTUALS	ORIGINAL BUDGET	REVISED BUDGET (@ Mar 20 Qbrs)
	30-Jun-20	30-Jun-20	30-Jun-20
Cash flows from operating activities:			
Receipts from Customers	15,658,312	15,423,997	14,115,997
Payments to Suppliers and Employees	-17,545,734	-19,065,430	-18,556,428
	-1,887,422	**-3,641,433**	**-4,440,431**
Interest Received	45,351	200,000	50,000
Rental Income	528,072	1,614,043	1,614,043
Non-Capital Grants, Subsidies and Contributions	5,051,552	3,954,300	3,954,300
Borrowing Costs	0	-10,300	0
Net cash inflow (outflow) from operating activities	**3,737,553**	**2,116,609**	**1,177,911**
Cash flows from investing activities:			
Payments for Property, Plant and Equipment	-5,083,701	-18,626,400	-10,392,581
Payments for intangible assets	0	0	0
Proceeds from Sale of Property, Plant and Equipment	107,955	0	0
Finance lease Receipts	-627,308	0	0
Capital Grants, Subsidies and Contributions	3,549,447	13,694,092	8,756,708
Net cash inflow (outflow) from investing activities	**-2,053,607**	**-4,932,308**	**-1,635,873**
Cash flows from financing activities	0	5,000,000	0
Repayment of Borrowings	0	-117,060	0
Net cash inflow (outflow) from financing activities	**0**	**4,882,940**	**0**
Net increase (decrease) in cash held	1,683,946	2,067,241	-457,962
Cash at Beginning of Reporting Period	2,181,211	2,700,911	2,181,211
Cash at End of Reporting Period	**3,865,157**	**4,768,152**	**1,723,249**

Capital Budget Summary

Mornington Shire Council
30/06/2020

	Department	Budget	2019	YTD Capital Expenditure	Closing Balance	Committed Exp	Warehouse not posted	Adjusted Total	% of Budget	Grant Received in Previous Years	Current Year Grant	Total Grant Received	Restricted Funds
Project													
4100 Airport Terminal Building (RAAP)	Airport	1,790,000	1,662,401	120,440	1,772,840	8,500	-	1,781,340	100%	1,883,000	- 1,504	1,881,496	100,156
4100 Civic Centre (LGGSP)	Administration	8,662,820	22,875	6,109	28,984	-	-	28,984	0%	-	1,595,308	1,595,308	1,566,324
4100 Cyclone Shelter			11,321	-	11,321	-	-	11,321		-	-	-	-
4100 Dog Pound (W4Q)	Animal Control	472,000	460,334	19,994	480,328	-	-	480,328	102%	424,800	47,111	471,911	-
4100 Kiosk Upgrade	Leika Murrin: Kiosk		1,985	720	2,705	-	-	2,705		-	-	-	-
4100 Leika Murrin Tavern Upgrade (BOR)	Leika Murrin: Tavern	1,202,500	3,828	281,394	285,221	2,016	57	287,294	24%	500,000	-	500,000	212,706
4100 Places of Refuge (W4Q)		1,430,000	60,847	1,141,788	1,202,635	20,343	8,373	1,231,351	86%	715,000	568,577	1,283,577	52,226
4100 Staff Housing Install (W4Q)	Facilities: Residential	358,000	359,750	4,475	364,225	-	163	364,388	102%	322,200	35,120	357,320	-
4100 Storage Shed Refurb (W4Q)	Housing	340,000	44,904	314,396	359,300	4,567	6	363,892	107%	306,000	33,924	339,924	-
4100 Warehouse Shelving (W4Q)	Warehouse	210,000	214,897	-	214,897	-	-	214,897	102%	189,000	21,000	210,000	-
4100 RTO Demountable		-		11,431	11,431	-	-	11,431	100%	-	-	-	-
4150 Effluent Outflow Pipe (ICCIP)	Sewerage Management	835,431	278,769	234,448	513,237	-	-	513,237	61%	816,067	120,230	936,297	423,060
4150 Sewer Pond Desludging (ICCIP)	Sewerage Management			46	46	-	46	92		-	-	-	-
4150 Sewer Pump Station Upgrade (ICCIP)	Sewerage Management	200,000		410,013	410,013	-	-	410,013		-	396,685	396,685	-
4250 Chlorine Hypo Dosing Upgrade (ICCIP)	Water Management	103,011		111,648	111,648	-	-	111,648		-	86,710	86,710	-
4450 Airport Safety (RAAP)	Airport	1,210,000	846,545	393,189	1,239,734	750	335	1,240,818	103%	1,117,000	- 709	1,116,291	-
4450 Basketball Court Fencing			35,000	-	35,000	-	-	35,000		35,000	-	35,000	-
4450 Concrete Batch Plant (BOR)	Batching	496,556	484,970	1,212	486,182	-	-	486,182	98%	369,560	106,686	476,246	-
4450 Fuel Facility Upgrade (BOR)	Bowser	800,000	917,422	3,961	921,384	-	-	921,384	115%	501,220	-	501,220	-
4450 Service Station Upgrade (BOR)	Workshop and Plant	400,000	431,102	3,797	434,898	-	-	434,898	109%	400,000	-	400,000	-
DRFA - 2019 Event	Roads and Civil		114,446	2,032,342	2,146,789	-	-	2,146,789		35,940	2,128,826	2,164,766	17,977
Total		**18,710,318**	**5,941,416**	**5,083,701**	**11,032,818**	**36,196**	**8,980**	**11,077,994**	**59%**	**7,614,787**	**5,137,964**	**12,752,751**	**2,372,448**

14.2 STATUTORY POLICIES FOR ANNUAL REVIEW AND UPDATE

Author: **Acting Executive Manager Finance and Human Services**

Attachments: **1 Debt Policy V7 2020-2021**
2 Procurement Policy V8 2020-2021

PURPOSE (EXECUTIVE SUMMARY)

This report seeks Council's approval on the review of statutory policies required under the Local Government Act 2009 (LGA09) and / or Local Government Regulations 2012 (LGR12).

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

There are a couple of policies required under the Local Government Act and Regulations which are required to be reviewed on an annual basis. A summary of the policies and the legislative reference is provided as follows;

Debt Policy – Section 192 of the LGR12 – must be reviewed annually

Procurement Policy – Section 198 of the LGR12 – must be reviewed annually

The Debt Policy has been amended in June 2020 to exclude Council's previously forecasted loan borrowings which are no longer required.

The Procurement Policy has been updated to reflect Council's proposed organisation structure with amended role titles where necessary.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

1. That Council adopt the attached draft Debt Policy as its Debt Policy
2. That Council adopt the attached draft Procurement Policy as its Procurement Policy

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL

Debt Policy

RESOLUTION NO. VERSION V7

This is an official copy of the **Debt Policy** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.*

Statutory Policies comply with a legislative requirement; the **Debt Policy** is approved by the Mornington Shire Council for the operations and procedure of Council. Note that Financial Year Policies are reviewed and replaced annually for the new Financial Year.

DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30/07/2014	67/2014	**Responsible Officer** Manager Finance **Description** Statutory Policy
V2	29/06/2015	171/2015	**Responsible Officer** Manager Finance **Description** Statutory Policy
V3	29/06/2016	2016/112	**Responsible Officer** Manager Finance **Description** Statutory Policy
V4	21/06/2017	2017/110	**Responsible Officer** Executive Manager Financial Services **Description** Statutory Policy
V5	27/06/2018	2018/126	**Responsible Officer** Executive Manager Finance & Human Services **Description** Statutory Policy
V6	19/06/2019	2019/105	**Responsible Officer** Executive Manager Finance & Human Services **Description** Statutory Policy
V7	15/07/2020	2020/xxx	**Responsible Officer** Executive Manager Finance & Human Services **Description** Statutory Policy

EXPIRY	30.06.2021

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL
Debt Policy
RESOLUTION NO. VERSION V7

Policy Statement

Commencement

The Mornington Shire Council Debt Policy will take effect following the adoption of Council's Budget at the Ordinary Council Meeting on 15 July 2020.

Policy Instruction

Purpose

To satisfy Council's statutory obligations under Section 192 of the Local Government Regulation 2012 and to set the level of borrowings for the 2020/2021 financial year and subsequent nine (9) financial years.

Application of the Policy

This Policy applies to employees of MSC and MSC Councillors.

This Policy does not form part of any employee's contract of employment.

New Borrowings

Council has no new borrowings planned for 2020/2021.

Purpose of New Borrowings

There are no new borrowings forecasted in the Long-Term Financial Plan for the 10 years ended 30th June 2030.

Repayment Term

The repayment term for any borrowings will best match the useful life of the asset being acquired or constructed.

Principles

Council will consider the following principles when determining the annual borrowing program:

Long Term Financial Viability

Council will maintain a Long Term Strategic Financial Plan in order to demonstrate its long-term financial viability and ability to service loan repayments.

This plan will forecast future revenue and expenditure levels including loan borrowings and servicing costs. The plan will be reviewed annually during the budget process to ensure that Council remains financially viable in the long term, and that the proposed budgets are consistent with the adopted strategy.

Should the completion of capital works be delayed during the financial year, the loan drawdown amount will be adjusted to avoid drawing down funds not required until the following financial year.

Appropriate Debt/Revenue Ratios

Council proposes to keep the cost of debt services below a maximum ceiling of 8% of annual revenue within the respective funds so as not to place undue burden upon future generations.

Inter-Generational Equity

Consideration for borrowing will be given to capital projects with an estimated useful life of ten years or more to apportion costs on an equitable basis over future generations of residents and respective Council's.

Internal Borrowings

As an underlying strategy, Council will utilise retained surpluses before borrowing for specific functions.

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL

Procurement Policy

RESOLUTION NO. VERSION V8

This is an official copy of the **Procurement Policy** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.*

Statutory Policies comply with a legislative requirement; the **Procurement Policy** is approved by the Mornington Shire Council for the operations and procedure of Council. Note that Financial Year Policies are reviewed and replaced annually for the new Financial Year.

DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	29/06/2016	2016/112	**Responsible Officer** Manager Finance **Description** Statutory Policy
V2	21/06/2017	2017/110	**Responsible Officer** Executive Manager Financial Services **Description** Statutory Policy
V3	21/03/2018	2018/58	**Responsible Officer** Executive Manager Finance and Human Services **Description** Statutory Policy
V4	27/06/2018	2018/126	**Responsible Officer** Executive Manager Finance and Human Services **Description** Statutory Policy
V5	19/9/2018	2018/209	**Responsible Officer** Executive Manager Finance and Human Services **Description** Statutory Policy
V6	16/1/2019	2019/12	**Responsible Officer** Executive Manager Finance and Human Services **Description** Statutory Policy
V7	19/06/2019	2019/105	**Responsible Officer** Executive Manager Finance and Human Services **Description** Statutory Policy
V8	15/07/2020	2020/xxx	**Responsible Officer** Executive Manager Finance and Human Services **Description** Statutory Policy
		EXPIRY	30.06.2021

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL
Procurement Policy
RESOLUTION NO. VERSION V8

Policy Statement

Commencement

The Mornington Shire Council Procurement Policy will take effect immediately once approved by Council.

Policy Instruction

Purpose

To satisfy Council's statutory obligations under Section 198 of the Local Government Regulation 2012.

Application of the Policy

This policy applies to the procurement of all goods, equipment and services, construction contracts and service contracts.

Council's procurement activities aim to achieve advantageous procurement outcomes by:

- Promoting value for money with probity and accountability;
- Advancing Council's economic, social and environmental policies;
- Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- Promoting compliance with relevant legislation.

In accordance with the Local Government Regulation 2012, this policy incorporates relevant requirements regarding the procurement of goods and services and the carrying out of the sound contracting principles as stated in section 224 of the Regulation.

Scope

Councils Procurement Policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

The policy:

- Refers to purchasing activities across the whole of Mornington Shire Council; and
- Applies to all materials, products and services purchased by Council, including items procured by third parties (such as contractors) acting as representatives for Council.

Responsibilities

It is the responsibility of the Executive Manager Finance and Human Services to monitor the adequacy and effectiveness of this policy and recommend appropriate changes to Council.

All Council employees responsible for purchasing goods and services of any kind must comply with this policy. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of the policy.

Employees are responsible for familiarising themselves with Council's policies, guidelines and procedures, as a failure to do so may be accepted as grounds for breach.

Council officers are required to:

- Adhere to the "Sound contracting principles" as stipulated in the Local Government Act 2009;
- Preserve Council's integrity in the procurement process to ensure that Council may be seen to have acted beyond reproach in all dealings;
- Abide by Council's Code of Conduct and all applicable policies and instructions; and
- Source quotations and raise purchase orders prior to receiving goods and services.

Definitions

Medium-sized contract arrangement is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, $15,000 or more but less than $200,000.

Large-sized contract arrangement is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, $200,000 or more in a financial year.

Valuable non-current asset contract is a contract for the disposal of a valuable non-current asset.

Valuable non-current asset is –

a) Land; or
b) Another non-current asset that has an apparent value that is equal to or more than the limit set by the local government.

Government body means –

a) The State, a government entity, a corporate entity, or another local government; or
b) Another Australian government, an entity of another Australian government; or
c) A local government of another State.

Emergency goods means – goods required to be used immediately and which cannot be ordered through normal ordering procedures due to time or operational reasons.

Floating plant includes –

a) Goods which have a limited useful life;
b) Portable and attractive items; or
c) Equipment which is below the nominated threshold for Council assets.

IT equipment means – personal computers and peripheral computer equipment.

Store items means – goods which are normally held in stores for distribution to staff/jobs.

Office supplies means – goods which are required for the day to day operations of Council's administrative services.

General works items means – goods required to carry out day to day work other than emergency goods, floating plant, store items, IT equipment, office supplies or plant and equipment.

Plant and equipment means – plant and equipment which are above the nominated thresholds for Council assets. The nominated thresholds are –

- Buildings - $10,000
- Other Structures - $10,000
- Roads Infrastructure- $10,000
- Water Infrastructure- $10,000
- Sewerage Infrastructure - $10,000
- Plant and Equipment - $5,000
- Land and improvements - $1

Local supplier is a supplier that:
- Has a permanent base of operations within the Mornington Shire; and
- Has been a permanent resident of the Shire for at least the previous two years.

Permanent base of operations means the registered business address is within the Mornington Shire and the majority of business undertaken (50% or greater) is within the Mornington Shire.

Non-local supplier is a supplier that is not a local supplier.

Policy

Principles – Council officers must have regard to the following sound contracting principles in all purchasing activities:

a) Value for money - Council must use its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of —

i. Contribution to the advancement of Council's priorities;
ii. Fitness for purpose, quality, services and support;
iii. Whole-of-life costs including costs of acquiring, using, maintaining and disposal;
iv. Internal administration costs;
v. Technical compliance issues;
vi. Risk exposure;
vii. The value of any associated environmental benefits; and
viii. Advantages of local knowledge, networks and relationships, availability and access to aftersales and support.

b) Open and effective competition – Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

c) The development of competitive local business and industry – Council encourages the development of competitive local businesses within its local government area. In accordance with section 104(3)(c) of the Act, Council wishes to pursue the principle of developing competitive local business and industry as part of the process of making its purchasing decisions.

Where goods or services are available locally but procured from outside the Shire, adequate documentation is required to demonstrate the local preference has been considered. Council has a scaled local preference policy for the procurement of goods and services other than plant hire as follows:

Up to $5,000	10.0% up to a maximum of $200
Greater than $5,000 up to $15,000	7.5% up to a maximum of $1,000
Greater than $15,000 up to $50,000	5.0% up to a maximum of $2,000
Greater than $50,000 up to $100,000	2.5% up to a maximum of $2,000
Greater than $100,000	None

In addition, Council provides local preference margins for locally based suppliers of plant hire services.

These margins will be set out in the relevant tender documents approved by Council at the time of calling tenders for the supply of such services.

d) Environmental protection – Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will —

i. Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
ii. Foster the development of products and processes of low environmental and climatic impact;
iii. Provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
iv. Encourage environmentally responsible activities.

e) Ethical behaviour and fair dealing - Council officers involved in purchasing must act with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives. All employees must —

i. Perform the procurement task honestly and without favour or prejudice;
ii. Spend Council funds efficiently and effectively and in accordance with the law and Council policy;
iii. Deal fairly, impartially and consistently with supplies and prospective suppliers;
iv. Keep confidential all sensitive information obtained as part of the procurement activity;
v. Not have an actual conflict of interest in relation to the procurement activity; and
vi. Not seek or accept any remuneration, gift or advantage.

Administration – Purchase orders are to be generated for all purchases of goods and services other than:

- Petty cash;
- Corporate card transactions where such transactions take place away from the office;
- Long-term supply contracts (Ergon, Telstra, etc.);
- Direct payments and fees (bank charges etc.); or
- Other purchases where a Executive Manager or the CEO has determined in extenuating circumstances that an order is not required.

Goods and Services Tax – All values quoted in this policy are exclusive of GST.

Optimisation of Value in Procurement – In order to optimise value in procurement, where applicable, Council will establish annualised or bi-annual purchasing arrangements. This is generally to occur where multiple similar purchases are likely to be required and the total value of goods will exceed $50,000.

Purchasing Arrangements – Where the value of the purchase or the value of the contract over the full contract period (including options to extend) is, or is expected to be, the following table must be followed:

Amount of Purchase	Policy
Mechanical Breakdown (affecting service delivery of plant or equipment) or Emergency	• Quotations must be obtained from known suppliers allowing a minimum of one working day for a response. • Such quotations (where not obtained within the requirements set out below because of urgency) shall be referred to the Chief Executive Officer for approval.

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL
Procurement Policy
RESOLUTION NO. VERSION V8

Amount of Purchase	Policy
Under $1,000	• For purchases under the value of $1,000 at least one verbal quote must be obtained. A written record must be kept in your diary.
$1,001 - $4,999	• For purchases between the value of $1,001 and $4,999 at least one written quote must be obtained. A copy of the quote must be attached to the Council's copy of the Purchase Order.
$5,000 - $14,999	• Purchases between $5,000 and $14,999 require two (or more) quotes in written, fax or email form to be obtained. Copies of the quotes must be attached to the Council's copy of the Purchase Order.
$15,000 - $199,999	• Council cannot enter into a **medium-sized contract** unless it first invites written quotes for the contract. • The invitation must be to at least three (3) persons who Council considers meets its requirements, at competitive prices. • Council may decide not to accept any quotes it receives. • If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the principles outlined in this policy. • There are limited exceptions to this requirement and they are listed below in the section titled exceptions. • **Note**: exceptions only remove the requirement to obtain quotes. Council must still issue a correctly authorised letter of acceptance or a purchase order signed by a member of staff with a purchasing limit sufficient to cover the cost.
$200,000 and above	• Council cannot enter into a **large-sized contract** unless Council first invites written tenders for the contract in accordance with the requirements of section 228 Local Government Regulation 2012. • Under section 228 Local Government Regulation 2012, Council must either invite written tenders or invite expressions of interest before considering whether to invite written tenders. • There are limited exceptions to this requirement and they are listed below in the section titled exceptions. • **Note**: exceptions only remove the requirement to obtain quotes. Council must still issue a correctly authorised letter of acceptance or a purchase order signed by a member of staff with a purchasing limit sufficient to cover the cost.

Acceptance of Quotations – There is no requirement to accept the lowest quotation. However, where a staff member chooses a quotation other than the lowest quotation, they must provide a brief written justification which must be kept with the order.

Tender Process – Section 228 of the Local Government Regulation sets out how a local government must invite written tenders for —

a) A large-sized contract; or
b) A valuable non-current asset contract.

The invitation for tenders must —

a) Be made by an advertisement in a newspaper that circulates generally in the local government area; and
b) Allow written tenders to be given to the local government for at least 21 days after the advertisement is published.

Records of tender must be kept on file.

Exceptions – Chapter 6, part 3, division 3 of the Local Government Regulation identifies exceptions for medium and large-sized contracts. If one of the exceptions applies, Council may enter into —

a) A medium-sized contractual arrangement without first inviting written quotes; or
b) A large-sized contractual arrangement without first inviting written tenders.

The exceptions are —

a) The preparation of a quote or tender consideration plan in accordance with the requirements of section 230 of the Regulation;
b) Entering into a contract if the contract is made with a person who is on an approved contractor list established by Council in accordance with the requirements of section 231 of the Regulation;
c) Entering into a contract if the contract is entered into with a supplier from a register of pre-qualified suppliers established by Council in accordance with the requirements of section 232 of the Regulation;
d) Entering into a contract for goods or services if the contract is entered into with a preferred supplier under a preferred supplier arrangement that is made in accordance with the requirements of section 233 of the Regulation;
e) Entering into a contract under an LGA arrangement established in accordance with the requirements of section 234 of the Regulation; or
f) Entering into a medium-sized contract or a large-sized contract if —
    i. Council resolves that it is satisfied that there is only one supplier who is reasonably available;
    ii. Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders;
    iii. A genuine emergency exists;
    iv. The contract is for purchase of goods and is made by auction;
    v. The contract is for the purchase of second-hand goods; or
    vi. The contract is made with, or under an arrangement with, a government agency (see section 235 of the Regulation).

Arrangements – A range of LGA arrangements has been put in place by Local Buy. When assessing the most effective method of obtaining goods and/or services, Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which may be achieved by use of Local Buy arrangements.

Valuable Non-Current Asset Contracts – Section 227 of the Regulation relevantly provides that Council cannot enter into a valuable non-current asset contract unless it first:

a) Invites written tenders for the contract under s228 of the Regulation; or
b) Offers the non-current asset for sale by auction.

This requirement is subject to the exemptions identified in paragraph "Exceptions".

Notwithstanding the limits set out in the Asset Class table below, all non-current assets that have been identified as being obsolete or surplus to Council requirements, and with a written down value less than the set limits are to be offered for sale by inviting written quotations.

The invitation for written quotations for the sale of non-current assets must —

a) Be made by an advertisement in a newspaper that circulates generally in the local government area; and
b) Allow written quotes to be given to the local government for at least 21 days after the advertisement is published.

Asset Class	Limits	Council Limit
Road Infrastructure	$10,000	$10,000
Water Infrastructure	$10,000	$10,000
Sewerage Infrastructure	$10,000	$10,000
Buildings	$10,000	$10,000
Other Structures	$10,000	$10,000
Plant and Equipment	$5,000	$5,000
Land	$1	$1

Delegations

The Chief Executive Officer has the delegated authority to allocate financial delegation to positions within Council. Any new positions or changes/variations must be approved by the Chief Executive Officer in accordance with the relevant legislation.

Council Officers are responsible for ensuring all required paperwork (including if applicable, the required number of written quotes) as per this policy is provided to them by the requisitioning officer prior to signing the order.

In the event that an LG Arrangement is used, the Local Buy contract number must be stated on the order requisition for entering onto Council's Purchase Order.

It is a requirement that officers with a purchasing limit that are aware of, and apply Council's Procurement Policy. Failure to do so may lead to disciplinary action.

All staff with an approved purchasing limit are authorised to order/approve orders for goods and services (up to their purchasing limit) against jobs over which they have clear operational authority and budget responsibility. It is the responsibility of authorised delegates to ensure the correct cost coding is provided and that funding / budget is approved before any procurement is undertaken.

You may not use another Manager's job cost without their written approval which must be attached to the order requisition.

Any order that will result in a budget being exceeded will need to be approved by the relevant manager or a member of the executive team.

Position	Amount
Chief Executive Officer	$200,000
Executive Manager Technical Services	$50,000
Executive Manager Infrastructure	$50,000
Executive Manager Finance & Human Services	$50,000
Executive Manager Corporate Governance and Communications	$50,000
Special Projects Manager	$30,000
Housing Manager	$30,000
Warehouse Manager	$30,000
Infrastructure Coordinator	$14,999
Warehouse Assistant Manager	$14,999
Housing Procurement / Warehouse Logistics Coordinator	$14,999
Facilities Manager	$14,999
Finance and Administration Manager	$14,999
Sports, Recreation & Events Manager	$14,999
Human Resources Manager	$14,999
Information Technology Manager	$4,999
Works Manager	$4,999
Infrastructure Coordinator	$4,999
Workshop Manager	$4,999
Water & Sewerage Team Leader	$4,999
Bakery Manager	$4,999
Lelka Murrin Manager	$4,999
Housing Supervisors	$4,999

15 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

15.1 TENDER ASSESSMENT PANEL MEMBERS

Author: **Housing Manager**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

To have Council approve the makeup of a Tender Assessment Panel to consider tenders received for tender calls, which are open to public tender in pursuant to legislation, regulation and Council's procurement policy.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In addition, pursuant to Council's Delegation Register, Section 5.1 Contracts, Agreements and Submissions, Council are required to approve the membership makeup of the Tender Assessment Panel.

Extract of the Delegations Register shown here:-

Formation of Tender Evaluation Panel for opening and evaluation of tenders	*For all of organisation*	Council

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial & resource implications associated with this report, nor its recommendation.

RECOMMENDATION

That Council approve the positions of the Chief Executive Officer, an Executive Manager, the Housing Manager and one sitting elected member of Council to form the tender assessment panel to evaluate tenders on behalf of Council.

15.2 TECHNICAL SERVICES MONTHLY REPORT

Author: **Acting Executive Manager Technical Services**

Attachments: **1 Cairns Regional Council Guideline Supplement**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update regarding monthly activities conducted by the Technical Services Department.

WATER AND SEWERAGE

Water samples are taken daily from several sample points, throughout the township, to monitor the chlorine residual of the drinking water. Daily clean out of sewer grates at the ponds and monitoring pump stations A, B, and C. Daily maintenance work is being carried out at Clearwater to keep treatment process running efficiently. Fire Hydrants in the laneways have had some maintenance work done and has shown that there is more work to be done so a schedule of ongoing works is to be carried out in the community.

Table 1: Processed water going to community

Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL
Jan	24,624 KL	**April**	24,855 KL	**July**		**Oct**	
Feb	24,112 KL	**May**	28,883 KL	**Aug**		**Nov**	
March	25,368 KL	**June**	28,152 KL	**Sept**		**Dec**	
Total	**74,104 KL**	**Total**	**81,890 KL**	**Total**		**Total**	

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	-	**April**	38 mm	**July**		**Oct**	
Feb	-	**May**	8 mm	**Aug**		**Nov**	
March	6mm	**June**	0 mm	**Sept**		**Dec**	
Total	**6mm**	**Total**	**46 mm**	**Total**		**Total**	

Table 3: Dam capacity values (in %) taken on the last day of each month

Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity
Jan	75%	**April**	100%	**July**		**Oct**	
Feb	101%	**May**	96%	**Aug**		**Nov**	
March	100%	**June**	94%	**Sept**		**Dec**	

PARKS AND GARDENS

Maintenance works has been carried out throughout the community with rubbish remove along fence lines, Also B.A.S work with mow & tidy jobs at Cemetery, 5 Lardil Street, Gov. Units 267 Ngerrawurn Street, 507 Lardil Street x 4, 508 Lardil Street x 4 also Telstra and Air Services site.

CIVIL

Civil crew have assisted with barge delivery's and have also assisted with Parks & Gardens crew with tree trimming & rubbish removal. Works has also been carried out within the community with rubbish removal and fire breaks so that control burning can be carried out with the community.

LANDFILL

The landfill crew are continuing with the three times a week rubbish collection. Two days a week clear landfill/dump. Delays have occurred due to truck failures. Works are being done to improve signage at dump.

FENCING

The fencing department have carried out works on B.A.S. do & charge jobs as well as fences repairs in the community. New fencing has been carried out at the Sewer Ponds and Pump Stations. Works have started at the School with installation of the new boundary fence.

BATCH PLANT

Continuing maintenance works has been done as well as rubbish removal. Batching crew have been doing some concrete pours on driveways in the community also at the school fencing job.

SEWERAGE PUMP STATION

The works carried out on the sewer pump stations is now completed and a Maintenance Schedule is put in place.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

Cairns Regional Council Water & Waste
Laboratory Services
8 MacNamara Street
MANUNDA, QLD 4870
Australia

Tel: (07) 4044 8344
Fax:
email: laboratory@cairns.qld.gov.au

Guideline Supplement

Final Report

Project No: **101547**
Mornington Island DW

Attention: **David Torr**
Client: **Mornington Shire Council**
Address: Gununa
VIA Post Office
MORNINGTON ISLAND QLD 4871

Date Received: **20/02/2020 8:30am**
Date Issued: **21-Feb-2020**

The sample(s) referred to in this report were analysed by the following method(s):

Analysis	*Method*	*Laboratory*
Coliforms	USEPA 1604	Cairns Regional Council Water & Waste

The result(s) in this report were authorised by:

Name	*Title*	*Qualifications*
Murray Revell	Scientist (Microbiology)	B. App. Sci., Grad. Dip.

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Principal Contact for this Report:

Amanda Beecham
A/Laboratory Manager
B. Biomed. Sc., MPHTM, MASM



Cairns REGIONAL COUNCIL

Client: **Mornington Shire Council**

Project No: **101547**

Date Issued: **21-Feb-2020**

Mornington Island DW

LRN: 796008

Mornington - Dam

Date Sampled: 19-02-2020 8:30am

Received at Lab: 20-02-2020 09:39am

	Method	Analyte	Result	MU	Guideline	LOR	Date Started
	Microbiology						
796009	Coliforms	E. coli	est 3 CFU/100mL	[MU not estimated]		<1	20-02-2020
	Coliforms	Total coliforms	1700 CFU/100mL	[1200,2400]		<1	20-02-2020

LRN: 796010

Mornington - A.P.H

Date Sampled: 19-02-2020 8:40am

Received at Lab: 20-02-2020 09:39am

	Method	Analyte	Result	MU	Guideline	LOR	Date Started
	Microbiology						
796011	Coliforms	E. coli	<1 CFU/100mL	[MU not estimated]	< 1.0 CFU/100mL	<1	20-02-2020
	Coliforms	Total coliforms	<1 CFU/100mL	[MU not estimated]		<1	20-02-2020

Guideline Compliance Comment:
For this sample, all of the parameters tested are WITHIN the NH&MRC (2011 v3.5) guideline values for drinking water.

LRN: 796012

Mornington - House 207

Date Sampled: 19-02-2020 8:50am

Received at Lab: 20-02-2020 09:39am

	Method	Analyte	Result	MU	Guideline	LOR	Date Started
	Microbiology						
796013	Coliforms	E. coli	<1 CFU/100mL	[MU not estimated]	< 1.0 CFU/100mL	<1	20-02-2020
	Coliforms	Total coliforms	<1 CFU/100mL	[MU not estimated]		<1	20-02-2020

Guideline Compliance Comment:
For this sample, all of the parameters tested are WITHIN the NH&MRC (2011 v3.5) guideline values for drinking water.

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Client: **Mornington Shire Council**

Project No: **101547**

Date Issued: **21-Feb-2020**

Mornington Island DW

LRN: 796014

Mornington - Hospital

Date Sampled: 19-02-2020 9:00am

Received at Lab: 20-02-2020 09:39am

	Method	Analyte	Result	MU	Guideline	LOR	Date Started
	Microbiology						
796015	Coliforms	E. coli	<1 CFU/100mL	[MU not estimated]	< 1.0 CFU/100mL	<1	20-02-2020
	Coliforms	Total coliforms	<1 CFU/100mL	[MU not estimated]		<1	20-02-2020

Guideline Compliance Comment:
For this sample, all of the parameters tested are WITHIN the NH&MRC (2011 v3.5) guideline values for drinking water.

LRN: 796016

Mornington - House 188

Date Sampled: 19-02-2020 9:10am

Received at Lab: 20-02-2020 09:39am

	Method	Analyte	Result	MU	Guideline	LOR	Date Started
	Microbiology						
796017	Coliforms	E. coli	<1 CFU/100mL	[MU not estimated]	< 1.0 CFU/100mL	<1	20-02-2020
	Coliforms	Total coliforms	<1 CFU/100mL	[MU not estimated]		<1	20-02-2020

Guideline Compliance Comment:
For this sample, all of the parameters tested are WITHIN the NH&MRC (2011 v3.5) guideline values for drinking water.

Explanatory Notes for this Project

Abbreviations Used

LRN = Laboratory Reference Number OOS = Out-Of-Spec LOR = Limit of Reporting MU = Measurement Uncertainty

Responsibility for sampling lies with the CUSTOMER. Samples analysed as received.

Samples/Container non-compliances:

None

Holding time breaches:

If applicable, samples for pH and/or chlorine that are not received within 15 minutes of sampling exceed holding times specified in the APHA (2017), which states these analyses should be analysed immediately; within 15 minutes.

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Cairns REGIONAL COUNCIL

Client: **Mornington Shire Council**

Project No: **101547**

Date Issued: **21-Feb-2020**

Mornington Island DW

Measurement Uncertainty

The reported uncertainty where indicated is an expanded uncertainty calculated using a coverage factor of 2 which gives a level of confidence of approximately 95%. Please note that the Measurement Uncertainty has not been taken into account when determining guideline conformance.

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16 STAFF REPORTS - HUMAN SERVICES

16.1 ACTING EXECUTIVE MANAGER FINANCE AND HUMAN SERVICES

Author: **Acting Executive Manager Finance and Human Services**

Attachments: **1 Letter of Offer - Local Roads and Community Infrastructure Program**

PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with an overview of the programs and projects tracking within the Finance and Human Services directorate as at 30th June, 2020. The report is at a high level and is not intended to duplicate matters that Program Managers will cover in their normal quarterly reports.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Facilities Management Program

- The Facilities Manager and Bakery Manager have continued to develop the bakery business plan to review the program and look at options for sustainability, including a retail area and improve employment opportunities to learn a rewarding trade. This plan will be presented to Council detailing the sustainability of the bakery and the details of the service contribution to the community.
- Similar business plans are also being undertaken for the Motel and VAC. The VAC plan will incorporate the idea of a caravan park on the vacant land adjacent to the VAC which has been used to store contractor equipment in recent times.
- The Kiosk has commenced operations and is well received, and gradually expanding its product range available.
- Expressions of Interest (EOI) are being developed for the Kiosk, Tavern and Airport Kiosk. EOI's at a local level have previously not secured a suitable solution, however Council should insist on local involvement with any chosen solution.

Finance Program

As reported in the May Ordinary Meeting, Finance had completed reconciliation of Superannuation SGC employee entitlements back to the year ended 30th June 2015 inclusive, and these payments for any outstanding amounts owing have been made. Council has received advice from the Australian Taxation Office that our amended Superannuation Charge statements have been received and that Council is eligible to receive the amnesty from any penalties applicable for non-compliance over this period. Council has to date paid interest of $1,953.60 and it is estimated an interest bill is still pending from the Australian Taxation Office totalling $26,752.20.

Finance has further advanced the introduction of the following four corporate systems. This will enable a uniform platform for the management of Council risks, project management, electronic timesheets, and improved monitoring of workshop and housing work programs.

- *Enterprise Risk Management (ERM) System* - Risks are an integral part of normal everyday life that is unavoidable. This module allows Council to take control of informed risks, which is part of good business practice, and accordingly analyse, control and mitigate these risks.

  The ERM system is implemented and operational. It is currently being updated per respective Business areas with the objective that this be reported to Council in the August 2020 meeting.

- Project Management Control (PMC) module provides a framework for the planning, organising, execution and management of all projects from inception to completion. PMC will provide oversight across all projects in the organisation and reports can be generated across all projects and actions taken as necessary. The PMC has been implemented and is operational. Currently 2020/21 budgeted projects and grant application concepts are being entered within the PMC module for review.

- Deputy will provide the Mornington Shire Council with all of the key elements required to manage scheduling, timesheet management and report on timesheet costing, while reducing the administrative and human resource effort to perform this process. This will enable electronic timesheets interfaced with Xero Accounting Information System. This system will enable for Award conditions to be established for ready reference as timesheets are entered, and available leave will be visible to the supervisor upon approval. It is planned to introduce this with training by October 2020.

- *WorkGuru* will provide management and staff with all the key elements required for job estimation/budgeting, job management, tracking and asset management, whilst reducing the manual data input and manipulation from the current practice for the Workshop. It is planned to introduce this initially with training to the Workshop by July 2020. Subsequently it will be introduced to Housing Operations.

Finance has scoped projects to be funded under the Commonwealth Government, Local Roads and Community Infrastructure Program (LRCI) (refer attached offer). Council has received an offer of $76,418 (Excl-GST) under the LRCI Program which aims to assist a community-led recovery from Covid-19. It is proposed to match this funding to improve the community amenities in Gununa having total funds available of $155,000.

Projects identified and planned to be funded under this LRCI program include:

- Shade covering – playground near sports oval
- Picnic shelter, tables and chairs – playground near sports oval
- Water Bubbler – playground near sports oval
- Outdoor exercise equipment – playground near basketball courts
- Water bubbler – playground near basketball courts

Information Technology & Communications (ICT) Program

- The ICT Infrastructure Rectification Project is currently been reviewed and due diligence is being carried out on options received. This will improve the capacity and stability of the network for and between Council buildings including administration Office, tavern (Base Wifi), Housing, council chambers, training room, barge shed, stores, fuel station, airport, airport shed, VAC, technical services, and the bakery.

- With the Information Technology Manager leaving Council in April 2020, the managed IT services and support has been outsourced and Council continues to work positively under this new arrangement. There is still on-site work which is requiring resourcing.

- The record management project which incorporates SharePoint and AvePoint will be scoped and the development of this electronic record management system will commence following end of financial year work is completed.

Sport, Recreation & Events Program

- With the easing of the Covid-19 restrictions, the gymnasium has been opened. The provision of sanitisers and cleaning materials has been provided in line with advised operational guidelines to be as Covid-19 safe as possible.

- Due to prevailing weather conditions, the annual Mornington Island Fishing Competition planned to be held on Saturday 4th July 2020 has been postponed. It is proposed that this will be held in September 2020.

- The duties associated with the former Sport, Recreation and Events Manager will be amended to be aligned with interests of local residents. The position of Sport and Recreation Officer will be advertised locally shortly. This position will be more tailored to managing the gymnasium and introduction of a competitive sporting competition e.g. touch football, table tennis. We have met with representative of other Sporting providers on the island and have extended Council's support to complement their programs.

General Matters – External Audit

Council had its interim external audit from 22nd to 26th June 2020. Due to restrictions with Covid-19, this was conducted remotely by contract auditor's BDO for the Queensland Audit Office. The ability to access our financial system remotely has been possible due to the upgrade to a 'Cloud 'version of Council's financial information system in 2019/20. A Management Letter for the Interim Audit with management responses will be tabled with Council in due course when received. The final end of financial year external audit is scheduled for 10th to 14th August 2020.

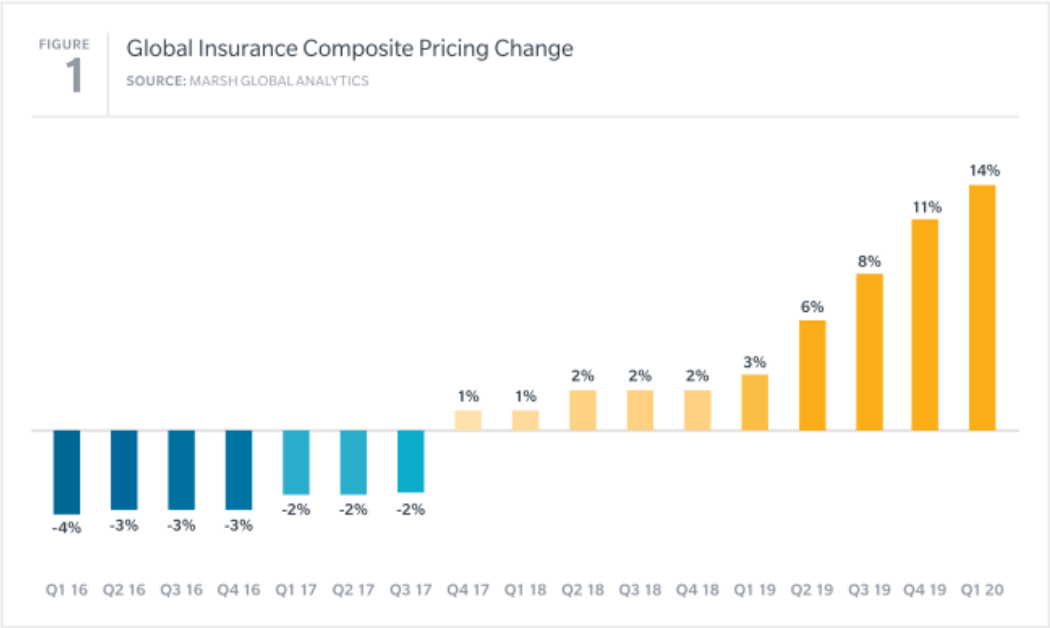
General Matters - Insurance

Finance has worked with Council's Insurance brokers Marsh Advantage Insurance in renewing Council's insurances for 2020/21. The following is a summary of a comparison of costs between 2019/20 and 2020/21. This represents an increase of $95,587.10 (22.9%). This increase as with previous years is due to the Insurance Market in particular the Industrial Special Risk (property) cover being quite volatile.

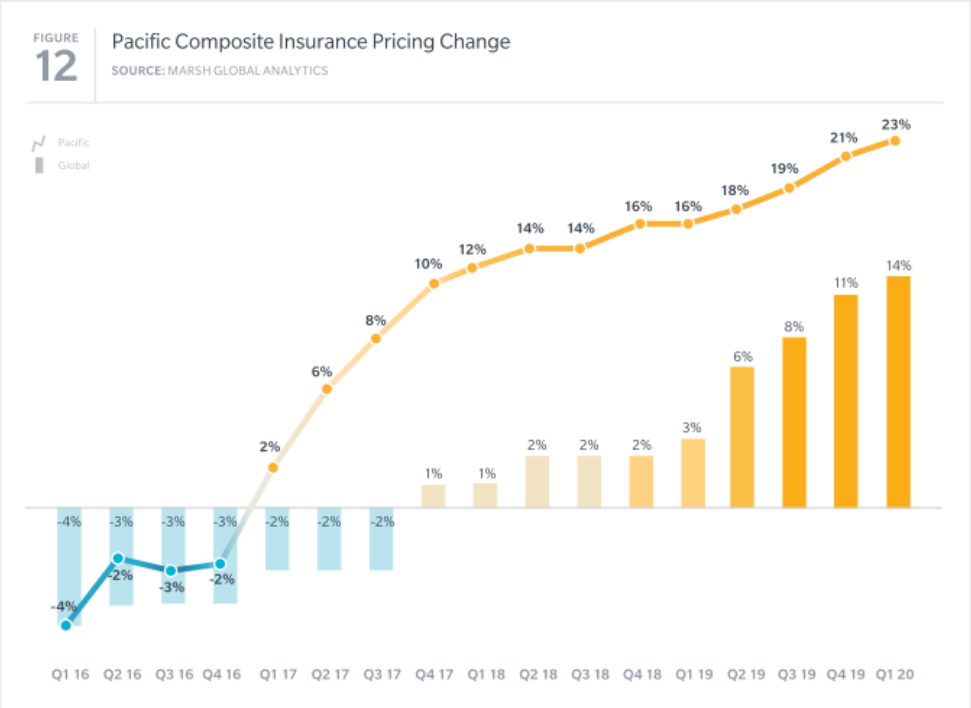
SUMMARY OF COSTS

Class of Insurance	Premium including statutory charges		Recommended Insurer
	Expiring Year's Premium	Renewal Premium	
Industrial Special Risks	$362,664.66	$451,983.96	QBE Insurance (Australia) Ltd through Key U/writing (NIBU)
Motor Vehicle	$38,411.26	$44,668.27	QBE Insurance (Aust) Ltd - Indig Scheme
Marine Cargo	$4,785.00	$4,785.00	QBE Insurance (Australia) Ltd through Key U/writing (Marine Cargo Facility)
Marine Hull Commercial	$9,809.53	$9,809.53	QBE Marine
Personal Accident	$641.89	$652.68	Chubb Insurance Australia Limited through Key U/writing (PA)
Total Cost	$416,312.34	$511,899.44	

For Council's information, global commercial insurance prices rose 14% in the first quarter of 2020, the tenth consecutive quarter of price increases.



The above figure is the global position, and it is noted that the Pacific Region is faring much worse. Overall insurance pricing in the first quarter of 2020 in the Pacific region increased 23%, continuing an upward trend that began in 2015.



FINANCIAL & RESOURCE IMPLICATIONS

As outlined within the report

RECOMMENDATION

That the information in this report be received and noted.

THE HON MICHAEL MCCORMACK MP
Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development

THE HON MARK COULTON MP
Minister for Regional Health, Regional Communications and Local Government

Ref: MS20-000934

Cr Kyle Yanner
Mornington Shire Council
1 Mission Road
MORNINGTON ISLAND QLD 4892

Dear Mayor

Letter of Offer – Local Roads and Community Infrastructure Program

We are writing to offer you, Mornington Shire Council ABN 42 971 949 286, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of $76,418 total, excluding GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department's website at www.investment.infrastructure.gov.au/lrci.

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to IIP@infrastructure.gov.au by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

Michael McCormack

MICHAEL MCCORMACK

MARK COULTON

Enc

The Hon Michael McCormack MP
Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

16.2 FACILITIES MANAGEMENT QUARTERLY REPORT

Author: **Acting Executive Manager Finance and Human Services**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on the operations of the Facilities Management Department

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Facilities Manager is responsible for the following programs operated by Council:

- Motel
- Visitors Accommodation Complex
- Lelka Murrin Kiosk
- Bakery
- Staff Housing / Guest House
- All Council Administration Buildings

MOTEL AND VISITOR ACCOMMODATION CENTRE

The Motel has continued to be well utilised from Monday to Friday and continues to be the most popular accommodation; Gidgee Healing and Royal Flying Doctors are still booking months in advance and most rooms are always booked. VAC is then the only option for corporate travellers.

The new accommodation booking system, Preno is working with no major issues. The majority of bookings are now done online which has decreased the number of enquiries received via telephone and email. Information about available accommodation and pricing is readily available online via the council website http://www.mornington.qld.gov.au/accommadtion/ . This process has been more time efficient especially now that we can invoice directly from Preno using Xero.

The new security company, Bilby Security Ltd, has engaged a night watchman to patrol the VAC grounds only. So far it has been successful as the numbers of reported incidents have significantly reduced.

The program is currently replacing manchester and furniture. Facilities are working alongside the warehouse operations in the ordering and storage of replacement furnishings.

Facilities is investigating the building of a new laundry as the actual site is part of the tavern facility and will not be available when the tavern lease is going to be signed. A 12m x 3m transportable would be sufficient to house all the equipment and improve the storage area for Manchester, cleaning equipment and chemical as well as motel consumables. The ideal location would be adjacent to the tavern back wall as it is close to power, water and sewage.

Guest satisfaction surveys have been left in the Motel rooms for guest to provide feedback. Motel guests are more inclined to completing the surveys with a lot a positive feedback

The following questions are listed on the survey, with the option to tick a score one to five, with five being the most satisfied. The results have been summarised and the average is recorded below:

Survey Questions	Survey Score
The check-in process was timely and efficient	4.8
The check-in staff were courteous	4.7
My reservation was accurate	4.7
My room was furnished appropriately	4.7
My room was clean and comfortable	4.9

My bed and bedding were comfortable	3.8
Bathroom was clean and fully equipped	4.8
All appliances were in working order	4.8
Grounds were tidy and secure	4.9

The motel is getting an internal facelift to be more welcoming to our guests.

- New streamline quality bed sheets have been ordered with matching pillow cover and quilts covers;
- New outdoor furniture for each room terrace;
- Bynoe quoting for the upgrade of the landscaping;
- All televisions to be upgraded to 40" sets;
- MIART will provide local artists painting to be hung on walls using secure frames. All paintings will include a certificate of authenticity with a short bio of the artist, story behind the art work and price.

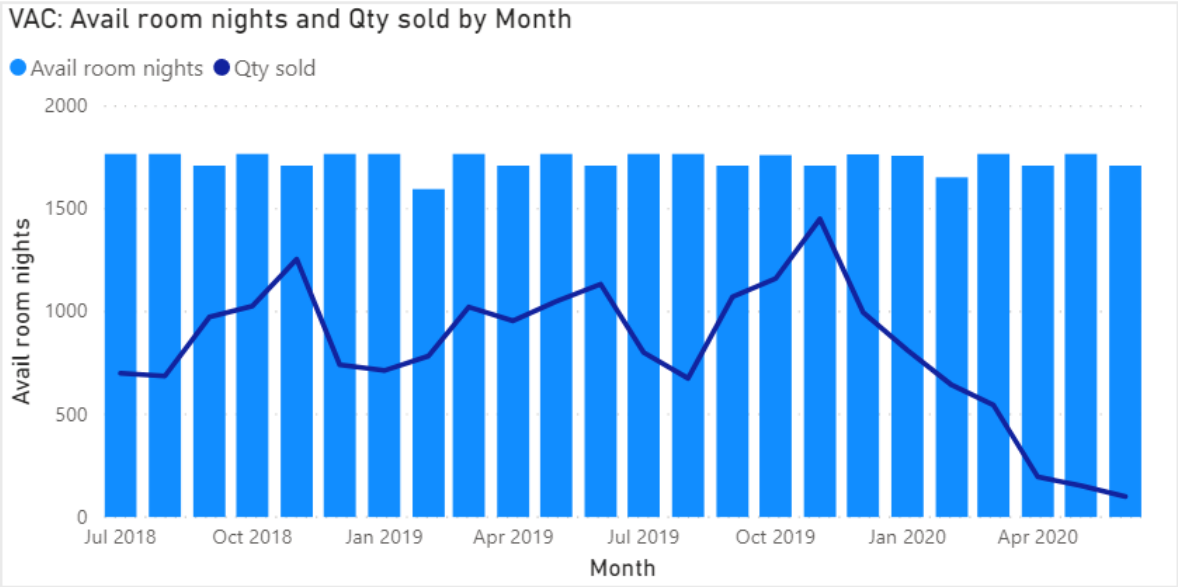
The motel is fully booked most weekdays as the COVID-19 restrictions have been eased; Council is investigating adding more accommodation cabins, and pro-actively seeking grant funds.

A draft business plan has been prepared, and currently being reviewed to present at the August meeting.

VAC

Facilities are investigating means to improve the safety of contractors residing at the VAC as well as employees residing in the community.

The following graphic illustrates the available room nights at the VAC and the quantity sold by month for the previous two years. It is noticeable the significant decrease in bookings as a result of the Covid-19 pandemic, in line with the restrictions on having contractors on the island.



A draft business plan has been prepared, and currently being reviewed to present at the August meeting.

Some safety improvement suggestions are:

- Replacing the old perimeter fence with a non-climbable fence;
- Installing 2 electric gates with card readers;
- Improving the lighting for night safety;
- Improving the window screens to protect residents from rock throwing;
- Implementation of a radio network with geolocation and duress button to allow fast response for break-in situations. The network would allow location of all users and cars in real time facilitating with police intervention and recovering the stolen vehicles and emergencies.

Council has been in discussions with respect to the insurance claim regarding multiple damage being done to the VAC perimeter fence. Council received a proposal to replace the VAC perimeter fencing with similar chain wire mesh fencing with an approximate value of $70k. Council has decided that it would be prudent to request an equivalent cash settlement, and that these monies be combined with funds allocated in the budget towards replacing the old perimeter fence with a non-climbable fence. This should reduce similar damage being redone to the chain wire mesh fencing which can be damaged relatively easily. When the offer is formally provided, this will be tabled with Council.

LELKA MURRIN

The Lelka Murrin kiosk has been reopened in June to provide the community with afresh alternative for prepared meals. The number of customers is growing steadily, and the operation seems to be very appreciated by the local users as well as the contractors. The kiosk is open daily from 8 AM for coffee and drinks and serves a wide variety of hot food to 1 PM.

Facilities are planning to restart the ever-popular weekly pizza night as “gourmet event”.

BAKERY

The Bakery Manager has worked hard to build positive relationships with customers and clients including Gununamanda.

The bakery is now delivering fresh bread to Gununamanda store and has greatly improved the quality of bread baked; the baker is working overtime to supply enough bread and is delivering to the hospital and school. The range of bread is now including white bread, multi grain bread, high fibre bread, bread roll and French rolls. The shop is buying frozen bread from mainland due to the insufficient production (due to out of order equipment) the bakery could supply sufficient amount of bread to the shop to be frozen and sold on Saturdays.

The purchase of the new bread oven has been ordered and this will allow increasing significantly the volume of bread production. The oven should be installed mid-August ready to be used taking a lot of strain from the baker.

A draft business plan has been prepared, and currently being reviewed to present at the August meeting.

STAFF HOUSING & LEASES

The provision of staff accommodation continues to be a challenge for Council. The majority of Council houses are now occupied. As Council’s infrastructure ages and as Council provide more housing to local staff it will become increasingly critical to investigate the provision of new facilities.

The Facilities Department have started the task of implementing procedure and policies around inventory, asset management, lease agreements, inspections and maintenance of staff housing. This will continue to be a challenge with the high number of staff turnovers.

Facilities have invested in inspection software relying on picture archived electronically. The software is an accurate way of recording housing condition at beginning of lease and comparing with the end of lease property condition. It is also easy to record the equipment and furniture part of the lease agreement.

Council has been in discussions with respect to the insurance claim regarding the burnt out house at 162 Ngerrwurn Street. Replacement of a like-for-like building will equate to a value of $435,000. To optimise the amount of residence available for the existing block and to look at all available options, Council has requested that a cash settlement offer be provided. When the offer is formally provided, this will be tabled with Council.

FACILTIES CLEANING & GROUND STAFF

The cleaning program currently have 6 cleaners with 2 full time and 4 casual cleaners in line with councils organisation chart of 4 FTE for the 2019/2020 financial year.

A cleaning supervisor Sophia Thomson has been hired as per April 2020 and is now running the daily cleaning operation.

Kiara Butcher is now the new accommodation manager and started 05/05/20

Both new employees are community members.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That the information in this report be received and noted.

16.3 STAFF HOUSING POLICY

Author: **Acting Executive Manager Finance and Human Services**

Attachments: **1 Staff Housing Policy V7 2020-2021**

PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with a revised Staff Housing Policy for consideration and approval.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

With the increase in staff and accommodation units available for housing staff, a number of matters have arisen that have not previously been included within Council's Staff Housing Policy.

These matters include improved clarity on the following matters;

- Inclusion of local staff roles
- Recognition that housing is limited and re-allocation maybe required at anytime
- Allocation of buildings under this policy is controlled by the CEO
- Allocation is to a singular Lessee
- Change of policy ownership and management to Facilities Manager
- Increased strengthening of the policy for staff to maintain the amenity of the premises inside and outside
- Inclusion of NBN infrastructure
- Controls around furniture allocation and transfer / removal
- More regular inspections
- Rental charges for Lessee and shared arrangements
- Additional charges / bonds will be introduced to increase the accountability with staff
- Inclusion of pets and smoking clauses

Whilst many of the above are "common sense", the inclusion does strengthen the accountability requirements of staff to adhere to the amended and recommended policy.

FINANCIAL & RESOURCE IMPLICATIONS

A review of the fees and charges associated with this policy will be commenced upon approval of the policy. Council officers will commence a review looking at other similar communities and their staff housing charges. The review and any changes in fees and charges will be reported to Council for adoption. The review will investigate the current parity of the same charge across all staff accommodation units, and the subsidisation level on staff housing.

RECOMMENDATION

That Council adopt the attached Draft Staff Housing Policy as its Staff Housing Policy.



Policy Name	Staff Housing		
Type	Council Policy		
Owner	Facilities Manager		
Responsible Officer	Executive Manager Finance and Human Services		
Decision Number	2020/xxx	Approval Date	15/07/2020
Records Number	Version 7	Next Review Date	30/06/2021

DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30/12/2015		**Responsible Officer** Exec Manager Human Services
V2	21/09/2016	2016/158	**Responsible Officer** Exec Manager Human Service
V3	20/07/2018	2018/153	**Responsible Officer** Manager Human Resources
V6	20/11/2019	2019/199	**Responsible Officer** Chief Executive Officer
V7	15/07/2020	2020/xxx	**Responsible Officer** Executive Manager Finance and Human Services

1 Purpose

This an official copy of the **Staff Housing Policy** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.*

2 Scope

This Policy applies to employees of MSC and other parties occupying Council accommodation nominated for staff housing. This Policy does not form part of any employee's contract of employment.

3 Objectives

The objective of this policy is to set out provisions and guidelines for allocations of staff housing, its upkeep and furniture and lease provisions. Leases between Mornington Shire Council ("MSC") and employees are subject to provisions of the *Residential Tenancies Act.*



4 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Staff Housing	All buildings used to accommodate staff roles within the approved organisation chart. This specifically excludes the VAC rooms and Motel.
Lessee	Person charged with the responsibility of obligations under Residential Tenancies Act and Council Lease documentation.
Fees and Charges	The Council approved fees and charges approved either as part of the Council budget or as approved by a Council resolution.

5 Policy Statement

1. EQUAL EMPLOYMENT OPPORTUNITY

Mornington Shire Council is committed to being an equal employment opportunity employer in respect to every employee. While council will make every effort to recruit locally, it is accepted that some employment situations must be filled by externally recruited applicants who bring to the community qualifications and abilities not necessarily found within community residents. While efforts are ongoing to recruit appropriately qualified and able staff within communities, this has not always been possible especially with senior managers and technical staff.

Accordingly, to attract appropriate staff, council is required to provide staff accommodation for externally recruited workers and their families. This can also apply to local appointments.

2. ALLOCATION

In applying this policy Council recognises that the supply of staff housing is limited and demand can often exceed supply, consequently a considered approach is to be taken when allocating housing.

The following housing is reserved for the following staff positions:

- 188 Cemetery Road, - Chief Executive Officer (CEO)
- 194 Cemetery Road, - Executive Manager
- 189 a & b Cemetery Road - Program Manager or above
- 7 & 8 Lardil Street - Program Manager or above.



All other staff housing allocations are to be based on the following criteria in the order listed:

- Housing needs for off-island staff taking up full-time employment with Council, where the provision of housing is included in their contract.
- Housing needs for off-island staff taking up contract work with Council, where the provision of housing is included in their contract.
- Staff position in the Organisation Chart
- Length and service of staff requesting housing.
- Personal circumstance of staff requesting housing.

Allocation of staff housing must be made in consideration of this policy and is to be made by Facilities Manager in consultation with HR Manager and ***as Approved by the Chief Executive Officer.***

The Chief Executive Office can approve exceptions to this policy to accommodate the differing requirements of staff and in the case where emergency housing may be needed

Allocation of accommodation will be made to singular Lessees to avoid any issue with other tenants having any right to the accommodation. Should the Lessee leave council's employment, a decision can be consciously made on the merits of allocation to any remaining tenants.

The CEO may re-allocate or withdraw a housing allocation without reason, subject to the notice provisions in the Residential Tenancies Act. To avoid any doubt, the provision of housing does not constitute an on-going right to accommodation.

3. MAINTENANCE OF STAFF HOUSING

The employee allocated to each house (lessee) is primarily responsible for day to day maintenance. Major works such as cabinetry, painting and replacement of furniture and fittings etc. remain the responsibility of the Council and where replacement or maintenance is needed, the lessee is required to take the matter up with the Facilities Manager.

The lessee will be responsible for mowing and maintaining gardens, minor maintenance throughout the house and yards, cleanliness inside and out and general provisions as are agreed to in the lease covering the house.

This must be undertaken to the satisfaction of the Facilities Manager. If Council is required to enter the property and mow lawns and attend to yards, gardens, the Lessee will be billed for any works undertaken.



4. FURNITURE AND FITTINGS

Council has determined a fair and equitable standard of furniture will be supplied by council for each nominated staff housing building as per the following:

A. Lounge room
- Lounge – 2 x 2-seater for 2 bedrooms, 3x2 seater for 3 bedrooms or similar
- Coffee table
- TV stand and TV 54cm (or similar)

B. Kitchen
- Upright stove
- Refrigerator
- Freezer – tucker box or similar
- Microwave – 800watt, Kettle, Toaster
- Plates, Cups, Knives, Forks, Spoons and other Kitchen utensils in a "Kitchen Pack"
- Linen will be supplied to all staff housing accommodation units

C. Main bedroom
- Queen size bed queen size mattress bedside table x 2
- Wardrobe x 2 (stand-alone units) or alike

D. All other bedrooms – per each
- Single bed single mattress bedside table
- Wardrobe x1 (stand-alone unit) or alike

E. Miscellaneous
- Washing machine
- Clothesline
- Dining table & chairs (4 seats for 2 bedroom, 6 seats for 3 or more bedrooms)
- Curtains or blinds to all windows
- NBN Infrastructure
- Telephone outlets – should new lines be available

Furniture items must not be transferred or removed from Council accommodation without the approval of the Facilities Manager.

Permission in writing must be first obtained from Council by the Lessee, prior to any fixtures, renovations being affixed or undertaken to accommodation.



5. EXISTING FURNITURE

All MSC staff houses with furniture beyond the foregoing listing will retain this furniture until the current employee vacates, at which time the excess furniture will be removed and disposed of. Should any current furniture beyond the foregoing require repairs or substitution, these items will be disposed of without replacement.

6. LEASE CONDITIONS

All employees' allocated staff housing is required to enter into a lease arrangement with council based on provisions of the residential tenancies act. A tenancy agreement must be signed upon commencement of employment and prior to occupying the staff house.

It is council policy that staff housing is to be reserved for personnel occupying roles within Council's organisation chart only. However, from time to time situations arise where a staff house may be available under certain circumstances for specific periods. This might suit a contractor required to undertake work for council in the community and where the ability to accommodate staff is essential to the completion of such work.

The chief executive officer may allocate a vacant staff house for specific periods to any person as is necessary for the community good. The requirements for a lease and agreements as to maintenance and rentals remain. The rates that apply to these arrangements are as per the rates that would otherwise apply for rooms at the VAC in Council's fees and charges document.

In essence the lease provides agreement between all parties for:

A. Housing Inspections

Each staff house will undergo an inspection by the Facilities Manager every six (6) months. Such inspection will be by mutual agreement as to time and date of inspection.

Each staff house will have an exit inspection immediately prior to the employee vacating the dwelling. This will be conducted by the Facilities Manager.

Following inspection or on vacating the premises, the value of any council assets that are damaged or removed by the employee or non-council tenant may be recovered from the employee's salary or security deposit bond or, if the non-council is a council contractor this will be billed to their account or credit card.

B. Rental charges

Rental Charges per accommodation unit are set as per Council's fees and charges each year and are payable by all Lessee's unless an agreement / contract signed by the CEO provides otherwise.

Where accommodation buildings have been designated as shared a pro-rata proportion of the fee and charge will apply based on the number of bedrooms available. This fee will be as per Council's Fees and Charges.

Council employees in staff accommodation are responsible for their own utility and service charges (gas and electricity) including telephones and NBN.

Payments for Key Replacement as per Council's Fees and Charges is required in the event of loss caused by the Lessee.

Payments for rental charges are required in advance at all times and can be made using the following mediums, payroll deduction, or credit card.

Council may charge a bond as a security deposit for any accommodation provided. The bond must be paid in full within four (4) weeks of commencing occupation. The bond will be as approved in Council's fees and charges and will be four (4) times the market rental of the accommodation. Any bond will be returned to the employee at the expiration of the tenancy lease agreement pending a satisfactory final housing inspection.

C. Pets

Pets are permitted to be kept at staff housing in compliance with Council local laws.

Pets are NOT permitted inside any accommodation premises.

Any damage caused inside or outside the accommodation by a pet is to be repaired to original condition by the Lessee at their expense.

D. Smoking

Smoking is not permitted within any staff accommodation. If there is any evidence of smoking within council accommodation, then the employee will be responsible for all reasonable costs to clean and rectify the accommodation facility.

6 Responsibilities

All Lessees are responsible for informing the Facilities Manager in a timely manner regarding any breach of this policy. The Facilities Manager is responsible for reporting all breaches of this policy to the Chief Executive Officer or delegate. The Chief Executive Officer or delegate has the authority to decide on any action to be taken on the breach of this policy.

8 Related Documents

1. *Residential Tenancies Act.*
2. *Contracts, Letters of Offer or Agreements with staff within the MSC Organisation structure*
3. *Lease with Lessee.*

16.4 HOUSING REPORT

Author: **Housing Manager**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide the Council with an update of the Housing program for the month of June 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2019/20 QBuild Do & Charge Program

51 jobs out of a total of 1395 current jobs issued remain are yet to be completed as detailed below:

1. Plumbing – 19
2. Electrical – 2
3. Carpentry – 25
4. Fencing Repairs – 5

QBuild Do & Charge Jobs Summary 2018/19 to 2019/20 at 08.07.2020:

Total number of jobs issued on the BAS Portal to date	69
Total number of jobs issued in July 2020	12
Total number of jobs completed/ready for billing	6
Total number of jobs outstanding/yet to complete	51

2018/19 QBuild Purchase Orders Program

There are 3 outstanding PO jobs for the financial year. These jobs comprise of:

3 HIPS (Housing Improvement Program) remain to be completed. The timeline for each property is as follows:

Res 4/503 Lardil – ACM removals variation approved and completed, vinyl flooring to be completed by 18/07/20;

5A/264 Lardil – ACM variation approved and completed;

5B/264 Lardil – ACM removals variation approved and completed, vinyl flooring to be completed by 18/07/20.

2019/20 QBuild Purchase Orders Program

QBuild had released a total of 115 jobs to date valued at $6.5 million (GST-inclusive). 102 jobs valued at $3.2 million have been completed and paid. A remainder 13 jobs valued at $3.2 million are yet to be completed - $800K of this has been billed with a balance of $2.4 million yet to be billed.

Below shows a summary of the 13 jobs valued at $3.5 million that have yet to be completed followed by commentaries:

1x MI Hospital Ceiling Replacement worth $12,300 – awaiting direction from Department of Health, has been billed for materials and 40% completion, remains on hold, project balance of $6,600 remains to be completed and billed;

1x Flooring Upgrade worth $5,300 – vinyl layers currently on island, works to be completed by 25/07/20;

1x Roof Replacement Project worth $57,700 – currently under review and pending delivery process;

3x Disability modification project worth $39,800 – materials ordered and delivered on island, works to be scheduled;

4x Veranda Rectification jobs worth $165,500 – currently sourcing materials;

1x Full Refurbishment project worth $205,900 – currently sourcing materials, kitchen should be delivered 08/07/20;

1x Garage Install job worth $29,700 – panels have been constructed and forwarded for hot dip galvanising, materials delivery expected on 17/07/20;

1x Fencing Works worth $16,900 – awaiting materials expected by 17/07/20;

1x Full Refurbishment worth $78,700 – works completed including vinyl flooring works and anticipated completion by 12/07/20;

2x Wheelchair Access Ramps worth $345,500 – materials have been sourced and awaiting PO;

1x Fence Upgrade worth $26,300 – materials on island, anticipated completion by 18/07/20;

MISS Security Fencing Project – works commenced Thursday 21/05/20

- PCYC Oval Demolition completed and billed
- All materials have arrived on the island
- Mukakiya Street PCYC portion 100% Completed and billed, Kathan Kathan street PCYC portion 100% completed and billed.
- Works have progressed onto Lardil Street main entry into School, program to be completed during school holidays.

STAFFING REPORT

Andrew Campbell has been engaged to fill the final carpentry position with-in the ORG chart and will commence 08/07/20.

Kadessa Grondman has been appointed as Trainee Housing Administration Officer will commence employment on 08/07/20.

Michael Wilson (Mixen) is currently job shadowing Rohan Gibbs in the role of Housing Supervisor.

Kim Kersh (Contractor Supervisor) and Farshad Jalili (Contractor Estimator) cease contracting with MSC on 09/07/20 and 14/07/20 and respectively.

FINANCIAL & RESOURCE IMPLICATIONS

1. Plug Ins x10 Project – Outstanding		
Sep19 Claim (Variation) - Submitted	$527,893.72	Yet to receive approval from QBuild
TOTAL	**$527,893.72**	

Commentary: The Progress Claim 12 (Variation Claim) for this project worth approximately $527,894 was raised and submitted in the September 2019. Received Quantity Surveyor Assessment values on walkways and doorway variations assessment. MSC are disputing the quantity surveyors' thermal variation assessment for a fair and reasonable claim.

2. QBuild PO Jobs				
	Mar20	**Apr20**	**May20**	**Jun20**
Total Revenue ($)	$345,773	$131,269	$439,208	$1,498,452
Invoice Quantity	14 Invoices	9 Invoices	25 Invoices	39 Invoices
Average $/invoice	$24,698	$14,585	$17,568	$38,422

Commentary: The table above indicates a substantial increase in the revenue figures for the QBuild Purchase Order Projects this month. This is attributed to the progress billing of each milestone on the MI State School & PCYC Fencing Project for the month at a total value of $1,035,143.84.

3. QBuild D&C Jobs				
	Mar20	**Apr20**	**May20**	**Jun20**
Total Revenue ($)	$121,807	$186,547	$158,802	$187,733
Invoice Quantity	87 Invoices	124 Invoices	121 Invoices	116 Invoices

Average $/invoice	**$1,400**	**$1,504**	**$1,312**	**$1,618**

Commentary: The table above showed revenue figures remained relative to previous months. Much of the aged cards have been closed off. Some work has been affected due to COVID-19 and associated travel restriction, however a shift in direction has ensured and secured a constant work and revenue flow for Council.

4. MSC Private Works Jobs			
Jun20 Invoices	$31,027.73	20 Invoices	N/A
TOTAL	**$31,027.73**		

Commentary: There are no outstanding invoices that was be invoiced in the month.

RECOMMENDATION

That Council receive and note this report.

17 GENERAL BUSINESS

18 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2009:

18.1 Ex-Executive Manager Finance & Human Services

This matter is considered to be confidential under Section 275(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, dismissal or discipline of employees.

18.2 Fraud Risk Questionnaire (Those Charged with Governance)

This matter is considered to be confidential under Section 275(h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

18.3 Council Powers to Provide Visitor Permissions

This matter is considered to be confidential under Section 275(f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with starting or defending legal proceedings involving Mornington Shire Council.

19 NEXT MEETING

20 CLOSURE