



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

**Date:** Wednesday, 16 September 2020  
**Time:** 9:00am  
**Location:** Council Chambers  
Mission Road  
Gununa

# **BUSINESS PAPER**

## **Ordinary Council Meeting**

### **16 September 2020**

**Lyndon Prior**  
**Acting 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

## Order Of Business

<b>1</b>	<b>Opening of Meeting</b> .....	<b>5</b>
<b>2</b>	<b>Acknowledgement Of Country</b> .....	<b>5</b>
<b>3</b>	<b>Present</b> .....	<b>5</b>
<b>4</b>	<b>Apologies</b> .....	<b>5</b>
<b>5</b>	<b>Disclosure of Interest – Councillors and Staff</b> .....	<b>5</b>
<b>6</b>	<b>Condolences and Memorials</b> .....	<b>5</b>
<b>7</b>	<b>Confirmation of Minutes</b> .....	<b>5</b>
<b>8</b>	<b>Business Arising</b> .....	<b>5</b>
<b>9</b>	<b>Action Schedule</b> .....	<b>6</b>
	9.1 Action Schedule .....	6
<b>10</b>	<b>Call for Items of General Business</b> .....	<b>12</b>
	<b>Reception &amp; Consideration of Committee Reports</b> .....	<b>12</b>
<b>11</b>	<b>Committee Reports</b> .....	<b>12</b>
	Nil	
	<b>Reception &amp; Consideration of Officers Reports</b> .....	<b>12</b>
<b>12</b>	<b>Mayor and Councillors Reports</b> .....	<b>12</b>
	Nil	
<b>13</b>	<b>Chief Executive Officer's Reports</b> .....	<b>13</b>
	13.1 Acting Chief Executive Officer Report .....	13
	13.2 Social Media Policy .....	59
	13.3 Mundalbe Enterprises Ltd .....	65
	13.4 Working from Home Policy .....	67
	13.5 Special Projects Report .....	77
	13.6 Service Delivery - Mornington Island A&TSI Service Delivery Reform - MIATSISDR .....	92
<b>14</b>	<b>Staff Reports - Financial Services</b> .....	<b>93</b>
	14.1 Financial Report as at 31st August 2020 .....	93
	14.2 Retail Fuel Pricing Policy .....	103
	14.3 Internal Audit Program - 2020/2021 (Draft) .....	106
	14.4 2020 Interim Audit Report to the Mayor (Including Management Response) .....	112
<b>15</b>	<b>Staff Reports - Infrastructure &amp; Technical Services</b> .....	<b>131</b>
	15.1 Housing Report .....	131
	15.2 Technical Services Monthly Report .....	135
<b>16</b>	<b>Staff Reports - Human Services</b> .....	<b>137</b>
	16.1 Acting Executive Manager Finance and Human Services .....	137
	16.2 2020-2021 Recreation Events Annual Calendar (Draft) .....	141
	16.3 Inwards Correspondence - Letter of Appreciation .....	143
<b>17</b>	<b>General Business</b> .....	<b>146</b>

**18 Confidential Reports ..... 146**

    18.1 Review of Chief Executive Officer Position ..... 146

    18.2 Staff Absenteeism Report ..... 146

    18.3 Executive Recruitment ..... 146

    18.4 CCC - Procurement Bilby Security Contract..... 146

**19 Next Meeting ..... 146**

**20 Closure..... 146**

**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 - 19 August 2020

**8 BUSINESS ARISING**

**9 ACTION SCHEDULE****9.1 ACTION SCHEDULE**

**Author:** Governance Coordinator

**Attachments:** 1 Action Items as at September 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	Updates
Council Powers to Provide Visitor Permissions	Lyndon Prior	2020/104	24 <sup>th</sup> of June 2020	<p><b>24.06.2020</b> Concern raised by Deputy Mayor Rogers in his report submitted to the June Ordinary Council meeting. Council adopted resolution 2020/104:</p> <p>3. That Council revisit and re-adopt the 'Permission to Visit' process.</p> <p><b>19.08.2020</b> Confidential report submitted to August Ordinary Council meeting by Acting Chief Executive Officer. Council adopted resolution 2020/151:</p> <p>2. That the Acting CEO commences process of making a local law to provide Council with the power to prevent entry or evict undesirable persons from Mornington Island.</p> <p style="text-align: center;"><b>ONGOING</b></p>
State Government Funding - \$2.35 Million for Community Housing	Frank Mills	2020/24	24 <sup>th</sup> of February 2020	<p><b>18.02.2020</b> Technical Working Group meeting confirmed details required for submission of components of application to HPW for funding. Application to be submitted within 7 days of 19<sup>th</sup> of February 2020.</p> <p style="text-align: center;"><b>ONGOING</b></p>
New Year's Eve Event	Kerry Whiting	2020/41	24 <sup>th</sup> of January 2020	<p><b>06.03.2020</b> Matter will be re-presented to the new Council after the Local Government elections.</p> <p><b>22.04.2020</b> Council re-considered this matter and passed resolution 2020/96: <i>That Council liaises with other local stakeholders to form an events committee.</i></p> <p><b>11.09.2020</b> Governance Coordinator currently collating list of potential Events Committee members. A meeting to be held towards the end of September – informative report to be submitted to October Ordinary Council meeting.</p> <p style="text-align: center;"><b>ONGOING</b></p>
Civic Centre – Administration Building (LGGSP)	Tatiana Ah Mat	2020/28	24 <sup>th</sup> of January 2020	<p><b>29.04.2020</b> Letter from the Office of Local Government Racing and Multicultural Affairs denying Councils 1<sup>st</sup> request but conceding to Council's 2<sup>nd</sup> 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 project costs, stipulating additional criteria to be met by 30<sup>th</sup> of June 2020.</p> <p><b>14.05.2020</b> Correspondence sent to the Office of LGR&amp; MA advising of Council's intent and capability of meeting additional criteria.</p> <p><b>20.05.2020</b> Matter reported to May Ordinary Council meeting - resolution 2020/17 adopted: <i>That Council endorse Executive's work toward meeting all the additional requirements contained within the attached correspondence to secure funding for the Civic Centre - Administration Building project.</i></p> <p style="text-align: center;"><b>ONGOING</b></p>

Managing the Sustainability of Local Government Services	Kerry Whiting	2020/34	24th of January 2020	<p><b>06.03.2020</b> Matter will be re-presented to the new Council after the Local Government elections.</p> <p><b>22.04.2020</b> Report submitted to April Ordinary Council meeting – Council adopted resolution 2020/90: <i>That Council agree to the recommendations in this report being extended by 5 months.</i></p> <p><b>ACTION ITEM DEFERRED TO SEPTEMBER DUE TO COVID-19 PANDEMIC</b></p>
Visitors Accommodation Complex – Ongoing Security and Visitor Disturbances	Kerry Whiting	2020/43	24 <sup>th</sup> of January 2020	<p><b>06.03.2020</b> Matter will be re-presented to the new Council after the LG elections. An interim "nightwatchmen service" has been commenced.</p> <p><b>22.04.2020</b> 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.</p> <p><b>ACTION ITEM DEFERRED UNTIL VISITORS ACCOMMODATION CENTRE BUSINESS PLAN IS AVAILABLE</b></p>
Torres Cape Indigenous Council Alliance (TCICA) – Formation of a Regional Roads and Transport Group (RRTG)	Frank Mills	2020/21	24 <sup>th</sup> of January 2020	<p><b>05.02.2020</b> Torres Cape Indigenous Council Alliance advised Council of decision.</p> <p><b>24.01.2020</b> Council adopted resolution 2020/21:  1. <i>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.</i>  2. <i>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.</i></p> <p><b>17.02.2020</b> Acting Executive Manager Technical Services to submit two proposals to TMR for ATSI TIDS funding.</p> <p><b>ONGOING</b></p>
Human Resource Policy – Work from Home	Tatiana Ah Mat	2019/186	20 <sup>th</sup> of November 2019	<p><b>07.01.2020</b> This matter has been deferred until further information has been obtained as to the strategic planning of Mornington Shire Council workforce.</p> <p><b>11.09.2020</b> Report submitted to September Ordinary Council meeting by Human Resources Manager.</p> <p><b>ONGOING</b></p>
Mornington Island Company	Kerry Whiting	2018/138	27 <sup>th</sup> of June 2018	<p><b>10.08.2018</b> Direction to be received from Council and MIACSED for matter to be finalised at August Ordinary Council meeting on 15<sup>th</sup> of August 2018.</p> <p><b>12.09.2018</b> Awaiting advice from Minister Scullions Office on structure.</p> <p><b>09.10.2018</b> Further request sent to Department of Prime Minister and Cabinet for advice previously agreed to be presented to Council.</p> <p><b>15.11.2018</b> Informative report submitted to November Ordinary Council meeting.</p>

				<p><b>06.12.2018</b> Awaiting confirmation from ML that setup of company with ASIC has been finalised and any associated new company requirements have been completed.</p> <p><b>10.01.2019</b> Advice received from MacDonnell's Law - company has been registered, details to be provided to Council within 7 working days.</p> <p><b>25.04.2019</b> MacDonnell's Law attending to the registration of the Entity once Director details have been compiled. Directors duties and checklist have been provided by MacDonnell's Law.</p> <p><b>04.07.2019</b> Still awaiting confirmation from MacDonnell's Law that 'Mundalbe Enterprises' has been incorporated. In the meantime, discussions are being held regarding independent Directors being recruited.</p> <p><b>08.08.2019</b> Awaiting clarification from the Integrity Commissioner regarding Conflict of Interest for Directors.</p> <p><b>11.09.2019</b> Meeting set for Council to meet with the Integrity Commissioner and Independent Assessor on 17<sup>th</sup> of October 2019 at the LGAQ Annual Meeting in Cairns.</p> <p><b>04.12.2019</b> Report included in January Ordinary Council meeting Agenda.</p> <p><b>07.02.2020</b> Council resolved at the January Ordinary Council meeting to defer this item until post 2020 Local Government Elections.</p> <p><b>06.03.2020</b> Matter will be re-presented to the new Council after the Local Government Elections.</p> <p><b>22.04.20</b> Matter re-presented at April Ordinary Council meeting and deferred to May Ordinary Council meeting via resolution 2020/98.</p> <p><b>24.06.2020</b> Matter re-presented at June Ordinary Council meeting; Council adopted resolution 2020/106:</p> <p><i>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.</i></p> <p><i>2. That Council pay the ASIC annual review fee when it becomes due.</i></p> <p style="text-align: center;"><b>ONGOING</b></p>
Animal Management	David Torr	2015/11		<p><b>01.03.2017</b> Discussions held with Executive Manager of Infrastructure and Technical Services - an education program to be developed and tabled at April Ordinary Council meeting.</p> <p><b>10.05.2017</b> Animal Control Officer gathering data from the community about how many animals each household has, whilst also informing residents of local laws.</p> <p><b>17.05.2017</b> Executive Manager of Infrastructure and Technical Services to provide a report to Council on 21<sup>st</sup> of June 2017 containing data collected surrounding animal numbers in the</p>

				<p>community and actions being taken to enforce Local Laws.</p> <p><b>22.06.2017</b> Data is still being collected by Animal Control Officer.</p> <p><b>08.08.2017</b> Data still being collected by Animal Control Officer.</p> <p><b>06.12.2017</b> Refer to Infrastructure and Technical Service Monthly report December Ordinary Council meeting.</p> <p><b>04.01.2018</b> 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 available in public places within the community.</p> <p><b>13.02.2018</b> 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 animal care/control.</p> <p><b>14.03.2018</b> We are currently advertising for a new Animal Control Officer; in the meantime, we are continuing to promote the introduction of Local Laws specific to Animal Control.</p> <p><b>09.10.2018</b> Two full-time positions have been filled (ACO and EHO) - both employees are currently undergoing Animal Control and Environmental Health Officer training.</p> <p><b>06.12.2018</b> 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.</p> <p><b>06.02.2019</b> Burton Veterinary Contracting commenced veterinary services on the Island from 21<sup>st</sup> – 25<sup>th</sup> of January 2019. Future visits will include more community engagement as well as bringing in 'PetPep' to the school.</p> <p><b>05.04.2019</b> 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.</p> <p><b>08.07.2019</b> Report to be submitted at the August Ordinary Council meeting regarding Council direction for Animal Management - next Vet visit scheduled for 8<sup>th</sup> of July 2019.</p> <p><b>02.10.2019</b> Matter deferred to November Ordinary Council meeting due to staff unavailability.</p> <p><b>04.12.2019</b> 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.</p>
--	--	--	--	--

				<p><b>07.01.2020</b> The current Animal Control Officer has put in his resignation as of February but left the island on 30<sup>th</sup> December 2019. The next Vet visit is scheduled for 10<sup>th</sup> – 14<sup>th</sup> of February 2020.</p> <p><b>20.05.2020</b> Draft Animal Management Plan presented to Council resolution 2020/17:  <i>1. That Council endorse the Animal Management Plan as a concept.</i>  <i>2. That this matter be deferred to July Council meeting once an Animal Management Officer has been recruited.</i>  <i>3. That the current veterinary contract be presented and reviewed at July Council meeting.</i>  <i>4. That the Acting Manager of Technical Services presents an Action Plan surrounding community consultation at July Council meeting.</i></p> <p><b>15.06.2020</b> Ryan Anderson recruited as Mornington Shire Council's new Animal Control Officer.</p> <p><b>19.08.2020</b> Animal Management Report submitted to August Ordinary Council meeting by Animal Control Officer. Council adopted resolution 2020/143:  <i>That the Animal Control Officer:</i>  <i>1. Instigate public notification and community liaison with owners to identify preferred approach to Animal Control specific to pigs and horses and;</i>  <i>2. Present findings at September Ordinary Council meeting.</i></p> <p><b>20.08.2020</b> Animal Control Officer has put in his resignation, effective 26<sup>th</sup> of August 2020.</p> <p><b>01.09.2020</b> Ryan Anderson has left the island; Human Resources Department is currently recruiting for a new Animal Control Officer.</p> <p><b>11.09.2020</b> Update received from Human Resources Manager - no successful candidates have been identified to fill the Animal Control Officer position yet.</p> <p style="text-align: center;"><b>ACTION ITEM DEFERRED UNTIL NEW ANIMAL CONTROL OFFICER IS RECRUITED</b></p>
<p>Ergon Energy – Lights on Basketball Courts and Playgrounds</p>	<p>David Torr</p>			<p><b>16.07.2019</b> Council waiting on report from Ergon Energy.</p> <p><b>02.10.2019</b> Ergon conducting works on Mornington Island from 15<sup>th</sup> - 21<sup>st</sup> of October 2019.</p> <p><b>07.01.2020</b> Investigation conducted to identify a lighting type that will not disturb surrounding residents.</p> <p style="text-align: center;"><b>ONGOING</b></p>

**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 REPORT**

<b>Author:</b>	<b>Acting Chief Executive Officer</b>	
<b>Attachments:</b>	<b>1</b>	<b>Minister's Letter - Civic Centre Project</b>
	<b>2</b>	<b>Integrity Bill Information Paper</b>
	<b>3</b>	<b>Local Government Planning Dashboard</b>
	<b>4</b>	<b>CCC - Professional Engineers Qld.</b>
	<b>5</b>	<b>Criminal Code - Letter to Stakeholders</b>
	<b>6</b>	<b>LGAQ - Annual General Meeting Notice</b>
	<b>7</b>	<b>LGAQ - Voting Entitlement Form</b>
	<b>8</b>	<b>Jamieson - LGAQ President</b>
	<b>9</b>	<b>Student Letter to Mayor Yanner</b>
	<b>10</b>	<b>TCICA - Overview of Ministerial Forums</b>
	<b>11</b>	<b>MI TAG Meeting Minutes</b>
	<b>12</b>	<b>Ministers Letter - Local Laws</b>

**PURPOSE (EXECUTIVE SUMMARY)**

To provide an update to Council on the activities and actions undertaken by the Acting CEO for the month of reporting.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Correspondence**

The list of attachments provides copies of correspondence received during the reporting period tabled and attached for Councillors information and notation.

The following items of correspondence require action:

7. *LGAQ Voting Entitlement Form – Council is required to name its two delegates for voting purposed at this year's LGAQ AGM, see recommendation 2*

**Meetings**

The following meetings were attended on behalf of Council:

20 Aug 20	Q Build – Craig Denham, Operations Manager.
20 Aug 20	BDO – Greg Mitchell, External Auditor.
20 Aug 20	DATSIP – DE Chris Sarra, COVID Update.
21 Aug 20	Torres Quarries – Burketown Shire Council.
24 Aug 20	DDMG – Jeff Magnus, QPS.
25 Aug 20	ATSIHB – Haylene Grogan, [MI Health Council].
26 Aug 20	MI Tenancy Action Group.
26 Aug 20	Q Health – Sonja Johnson [Govt. Champion].
27 Aug 20	DLGRMA – Integrity Act workshop for CEOs.
02 Sep 20	Q Health - MI health Council Contract Walkthrough
02 Sep 20	Ben – Koppens Contractors – Office Space
04 Sep 20	Sgt. Smith QPS – Overview and update
08 Sep 20	Jeremy Palmer NWRH – Aged Care Home
09 Sep 20	Susan Sewter – MI Health Council

**Mornington Island Service Delivery Reform Project**

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

1. That Council receive and note this report.
2. That Council list Mayor Yanner and the Acting CEO, as Council's delegates on the LGAQ Voting Entitlement Form



Minister for Local Government,  
Minister for Racing and  
Minister for Multicultural Affairs

Our ref: MBN20/925

Councillor Kyle Yanner  
Mayor  
Mornington Shire Council  
mayor@mornington.qld.gov.au

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
Telephone +61 7 3719 7560  
Email [lgma@ministerial.qld.gov.au](mailto:lgma@ministerial.qld.gov.au)  
Website [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)

ABN 65 959 415 158

Dear Mayor

I refer to the Mornington Shire Council's correspondence of 20 February, 15 May and 29 June 2020 about the terms of funding for the new Civic Centre Administration Building in Gununa, specifically a request to amend the following 2019-21 Local Government Grants and Subsidies (LGGSP) funding conditions that apply to this project:

- reduction of the project's scope
- an increase to the approved subsidy percentage for the project
- extension of the timeframe to complete the project.

The information provided by the Council has been considered and I have approved the Council's request for:

- a change of project scope to scale down the original approved scope and overall cost of the project
- an adjustment to the approved subsidy percentage from 60 per cent to 90 per cent funding so that 90 per cent of all eligible costs for the rescope project up to the current approved subsidy amount of \$5,317,692 are fully funded by the 2019-21 LGGSP, requiring a 10 per cent financial contribution to the project from Council
- an extension of time to complete the rescope project from 30 June 2021 to 31 December 2021.

The Department of Local Government, Racing and Multicultural Affairs notes this project is currently at seven per cent completion. Departmental Regional Advisors will continue to monitor the Council's progress with the project's completion in accordance with the revised completion date, and I have requested that I be kept informed through regular status reports. The Council is strongly encouraged to ensure the project is completed by the revised due date, as any further requests for an extension of time are unlikely to be considered.

Under clause 1.3 of the Funding Deed of Agreement between the Council and the Department, this letter forms part of the Agreement as it relates to the project.

I have asked for Ms Kristy Nau, Senior Advisor, Northern Region, Local Government Division in the Department to assist you with any further queries. You may wish to contact Ms Nau on 4758 3452 or by email at [kristy.nau@dlgrma.qld.gov.au](mailto:kristy.nau@dlgrma.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stirling'.

**STIRLING HINCHLIFFE MP**  
Minister for Local Government,  
Minister for Racing and  
Minister for Multicultural Affairs

13 August 2020



# Local Government Reforms

Key amendments currently under consideration

March 2019

Working towards White Ribbon accreditation





## Acronyms and glossary

BCC	Brisbane City Council
CEO	Chief Executive Officer
DLGRMA	Department of Local Government, Racing and Multicultural Affairs
ECQ	Electoral Commission Queensland
RTI	Right to Information
Third parties	In an election - an entity that participates in the electoral process by publishing electoral material or making a donation.



## Introduction

The Queensland Government is on a journey to reform the local government sector.

These reforms will strengthen the transparency, accountability and integrity of local government in Queensland. The government is committed to supporting local government and ensuring that public confidence and accountability is restored.

## Proposed changes

There is an opportunity to further enhance the quality of local government in Queensland through reform, including the way Councillors are elected.

The Belcarra Report found that good government requires elections to be held on a level playing field, with equal participation available to all.

Belcarra also stressed the need for complete transparency about who candidates are, how their campaigns are funded, and their interests and affiliations - along with their relationships with other candidates.

The proposed reforms informed by the Belcarra Report and discussions with stakeholders includes:

- Compulsory preferential voting;
- Compulsory candidate training;
- Proportional representation in undivided councils;
- Tighter regulation of discretionary funds;
- Campaign spending caps; and
- Clarification of COI/MPI provisions.

This document provides details of proposed amendments in the next tranche of Belcarra legislative reform.

In addition to the proposed reforms in the Bill, the Government is proposing to also make amendments to particular Regulations to further improve council integrity, increase transparency, encourage diversity and ensure consistency in the local government system.

The regulation changes will tighten controls around the issues councils may discuss in closed meetings and ensure resolutions and minutes have enough information for the community to understand why councils have made decisions.

Changes include, Councils being required to consult with the community on their budgets. There will also be stronger requirements on the use of council controlled entities.

The publishing of Councillor registers of interest will also be standardised so that the community is better informed about potential conflicts of interests. Further information about these changes will be published on the Department's website.



## How to use this document

The document is structured in four sections; before, during, after an election and elected councils. Current and proposed amendments are outlined as well as the reasoning for proposed changes.

## Engagement opportunities

The Queensland Government is committed to ensuring stakeholders are aware of these proposed changes and their impacts.

The Department of Local Government, Racing and Multicultural Affairs is available to answer questions on a dedicated phone hotline 07 3452 6747 and email [lgreforms@dlgrma.qld.gov.au](mailto:lgreforms@dlgrma.qld.gov.au). Live webinars will also be held by the Department, for more information and to register your interest go to <http://www.dlgrma.qld.gov.au/local-government-reform.html>



## Legislative reform principles

The proposed amendments in the next tranche of legislative reform are about integrity, transparency, diversity and consistency in local government.



### Integrity

Ensuring current and future Councillors are fully informed about their obligations as candidates and Councillors. Councillors are required to uphold the highest levels of honesty and impartiality when making decisions in the public interest.



### Transparency

Clarifying and strengthening requirements before, during and after an election to enable voters to better know who they are voting for and reduce corruption risks. It's also about the community understanding why councils make the decisions they do in the public interest.



### Diversity

Councils being representative of their communities and making it easier for potential candidates to nominate and campaign.



### Consistency

Aligning local government election requirements with State and Federal electoral processes and aligning requirements between Brisbane City Council (BCC) and other local governments.

The icons are used throughout the document to indicate what reform principle/s aligns with each of the proposed amendments.



## Before the election commences



### Multi-member divisions

Current	Post reform	Reasoning
Doubt exists about whether councils can have divisions represented by more than one Councillor.	The provisions related to allowing local governments to be structured so a division may be represented by more than one Councillor will be more explicit (note: Change Commission Process still applies).	To provide certainty and clarity on existing provisions.



### Postal ballot elections

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>Councils must apply before 1 July in the year before quadrennial election.</li> <li>Applications considered by Minister for approval without any criteria.</li> </ul>	<ul style="list-style-type: none"> <li>Councils to apply before 1 July in the year before quadrennial election.</li> <li>New criteria for Councils wanting to conduct elections by postal ballot including:                             <ul style="list-style-type: none"> <li>The views of Council</li> <li>Costs</li> <li>Number of electors and population density</li> <li>History of postal ballots</li> </ul> </li> <li>Councils to apply to ECQ who will provide recommendations to the Minister for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Voting in person at a polling booth on election day is an open, transparent and democratic process.</li> <li>Postal ballots give rise to issues: ballot security, delayed declaration of election results, lower voting participation (76% compared to 83% for attendance ballots).</li> <li>Changed Australia Post service standards impacts on costs and delivery times.</li> <li>Lack of criteria may lead to inconsistent decisions.</li> </ul>



**Candidate training**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Candidates are provided with an information pack from ECQ.</li> <li>• Candidates may attend an information session conducted by DLGRMA.</li> </ul>	Mandatory training for all people wanting to nominate to be a candidate at a local government election.	To ensure that all candidates are fully informed of their obligations as candidates and Councillors.



**Groups of candidates**

Current	Post reform	Reasoning
May only register with returning officer during the nomination period.	People interested in forming a group of candidates for a local government election will be able to register their group at any time up until the close of nominations.	<ul style="list-style-type: none"> <li>• Greater transparency.</li> <li>• Enables voters to better know who they are voting for.</li> </ul>



**Electoral finance records**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Candidates and groups of candidates must open and maintain a dedicated campaign account.</li> <li>• All election funding and expenditure must go through the dedicated campaign account.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates and groups will need to open a dedicated campaign account when they publicly announce or otherwise indicate their intention to be a candidate.</li> <li>• Candidates and groups of candidates must disclose the dedicated campaign account on their nomination form.</li> <li>• All election funding and expenditure must go through the dedicated campaign account.</li> <li>• All candidates must advise on the nomination form their dedicated account details.</li> </ul>	<ul style="list-style-type: none"> <li>• Aligns State and local government election requirements.</li> <li>• Enhances transparency in relation to campaign donations and expenditure.</li> <li>• Reduces corruption risks.</li> </ul>



## During the campaign



### Caretaker

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Caretaker commences when ECQ publishes notice of election.</li> <li>• Limitations on decisions about:                             <ul style="list-style-type: none"> <li>○ employment/termination of CEO</li> <li>○ contracts of more than \$200,000 or 1% of rates.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker commences when ECQ publishes notice of election.</li> <li>• Limitations on making decisions about:                             <ul style="list-style-type: none"> <li>○ employment/termination of CEO</li> <li>○ contracts of more than \$200,000 or 1% of rates</li> <li>○ significant procurement activities such as establishing preferred supplier arrangements</li> <li>○ making local laws</li> <li>○ making planning schemes</li> <li>○ varying existing development approvals.</li> </ul> </li> <li>• Councillors will also be prohibited from using discretionary funds from 1 January in election year.</li> </ul>	<ul style="list-style-type: none"> <li>• Aligns State and local government electoral processes.</li> <li>• Significant policy decisions that bind future councils should not be made while a council is in caretaker mode.</li> <li>• Council resources not to be used, or perceived to be used, to promote a sitting Councillor standing for re-election.</li> </ul>



**Dual candidacy**

Current	Post reform	Reasoning
Not permitted.	<ul style="list-style-type: none"> <li>Divided Councils cannot have dual candidacy.</li> <li>Undivided Councils can nominate for Mayor and Councillor.</li> <li>If successful as Mayor, votes received in Councillor election will be distributed according to preferences.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid depletion of possible pool of qualified or experienced Councillor candidates.</li> <li>Assist in attracting high quality candidates with less risk of their loss to local government.</li> </ul>



**Registers of interest for candidates**

Current	Post reform	Reasoning
Not required.	<ul style="list-style-type: none"> <li>Candidates must disclose as part of their nomination:                             <ul style="list-style-type: none"> <li>Membership in political parties including membership in last 12 months</li> <li>If a candidate or close associate is involved in contractual arrangement with council</li> <li>If the candidate or close associate has any development applications before council.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Enables voters to know about political affiliation and potential conflicts of interest.</li> </ul>



**Prohibited campaigning techniques**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>Group like behaviour only regulated if there was an intention to form a group.</li> <li>The actions of groups of candidates only regulated during election period.</li> </ul>	<ul style="list-style-type: none"> <li>Only political parties and registered groups of candidates will be able to undertake group like campaigning techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Enables voters to better know who they are voting for by limiting 'secret' groups.</li> </ul>



**Postal voting applications**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>Individual voters need to apply for a postal ballot by no later than 7pm on the Wednesday before polling day.</li> <li>Ballot must be received within 10 business days after polling day.</li> <li>Ballots processed after the close of poll.</li> </ul>	<ul style="list-style-type: none"> <li>A person wanting a postal vote must apply at least 10 business days before polling day (other than in a full postal ballot election).</li> <li>Ballots must be received within 10 business days after polling day.</li> <li>Ballots received prior to polling day can be processed early to enable them to be counted after the close of poll.</li> </ul>	<ul style="list-style-type: none"> <li>Align with the State process under the <i>Electoral Act 1992</i>.</li> <li>10-day application timeframe will provide sufficient time for ECQ to provide voter with their ballot before the election.</li> <li>Early processing enables quicker election result.</li> </ul>



**Real time financial disclosures**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>Real time disclosure (7 days) of electoral donations and loans by candidates, groups of candidates and third parties.</li> </ul>	<ul style="list-style-type: none"> <li>Real time disclosure of electoral donations and expenditure (\$500 minimum) by candidates, groups of candidates and third parties</li> <li>Third parties are required to disclose if the expenditure was used to benefit or support a candidate or group of candidates or a particular issue.</li> <li>Information to be published by ECQ.</li> <li>During last 7 days of election: all expenditure and donations must be disclosed within 24 hours by candidates, groups of candidates and third parties.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures all donations and expenditure are publicly declared before polling day.</li> </ul>



**Disclosure requirements in relation to gifts**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Real time disclosure (7 days) of electoral donations and loans by candidates, groups of candidates and third parties.</li> </ul>	<ul style="list-style-type: none"> <li>• Real time disclosure of electoral donations and loans by candidates, groups of candidates and third parties.</li> <li>• Candidates and groups of candidates are required to disclose:                             <ul style="list-style-type: none"> <li>○ gifts from individuals: the individual occupation or industry</li> <li>○ gifts from companies: details of directors and whether a company has business with Council</li> </ul> </li> <li>• Third parties are required to disclose original source of donation.</li> <li>• Candidates must notify donors of disclosure obligations.</li> <li>• Donors must advise candidates of the true source of donations and candidates will be deemed to know the true source of donations.</li> </ul>	<ul style="list-style-type: none"> <li>• Enables voters to better understand the interests, industries and companies associated with donations.</li> <li>• Enables Councillors to deal with actual or perceived conflicts of interests more appropriately, transparently and consistently.</li> <li>• Donors are aware of the obligation for details of their gifts to be published.</li> </ul>



**Election expenditure caps**

Current	Post reform	Reasoning
<p>No current caps.</p>	<ul style="list-style-type: none"> <li>• The following caps will be introduced on electoral expenditure at local government elections:                             <ul style="list-style-type: none"> <li>○ Councillor candidates in local government areas/divisions —                                     <ul style="list-style-type: none"> <li>➢ with fewer than 20,000 electors - \$10,000;</li> <li>➢ with 20,000 electors or more – sliding cap of 50¢ per elector</li> <li>➢ with 40,000 electors or more - \$20,000.</li> </ul> </li> <li>○ Mayoral candidate in Local Government areas —                                     <ul style="list-style-type: none"> <li>➢ with fewer than 60,000 electors - \$30,000;</li> <li>➢ with more than 60,000 electors – a sliding cap of 50¢ per elector</li> <li>➢ with 200,000 electors or more - \$100,000.</li> </ul> </li> <li>○ Third parties: same cap that applies for Mayoral candidates.</li> <li>○ Groups of candidates and political parties that endorse candidates: sum of individual members expenditure caps up to the maximum for positions to be filled in lieu of candidate caps.</li> </ul> </li> <li>• Caps are per four-year term.</li> <li>• Aggregation and collaboration limits on candidates and groups of candidates using third parties to exceed expenditure caps.</li> </ul>	<ul style="list-style-type: none"> <li>• Setting expenditure caps aims to:                             <ul style="list-style-type: none"> <li>○ improve transparency</li> <li>○ reduce integrity risks associated with reliance on significant donations.</li> </ul> </li> <li>• Create diversity by more equitable participation by those wishing to run for local government.</li> <li>• Reduces candidates' need to seek large donations from external parties, increasing integrity.</li> <li>• Reconciliation of donation and other income for electoral purposes with actual expenditure.</li> </ul>



**Voters' experience**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Mayor and single councillor divisions: optional preferential voting - mark at least one (or more) boxes, in order of preferences.</li> <li>• Multi-Councillor division or undivided council: first past the post voting - mark the number of boxes equal to number of Councillors to be elected with no preference expressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of compulsory preferential voting.</li> <li>• Full preferential voting for Mayors and single Councillor divisions.</li> <li>• Full preferential proportional representation for Councillors in undivided councils.</li> <li>• All ballot papers will be filled in the same way by placing a 1 for first preference candidate and recording a preference vote for all other candidates in ascending order.</li> </ul>	<ul style="list-style-type: none"> <li>• Aligns with voting methodologies for State and Federal elections.</li> <li>• Avoids voter confusion by using the same process within an electorate.</li> <li>• Full preferential voting elects the candidate preferred by more voters.</li> <li>• Every vote counts.</li> </ul>



After polling closes

Public campaign funding



Current	Post reform	Reasoning
<p>No current public funding.</p>	<ul style="list-style-type: none"> <li>• Candidates, groups of candidates and political parties that receive more than 4% of first preference votes are entitled to \$1.57 per first preference vote up to the amount of electoral expenditure.</li> <li>• Dual candidates entitled to public funding for the higher of the amount entitled to receive, not both.</li> <li>• Payment into dedicated campaign account and may be withdrawn to reimburse personal campaign contributions and loans taken out to cover electoral expenditure.</li> <li>• Councils to fund by way of annual payments to ECQ except for 2020 quadrennial local government elections</li> </ul>	<ul style="list-style-type: none"> <li>• Aligns State and local government electoral processes.</li> <li>• Encourages greater candidate participation in the electoral process by subsidising the cost of campaigning.</li> <li>• Reduce reliance on or need for donations and thereby reduce associated corruption risks.</li> </ul>



**Counting votes**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>Mayor and single Councillor division: optional preferential voting</li> <li>Multi-Councillor division or undivided council: first past the post.</li> </ul>	<ul style="list-style-type: none"> <li>There are no changes to how votes will be counted for Mayors and where only one Councillor is to be elected (i.e. use preferences to achieve a majority).</li> <li>Where more than one Councillor is to be elected, the count will change from a first-past-the-post count to a proportional count (i.e. using preferences to achieve quotas).</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with State and Federal electoral processes.</li> <li>Proportional voting avoids situations under first past the post where the voting preferences of the majority of electors are not captured. Proportional voting ensures that Councillors elected are representative of the community due to all votes counting in the final result.</li> </ul>



**Electoral finance returns**

Current	Post reform	Reasoning
<p>Within 15 weeks of the conclusion of the election, candidates, groups of candidates, political parties and third parties to the election must submit a donations return to ECQ.</p>	<ul style="list-style-type: none"> <li>Within 15 weeks of the conclusion of the election, candidates, groups of candidates, political parties and third parties to the election must submit a financial return (donations and expenditure) to ECQ.</li> <li>Must provide a bank statement for the dedicated campaign account.</li> </ul>	<ul style="list-style-type: none"> <li>Enable auditing of electoral financial records for greater transparency.</li> <li>Enable the allocation of public funding to candidates and groups of candidates.</li> </ul>



**Councillor vacancies**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Mayors – filled by way of by-election.</li> <li>• Councillors:                             <ul style="list-style-type: none"> <li>○ In first 12 months – filled by appointing runner up</li> <li>○ From 12 months to 30 months – by-election</li> <li>○ After 30 months – appointment</li> <li>○ Last 6 months – may leave vacant.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mayors:                             <ul style="list-style-type: none"> <li>○ In first 36 months – filled by way of by-election</li> <li>○ Last 12 months – filled by Councillors appointing one of their own to fill vacancy.</li> </ul> </li> <li>• Councillors:                             <ul style="list-style-type: none"> <li>○ In first 36 months:                                     <ul style="list-style-type: none"> <li>▪ For single-Councillor division - filled by way of by-election</li> <li>▪ For multi-member or undivided council – filled by appointing next candidate after allocating preferences.</li> </ul> </li> <li>○ Last 12 months – filled by appointment.</li> <li>○ Last 3 months – may leave vacant.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Minimise costs associated with conducting by-elections resulting from Mayoral and Councillor vacancies.</li> <li>• Appointment of runners-up in single-Councillor divisions can lead to 'opposition' Councillors being appointed.</li> <li>• Reduce the length of a vacancy so the community remains represented.</li> </ul>



After council is constituted



Registers of interests

Current	Post reform	Reasoning
<p>Councillors must notify of any changes to their interests within 30 days.</p>	<ul style="list-style-type: none"> <li>• Councillors will have 30 days after the election to submit a new register of interests or face vacating office.</li> <li>• Councillors must notify of any changes to their interests within 30 days.</li> <li>• Councillors must provide an annual update to their register of interest.</li> <li>• The contents of the register of interests will align where practicable with requirements for State MPs including:                             <ul style="list-style-type: none"> <li>○ Gifts under \$2,000 only need to be recorded for two terms</li> <li>○ Electoral gifts do not need to be recorded</li> <li>○ Better clarity on interests arising from official duties.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Aligns with the register interest processes for State MPs.</li> <li>• Improve the quality and timeliness of disclosures by Councillors.</li> </ul>



**Conflicts of interests**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>• Councillors with a material personal interest in a matter at a council meeting must disclose their interest and leave the meeting.</li> <li>• Councillors with a conflict of interest in a matter at a council meeting must disclose the conflict and other Councillors decide whether they can participate.</li> <li>• Where Council loses its quorum because of conflicts of interest, issue must be delegated.</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors with conflicts of interests will be prohibited from dealing with the matter unless council resolves that it is in the public interests for them to do so.</li> <li>• Material personal interests will be replaced with prescribed conflicts of interests which require relevant Councillor to refrain from being involved in the matter.</li> <li>• Prescribed conflicts of interests will include interests associated with:                         <ul style="list-style-type: none"> <li>○ gifts or donations worth more than \$2,000 from an entity to a councillor, group or party (if the gift is an electoral donation) or to councillor or close associate (if other gift or sponsored hospitality benefit) with a matter before council</li> <li>○ CEO employment matters (e.g. appointment, discipline, and remuneration) if the CEO or applicant is a close associate</li> <li>○ an application for a licence, permit, registration or other approval for the Councillor or close associate or an entity which the Councillor or close associate has a financial interest in</li> <li>○ a contract between the council and the Councillor or close associate or an entity which the Councillor or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Address issues raised by Councils about the complexity and effectiveness of the current conflicts of interest system.</li> <li>• Address the existing gap in relation to conflicts of interests that arise outside of council meetings.</li> </ul>



Current	Post reform	Reasoning
	<p>close associate has a financial interest in.</p> <ul style="list-style-type: none"> <li>• Exempt interests will include the existing circumstances in the Act such as merely having an interest due to—                             <ul style="list-style-type: none"> <li>○ Non-board memberships in community associations</li> <li>○ Religious beliefs</li> <li>○ Membership in political party</li> <li>○ Having been a student, or being a parent of a student, at an educational facility.</li> </ul> </li> <li>• Exempt interests will include some, but not all, of the matters covered under the previous 'ordinary business' exemptions.</li> <li>• Non-conflicted Councillors will be able to decide whether another Councillor can deal with a matter they have an interest in even if there are not enough remaining Councillors to form a quorum.</li> </ul>	



### Discretionary funds

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>Councils may allocate discretionary funds to Councillors to allocate for:               <ul style="list-style-type: none"> <li>community purposes</li> <li>capital works</li> <li>grants to community organisations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Councils will be capped at 0.25% of general rates for the amount of funds allocated as discretionary funds.</li> <li>Councillors will be prevented from rolling funds over financial years.</li> <li>Discretionary funds expenditure will be published within 7 days.</li> <li>Discretionary funds will not be allowed to be expended from 1 January in election years until the conclusion of the election.</li> </ul>	<ul style="list-style-type: none"> <li>Enhance accountability about allocation and use of discretionary funds.</li> <li>Prevent use of discretionary funds to raise the profile of sitting Councillors before an election.</li> </ul>



### Intervention powers

Current	Post reform	Reasoning
Brisbane City Council (BCC) has its own Councillor complaints system.	<ul style="list-style-type: none"> <li>The Office of the Independent Assessor will investigate complaints about the conduct of BCC Councillors.</li> <li>BCC will be subject to the same intervention powers as other councils.</li> <li>Clarify that the Minister may take remedial action in the public interest.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure impartiality and consistency with BCC Councillors being treated the same as other Councillors.</li> </ul>
The State has certain powers of intervention with respect to local governments, including the appointment of advisors and financial controllers.	<ul style="list-style-type: none"> <li>Widening the instances in which these powers can be used to include where the use of a power is in the public interest.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure consistency with previously amended provisions which introduced the concept of intervention where public interest grounds exist.</li> </ul>



**Committee minutes**

Current	Post reform	Reasoning
<ul style="list-style-type: none"> <li>BCC committees do not need to keep minutes</li> <li>Other councils may exempt their committees from keeping minutes.</li> </ul>	<ul style="list-style-type: none"> <li>All council committees will need to keep minutes.</li> <li>BCC will lose its RTI exemption for its Establishment &amp; Coordination Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Enhance transparency through recording and publication of committee minutes.</li> </ul>



**Councillor access to information**

Current	Post reform	Reasoning
<p>Councillors may request information to assist them in their duties.</p>	<ul style="list-style-type: none"> <li>CEOs must ensure Councillors obtain information within 5 days of the request.</li> <li>BCC Councillors will be entitled to information even it does not specifically pertain to their wards.</li> </ul>	<p>To ensure Councillors have the necessary information to make informed decisions in the public interest.</p>



**Mayoral powers**

Current	Post reform	Reasoning
The Mayor prepares and presents the budget for consideration by Council.	<ul style="list-style-type: none"> <li>All councillors responsible for this.</li> </ul>	<ul style="list-style-type: none"> <li>Better reflect that the budget should be developed by all Councillors and represents the entire local government area and the input of all Councillors.</li> </ul>
The Mayor has the power to direct the Chief Executive Officer and senior executive staff.	<ul style="list-style-type: none"> <li>Power of direction of senior executive staff rests with the Chief Executive Officer rather than elected officials.</li> </ul>	<ul style="list-style-type: none"> <li>Better reflects the organisational hierarchy of Councils and reduces the prospect for corruption and to give clearer reporting lines.</li> </ul>
Few limitations about the power of the Mayor to direct the Chief Executive Officer.	<ul style="list-style-type: none"> <li>Mayor can only direct the Chief Executive Officer in accordance with Council policies and directions.</li> </ul>	<ul style="list-style-type: none"> <li>Reduces the prospect of corruption.</li> </ul>



A number of additional technical amendments are also being proposed – they relate to the powers of the Independent Assessor and technical electoral matters to assist ECQ run elections.

### **What next?**

The Department of Local Government, Racing and Multicultural Affairs will be available to answer questions through a dedicated hotline and live webinars. For more information and to register your interest go to <http://www.dlgrma.qld.gov.au/local-government-reform.html>

Department of Local Government, Racing and Multicultural Affairs  
1 William Street, Brisbane  
tel (07) 3452 6747  
e [lgreform@dlgma.qld.gov.au](mailto:lgreform@dlgma.qld.gov.au)  
[www.dlgma.qld.gov.au](http://www.dlgma.qld.gov.au)



Queensland Treasury

Our Ref: MBN20/606

Mr Frank Mills  
Chief Executive Officer  
Morningson Shire Council

Email: [ceo@morningson.qld.gov.au](mailto:ceo@morningson.qld.gov.au)

Dear Mr Mills

I am writing to all Queensland Local government Chief Executive Officers to alert you to the new online Local Government Plan-making Dashboard (the Dashboard), to be released by Queensland Treasury's Planning Group.

The Dashboard is an integral component of the Queensland Government's goal of increasing transparency and understanding of Queensland's planning system. The Dashboard will display live summary information relating to all proposed new or amended local government planning schemes made under the *Planning Act 2016*.

The COVID-19 pandemic has further highlighted the need for greater community access to current and reliable information about Queensland's planning framework. The Dashboard represents a significant contribution to this by providing a new way for communities to access information about plan-making during the COVID-19 pandemic and into the future.

The information on the Dashboard is easy to access and understand and provides an opportunity for members of the community to keep up to date on local government plan-making processes and decisions. It will also act as an educational tool to improve community involvement and knowledge of planning in Queensland.

In the spirit of transparency, the Treasurer, Minister for Infrastructure and Planning has decided to publish all notices, related to any plan making processes that are sent by him or Queensland Treasury to local governments, on the Dashboard.

At this time, the Dashboard will not display the documents that are provided to the State by local governments. However, over time Queensland Treasury intends to collaborate with local governments on future enhancements to the dashboard that could broaden the information that is made available. I note that many local governments already publish such information on their websites.

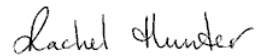
The Local Government Plan-making Dashboard can be found online at: [www.qld.gov.au/planmakingdashboard](http://www.qld.gov.au/planmakingdashboard).

1 William Street  
GPO Box 611 Brisbane  
Queensland 4001 Australia  
**Telephone +61 7 3035 1933**  
**Website [www.treasury.qld.gov.au](http://www.treasury.qld.gov.au)**  
ABN 90 856 020 239

Queensland Treasury officers will be in contact with the strategic planning leads of your local government area, to invite them to an online demonstration of the dashboard's functionality. This is to ensure that all stakeholders in the plan-making system are aware of the dashboard's functionality and the transparency it provides for our communities.

If you require any further information, please contact Mr Kerry Doss, Deputy Director-General, Planning Group, Queensland Treasury, on (07) 3452 7909 or [kerry.doss@dsmip.qld.gov.au](mailto:kerry.doss@dsmip.qld.gov.au), who will be pleased to assist.

Yours sincerely



Rachel Hunter  
**Under Treasurer**

24 August 2020

GPO Box 3123  
Brisbane QLD 4001

Level 2  
North Tower Green Square  
515 St Pauls Terrace  
Fortitude Valley QLD 4006

Tel.: **07 3360 6060**  
Toll-free: 1800 061 611  
(in Queensland outside  
Brisbane)

Fax: 07 3360 6333

mailbox@ccc.qld.gov.au  
www.ccc.qld.gov.au

ABN 32 164 714 360



Crime and Corruption  
Commission

QUEENSLAND

Your Reference:  
Our Reference: CO-20-1245  
Contact Officer: Bethany Skinner

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

By email to: lyndon.prior@morningson.qld.gov.au

Dear Mr Prior

**RE: REGISTRATION OF ENGINEERS WITH THE BOARD OF  
PROFESSIONAL ENGINEERS OF QUEENSLAND**

I write to you regarding council employees who are performing engineering services without being registered by the Board of Professional Engineers of Queensland (Board) or being directly supervised by a Registered Professional Engineer of Queensland. It has come to the attention of the Crime and Corruption Commission (CCC) that employees may be engaging in engineering services without the appropriate registration.

Following the receipt of a complaint about the conduct of some engineers undertaking engineering services at a council without being registered or directly supervised by a registered engineer, the CCC engaged with the Board of Professional Engineers (the Board) about this issue. The Board, as the primary regulator of this profession, has advised the CCC that also has concerns that some councils may be undertaking engineering work without the supervision of a properly registered engineer. Further, the Board has confirmed that it actively undertakes prosecutions under s.115 of the *Professional Engineers Act 2002* against offenders undertaking professional engineering services when not registered.

The CCC considers that conduct by council staff of this nature may amount to corrupt conduct under the *Crime and Corruption Act 2001*.

In consultation with the Board, the CCC requests that you review the registration status of employees undertaking engineering services in compliance with the *Professional Engineers Act 2002*. You may consider this matter would also be appropriate to raise with the internal audit and risk unit within your council.

It is not expected that the outcome of this review be reported to the CCC however it would be the expectation that appropriate action be undertaken to address practices, if any, contrary to the *Professional Engineers Act 2002*.

---

Page 2

The CCC reminds you that that if you reasonably suspect that a matter involves or may involve corrupt conduct you must notify the CCC in accordance with section 38 of the *Crime and Corruption Act 2001*.

Further enquiries in relation to this matter should be directed to Bethany Skinner, Manager Assessment Unit on 07 33606120 or at [Bethany.Skinner@ccc.qld.gov.au](mailto:Bethany.Skinner@ccc.qld.gov.au)

Yours sincerely



**Paxton Booth**  
Executive Director, Corruption Strategy and Legal

---

SENSITIVE



## Legal Affairs and Community Safety Committee

Parliament House  
George Street  
Brisbane Qld 4000  
Ph: 07 3553 6641 Fax: 07 3553 6699  
[lacsc@parliament.qld.gov.au](mailto:lacsc@parliament.qld.gov.au)  
[www.parliament.qld.gov.au/lacsc](http://www.parliament.qld.gov.au/lacsc)

Our Ref: A592472

25 August 2020

Dear Sir/Madam

### **Criminal Code (Consent and Mistake of Fact) and Other Legislation Amendment Bill 2020 – call for submissions**

On 13 August 2020, Hon Yvette D’Ath MP, Attorney General and Minister for Justice introduced the Criminal Code (Consent and Mistake of Fact) and Other Legislation Amendment Bill 2020 (the Bill) and referred it to the Legal Affairs and Community Safety Committee (the committee) for detailed consideration.

#### **Objectives of the Bill**

The policy objectives of the Bill are to:

- implement the recommendations of the Queensland Law Reform Commission in its *Review of consent laws and the excuse of mistake of fact* report
- enable additional payments to be made from the Legal Practitioners’ Fidelity Guarantee Fund to claimants who made claims prior to 2016 and were subject to statutory caps
- implement the second tranche of the Government’s legislative response to the final evaluation report of the Tackling Alcohol-Fuelled Violence Policy
- rectify an unintended omission in the *Co-operatives National Law Act 2020*
- exempt the Queensland liquor accords and the Safe Night Precinct local boards from the cartel provisions of the *Competition and Consumer Act 2010*
- prohibit inducements to open an account, or refer a friend to open an account, with an online wagering provider or racing bookmaker
- provide that a wagering provider must pay the declared minimum dividend if rounding would result in a dividend that is lower than a declared minimum dividend.

#### **Call for submissions**

The committee invites written submissions on the Bill from interested stakeholders and members of the public. The committee would appreciate you passing its call for submissions on to anyone you believe might be interested in the inquiry. The closing date for lodging written submissions is **10:00am on Tuesday 15 September 2020**.

Guidelines on making a submission can be found [here](#).

Submissions should be sent to:

[lacsc@parliament.qld.gov.au](mailto:lacsc@parliament.qld.gov.au)

or

Committee Secretary  
Legal Affairs and Community Safety Committee  
Parliament House  
George Street  
Brisbane Qld 4000

Submissions must include:

- the author’s name
- if the submission is made on behalf of an organisation, the level of approval (e.g. a local branch, executive committee or national organisation); and
- at least two of the following –
  - mailing address
  - email address
  - daytime telephone number.

To assist the committee in its consideration of the Bill, please clearly identify in your submission which clause or aspect of the Bill you are commenting on.

After considering a submission's relevance and content, the committee will decide whether to accept it, and whether to publish it. Most submissions are accepted, and most are authorised for publication in full. The committee can decide to keep a submission confidential but cannot promise to do so in advance. If you want all or part of your submission to be kept confidential, you should state this clearly and explain the reasons in a covering email or letter.

**Other information**

The [Criminal Code \(Consent and Mistake of Fact\) and Other Legislation Amendment Bill 2020](#), [explanatory notes](#) and [statement of compatibility with human rights](#) are available at these links and from the Office of the Queensland Parliamentary Counsel at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

If you have any questions, please contact the committee secretariat on (07) 3553 6641 or by email [lacsc@parliament.qld.gov.au](mailto:lacsc@parliament.qld.gov.au).

Yours sincerely



Peter Russo MP  
Chair



2 September 2020

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

Dear Mr Prior

**Local Government Association of Queensland Ltd's Annual Conference and Annual General Meeting**

As you may be aware the Local Government Association of Queensland Ltd will be holding its 124<sup>th</sup> Annual Conference and Annual General Meeting (AGM) at the Gold Coast from 19 - 21 October 2020.

The annual conference will commence on the morning of 19 October 2020 and the AGM will be held at 8:35am on Wednesday 21 October 2020.

**Notice of General Meeting**

Under the constitution the Association must provide a Notice of AGM to all members not less than 21 days prior to the AGM.

Please find enclosed an official copy of the Notice of AGM.

**Voting Entitlements**

At the 2020 Annual Conference Morningside Shire Council will be entitled to a total of 2 votes.

Clause 4.11 (5) of the LGAQ constitution provides that each council which has more than two Conference votes and appoints two delegates, is entitled to specify the number of votes which may be exercised by each of those delegates.

For Councils with only 2 votes, if Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

Please find enclosed a delegate voting entitlement form to advise the LGAQ of each delegate's individual details. This form needs to be completed, signed on behalf of Council by Council's Mayor or CEO and returned to the LGAQ via email to the LGAQ Assistant Company Secretary ([stacey\\_oswald@lgaq.asn.au](mailto:stacey_oswald@lgaq.asn.au)) by COB 7 October 2020.

Registrations to attend the Annual Conference should be completed through the online registration process through the following links:

- <https://localgov.eventsair.com/124th-annual-conference/registration-individual> - for individual registrations;
- <https://localgov.eventsair.com/124th-annual-conference/registration-group> - for group (5 or more) registrations; or
- online at [www.lgaq.asn.au](http://www.lgaq.asn.au) via the events tab on the homepage.

Persons listed as delegates on the form should be the same persons registered as delegates through the online Conference registration system.

P 07 3000 2222  
F 07 3252 4473  
W [www.lgaq.asn.au](http://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

**Call for Nominations for President**

Following the quadrennial local government election and in accordance with section 6.3 (2) of the LGAQ Ltd Constitution, nominations are hereby called of any qualified person under Rule 5.2 (1) to fill the role of President.

Members are advised that as stipulated in Rule 6.3 (3) nominations for the role of President must be received by the Chief Executive Officer at least 14 days prior to the commencement of the next Annual General Meeting.

**Attachments**

The following attachments have been enclosed with this letter and the purpose of each of those documents is outlined below:

- **Notice of AGM** – for your records only, no action required
- **Voting Entitlement Form** – completion of delegate details. *Please return to the LGAQ by 7 October 2020.*
- **Appointment of Proxy form** – no action required unless Council is unable to attend and wishes to appoint a proxy

Should you have any queries in relation to the Conference voting arrangements, please do not hesitate to contact Darren Leckenby on 07 3000 2222 or ([darren\\_leckenby@lgaq.asn.au](mailto:darren_leckenby@lgaq.asn.au)).

If you have any other questions, please contact me directly.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Greg Hallam', written over a horizontal line.

Greg Hallam AM  
CHIEF EXECUTIVE OFFICER & RETURNING OFFICER

Attach.

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD

2020 ANNUAL CONFERENCE

NOTIFICATION OF DELEGATE VOTING ENTITLEMENT

Council: Morningson Shire Council

Total Voting Entitlement: 2

Number of Delegates Appointed for Conference: .....

(Please complete the following details in relation to each delegate. Council is able to specify the number of votes that each delegate is entitled to exercise. A delegate must either be the Mayor, a councillor or the CEO.)

Delegate Name: .....

Voting Entitlement: .....

Delegate Name: .....

Voting Entitlement: .....

Please ensure this form is signed by the Mayor or CEO in the space provided:

.....  
Mayor/Chief Executive Officer

Please return by 7 October 2020 to:

Stacey Oswald  
Local Government Association of Queensland  
PO Box 2230  
Fortitude Valley BC QLD 4006  
or  
Via Email: stacey\_oswald@lgaq.asn.au

**Lyndon Prior**

---

**From:** Cr Mark Jamieson <Mark.Jamieson@sunshinecoast.qld.gov.au>  
**Sent:** Monday, 7 September 2020 2:48 PM  
**To:** Lyndon Prior  
**Subject:** 2020 LGAQ Presidential Vote

Dear Mr Prior

One of the greatest opportunities that has been afforded to me over the course of my career in local government has been to have the honour to serve all 77 councils across the State as the President of our Local Government Association of Queensland (LGAQ).

I was first elected as President of the LGAQ in October 2016 with a commitment to councils based on a simple promise – Connectivity.

This has been the essence of what I have sought to drive over the last four years as President of the LGAQ, specifically:

- Connected Infrastructure
- Connections to Markets
- Connected to the Digital Economy
- Connected to Government
- Connecting with each other

Through my work on your behalf with the LGAQ, we have been able to achieve much in this time. This has included:

- Securing more than \$1.4 billion in additional state and federal government funding for Queensland local governments, through a range of new and expanded programs;
- Successfully defended attempts by the Federal Government to change disaster relief and recovery arrangements that would have had a detrimental impact in the order of billions of dollars for councils;
- Successfully opposed the imposition by the State government of non-Belcarra reforms to local government electoral arrangements, by preventing the introduction of compulsory preferential voting, proportional representation and dual candidacy;
- Introduction of the first-ever beneficial agreement with Trade and Investment Queensland to boost the capabilities of councils to pursue and secure new investment and export opportunities for their regions;
- Delivery of QCoast 2100 to assist coastal councils plan for and prioritise adaptation strategies to address the implications of a changing climate on coastal environments and communities;
- Digitisation of all LGAQ services and the introduction of nation-leading innovations like LG Sherlock to better assist and inform our member Councils in the efficient management of their operating costs and resources, whilst improving the capacity to service the needs of their communities; and
- Returning more than \$15.5 million in special dividends to member councils over 4 years, effectively resulting in a zero net cost of membership of the LGAQ for the majority of councils.

This is just a small number of the outcomes that we have been able to achieve by working together over the last four years - but one activity that has been a particular priority for me has been connecting with each other. To this end, I have made it a priority over this last term to visit Mayors and Councillors on their patch - in their communities - so I can learn first-hand, of the challenges and opportunities which they are managing.

What this has also done is ensure that I am well-placed to work on your behalf and play my role as your chief advocate with the other tiers of government. This has been particularly beneficial in the context of the unprecedented circumstances which we have all faced in the last six months.

Since February, councils across Queensland have been seriously impacted by the COVID-19 pandemic - both in terms of the daily priority of keeping our communities safe as well as doing everything that we can to assist our residents, community organisations and local businesses recover and move forward through the economic crisis that the pandemic has created.

Our work through the LGAQ in moving quickly to develop the Battleplan and secure more than \$420 million in additional funding from both the Federal and State governments, has at its heart, my unequivocal commitment with councils to always put their interests first and remain constantly vigilant for the opportunities that will enable local governments to best respond to the needs of their communities.

Being a State election year, we are hoping to see more funding still to flow to councils. However, now is not the time for us to become complacent, as we know these circumstances will not last forever. We need to be ready and prepared for when the State and Commonwealth belts start to tighten - as they inevitably will.

We need to be positioned to ensure that local government's interests are not put aside in favour of others. In fact, there has never been a more important time for local governments to stand together as one with a strong advocate on their behalf, continually pressing their case to other tiers of government and to the community.

For these reasons, I will seek re-election as President of the LGAQ at the Annual General Meeting of the Association, which will take place at the Annual Conference on the Gold Coast from 19-21 October 2020.

My commitment to Queensland councils remains resolute. Connectivity will remain the core principle on which I operate on your behalf and I will continue to be a strong voice on behalf of our sector to ensure we are best placed to recover from the unprecedented impacts of the COVID-19 pandemic and build back up, better than before.

I hope that I can look forward to your support and please feel free to contact me at any time on 0418 775 841 if you have any concerns or wish to discuss any matters where the LGAQ and I may be able to assist you and your council.

Yours sincerely

**MAYOR MARK JAMIESON**



To find out more about the Sunshine Coast Council, visit us online at [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au). If correspondence includes personal information, please refer to [Council's Privacy Policy](#).

This email and any attachments are confidential and only for the use of the addressee. If you have received this email in error you are requested to notify the sender by return email or contact council on 07 5475 7272, and are prohibited from forwarding, printing, copying or using it in anyway, in whole or part. Please note that some council staff utilise mobile devices, which may result in information being transmitted overseas prior to delivery of any communication to the device. In sending an email to council, you are agreeing that the content of your email may be transmitted overseas.

Any views expressed in this email are the author's, except where the email makes it clear otherwise. The unauthorised publication of an email and any

Mornington Island State School  
Lardil Street  
WELLESLEY ISLANDS QLD 4892

30 July 2020

Dear Mayor Kyle,

Many thanks for visiting with our secondary students, empowering them as future leaders and encouraging them to have a voice in matters affecting island life.

7/8 HASS students are currently studying factors impacting liveability so your visit was both timely and very relevant.

Although loving their island home, our teenage students had many thoughts on what would make life here even better. Most sought greater leisure options – movie nights, a games parlour/arcade something like Timezone (several said their parents had told them there was once a venue where young people could gather and play table tennis, pinball machines etc), a bus service so families without private vehicles could get out on country or home from the shop with heavy groceries.

Student suggestions are summarised in the table below:

Initiative that would positively impact Mornington Island liveability for youth	Justification
Swimming Pool *(Overwhelmingly most common suggestion)	<ol style="list-style-type: none"> <li>1. Safety – all kids living on an island must know how to swim; unsafe to swim in the ocean but kids do</li> <li>2. General health – swimming is the best way to exercise especially on hot days</li> <li>3. Equity – most Australian kids have access to a council run swimming pool</li> <li>4. Could help with school attendance – no school; no pool</li> </ol>
After Hours Drop-in Youth Recreation Centre with table tennis, pool table, games, TV, Netflix	<ol style="list-style-type: none"> <li>1. Safety – kids have a safe place to hang out where there's no drinking, sniffing or fighting</li> <li>2. Engagement – kids whose families don't have cars can't ever go out bush</li> </ol>
Public Transport – regularly scheduled council-run bus runs to shop or to and from bush camps on weekends	<ol style="list-style-type: none"> <li>1. Safety – very hot to walk in summer</li> <li>2. Engagement – kids whose families don't have cars can't ever go out bush</li> <li>3. Equity – everyone gets to enjoy the island; not just those who can afford a car</li> </ol>
Training in safe handling and general maintenance of vehicles: motorbikes, quads, cars, tinnies	<ol style="list-style-type: none"> <li>1. Safety – fewer vehicle-related incidents</li> <li>2. Engagement – kids interested in learning life skills that might</li> </ol>
Council-led bush trips with a cultural focus where traditional crafts and skills are taught: making spears, canoes, boomerangs, clap sticks, didgeridoos	<ol style="list-style-type: none"> <li>1. Celebrating and keeping traditional knowledge/culture alive</li> <li>2. Equity – kids miss out if their family doesn't have access to a private vehicle</li> </ol>
Better sporting facilities: <ul style="list-style-type: none"> <li>• water oval so the surface isn't so hard;</li> <li>• Install a BMX track</li> <li>• Install gym equipment in the playground near the PCYC</li> <li>• Install water bubblers and toilets at playgrounds</li> </ul>	<ol style="list-style-type: none"> <li>1. Health benefits – exercise is good for everyone, especially teenagers who exercise less than younger children</li> <li>2. Safety <ul style="list-style-type: none"> <li>- water's essential in hot climates especially when playing sport</li> <li>- hard ground is a disincentive to playing sport on the oval</li> </ul> </li> </ol>

<ul style="list-style-type: none"> <li>• Install NRL and AFL goalposts on the oval</li> <li>• Install lights so we can safely play on the oval at night; in summer it's too hot during the day</li> </ul>	
<p>Council-led clean up days – beaches, parks, roads</p>	<ol style="list-style-type: none"> <li>1. Safety – many people don't wear shoes and could cut their foot on rubbish on ground when playing/walking; if the plastic gets into the sea it could kills turtles and we'll have less to eat</li> <li>2. Pride – makes us proud to live in a beautiful place</li> </ol>
<p>Manage livestock</p>	<ol style="list-style-type: none"> <li>1. Safety – too many dogs and horses in town and pigs on the beach.</li> </ol>

Thanks again for visiting with us and asking what we'd like to make Mornington Island even better.



Chase colin Migal LOMAS  
 Eve Delores Kyarna Ashanti Jean Navu  
 Halle  
 Shakayla  
 Kerry-ANNE Sandra

Years 7/8/9/10 Students

Mornington Island State School



Good afternoon TCICA

A short overview of discussion & main outcomes of TCICA meetings with Ministers / D-Gs over the past two days is below. Key commitments to note are highlighted.

Also, the next teleconference with Indigenous Australians Minister Ken Wyatt is at 2pm on Wednesday 30 September. Will send out a calendar invite with details.

Please also be reminded that TCICA's AGM has been postponed to Wednesday 7 October (originally planned for 9 September).

Minister Grace Grace, Education and Industrial Relations (attended by Mayor Wayne Butcher, Mayor Keri Tamwoy, and Melinda)

- Committed to delivering a 'collective education workshop' in Cairns in October (have requested consideration for this to be coordinated around TCICA's AGM on 7 October to minimise travel)
- Noted concerns with education delivery, school attendance, community engagement
- Agreed on the need for communities to be partners in education

Deputy Premier Steve Miles, Health (attended by Mayor Wayne Butcher and Melinda)

- Committed to delivering a Regional Health Forum to discuss service delivery issues
- TCHHS focussed on establishing a virtual healthcare hub
- Working to establish better connections between TCHHS and ACCHOs
- Apunipima gearing up to deliver community-based dialysis

Minister Mark Furner, Agriculture and Fisheries (attended by Melinda)

- Noted the Cape, Torres & Gulf Opportunities Plan
- Interested in the outcomes of the food production study – suggested keeping an eye on Rural Economic Development Grants to progress recommendations (future rounds depend on re-election)

Warwick Agnew, D-G Dept of Local Government, Racing and Multicultural Affairs (attended by Dave Clarke, Steve Wilton and Melinda)

- Noted TCICA's support for the normalisation of Weipa
- Noted the LGAQ policy motion on Belcarra and the Human Rights Act
- Advised legislative provisions dealing with informal meetings has been put on hold (they were never meant to capture the sorts of scenarios raised by many small councils)

Minister Mark Bailey, Transport and Main Roads (attended by Mayor Wayne Butcher and Melinda)

- Next lot of projects on the PDR will go to tender next year, including bridge over the Archer River
- Acknowledged the need for bridge at north Laura – suggested this is next focus (not under Stage 2)
- Recommend lobbying the Commonwealth in around 3 years for commitments to Stage 3)

Minister Leeanne Enoch, Environment and Science, Arts (attended by Mayor Wayne Butcher and Melinda)

- Noted the Cape, Torres & Gulf Opportunities Plan
- Encouraged Councils to consider the [\\$22.5M arts and culture recovery program](#) to support projects – note \$2.9M allocated to supports partnerships with local councils
- Noted many opportunities for tourism based on arts and culture

Minister Anthony Lynham, Natural Resources, Mines and Energy (attended by Mayor Wayne Butcher and Melinda)

- Noted the Cape, Torres & Gulf Opportunities Plan
- Noted aspirations to transition the region to clean energy and the solar systems already in place in communities or coming on line
- Indicated that Building Our Regions – Remote and Aboriginal and Torres Strait Islander Communities Fund had been undersubscribed, make sure Councils apply to next round this program (if re-elected) – can support additional penetration of renewables in communities and hybrid models like in Lockhart River (which also pays a community dividend)

Kind regards

Melinda

**Melinda Eades** • Executive Officer  
Torres Cape Indigenous Council Alliance (TCICA) Inc.  
PO Box 355 • Cairns North Qld 4870  
P: 07 4050 1808 • M: 0436 819 001 • [TCICA.com.au](http://TCICA.com.au)

## Mornington Island TAG Meeting

---

**Date:** 26.08.2020

**Chairperson:** Luisa McLeish                      **Note taker:** Luisa McLeish

**Attendees:** Lyndon Prior, Deputy Mayor Dwayne Rogers, Cr Roxanne Thomas, Luisa McLeish, Warren Muirhead

**Apologies:** Mayor Kyle Yanner, Cr David Barnes, Cr Robert Thompson

---

### *Minutes*

---

**Discussion Topic:** Waitlist Management & Allocations

**Discussion:**

- Explanation of waitlist and allocation process provided
- Allocation of housing not based on date of application
- Applicants with the greatest need will be allocated housing first. Example given DV applicant and applicants with Child Safety concerns
- Provided and discussed allocations agreement. Council to review and provide feedback.

**Action items**

- ✓ Council to review Allocations agreement & Provide feedback

---

**Discussion Topic:** Maintenance, Vacant Properties & Debt Charges

**Discussion:**

- Discussed concerns around properties sitting vacant for long periods of time waiting for vacant maintenance
- Discussed issues impacting on vacant turn around times such as forensic cleaning required when someone passes away in a property
- Discussed tenants who have moved away from community however have not advised Housing and still have the tenancy in their name. Agreement made for Council and Housing to share information to help identify who has moved away in order for Housing Staff to investigate and action.

- Discussed process for tenants to make modifications to the property for example installing an air conditioner. Tenants can make home modifications to their property. A form needs to be submitted to Housing outlining the modifications. The modifications need to be approved before the work can continue.
- Discussed unfair wear and tear process. Tenants are charged for damage caused to the property for example broken windows if the tenant causes the damage. If the property is broken into or damage caused by vandals and this damage is reported to Police, the Department pays for the damage. The Department will also pay for fair wear and tear for example leaking taps.
- When debts are charged a 30% discount is applied.
- Reporting maintenance – Blue phones are being replaced. If blue phones are not working tenants can phone the maintenance line directly or phone the Housing Office to report maintenance.

**Action items**

- ✓ No action items discussed

---

**Discussion Topic:** General Business

**Discussion:**

- Local Housing Officer Position –Currently unable to recruit due to a state wide recruitment freeze
- Housing Team will be in community every fortnight. Currently unable to complete home visits however will be available at the Housing Office.
- Permanent Agenda Items to be included in meetings – Vacant properties, Maintenance and renovations, Allocations & Waitlist Management, General Business.
- Discussed reviewing types of properties being built on Mornington Island for example Cluster Housing rather than stand alone detached housing
- Rent Arrears – The Department has an arrears policy which can involve issuing breach notices to tenants. Housing Staff will work with tenants to enter into payment agreements to pay off the rent arrears.

**Action items**

- ✓ No action items discussed

***Next Meeting: 30.09.2020***

---



Minister for Local Government,  
Minister for Racing and  
Minister for Multicultural Affairs

Our ref: MC20/4065

Councillor Kyle Yanner  
Mayor  
Morningson Shire Council  
Kyle.Yanner@morningson.qld.gov.au

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone +61 7 3719 7560**  
**Email lgma@ministerial.qld.gov.au**  
**Website www.dlgrma.qld.gov.au**

ABN 65 959 415 158

Dear Mayor

Thank you for your letter of 17 August 2020 about the ability to control access to the Morningson Shire Council's Local Government area.

I appreciate the Council's desire to keep its community safe and I am aware that the Council has recently taken steps to restrict access to the community, including the publishing of a Public Notice requesting that a person attend a Council meeting to show cause why they should not be evicted from the community. I understand that the Council was relying on advice that these powers were available to the Council under the *Local Government (Aboriginal Lands) Act 1978* (LGALA).

I am aware that the Council has been informed by the Department of Local Government, Racing and Multicultural Affairs (DLGRMA) that the LGALA is no longer in force. As you are aware, this Act was renamed in 2011 to the *Aurukun and Morningson Shire Leases Act 1978* which was subsequently repealed on 1 January 2015.

I can advise you that the Local Government areas of both Morningson and Aurukun are now considered *Aboriginal land* as defined by the *Aboriginal Land Act 1991* (ALA). I am advised that the ALA does not replicate the powers provided by the repealed Acts to enable the Council to regulate presence in its Local Government area.

I encourage you to engage with the Department of Natural Resources, Mines and Energy (DNRME), which is responsible for the administration of the ALA. I am also aware that DNRME is developing policy to address trespass on Aboriginal land under the ALA and DLGRMA is contributing to DNRME's work to address trespass and will ensure that the interests of Local Governments are considered. This project was initiated by a request from the Cape York Land Council on behalf of Aurukun Shire Council and may provide an opportunity for you to address some of the issues you have raised.

In closing, I want to assure you that the Queensland Government is committed to ensuring all Queenslanders are safe. Relevantly, the Queensland Police Service (QPS) is best placed and resourced to deal with undesirable people in the community. QPS works with many others to ensure the safety and security of the community by upholding the law, preserving the peace, preventing and detecting crime and bringing people who offend to justice.

In addition to the above, as this matter falls within the portfolio responsibilities of the Honourable Dr Anthony Lynham MP, Minister for Natural Resources, Mines and Energy, I am forwarding a copy of your letter to him for consideration.

If you require any further information, please contact Ms Kate Adams, Chief of Staff in my office on 3719 7560.

Thank you for bringing this matter to my attention.

Yours sincerely



**STIRLING HINCHLIFFE MP**  
**Minister for Local Government,**  
**Minister for Racing and**  
**Minister for Multicultural Affairs**

9 September 2020

cc: Honourable Dr Anthony Lynham MP  
Minister for Natural Resources, Mines and Energy  
nrm@ministerial.qld.gov.au

**13.2 SOCIAL MEDIA POLICY**

**Author:** Acting Chief Executive Officer

**Attachments:** 1 Social Media Policy - Draft 2020

**PURPOSE (EXECUTIVE SUMMARY)**

To present to Council a review draft of its Social Media Policy for consideration and adoption.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

With the rapid growth and application of social media, Mornington Shire Council ("MSC") has adopted a policy which provides guidance to its employees and Elected Members about council's expectations relating to social media engagement commenting on council, its products and services, employees and elected members, and council's dealings and policies with other forms of government, commercial interests and the public generally. It also sets parameters for the use of social media where it forms part of the employee's professional responsibilities, and manages the risks associated with MSC's use of these tools.

This policy applies to all social media networking sites, websites, video and photo-sharing sites, blogging sites, electronic forums and discussion boards, online encyclopaedias and any other websites that allow users to post content or be viewed by others.

Council's current Social Media Policy was last considered and adopted by Council in September 2015. It is prudent for Council to regularly review its policies to ensure compliance with contemporary legislation and regulation and to ensure best practice.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

That Council adopt the attached draft Social Policy as its Social Media Policy.



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

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30/09/2014		<b>Responsible Officer</b> Exec Manager Human Services
V2	16/09/2015		<b>Responsible Officer</b> Exec Manager Human Service
V3	18/09/2018		<b>Responsible Officer</b> Manager Human Resources
V4	16/09/2020	DRAFT	<b>Responsible Officer</b> EM Governance & Communication

**Introduction**

This is an official copy of the **Social Media 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*.

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



## Social Media Policy

### 1 Purpose

With the rapid growth and application of social media, Mornington Shire Council (“MSC”) has adopted a policy which provides guidance to its employees and Elected Members about council’s expectations relating to social media engagement commenting on council, its products and services, employees and elected members, and council’s dealings and policies with other forms of government, commercial interests and the public generally. It also sets parameters for the use of social media where it forms part of the employee’s professional responsibilities, and manages the risks associated with MSC’s use of these tools.

This policy applies to all social media networking sites, websites, video and photo-sharing sites, blogging sites, electronic forums and discussion boards, online encyclopaedias and any other websites that allow users to post content or be viewed by others.

### 2 Application of the Policy

This Policy will commence from the date of adoption. It replaces all other recruitment and selection policies of MSC (whether written or not). This Policy applies to employees of MSC and Elected Members.

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

### 3 Social Media

Social media is considered to be all forms of electronic communication which have become popular throughout the broad community as a medium to comment on personal and public issues. The target audience might be extremely large or limited to those specifically included in an electronic network. For the purpose of this policy, Social Media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinions and other content shared over open digital networks.

Social Media may include (although not limited to):

- social networking sites (for example Facebook, LinkedIn, Instagram)
- video and photo sharing websites (for example Flickr, YouTube, Vimeo)
- blogs, including corporate blogs and personal blogs and blogs hosted by media outlets (for example ‘comments or ‘your say’ feature on www. ntnews.com.au)
- wikis and online collaboration (for example Wikipedia)

Social Media also includes all other emerging electronics / digital communications applications

All MSC employees and Elected Members are to adhere to MSC’s Media Policy in regard to social media usage at all times.



## Social Media Policy

### 4 Professional use of Social Media

The Mornington Shire Council Delegation Manual – Public Relations, identifies parameters and delegates approved to engage in aspects of Social Media on behalf of MSC and in a professional capacity. In consideration of the type of business of MSC, any comments made in a Social Media Platform must be factual and consistent information with MSC's goals and objectives. This means protecting commercially sensitive information in accordance a MSC's Employee's contract of employment and a MSC Contractor's contract for service.

#### Authorised Administrators Rule of Engagement

Authorised administrators must:

- Remain apolitical, impartial and professional.
- Disclose they are an employee/contractor of MSC, and use their own identity, unless authorised to use an approved official accounts or avatar.
- Disclose and comment only on information classified as public domain information.
- Ensure that all content published is accurate and not misleading and complies with all relevant MSC policies and other relevant documents.
- Comment only on their area of expertise and authority.
- Ensure comments are respectful of the community in which that are interacting online.
- Adhere to the terms of use for using social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Authorised administrators must not:

- Post or respond to material that is offensive, obscene, defamatory, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court or is otherwise unlawful.
- Use or disclose any confidential or secure information » Comment or post any material that might otherwise cause damages to MSC reputation, brand or bring it into disrepute.

### 5 Personal use of Social Media

This policy does not discourage nor unduly limit employees using social media for personal expression or other on-line activities in their personal lives. Employees should be aware of and understand the potential risks and damage to MSC that can occur, either directly or indirectly from their personal use of social media and should comply with this policy to ensure that the risk is minimized. Employees are personally responsible for the contact in the personal capacity or any form of social media platform.



MORNINGTON  
SHIRE COUNCIL

## Social Media Policy

To avoid breaching this policy employees must:

- Only disclose or discuss publicly available information
- Ensure that all contact published is accurate and not misleading and complies with all relevant MSC policies and other requirements
- Expressly state that views are personal and are not representative of the MSC
- Adhere to terms of use if the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws & MSC Privacy Policy. ICT Policy

Employees must not:

- Post or respond to material that is offensive, obscene, defamatory, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court or is otherwise unlawful.
- Imply that they are authorised to speak as a representative of MSC, nor give the impression that the views expressed are those of MSC.
- Use the identity or likeness of another employee, contractor or other member of MSC.
- Use their MSC email address, MSC logo or insignia that may give the impression of official support or endorsement of their personal account.
- Use or disclose any confidential information or personal information obtained in their capacity as an employee or contractor of MSC.
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employees or contractor of MSC.
- Comment or post any material that might otherwise cause damage to the MSC reputation or bring it into disrepute

### 6 Social media Record Keeping

Social media content (e.g. posts, blogs, comments, likes, tweets, retweets) is a record and should be managed according to its value and the same rules as all other records. Most social media content will have a transitory or short-term value. Some social media content will have a medium to long-term value – usually information that is unique or requires follow up by the agency or results from service delivery or consultation. Content can be captured before or after it is published.

Social media records are subject to the same disposal rules as other digital records and therefore should be treated as such. Refer to the Queensland Government 'General Retention and Disposal Schedule' for guidelines.



**7 Breach of Policy**

It will be considered a breach against this policy if any author, council employee, elected member or other disseminator of online information:

- gives a false indication that they are authorised to speak on behalf of Mornington Shire Council
- damages or potentially damages on the basis of hearsay or speculation council’s reputation;
- discloses private or commercially sensitive information without council approval;
- uses any council logo without appropriate permission; and
- defames, bullies or harasses any individual associated with council.

In the event of breach of policy, MSC reserves the right to institute legal action against those individuals considered to be liable for damage to Council, its elected Members and employees.

**Variations**

*MSC reserves the right to vary, replace or terminate this policy from time to time.*

**WORKPLACE PARTICIPANT ACKNOWLEDGEMENT**

*I acknowledge:*

- *receiving the MSC Policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your name: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**13.3 MUNDALBE ENTERPRISES LTD**

**Author:** Acting Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To report to Council the response received from a call for nominations from the community including Councillors for nominations as directors of Mundalbe Enterprises Ltd.

**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 24<sup>th</sup> 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. However, after posting public notices to effect the call for nominations no such nominations have been received.

At its meeting of July 15<sup>th</sup> 2020 Council moved the following resolutions;

*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.*

*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.*

Consequently, in the absence of three directors, pursuant to its constitution Mundalbe Enterprises Ltd does not have sufficient office bearers to operate. Therefore the entity is inoperable and shall lay dormant.

### **FINANCIAL & RESOURCE IMPLICATIONS**

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

### **RECOMMENDATION**

1. That as there have been no nominations received for membership of the Board, Mundalbe Enterprises Ltd be wound up.
2. That the Acting CEO engage legal counsel on behalf of Mundalbe members to complete the winding up of Mundalbe Enterprises Ltd.

**13.4 WORKING FROM HOME POLICY**

**Author:** Acting Chief Executive Officer

**Attachments:** 1 Working from Home Policy DRAFT 2020

**PURPOSE (EXECUTIVE SUMMARY)**

This report provides Council with a revised and updated Working from Home Policy for consideration and approval. In particular some revision and amendment has been made in the requirements of both the employee and Council in facilitating and managing such arrangements.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Council has in place a Working from Home Policy to ensure compliance with work health and safety legislative and regulatory requirements, and to ensure best practice in providing a safe environment for its employees.

In recent times with the advent of COVID19 the need for employers to provide flexible work arrangements has been amplified like never before and with the current policy last reviewed in 2018 it is prudent Council now review this policy to ensure compliance and adaption to contemporary workplace practice.

The amended policy looks to remove some of the previous requirements of Council to provide hardware such as desks, desk top computers and landline telephones, and to make the policy more flexible and adaptable in interpreting where working from 'home' might mean.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

That Council adopt the attached draft Working from Home Policy as its Working from Home Policy.



Policy Name	Working from Home Policy		
Type	Council Policy		
Owner	Human Resource Manager		
Responsible Officer	Executive Manager Governance & Communications		
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	Na	<b>Responsible Officer</b> Executive Manager Human Services
V2	18/07/2018	Na	<b>Responsible Officer</b> Executive Manager Human Services
V3	draft		<b>Responsible Officer</b> Executive Manager Governance & Communications

**Introduction**

This an official copy of the **Working from Home 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.*



## Working from Home Policy

### 1 PURPOSE

---

Mornington Shire Council (MSC) acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances.

It is important that working from home arrangements are consistent with the needs of MSC and do not adversely affect other workplace participants.

### 2 APPLICATION of POLICY

---

This Policy applies to all Full-Time employees of MSC. This Policy does not form part of any workplace participant's contract of employment. Nor does it form part of any other workplace participant's contract for service.

### 3 DEFINITIONS

---

"Working from home" is working away from MSC's workplace.

"Home office" is a designated space for a workplace participant to work while at home [or away from MSC's workplace].

### 4 WORKING FROM HOME ARRANGEMENTS

---

Working from home at MSC involves working for part of the time away from the normal work base. Only in exceptional circumstances will MSC permit a workplace participant to permanently work from home.

During the time any workplace participant is working from home, contact is to be maintained with

MSC via electronic means, such as email, handheld communication device, fax, and telephone.

Each working from home arrangement is a cooperative arrangement between MSC and the workplace participant. MSC has the discretion to offer working from home to a workplace participant where it is appropriate in the circumstances.

Workplace participants can also apply to work from home but MSC reserves the right to refuse an application where it is inappropriate in the circumstances.



## Working from Home Policy

### 5 ELIGIBLE CRITERIA

Not all workplace participants or all positions are suited to working from home arrangements. For this reason, workplace participants will be offered working from home on the basis of their suitability.

Workplace participants who apply to work from home should be prepared to show their suitability.

The essential criteria for working from home include (but are not limited to) the following:

- A high level of computer literacy;

The work is able to be performed off-site, for example:

- Data entry (without the need for removal of MSC's paper-based records) engineering and design
- Research and development drafting
- Computer design and programming
- Sales;
- The presence of the skills, ability and knowledge to work autonomously; and an appropriate and safe workspace at home.

Working from home will generally not be considered suitable for:

- Work that requires a high degree of supervision or monitoring;
- Projects that involve a large amount of teamwork and daily face-to-face contact with other workplace participants;
- Positions that carry responsibilities for training or supervising others; or
- Positions where the workplace participant has little control over the flow of work

Other factors relevant to eligibility:

A workplace participant must be able to demonstrate that:

- Efficiency will be maintained or increased as a result of the arrangement;
- The productivity of a workplace participant's team or work group must not be adversely affected;
- The level of customer/client service will be maintained or increased; and home commitments will not detract from the performance of the work.

### 6 WORKING FROM HOME PART-TIME

Where a working from home arrangement is approved, it will in most cases be on a part-time basis. Part of the arrangement will involve a workplace participant and the relevant manager agreeing on the number of hours or days that the workplace participant can spend away from the office.



## Working from Home Policy

### 7 WORKING FROM HOME IS NOT AN ENTITLEMENT

---

Workplace participants should be aware that working from home is not a formal workplace participant benefit or entitlement and that MSC maintains at all times the right to terminate a working from home arrangement.

### 8 CONDITIONS OF WORKING FROM HOME

---

The following conditions apply to workplace participants who work from home:

- The workplace participant must provide work reports and attendance records as proof of work completed.
- The workplace participant is to be contactable during their agreed hours of work.
- MSC retains the right of access to the workplace participant's home during their agreed hours of work.
  - Subject to prior agreement between the workplace participant and MSC, on-site visits or inspections by officers of MSC may be made for work-related matters, such as supervision, collection and delivery of work, equipment maintenance, security or workplace health and safety assessment, and retrieval of equipment

### 9 PARTICULAR REQUIREMENTS FOR WORKING FROM HOME

---

Workplace participants must designate a space for working while they are at home. This space could be a particular room (for example, a study) or a particular area of a room. The "Home Office" should have a desk and sufficient space to perform work. Workplace participant should not work in any area of their home, other than the Home Office.

### 10 WORKPLACE PARTICIPANT'S RESPONSIBILITIES IN RELATION TO WORKPLACE HEALTH AND SAFETY

---

Workplace participants are responsible for ensuring a safe working environment. They must maintain the Home Office and other relevant areas (including the entrance, bathroom and kitchen) in a safe condition at all times. Workplace participants must allow a person, appointed by MSC, to have access to their Home Office and related areas from time to time to allow them to conduct safety inspections.

Workplace participants must take reasonable care for their own health and safety and the health and safety of other persons who enter their home during work hours. Workplace participants must notify MSC immediately if they become aware of any change in their working conditions or arrangement, or any risk to health and safety. Notification should be made in accordance with MSC's Workplace Health and Safety Policy.



## Working from Home Policy

### 11 WORKPLACE HEALTH AND SAFETY INSPECTION

A workplace health and safety inspection will be conducted for all working from home arrangements. As a condition of granting a workplace participant permission to work from home, they must allow a person, appointed by MSC, to conduct a safety inspection of the Home Office, plus any other areas that may be used while working, for example, the home entrance, bathroom and kitchen.

The purpose of the safety inspection is to determine whether the workplace participant will be exposed to risk of injury or illness while performing work at home. Unless the risk can be mitigated or eradicated to the satisfaction of MSC, the arrangement will not be approved or will be discontinued.

Where it is not practical to conduct a workplace health and safety inspection for an occasional working from home arrangement, a workplace health and safety check must be conducted by the workplace participant. They will be provided with a workplace health and safety checklist which must be completed, signed and returned to the employer prior to commencing work from home.

A Work health & Safety inspection will be undertaken before approval of a work from home arrangement and should be re-occur at least every 12 months thereafter.

### 12 ADJUSTMENTS REQUIRED TO MAKE A HOME OFFICE SAFE

Where the safety inspection or check reveals that adjustments are required to a workplace for safety reasons, the employee must cooperate with MSC in making the adjustments. A workplace participant will not be permitted to work from home, until the identified adjustments have been made.

Generally, a workplace participant will be responsible for adjusting their Home Office and related areas at their own cost. MSC may reimburse at its own discretion, the workplace participant in part or in full for adjustments required to make their Home Office and related areas safe. Any such approval is to be made by the Executive Manager of the relevant department.

MSC will not fund any structural changes to a workplace participants residence.

### 13 ACCIDENT OR INJURY WHILE WORKING FROM HOME

If there is an accident or a workplace participant is injured while working from home, the accident or injury must be immediately reported to the employee's supervisor pursuant to work health & safety requirements.

MSC may investigate the accident or injury. The workplace participant must allow a person, appointed by MSC, access to their home workplace for the purpose of conducting such investigation.

Injuries that occur at home outside working hours are not covered by this or any other MSC Policy or workers' compensation legislation.



## Working from Home Policy

### 14 EQUIPMENT PROVIDED BY MSC FOR THE HOME OFFICE

MSC will provide the necessary equipment to allow the workplace participant to perform work from home. The equipment required will depend on the needs of the workplace participant, the equipment they currently have and their particular working from home arrangement.

Generally, for regular working from home arrangements, MSC will provide the following or make provision for equipment:

- Laptop, (depending on the job requirements) loaded with appropriate software;
- All-in-one printer, copier and scanner; and office supplies such as paper, stationary.
- Mobile phone

If the workplace participant believes additional equipment is required in order to effectively perform their work duties or for safety reasons, they must notify their manager in writing, who will consider the request based on the employee needs Council's obligations.

Any equipment provided by MSC remains the property of MSC at all times. The workplace participant must use the equipment for legitimate work purposes only. They must not use MSC property for private use and must not misuse or damage MSC property.

At the conclusion of the work from home arrangement or employment with MSC all equipment must be returned to MSC, at the employee's cost.

If any repairs are necessary to MSC furniture or equipment, the workplace participant must let their manager know as soon as possible. MSC is responsible for general 'wear and tear' of MSC property, however, if the workplace participant or another person at their home misuses or recklessly damages MSC property, they agree to reimburse MSC for the reasonable cost of repair or replacement of the property.

In relation to any equipment provided by MSC, the workplace participant must comply with any applicable MSC policies or procedures relating to internet, email and computer usage. They must also comply with the terms of any licence or software as well as computer virus and protection requirements.

MSC will not be responsible for any damage caused to the workplace participant's personal or real property during the course of performing work at home.



## Working from Home Policy

### 15 COST OF OPERATING FOR THE HOME OFFICE

**Postage:** MSC will reimburse the workplace participant for any postage and facsimile costs incurred for work-related purposes. In order to claim reimbursement, the workplace participant must keep a record of all work-related postage and facsimile transactions and complete a reimbursement form attaching itemised details of postage/faxes and tax invoices.

**Utilities:** Workplace participants are required to pay their own home utilities such as electricity, water, gas, heating, air-conditioning, home maintenance, insurance.

### 16 TERMS & CONDITIONS OF ENGAGEMENT WHEN WORKING FROM THE HOME OFFICE

A workplace participant's terms, and conditions of engagement remain the same when working from home. This includes hours of work, remuneration and, in the case of an employee, leave entitlements/accruals. A workplace participant is required to perform their work duties effectively and efficiently, as if they were working in the office. Contracting out or delegating work duties to others without the express written permission of the relevant manager is strictly prohibited.

#### 16.1 Training & Development

Workplace participants working from home will be provided with the same formal training, development, promotion and career development opportunities as other workplace participants. However, as a practical matter, working remotely may limit a workplace participant's access to colleagues and resources which may assist with their development. Workplace participants are responsible for their own career advancement.

Accordingly, it is a workplace participant's responsibility to liaise with their manager about training, development, promotion and career development opportunities while working from home.

#### 16.2 Other Household Members

If a workplace participant has children at home or other family members who require care or support while the workplace participant works from home, appropriate care for them must be arranged during working hours. Working from home is not a replacement for childcare or other care.

If a family member requires a workplace participant's care or support due to their illness or injury, then an appropriate form of leave, for example carers leave should be taken, rather than working from home.

In some circumstances it may be acceptable to work from home while a family member or a household member is present. For example, if a child is old enough to require minimal supervision. In these circumstances, a workplace participant must obtain prior written approval from the relevant manager.

#### 16.3 Reporting to Manager

Reporting is critical part of any working from home arrangement. The relevant manager will, as far as possible, provide advice concerning the required reporting arrangements prior to commencement of the working from home arrangement. A workplace participant must report to the relevant manager what work has been completed while working from home and comply with any reporting requirements, for example providing written reports, compiling work sheets



MORNINGTON  
SHIRE COUNCIL

## Working from Home Policy

etc. If a workplace participant does not comply with reporting requirements, the working from home arrangement may be terminated.

### 16.4 Commination with Staff

Workplace participants must inform other team members and manager of the hours/days the working from home arrangement applies and appropriate contact details. If a workplace participant is working from home regularly, they must maintain regular communication with their manager and work team while working from home. It is a workplace participant's responsibility to ensure their work team can effectively communicate with them while working from home and that the workplace participant is available to discuss work matters if required.

### 16.5 Attendance at the Office

All workplace participants working from home may be required to attend work from time to time. Even when a workplace participant regularly works from home on designated days, they may be required to attend work on those days. Workplace participants may be required to attend staff meetings, announcements, client functions, employee training, in case of emergencies or where other work commitments arise.

### 16.6 Termination of Arrangement

If a workplace participant is not happy with the working from home arrangement for any reason, management should be informed as soon as possible. The arrangement may be reviewed to address concerns or terminated where appropriate. Working from home arrangements will be reviewed on a regular basis to ensure that they operate effectively, meet the requirements of the organisation and do not adversely affect other workplace participants.

If MSC does not want to continue the working from home arrangement for any reason, they may review or terminate the arrangement at any time. MSC does not require a workplace participant's agreement to terminate a working from home arrangement. If MSC terminates a working from home arrangement, the workplace participant will be given at least 24 hours' notice.

If a workplace participant's working from home arrangement is terminated or ends for any reason (including at the end of a trial period), they must return all MSC equipment within 14 days.

## 17 SECURITY OF INFORMATION AND PROPERTY

As a remote user, a workplace participant will be provided with access to and use of MSC property, equipment and information, including the MSC network. By accepting and using remote access privileges, a workplace participant has a shared responsibility with MSC to protect MSC property, equipment and information against theft, unauthorised access and destruction.

### 17.1 Secure Access

Workplace participants must take all reasonable precautions to secure MSC property, equipment and information (both paper and electronic) within their home. This includes workplace participants taking all reasonable precautions to prevent unauthorised access and use of such property, equipment and information.



## Working from Home Policy

### 17.2 Confidentiality

A workplace participant's obligation to maintain confidentiality in relation to MSC information continues while working from home and is the same as working in the office. However, given the potential security issues, a workplace participant must take all reasonable ~~extra~~ care to ensure confidential information is properly protected.

### 17.3 Privacy

A workplace participant must secure and keep private all MSC documents and portable equipment in a lockable area, this may be in a cabinet or office space. A workplace participant must not provide the key to unauthorised persons, including family or household members.

A workplace participant must ensure appropriate security systems are in place on their IT equipment (such as passwords) in accordance with MSC's requirements. Workplace participants must not disclose their password to any person, including family or household members.

All e-files, e-documents and e-records are to be stored on Council's e-server, share point and or cloud facility. The storage of such files on hard drive is to be limited and not approved for confidential and or sensitive information.

The production and storage of paper-based hard copy is to be kept at an absolute minimum and necessity.

## 18 BREACH OF THIS POLICY

When working from home, a workplace participant must comply with the terms and conditions contained in this Policy. Workplace participants will be required to enter into a formal working from home agreement with MSC, recording the specifics of the working from home arrangement.

In the case of employees of MSC who are found to have breached this Policy, they may be subjected to disciplinary action in accordance with relevant MSC policies. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Employees who are found to have breached this Policy may have their contracts with MSC terminated or not renewed.

Associated Documents:

1. Work from Home WHS Checklist
2. Working from Home Agreement

End.

**13.5 SPECIAL PROJECTS REPORT**

<b>Author:</b>	<b>Special Projects Manager</b>
<b>Attachments:</b>	<b>1 Civic Centre Attachment</b>
	<b>2 Tavern - Option 1</b>
	<b>3 Tavern - Option 2</b>

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to inform Council of the planning, development and progress of current Special Projects on Mornington Island.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION*****Civic Centre – Administration Building (LGGSP)***

The Minister for Local Government Racing and Multicultural Affairs advised Council on 13<sup>th</sup> August 2020 that approval had been granted for the reduction in project scope to match the adjusted subsidy amount and Council's contribution as well as an extension of time to complete the project. The following was approved:

1. a change of project scope to scale down the original approved scope and overall cost of the project
2. an adjustment to the approved subsidy percentage from 60 per cent to 90 per cent funding so that 90 per cent of all eligible costs for the re-scoped project up to the current approved subsidy amount of \$5,317,692 are fully funded by the 2019-21 LGGSP, requiring a 10 per cent financial contribution to the project from Council
3. an extension of time to complete the re-scoped project from 30 June 2021 to 31 December 2021.

The timeframe to complete the project is not achievable under a traditional design and construction methodology. The Minister's office advised that further extensions of time were unlikely to be approved and would most likely cause the funding for the project to be withdrawn. This is disappointing as this is an important project for Mornington Island and approval was given by the Minister in May 2019 for a much larger project and subsequently revoked. It has taken 14 months to receive re-approval from the Minister. There may have been some Council driven delays which we are unaware of as the negotiation of the re-approval was undertaken initially by others.

A design and construct contract would have a greater chance of meeting the required deadline, however there are risks around achieving a suitably designed, functional and aesthetic facility as the design and construction of the project is undertaken by the Contractor. The tight timeframe also significantly restricts the community consultation process.

Due to the potential risk around not meeting the required deadline even with a design and construct contract and the inability for the community to be fully consulted and engaged in this important project a new approach is proposed; the project can be delivered on time and on budget with suitable community consultation utilising a modular construction method.

Modular construction has a number of benefits:

- Reduced construction timeframe
- High quality control as modules are constructed in a warehouse
- Low risk of weather or delivery delays as majority of construction undertaken in a warehouse

- Contemporary modular buildings have similar aesthetic appearance to traditionally designed and constructed buildings. Hospitals, schools, multi-story accommodation units, etc now being delivered via this method – see attachments
- Tier 2 Builders now utilising this alternate delivery model such as Hutchinson Builders
- Less impact on surrounding sensitive uses such as the hospital as on-site works are undertaken as the last stage of works and is very quick.
- There are cost savings in modular construction however these are expected to be taken up in the freight of the modules to site, which will mean total project costs will be similar to a traditional onsite construction method.
- Less risk around damage to materials and the project during construction from vandalism and bad weather.

The project must support jobs on island for local people, whilst this will not be possible for the main construction of the modules, all works on site will include placements for the local workforce such as plumbing, electrical, concreting, subfloor, landscaping, civil works, etc.

The freighting of the modules will need to be considered as part of the design process to ensure suitably sized modules are constructed.

This would mean the project would be partially delivered as a traditional design and separate construct project. The construction contract would include an element of design restricted to the development of final 'For Construction' documentation that complies with the Council and Community endorsed design, but details and specifies the works suitable for modular construction. We should have a fee proposal back from an Architect experienced in modular construction this month to commence community consultation.

### ***Lelka Murrin Tavern Refurbishment***

Works are underway on the tavern refurbishment. The majority of the demolition works have been completed with some floor grinding remaining. The issue with the cyclone shutter has been fixed. A number of additional scope items have emerged which will be managed within budget where possible and undertaken in maintenance budget where not able to be completed within project budget. The following works are planned for the next period:

- Arborist work to protect large trees beside the building and prevent further damage to the building
- New block walls in the toilets
- New floor tiles
- New plumbing supply

### ***Red Shed Defects***

Some remediation works are required to reinstate the table drain and stabilise the bank to prevent overland storm-water ingress into the shed. This work will be undertaken in between works at the tavern.

### ***Airport Terminal Horse Proof Fence***

Materials have been ordered for this project and consultations undertaken with the Airport Officer and Technical Services Manager. This work will be undertaken in between works at the tavern.

### ***Dog Pound Termite Proofing***

Termite management program has been scheduled for late this September early October.

***Service Station Canopy Lining***

Materials will be ordered for this project in September. This work will be undertaken in between works at the tavern.

***Batch Plant Amenities***

The design of this project will be completed in September for commencement next month.

***Training Centre***

A number of minor additional works are to be completed on this project in coming weeks, non of the works prevent the facility from being utilised. This work will be undertaken in between works at the tavern.

***W4Q COVID Projects***

The following projects are to be undertaken under this program:

- Chambers re-stumping and handrail replacement
- Tavern outdoor area works – funds from the jetty insurance claim will also be utilised to complete this project.
- Staff housing
- Guest house improvements
- VAC improvements
- Motel improvements

**Tavern Outdoor Area**

The tavern outdoor area has not been circulated for community consultation. It is recommended that the plans be circulated for community feedback via Facebook, flyers and any other means recommended by Council, such as community meetings.

A change is recommended to the plan to relocate the stage to preserve the view of the football field from the tavern. Whilst this is a less favorable layout in terms of the natural fall of the land, it is considered important for maintaining the tavern and outdoor space as a facility that supports multiple community activities. The relocation will see the dancefloor moved to the side of the stage which will enhance view paths to the stage for the audience on the grassed amphitheater and the tavern. The attachments show the proposed layout and an overlay of the space showing the current and proposed location for the stage.

***LRCI Program***

Three sites have been selected to construct picnic shelters, picnic tables and water bubblers:

1. Sports oval playground
2. Basketball court playground
3. Post Office

Materials will be ordered for these projects in September. This work will be undertaken in between works at the tavern.

**RECOMMENDATION**

That Council

1. Notes and supports this report and the planned works.
2. Approves the Civic Centre methodology for delivery of a modular building with a traditional design phase including community consultation.

3. Confirms the preferred location of the Tavern outdoor area stage and endorses the plans for circulation for Community feedback.

### ***Funding Programs Report***

The following is an update on funding programs:

#### **QRA Qld Resilience and Risk Reduction Fund**

The following application was submitted to this fund, we are awaiting advice from the department on the outcome of this application:

- Radio Network – Disaster management equipment - \$117,095

#### **Regional Connectivity Program**

Two projects have been posted on the noticeboard for this program and several potential partners have commenced discussions on possible solutions. Once all solutions have been submitted the partners and their proposed solutions will undergo assessment to choose the best partner/solution for Mornington Island. This partner will then undertake the grant application on behalf of Council in collaboration with Council's Grant Officer.

The two projects posted on the RCP noticeboard are:

- Mobile Phone Coverage
- Cost effective internet access, data and upload/download speeds

Council's Grants Officer has advised of a potential opportunity to partner with Councils from adjacent regions to submit a regional submission which would have a strong chance of funding as funding bodies prefer cross-regional projects, there is also opportunity to leverage work undertaken by industry partners and share construction costs. A region also has greater lobbying power with service providers to improve infrastructure and services.

#### **This Month's Grant Activities**

The following investigations have been undertaken by Council's Grants Officer:

- Market Garden – investigations into the Smart Farms Small Grant were undertaken but unlikely to be a source of funding for this project as it is mostly focused on existing operations implementing best practice. Other funding opportunities are being investigated. Feasibility study is recommended to be undertaken to inform the project.
- Arts Programs – investigations have been undertaken to determine what is available. Programs that may also assist the Art Centre are being investigated and discussions have commenced with the Art Centre Manager to provide advice and assistance with grants. The following projects are being investigated for funding:
  - International Relations Grants Program – this program is run by the UK and funds strategies and activities that promote Australian culture in the UK. This could see Mornington Island artists' works being exhibited in UK galleries or development of digital online promotion of local artists.
  - Indigenous Arts Centre Infrastructure – under investigation
  - Commissioning of art works for projects recently completed or under construction such as the tavern
  - Opening festival for the tavern – RISE program is being investigated for this
  - Indigenous Documentary Development – this could provide opportunities for Bynoe, the school, Art Centre etc. Investigations underway

- Indigenous Language Grant – The school is interested in developing a language package that could be incorporated into the school curriculum and utilized to preserve local languages, this is estimated to cost \$21mil. This fund does not supply this level of funding but may be used to commence a phase of the package. The school has developed an app that provides definitions and pronunciation of local words with the words spoken by local elders.
- Sport & Rec Programs – looking into opportunities for local football match as part of a licensed event.
- Social Worker – Community Safety Plan stakeholder meetings revealed need for a social worker as many issues are due to a break down of communication and support for people who need medical care off island. A social worker would provide that continuity of care to help people get the care they need. Investigations are underway to see what is possible.
- Solar Panel Projects – investigations are underway into opportunities for Council to fund new solar projects for existing and new high demand facilities
- Rockpool – investigations will commence into the funding of the initial stages of this project which is the development of a Coastal Hazard Adaptation Study and Foreshore Management Plan to allow the project to be considered by the Department of Environment and Science. This project serves multiple purposes of providing a safe and healthy swimming option that does not need to be patrolled and has minimal maintenance and running costs whilst also providing protection for the foreshore from erosion.

### ***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**

The Dept Transport and Main Roads has advised that a Booked Service Licence is an alternative to a taxi service that could be applied for.

A Booked Hire Service (BHS) or Community Bus Service (CBS) can operate using passenger cars, 4WD or mini bus, etc. Whilst CTP insurance is likely to be higher for a BHS, there are requirements for data to be kept and reporting and a Booking Entity Authority must be registered, this option allows Council to charge fares, provide exemptions for fares and claim fare subsidies.

The fees for a Booked Hire Service are:

Booked Hire Service Licence Annually:	\$ 255.60	
Booking Entity Authorisation Annually:	\$ 269.30	
CTP Insurance Annually:	\$ 660.00	
Driver Authorisation Annually/Driver:	\$ 202.55	\$540 for 5 years
<b>Total Annual Fees:</b>	<b>\$1,387.45</b>	

Bookings, data, collection and reporting can be undertaken by a phone app such as Ride Connect.

Until applied for it is difficult to forecast the issues, advantages/ disadvantages of a Booked Hire Service or a Community Service. The Booked Hire Service could be trialled for one year and if found to not be suitable a Community Service could be applied for.

### Alternative Energy Source

As advised previously, initial investigations have revealed a number of facilities that are candidates for solar panels. We are awaiting data to be provided from local electrician on meter readings for these facilities to determine suitability as high demand must occur during daylight hours to be viable.

### RECOMMENDATION

That Council

1. Notes and supports this report and the planned works.
2. That Council applies for a Booked Hire Service Licence and all associated authorisations

### *Other Projects*

#### Community Safety Plan

Stakeholder and Community meetings are underway. A number of stakeholder meetings have occurred, including:

- Director of Nursing Mornington Island Hospital
- Junkiri Laka
- PCYC
- Mornington Island State School
- Save the Children
- Councillor Thomas
- National Indigenous Australians Agency – Mount Isa, Lower Gulf and Surrounds

The following issues in relation to Community health and safety were raised

Category	Issue	No. of stakeholders raised this issue
AMP	Reintroduction of alcohol should be incremental and outcomes monitored	1
AMP	Opportunities now for Community and Council to lobby for important issues for Mornington Island due to upcoming elections in October	2
AMP	Reintroduction of alcohol could use an photo id card to police bans or alcohol limits	2
AMP	Set up an entity to hold the liquor licence with a nominee	1
AMP	Two key activators for a lifting of alcohol ban - Alcohol fuelled violence and school attendance	1
AMP	Full effects of current homebrew will not be known for 2-5 years	2
AMP	Return of a licenced venue will need to address issue of parents not caring for children when at the pub	1
AMP	Issues will continue with homebrew even if alcohol ban lifted due to the high cost of legal alcohol and the low cost of homebrew and higher alcohol level	1
AMP	Monthly licenced events should be reintroduced - mechanism to demonstrate communities ability to handle reintroduction	2

AMP	Housing overcrowding & homelessness causing - excessive consumption of homebrew and drugs	3
Animals	Dogs and not properly cared for causing - infestations in the community of scabbies	2
Animals	Dogs and not properly cared for causing - dangerous dogs	1
Children	Booboo's Bistro - mobile food van feeding children	1
Children	Child safety has no presence on the island which means there is no emergency support - very high risk	2
Children	Reopen youth hub for older children - pool table, video games, wifi, playstation - PCYC will help man but can not set up and run	1
Children	Housing overcrowding & homelessness causing - children not to come to school	1
Children	App developed by MISS teaching and sharing the language - spoken by elders	1
Children	Housing overcrowding & homelessness causing - children to be on the streets	1
Children	Petrol sniffing strategy worked - 3 pronged approach - get opal, support families, diversion activities	1
Children	Monthly licenced events should be reintroduced - include a childrens' event beforehand	1
Children	More activities required for kids	2
Consultation	Organisations to consult - Mission Australia, Save the Children, Health Council, Arts Centre	1
Cost of Living	Freight costs an issue a freight subsidy should be in place	3
CSP	Community Safety Plan originally developed by Federal Government, now delegated to State Gov to manage	1
Delivery	Short term goals	2
Delivery	Monthly health topics could be run by hospital	2
Elder Abuse	Elder abuse is cocurring in community - young people stealing money from elders for gambling, drinking. Etc	2
Events	Council needs service providers and the community to advise on upcoming events to ensure the community is aware of what is happening on island.	1
Food	Access to healthy affordable food is an issue	2
Food	Market garden will assist with access to healthy affordable food	1
Governance	Introduction of laws to control animals in the community	1
Government Agencies	Federal & State bodies have been unable to meet with new Council due to COVID. When Council next in Cairns would be beneficial to advise State & Federal reps to organise meet and greet to advise who can do what for Mornington Island.	2
Health	Market garden concept has a number of issues to overcome - salinity in water, types of produce that can be successfully grown on island, seasonal impacts etc, etc. Instead address freight costs for food to allow access to affordable, healthy, fresh food year round	1
Health	Chronic illness is increasing in the community	2
Health	Diabetes educators/dietitians required in community to educate	1
Health	Gidgee Healing - lack of patient confidentiality	1
Health	Renal unit to be installed in hospital due to homebrew related health issues	1

Health	Health Council has received extensive funding for a number of community programs	2
Health	Gidgee Healing - confusion in community regarding GH role as non-emergency health service provider	1
Health	Preventative care needs to be a focus	1
Health	Housing overcrowding & homelessness causing - increases scabbies	1
Health	Gidgee Health has struggled with high growth and too much delegation of services too quickly	2
Health	Gidgee Healing - patients think they can use either and will demand to be treated by the hospital if they have issues with GH	1
Health	Escalation in homebrew related health issues	1
Housing	Range of accommodation to maximise land use - up to 4 units on a site with two frontages	1
Housing	Housing overpopulation is increasing health risks	2
Housing	Reports of 18 people in one house moved out for maintenance to neighbouring house already with 8 people	1
Housing	Bad decisions are made by the department in terms of housing allocation - single people being put in 3 bedroom houses	3
Housing	Land behind VAC could be considered - beware of a sacred site in this vicinity that needs to be identified and protected.	2
Housing	People are giving up on overcrowding problem as it is too difficult to deal with the department.	1
Housing	Housing maintenance is too slow and 33 houses were counted as empty due to this	2
Housing	GRAC to be reconsulted regarding release of land for community housing	1
Housing	Range of accommodation to maximise land use - 2 people units for young people or older people, duplexes that could open to one large or two smaller houses.	1
Housing	Housing overcrowding & homelessness - build at old township - may be issues with tidal inundation	1
Local Employment	Local people working in community can be over run by community expectations regarding demands for assistance or sharing of income	1
Local Employment	Local people can be under a lot of pressure from family to help care for children and elderly which is further exacerbated by overcrowding	1
On-island Accommodation	Accommodation on island for staff is impacting service provision and causing staff to have to be FIFO	1
On-island Accommodation	Service provision is being hampered by lack of flights and short stay accommodation	3
Policing	CCTV - similar to Palm Island v high def cameras on high poles to mitigate vandalism	1
Policing	Police and magistrates not being heavy handed with control of homebrew due to prevent issues with community	1
Policing	Illegal motorbike riding in community causing deaths	1
Safety	Housing overcrowding & homelessness causing - high levels domestic violence	1

Service Providers	Family alliances is causing issues within service provision with Save the Children and Gidgee Healing being listed as having issues historically with this	1
Social	Monthly licenced events should be reintroduced - mechanism to help retain staff	2
Social	A social worker would benefit the community	1
Social	Monthly licenced events should be reintroduced - include an event - football match	2
Social	Strategies to retain staff important	1
Training	Vocational training needs to offered on island for school leavers not going to further education	1
Training	Horsemanship should be developed as a training opportunity by local horseman	1

### FINANCIAL & RESOURCE IMPLICATIONS

As per report

### RECOMMENDATION

That Council note and support the planned works detailed in this report.

**Attachments**

***Civic Centre***

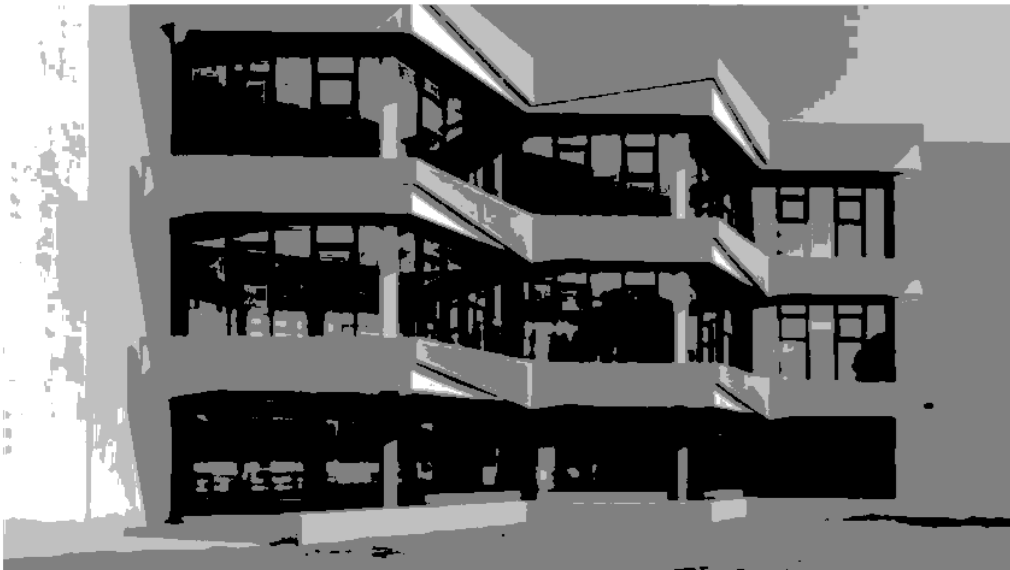
Examples of modular commercial buildings



Item 12.14

ORDINARY COUNCIL MEETING AGENDA - ATTACHMENTS

AUGUST 2020

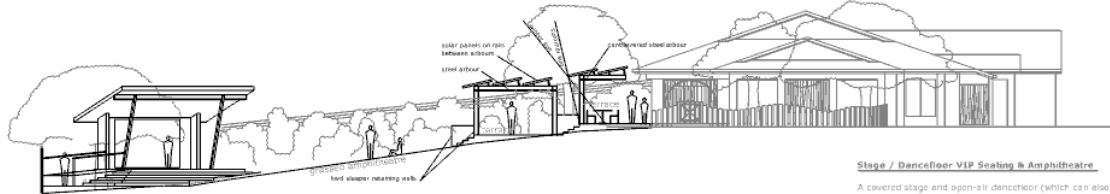


---

Item 12.14







side elevation of stage, dancefloor, amphitheatre and terraced outdoor dining

**Kitchen Garden**

The raised kitchen garden beds are for the cultivation of herbs, vegetables and small bush tucker plants for the following:

1. Produce for use in the restaurant and cafe that is fresh and readily available.
2. Showcase the native bush tucker and other non-native herbs, fruits and vegetables that can be cultivated throughout the different seasons on the island.
3. Demonstrate on a small scale the opportunities for the community to grow native and non-native fruits and vegetables for local consumption and potential microbusinesses.
4. Provide an education and training space around outdoor or off-native and non-native food plants that can be visited by schools and training participants. Training modules can be set up to ensure participants maintain the gardens.
5. Form part of the landscaped backdrop to the outdoor dining and grassed amphitheatre.



front elevation of stage

**Stage / Dancefloor / VIP Seating & Amphitheatre**

A covered stage and adjacent dancefloor (which can also function as VIP seating) for the following:

1. The stage and dancefloor will be utilized during monthly licensed events. The back wall of the stage will be a movie screen for the projection of music videos and a sound system will be installed for playing music. Live artists can also perform during these events. The stage provides multiple zones during an event - a dance space and several spectator spaces such as tables and chairs on the terraced areas, picnic rugs on the grassed amphitheatre or as well as built-in seating around trees and adjacent raised garden beds.
2. The stage and dancefloor can be used for performances such as the Mornington Island dance troupe, live music, school performances, etc.
3. Community meetings, cultural events, addresses by visiting dignitaries can all use the stage with seating for visiting dignitaries, elders and community leaders under temporary shade pavilions on the dancefloor. The stage has wheelchair access. In addition, all of the community is able to be included to receive awards or address an audience, etc.
4. These spaces can be a flexible space for school recitals, awards nights, family gatherings, weddings, birthday parties, etc.
5. A fire pit that can be kept covered most of the time situated at the front of the dancefloor which can be used for ceremonies or as a cozy sharing space with people able to sit all the way around it on the dancefloor or on the grassed amphitheatre for a more traditional experience. The fire pit would not be in use during any licensed events and would have a solid above that would make it part of the natural ground when not in use.
6. The movie screen on the back wall of the stage would also be used for family movie nights and could be a regular weekend event run by organists in the community such as POC, save the children, etc.

**Terraced Outdoor Dining & Markets Venue**

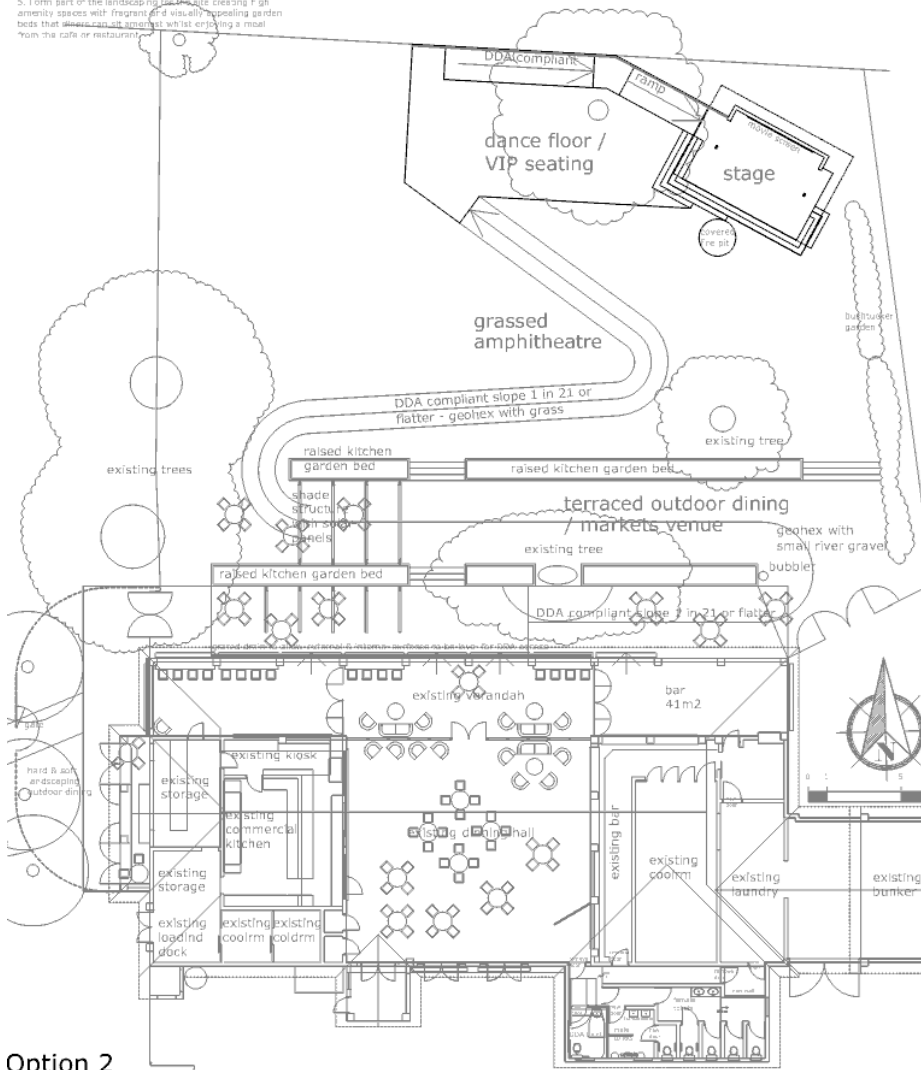
A terraced area that provides two level terraces that can accommodate outdoor dining and markets stalls with a screen to protect from existing trees and solar panels on steel pergolas.

1. These spaces will form part of the spectator space for events on the stage or movie nights as well as provide an outdoor dining space for the cafe and restaurant.
2. The terraced areas will also have a compliant and gentle slope that allows people to be able to access all areas of the terraces as well as having wheelchair compliant stepped pathways to the dancefloor and stage.
3. The two terraced spaces are sufficiently wide to allow for the erection of market stalls and good circulation to foot markets. Markets could become a regular (weekly) event that provides a conduit for the community to bring goods and services to the market such as bush tucker, local arts and crafts, seafood, produce, etc and generate a vibrant community together on a regular and informal basis. Meals can be provided by the cafe, restaurant or market stalls with seating on the verandah, in the restaurant, on the dancefloor and picnic rugs on the grassed amphitheatre.

**Bush Tucker Garden**

Native bush tucker trees and shrubs endemic to Mornington Island planted to provide the following:

1. Produce for use in the restaurant and cafe to create unique local and traditional recipes for local and visitors to the region.
2. Showcase the native bush tucker flora and provide name plates on each with information about the tree/shrub and interpretive content that describes significant features as well as the traditional uses of parts of the tree for food, medicine, tools etc. Information about different ways the fruit can be served and health benefits.
3. Demonstrate the opportunities for bush tucker agriculture on a small scale to build capacity in the community for commercial enterprise particularly microbusinesses.
4. Provide an education and training space available for visitors of local endemic species that can be visited by schools and training participants.
5. Form part of the landscaped backdrop to the outdoor dining and grassed amphitheatre.



Option 2



**13.6 SERVICE DELIVERY - MORNINGTON ISLAND A&TSI SERVICE DELIVERY REFORM - MIATSISDR**

**Author:** Service Delivery Coordinator

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

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 August, the following has advanced with the project:

- Desktop analysis tool draft presented to the CSYW Service Delivery Reform meeting on 13<sup>th</sup> of August 2020.
- Any suggested changes to the desktop analysis tool will be supplied to SD Coordinator by email. Reporting tool template to be approved by Child Safety, Youth and Women Brisbane Regional Office before reporting from Service Providers can commence.
- First CSYW Service Delivery Reform Meeting held at Council Chambers on 13<sup>th</sup> of August 2020. PCYC and Mission Australia attended in person, with Save the Children and Churches of Christ attending via teleconference. Acting Chief Executive Officer Lyndon Prior attended on behalf of Mornington Shire Council.
- SD Coordinator on annual/bereavement leave from 19<sup>th</sup> of August 2020 to 7<sup>th</sup> of September 2020.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive this report.

14 STAFF REPORTS - FINANCIAL SERVICES

14.1 FINANCIAL REPORT AS AT 31ST AUGUST 2020

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

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

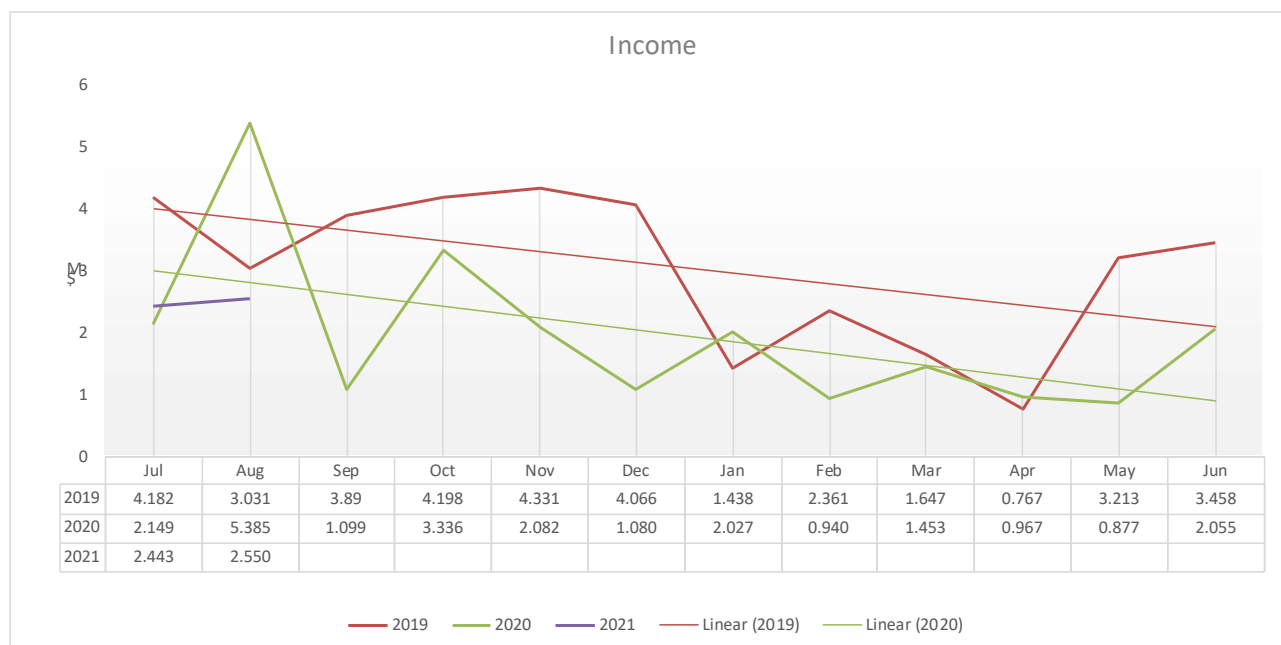
**PURPOSE (EXECUTIVE SUMMARY)**

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 31<sup>st</sup> August 2020 (i.e. 16.67% through the financial year);

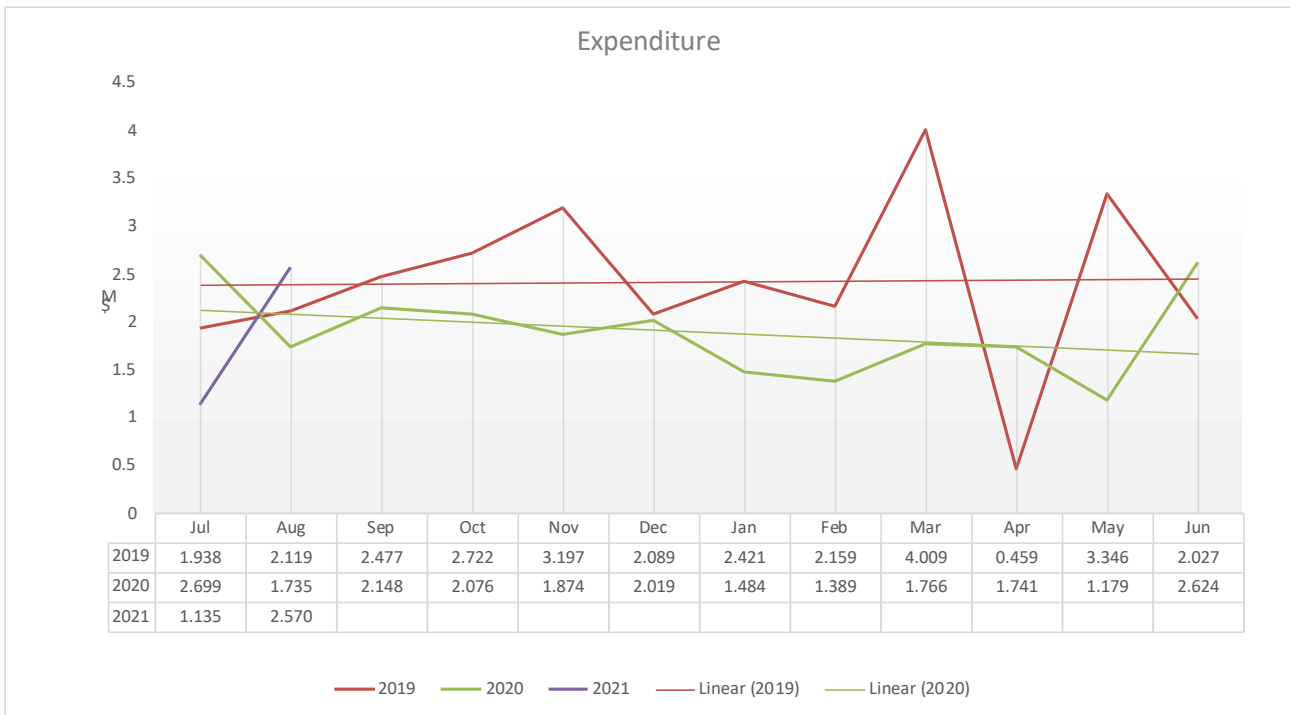
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows
- Capital Budget Summary

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

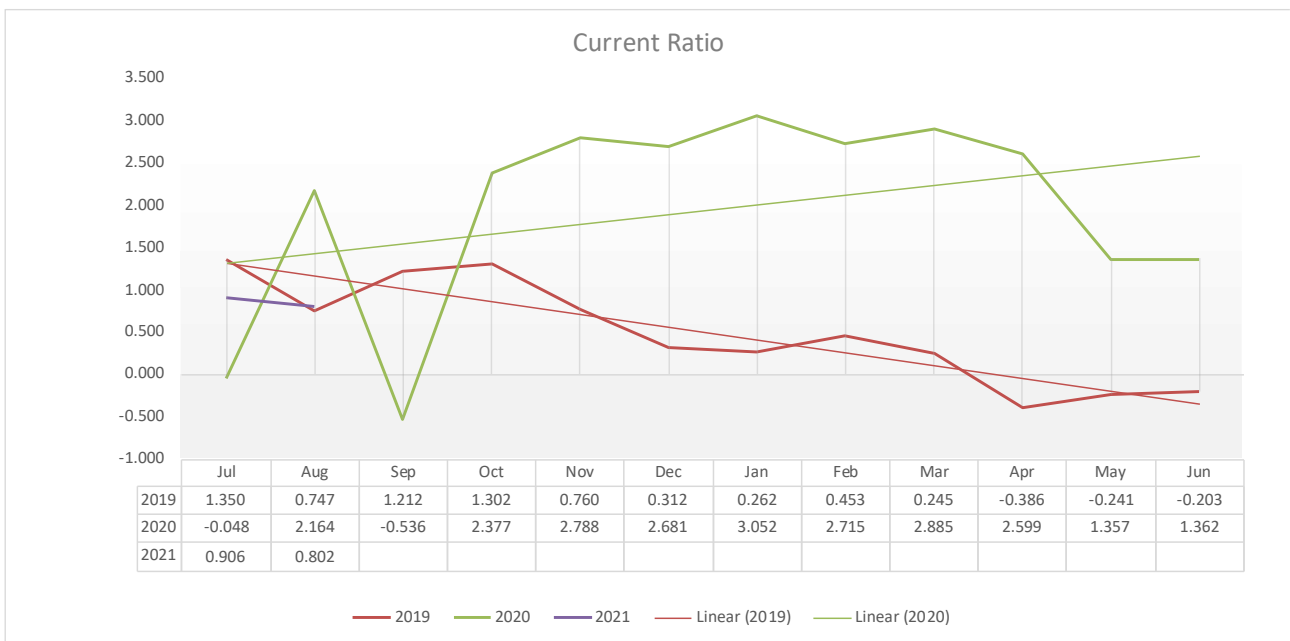
The following graphs illustrate the main points of interest. The data is drawn from the attached documents and comparative information which has been drawn from information presented to council in previous reporting months.



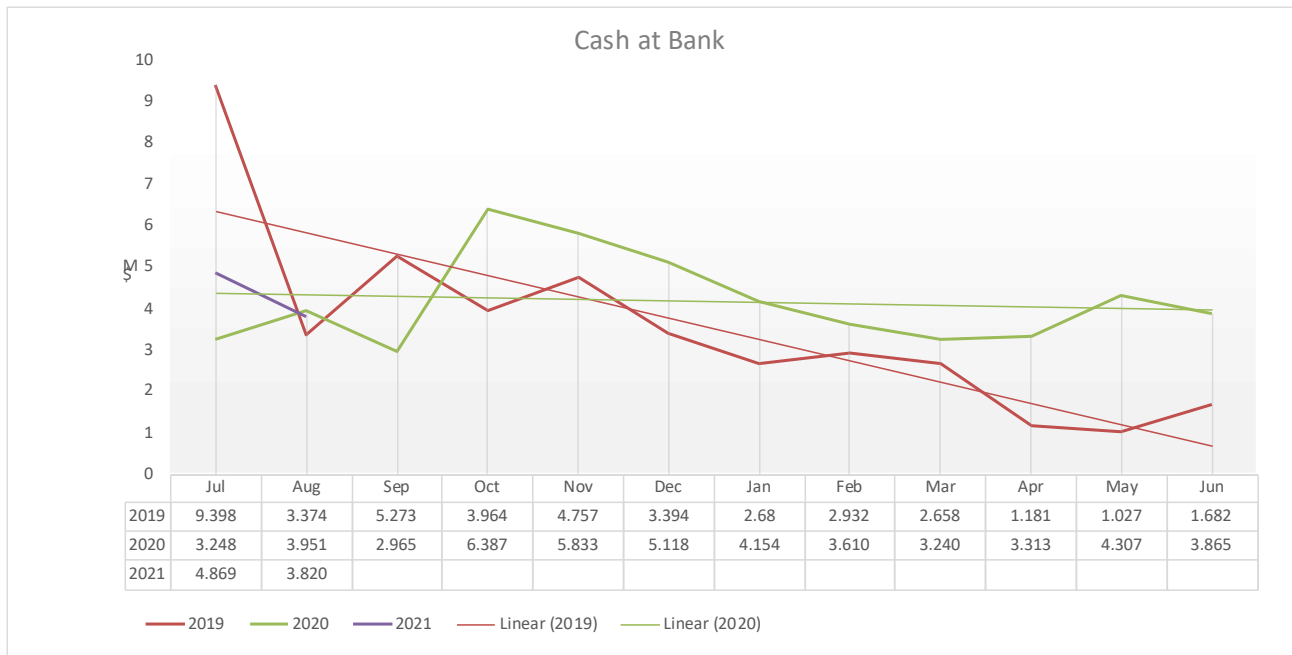
Comment: Total Income at 17% of total budget. Slightly down on budget YTD, predominantly as a result of timing of forecasted capital grants and contributions for disaster recovery works. Total recurrent revenue is 24% of budget as at 31 August 2020.



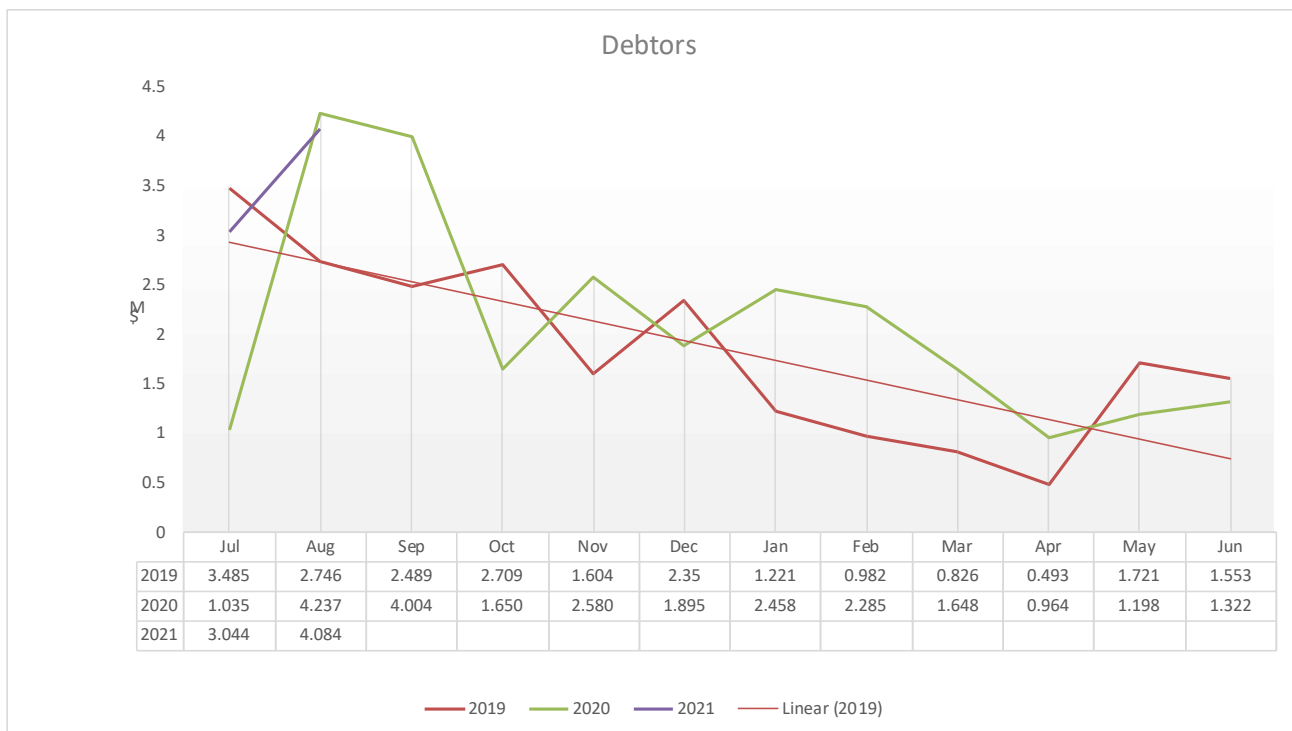
Comment: Expenditure at 17% of total budget and below the current budget. Employee benefits are currently 12% of budget as at 31 August 2020, materials and services are currently at 19% of budget.



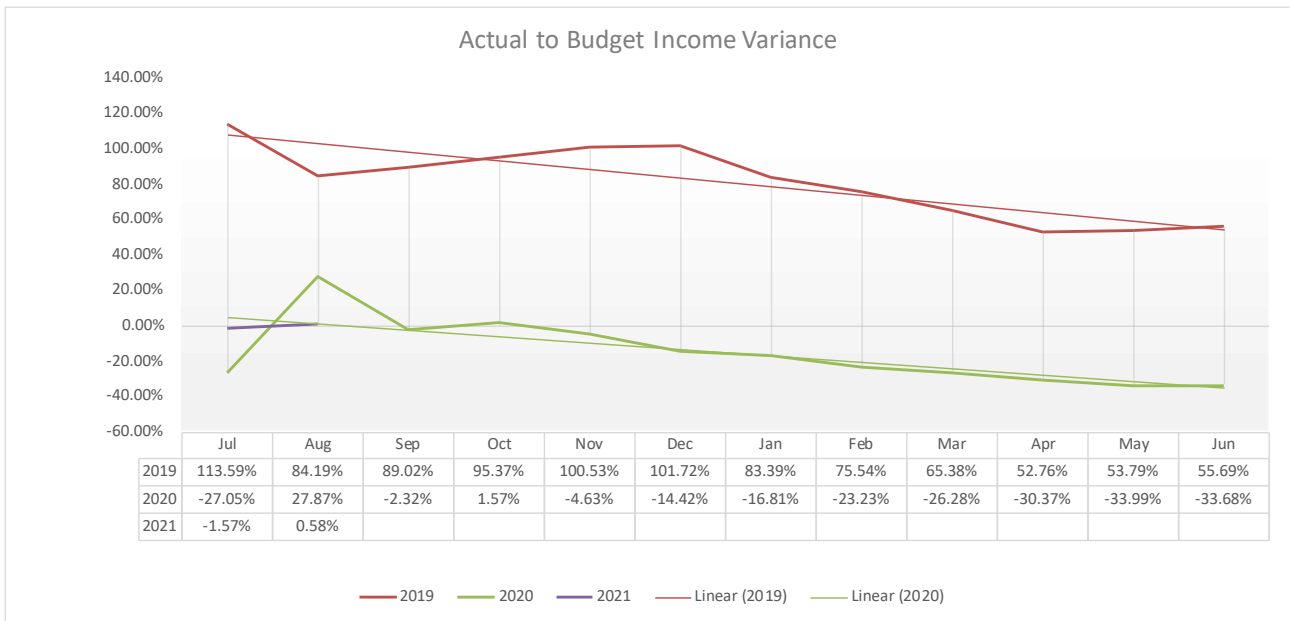
Comment: A current ratio above 1 is considered a minimum. Compared to 2018 this indicator excludes unexpended grant balances and debtors older than 30 days being included from current assets. It is envisaged this indicator will decrease in the later half of the year as Council draws down on the operational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



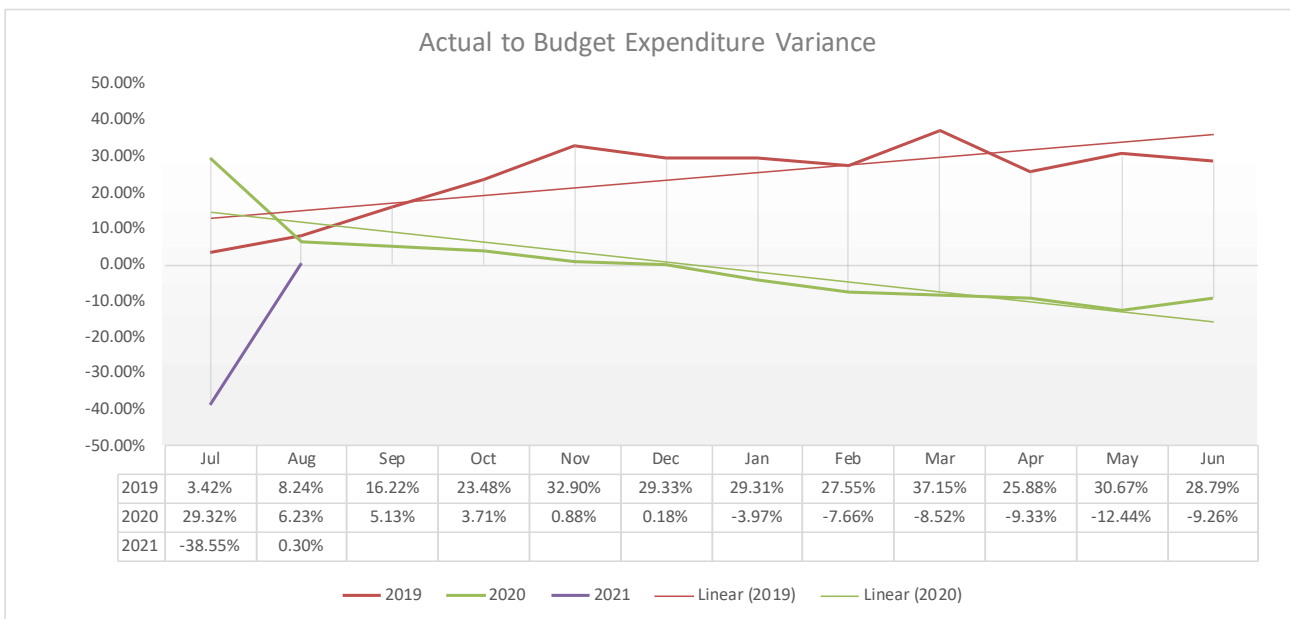
Comment: This graph provides comfort if it is trending upwards. This has remained at a similar value and increased in decreased in August 2020, predominantly due to paying upfront costs of insurance for 2020/2021, and also purchasing the major plant and equipment items included in the 2021 capital budget. When unexpended grants are excluded, Council has a positive cash at bank of \$1.310m as at August 2020.



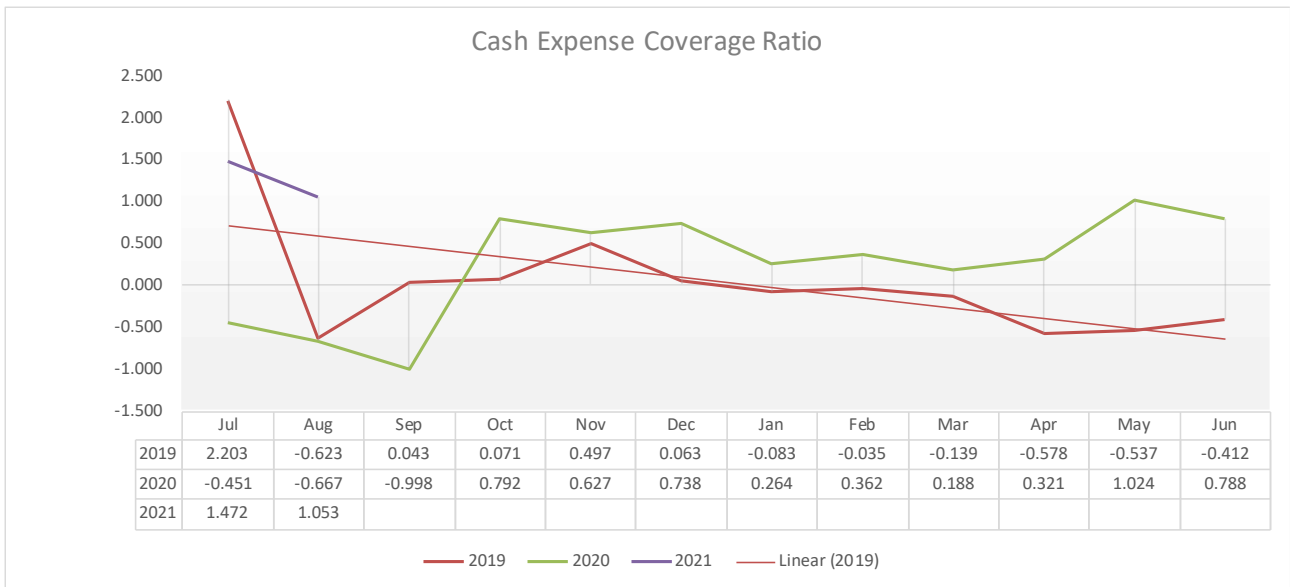
Comment: This graph should be trending downwards from the commencement of each year. Whilst good progress has been achieved in the collection of council service charge revenue and ongoing housing program works, there are still several general service charges being followed up. Council will refer old accounts not being paid to debt collectors.



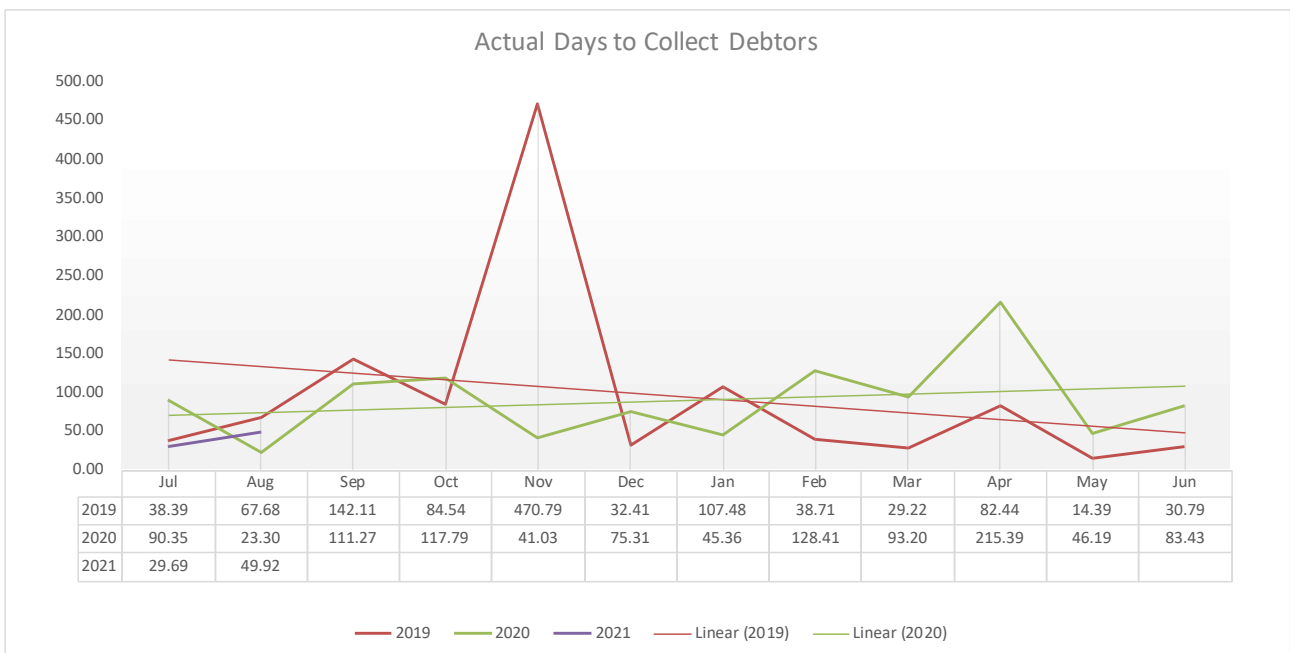
Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures have been developed as part of this year's budget process. The Actual to Budget Income variance is relatively minor at 0.58% as at August 2020.



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. The actual to budget expenditure variance below budget is minor at 0.30% as at August 2020.



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. The cash expense coverage ratio is currently 1.053 months.



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 increased during the month to an average of 50 Days.

**FINANCIAL & RESOURCE IMPLICATIONS**

Following the Covid-19 restrictions impacting the later half of 2020, Council operations are working towards business as usual, with contractors travelling to the island, and backlog of projects are recommencing to be completed. Council's overall cash position is still positive in August 2020 considering upfront costs being paid in the month of August 2020, and major 2020/2021 plant and equipment items being acquired.

**RECOMMENDATION**

That Council receives and notes the information in this report.

**Mornington Shire Council**  
**Statement of Comprehensive Income**  
**For the month ended 31 August 2020**

	ACTUALS	ACTUALS/ BUDGET	ORIGINAL BUDGET	ORIGINAL BUDGET
	31-Aug-20	%	31-Aug-20	30-Jun-21
Revenue				
Recurrent revenue				
Local Government Levies	3,281,405	100%	546,917	3,281,500
Fees and Utility Charges	280,320	53%	87,950	527,700
Rental Income	8,207	0%	299,367	1,796,200
Interest Earned	4,511	7%	11,333	68,000
Sales-Contracts and Recoverable Works	1,074,832	10%	1,719,747	10,318,480
Other Recurrent Income	2,375	2%	19,790	118,740
Grants, Subsidies and Contributions	341,321	8%	723,283	4,339,700
<b>Total recurrent revenue</b>	<b>4,992,971</b>	<b>24%</b>	<b>3,408,387</b>	<b>20,450,320</b>
Capital revenue				
Capital Grants, Subsidies, and Contributions	0		1,518,856	9,113,137
<b>Total capital revenue</b>	<b>0</b>	<b>0%</b>	<b>1,518,856</b>	<b>9,113,137</b>
<b>Total revenue</b>	<b>4,992,971</b>	<b>17%</b>	<b>4,927,243</b>	<b>29,563,457</b>
Capital Income	0	0%	36,667	220,000
<b>Total income</b>	<b>4,992,971</b>	<b>17%</b>	<b>4,963,910</b>	<b>29,783,457</b>
Expenses				
Recurrent expenses				
Employee Benefits	835,216	12%	1,207,596	7,245,577
Materials and Services	1,890,329	19%	1,694,140	10,164,840
Finance Costs	2,230	9%	4,000	24,000
Depreciation and Amortisation	977,000	21%	787,768	4,726,605
<b>Total recurrent expenses</b>	<b>3,704,775</b>	<b>17%</b>	<b>3,693,504</b>	<b>22,161,022</b>
Capital Expenses	0		0	0
<b>Total capital expenses</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Total expenses</b>	<b>3,704,775</b>	<b>17%</b>	<b>3,693,504</b>	<b>22,161,022</b>
<b>Net surplus</b>	<b>1,288,196</b>	<b>17%</b>	<b>1,270,406</b>	<b>7,622,435</b>
<b>Operating Capabilities before Depn and Capital Inc.</b>	<b>2,265,196</b>		<b>502,651</b>	<b>3,015,903</b>
<b>Operating Capabilities before Capital Income</b>	<b>1,288,196</b>		<b>-285,117</b>	<b>-1,710,702</b>

Morningside Shire Council  
Statement of Financial Position  
For the month ended 31 August 2020

1

	ACTUALS	ORIGINAL BUDGET	ACTUALS
	31-Aug-20	30-Jun-21	31-Jul-20
Current Assets			
Cash and cash equivalents	3,819,908	5,161,224	4,868,560
Trade and other receivables	4,083,680	1,671,338	3,043,908
Inventories	538,778	756,761	462,652
Contract Asset	246,151	0	392,793
Leases	208,092	247,187	208,092
<b>Total current assets</b>	<b>8,896,609</b>	<b>7,836,510</b>	<b>8,976,005</b>
Non-current Assets			
Leases	5,084,779	5,731,595	5,084,779
Property, plant and equipment	112,795,102	126,820,334	113,246,905
<b>Total non-current assets</b>	<b>117,879,881</b>	<b>132,551,929</b>	<b>118,331,684</b>
<b>TOTAL ASSETS</b>	<b>126,776,490</b>	<b>140,388,439</b>	<b>127,307,689</b>
Current Liabilities			
Trade and other payables	435,134	286,822	946,193
Contract Liability	2,749,432	0	2,749,432
Provisions	487,735	703,514	487,735
<b>Total current liabilities</b>	<b>3,672,300</b>	<b>990,336</b>	<b>4,183,359</b>
Non-current Liabilities			
Provisions	1,549,816	1,219,527	1,549,816
<b>Total non-current liabilities</b>	<b>1,549,816</b>	<b>1,219,527</b>	<b>1,549,816</b>
<b>TOTAL LIABILITIES</b>	<b>5,222,115</b>	<b>2,209,863</b>	<b>5,733,175</b>
<b>NET COMMUNITY ASSETS</b>	<b>121,554,374</b>	<b>138,178,576</b>	<b>121,574,514</b>
Community Equity			
Asset revaluation reserve	99,160,206	107,141,328	99,160,206
Retained surplus/(deficiency)	22,394,168	30,120,988	22,414,308
Other reserves	0	916,260	0
<b>TOTAL COMMUNITY EQUITY</b>	<b>121,554,374</b>	<b>138,178,576</b>	<b>121,574,514</b>

**Mornington Shire Council  
Draft Statement of Cash Flows  
For the month ended 31 August 2020**

	ACTUALS	ORIGINAL BUDGET
	31-Aug-20	30-Jun-21
Cash flows from operating activities:		
Receipts from Customers	3,477,480	14,246,420
Payments to Suppliers and Employees	-4,082,104	-17,410,417
	<b>-604,624</b>	<b>-3,163,997</b>
Interest Received	3,255	68,000
Rental Income	43,686	1,796,200
Non-Capital Grants, Subsidies and Contributions	341,321	4,339,700
Borrowing Costs	0	-24,000
<b>Net cash inflow (outflow) from operating activities</b>	<b>-216,362</b>	<b>3,015,902</b>
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	-42,918	-9,492,400
Payments for intangible assets	0	0
Proceeds from Sale of Property, Plant and Equipment	0	220,000
Finance lease Receipts	218,812	0
Capital Grants, Subsidies and Contributions	0	9,113,137
<b>Net cash inflow (outflow) from investing activities</b>	<b>175,894</b>	<b>-159,263</b>
Cash flows from financing activities:		
Repayment of Borrowings	0	0
<b>Net cash inflow (outflow) from financing activities</b>	<b>0</b>	<b>0</b>
Net increase (decrease) in cash held	-40,468	2,856,640
Cash at Beginning of Reporting Period	3,860,376	2,304,584
<b>Cash at End of Reporting Period</b>	<b>3,819,908</b>	<b>5,161,224</b>

**Capital Budget Summary**

Mornington Shire Council  
31/08/2020

	Department	Budget	2019	2020	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
<b>Project</b>														
4100 Airport Terminal Building (RAAP)	Airport	1,790,000	1,652,401	121,521	-	1,773,921	8,500	-	1,782,421	100%	1,883,000	-	1,883,000	100,579
4100 Civic Centre (LGSSP)	Administration	5,908,547	22,875	9,920	3,133	35,928	-	-	35,928	1%	1,562,514	-	1,562,514	1,526,586
4100 Cyclone Shelter			11,321	-	-	11,321	-	-	11,321	-	-	-	-	-
4100 Dog Pound (W4Q)	Animal Control	472,000	460,334	20,273	326	480,933	-	-	480,933	102%	424,800	-	424,800	-
4100 Kiosk Upgrade	Leika Murrin: Kiosk		1,985	1,985	-	0	-	-	0	-	-	-	-	0
4100 Leika Murrin Tavern Upgrade (BOR)	Leika Murrin: Tavern	1,202,500	3,828	281,394	1,240	286,461	2,016	57	288,535	24%	500,000	-	500,000	211,465
4100 Places of Refuge (W4Q)		1,430,000	80,847	1,155,693	37,972	1,254,512	34,406	8,373	1,297,292	91%	715,000	-	715,000	-
4100 Staff Housing Instal (W4Q)	Facilities: Residential	358,000	359,750	2,964	-	362,713	-	163	362,877	101%	322,200	-	322,200	-
4100 Storage Shed Refurb (W4Q)	Housing	340,000	44,904	327,791	245	372,941	4,587	6	377,533	111%	306,000	-	306,000	-
4100 Warehouse Shelving (W4Q)	Warehouse	210,000	214,897	-	-	214,897	-	-	214,897	102%	169,000	-	169,000	-
4100 RTO Demountable			-	-	-	-	-	-	-	100%	-	-	-	-
4150 Effluent Outflow Pipe (ICCP)	Sewerage Management	835,431	278,789	507,252	-	786,040	-	-	786,040	94%	816,067	-	816,067	30,027
4150 Sewer Pond Desludging (ICCP)	Sewerage Management		-	-	-	-	-	-	-	-	-	-	-	-
4150 Sewer Pump Station Upgrade (ICCP)	Sewerage Management	200,000		410,013	-	410,013	-	46	410,013	-	-	-	-	-
4250 Chlorine Hypo Dosing Upgrade (ICCP)	Water Management	103,011		111,648	-	111,648	-	-	111,648	-	-	-	-	-
4450 Airport Safety (RAAP)	Airport	1,210,000	846,545	393,189	-	1,239,734	750	335	1,240,818	103%	1,117,000	-	1,117,000	-
4450 Basketball Court Fencing			35,000	-	-	35,000	-	-	35,000	-	35,000	-	35,000	-
4450 Concrete Batch Plant (BOR)	Batching	496,556	484,970	-	-	484,970	-	-	484,970	98%	369,560	-	369,560	-
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	3,927	-	435,029	-	-	435,029	109%	400,000	-	400,000	-
DRFA - 2019 Event	Roads and Civil		114,446	2,051,247	-	2,165,694	-	-	2,165,694	-	2,164,766	-	2,164,766	-
<b>Total</b>		<b>15,756,045</b>	<b>5,941,416</b>	<b>5,398,807</b>	<b>42,918</b>	<b>11,383,140</b>	<b>50,259</b>	<b>8,980</b>	<b>11,442,379</b>	<b>73%</b>	<b>11,306,127</b>	<b>0</b>	<b>11,306,127</b>	<b>1,868,657</b>

**14.2 RETAIL FUEL PRICING POLICY**

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

**Attachments:** 1 Retail Fuel Pricing Policy - Draft 2020

**PURPOSE (EXECUTIVE SUMMARY)**

This report seeks Council's approval on the retail fuel pricing policy of Mornington Shire Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

This is an official copy of the **Retail Fuel Pricing 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*.

Strategic policies are adopted by Council to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the Retail Fuel Pricing Policy is approved by the Mornington Shire Council for the operations and procedures of Council.

Council officers are currently working out the new rates for diesel and opal fuel using this proposed policy and will be able to be discussed under that report.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

1. That Council adopts the draft Retail Fuel Pricing Policy as edited and amended as its Retail Fuel Pricing Policy.



## Retail Fuel Pricing Policy

Policy Name	Retail Fuel Pricing Policy		
Type	Council Policy		
Owner	Executive Manager Technical Services and Infrastructure		
Responsible Officer	Executive Manager Technical Services and Infrastructure		
Decision Number	2020/xxx	Approval Date	dd/mm/yyyy
Records Number		Next Review Date	30/06/2021

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	19/06/2019	2019/108	<b>Responsible Officer</b> Executive Manager Technical Services and Infrastructure
V2	16/09/2020	2020/xxx	<b>Responsible Officer</b> Executive Manager Technical Services and Infrastructure

## 1 INTRODUCTION

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

## 2 APPLICATION of POLICY

Strategic policies are adopted by Council to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Retail Fuel Pricing Policy** is approved by the Morningson Shire Council for the operations and procedures of Council.

## 3 DEFINITIONS

**Fixed Fuel Recovery Rate** – Total direct operating costs of fuel facility operations / total fuel issues per annum.

**Direct Operating Costs** – Operational costs of Morningson Shire Council fuel facility including but not limited to wages and salaries, electricity, insurance, licensing, bank charges and depreciation allowances.



#### 4 PURPOSE

Morningson Shire Council is committed to implementing effective financial controls to minimise the costs and risks associated with purchasing activities and to recover direct costs of providing services to the community.

The purpose of this policy is to set out a framework for the recovery of overheads incurred in the operation of the fuel facility.

#### 5 BACKGROUND

Council currently operates a fuel facility to supply Diesel and Opal Fuel to power various plant and equipment. The facility is available for use by members of the community and visitors to Morningson Island. Whilst it is important to provide a convenient and efficient method of dispensing fuel, it is equally important to ensure that all relative costs are recovered equitably through a transparent pricing policy.

#### 6 POLICY STATEMENT

Council purchases fuels from accredited mainland supplier, which are then transported by barge to Morningson Island. Retail Fuel Pricing will be determined by adding the landed cost of the fuel (price/litres) to the Fixed Fuel Recovery Rate. The Fixed Fuel Recovery Rate will be determined by reference to the total direct costs of operating the fuel facility per annum and the total fuel issues per annum. Direct operating costs but are not limited to wages and salaries, on-costs, electricity, insurance, licensing, bank charges and depreciation allowances. The Fixed Fuel Recovery Rate will be formally reviewed every six months.

Because market forces affect the price of fuel, the Retail Fuel Price will be reviewed after every respective delivery of fuel.

**14.3 INTERNAL AUDIT PROGRAM - 2020/2021 (DRAFT)**

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

**Attachments:** 1 Queensland Audit Office - Risk Management Maturity Model

**PURPOSE (EXECUTIVE SUMMARY)**

This report provides Council with a proposed internal audit program to be conducted by Council's internal auditors Grant Thornton (GT) for 2020/2021.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Council has embarked on an internal audit program, and it is proposed for 2020/2021 that our internal auditors provide a report on the status of the foundations of the financial statement maturity, risk management, and contract management. These assignments will provide a mechanism to monitor and measure improvement which is measured against generally accepted and assessable frameworks such as provided by Queensland Audit Office (QAO).

The following items represent the expected minimum deliverables for each of the maturity assessments (Risk & Fraud):

- Conduct maturity assessments utilising QAO self-assessment tools (and/or other non-proprietary documents which Council can assess and perform if required).
- Baseline and report maturity against the tools/framework including identifying action items.
- Establish review context and incorporate into periodic internal audit visit / process
  - Baseline report
  - Standing item in internal audit engagements for progress update (i.e. progress made from the baseline)
  - Annual re-assessment of baseline.

**Financial Statement Maturity**

The goal is to make every year-end just another end of month and to ensure that we continue to deliver timely and quality financial statements. From next year, the QAO is intending to incorporate the financial statement maturity of Council into the traffic light assessment of the effectiveness of the financial statement preparation process and internal controls.

**Risk Management Maturity**

The risk management maturity is to be split into two separate assessments, the COSO/Enterprise Risk and the Fraud & Corruption risk maturity.

For the enterprise risk maturity there is an assumption that the Pulse Enterprise Risk Module (ERM) is the primary (only) risk register, and that it is the tool utilised to record, monitor and report on enterprise risk. Given the number of complaints and on-going investigations, it is important to focus on the fraud and corruption risk and the maturity of any overarching governance and management systems. Additionally there are a number of statutory requirements under the Local Government Act (and regulation) surrounding complaint management and continual reform in Local Government surrounding accountability and transparency. For reference, attached is the QAO Risk management maturity model.

**Contract Management**

The aim of this assignment is to identify deficiencies and make recommendations for improvement in the contract management process. For the purpose of the internal audit a contract is taken to be any agreement which Council intends to be bound by. Specific types expected to be included are

grant agreements, managed services, leases and other contracts for procurement of goods or services. A similar approach may be taken in assessing maturity of contracts where an appropriate framework or benchmarking tool is readily available and deemed appropriate.

The following are out of scope for the internal audit for 2020/2021, and can be subject to separate engagements at a future date:

- Employee contracts
- Accuracy and completeness of registers
- Compliance with contractual obligations

Contract Management Items to be subject to internal audit include:

- Process for entering into agreements, including delegation to do so
- Document workflow and document management
- (Process for) Understanding and dissemination of contract obligations (of both parties), contract terms and contract payment dates etc.
- Contract performance monitoring
- Contract register/s, including their existence, evidence of update/ monitoring and compliance with any external regulations (e.g. contracting arrangements under Part 3 LGR 2012).

## **FINANCIAL & RESOURCE IMPLICATIONS**

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

## **RECOMMENDATION**

1. That Council receive and note the information in this report.
2. That Council endorse the proposed internal audit program for 2020/2021 to review
  - (a) Financial Statement Maturity
  - (b) Risk Management Maturity
  - (c) Contract Management



## QAO risk management maturity model

QAO developed a risk management and maturity model after extensive research into current developments in the public and private sectors in Australia and overseas. It outlines five levels of maturity across six key attributes of risk management and is a useful framework for self-assessment. Clients are encouraged to consider their internal risk management practices against the various attributes of risk as an internal control and discuss their self-assessments with their QAO engagement leader.

QAO most recently used the model in the [Results of audit: education sector entities 2015 \(Report 18: 2015-16\)](#) where we assessed the maturity of the universities' risk management practices.

Leadership — Senior management's commitment and approach to risk management as a key governance mechanism				
Basic	Developing	Established	Integrated	Optimised
<p>Senior management demonstrates awareness of the need to appropriately manage risk, however does not commit dedicated resources to risk management.</p> <p>There is no relationship between risk management activities and senior management's decision making.</p> <p>Senior management approaches risk management reactively, with limited proactive risk assessments.</p>	<p>Senior management reviews the entity's risk management framework on an ad hoc basis, and provides input into the approaches adopted for managing risks.</p> <p>Senior management commits some resources to risk management.</p> <p>Risk management activities are aimed at the entity's compliance with laws and regulations, but are not linked to strategic and operational decision-making. Senior management focusses on risk avoidance, not managing new opportunities.</p> <p>When managing risk, there is limited emphasis on long term business and planning objectives.</p>	<p>Senior management promotes the entity's risk management framework across the entity. Senior management makes explicit its risk appetite, tolerance to risk and capacity for risk taking.</p> <p>Ownership of risk management is vested in a senior person and is appropriately resourced.</p> <p>Risk management processes include the identification of opportunities.</p> <p>There is some evidence of risk management being factored into senior management's decision-making processes, but risk management is not formally embedded.</p>	<p>Senior management demonstrates ongoing commitment to risk management activities and their ongoing development across the entity.</p> <p>Senior management is proactive in ensuring that risk management is adequately resourced.</p> <p>Senior management encourages managed risk taking associated with innovative approaches to the entity's activities and to new business opportunities.</p> <p>Senior management considers risk as part of its strategic planning process.</p>	<p>Senior management drives the integration of risk management at both strategic and operational levels.</p> <p>Risk is incorporated into all senior management decision making and when setting objectives for the entity.</p> <p>Senior management commits to continual improvement in its approach to risk management and has adopted relevant leading practice.</p>



People and accountability — How well the entity’s responsibility structures support risk management				
Basic	Developing	Established	Integrated	Optimised
<p>Some staff are aware of the need to assess and manage risk. These staff have basic knowledge of risk management principles.</p> <p>There is no central coordination of risk management for the entity.</p>	<p>Key staff are provided training and guidance material to assist in the management of risk.</p> <p>A central person/team leads risk management, but there is little input from across the entity more broadly.</p>	<p>Key staff have the skills and knowledge to manage risk effectively.</p> <p>Staff are given clear responsibility for managing risk, but there is no formal accountability mechanisms to monitor how risk management is being applied.</p> <p>Staff are engaged from across the entity in risk management activities and there is representation from all major business units.</p>	<p>Most staff have relevant skills and knowledge to manage risk effectively. Regular training is available to staff to enhance their risk management skills.</p> <p>Staff are accountable for managing risk and their roles in risk management have been clearly articulated to them.</p> <p>There is ongoing specialist risk management support available for staff. A central risk management team has formal risk management responsibilities.</p>	<p>All staff have responsibility for risk management and see it as a part of all the entity’s processes.</p> <p>Responsibility for risk management is incorporated into duty statements, performance agreements and annual performance assessments.</p> <p>A central risk management team has been established and has developed leading practice methodologies to support ongoing risk management activity.</p>
Process integration — The depth of integration of risk management in key business processes, practices and systems				
Basic	Developing	Established	Integrated	Optimised
<p>Risk assessment processes are stand-alone activities and are not supported by established policy or procedures.</p> <p>Risk management activities are managed manually or in simple tools that are developed in isolation of the entity’s operational context.</p>	<p>Risk management processes are being developed but they are applied inconsistently across the entity and are not integrated into key business processes and planning.</p>	<p>Risk management processes have been implemented in key areas.</p> <p>Specific risk assessments have been undertaken in areas of potential high exposure (e.g. fraud risk assessments).</p>	<p>Standardised risk management processes are an integral part of the entity’s core operations.</p> <p>The entity’s systems have the capacity to meet the ever-changing business and risk environment.</p>	<p>Risk management strategies and processes are integrated as part of all business processes.</p> <p>Risk management activities are managed within sophisticated systems that highlight exceptions, report risk events and prompt staff for remedial action when required.</p>



Response — The processes in place to ensure treatments are effective				
Basic	Developing	Established	Integrated	Optimised
Risk treatments have been identified for some risks but there is no formal mechanism for assessing their effectiveness.	Risk treatments are assessed to ensure that risks are managed in accordance with the entity's risk appetite and risk framework.	Risk treatment plans include alternative courses of action and cost/benefit analyses of treatments.  There is a formal process of monitoring treatments.	Responses to risks are commensurate to the level of risk, including risk appetite and tolerances to risk defined across the entity (risks are not under or over controlled). Responses address the root cause of risks.  Treatments are assigned to a specific risk owner.	Exception reports highlight instances where risks fall outside the maximum tolerances.  There is an independent review of all risks and treatment plans to ensure consistent treatment.  The results of an assessment of treatment effectiveness are shared across the entity.

Monitoring — The extent of ongoing activity to monitor the entity's risk profile				
Basic	Developing	Established	Integrated	Optimised
Risk policies and basic risk registers are provided to senior management for review on an ad hoc basis, but no risk performance monitoring reports are provided to senior management.  Risk is a standing agenda item for the risk management committee.	Senior management review and discuss risk as part of management meetings on a regular basis.  Risk performance monitoring reports are provided to senior management.	Risk is a standing agenda item for executive management meetings.  Concise reports (backed up by more detailed information as required) highlighting exceptions are provided to allow senior management to focus on issues that require attention.	Senior management routinely reviews and discusses the risks that could cause the greatest impact on the entity and on achieving its strategic objectives. These discussions are supported by integrated risk, performance and financial information linked to the entity's objectives.  There is a process for monitoring changes to the external environment that may impact the entity's risk profile, but the process is not systematized.	Systems are in place to support the ongoing review of the entity's risk management strategies, including key risk performance indicators that allow management to monitor the effectiveness of risk management activities.  The entity's risk management framework is regularly benchmarked to external best practice.  There is ongoing environmental scanning to identify trends and external factors that may impact the entity.



Achieving outcomes and innovation — The entity’s culture supports well-managed risk taking to foster improvements and innovation				
Basic	Developing	Established	Integrated	Optimised
Focus is only on achievement of business objectives. There is minimal or no focus on the benefits of effective risk management and no recognition of its linkage to innovation.	The risk assessment process is used to identify new opportunities and improve business practices, but this happens in an ad hoc manner.	The entity’s culture supports open discussion of lessons learnt and supports managed risk taking to foster improvements and innovation.	Proactive procedures and approaches are in place to maximise identification of opportunities in line with the entity’s risk appetite and tolerance levels.  Risk management contributes to improved and innovative service delivery and outcomes.	The entity has a record of maximising opportunities and innovation through effective and well managed risk taking.  Risk management drives improved service delivery and outcomes.

**Contact**

**Queensland Audit Office:**  
 07 3149 6000  
[qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
[www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 PO Box 15396, City East QLD 4002



**Research material**

*COSO Integrated Framework, Framework and Appendices May 2013*  
*ISO 31000:2009*  
*Australian National Audit Office, Heads of Cultural Organisations Meeting, Risk Management, 15 December 2005*  
*National Audit Office, Report by the Comptroller and Auditor General, Supporting Innovation: Managing risk in government departments, August 2000*  
*National Audit Office, Good Practice Managing risks in government, June 2011*  
*HM Treasury, The Orange Book: Management of Risk – Principles and Concepts, October 2004*  
*HM Treasury, Risk management assessment framework: a tool for departments, July 2009*  
*Queensland Government, Financial Management Framework: A Guide to Risk Management, July 2011*  
*APRA Prudential Practice Guide: SPG 220 – Risk Management, July 2013*  
*Auditor General Victoria, Good Practice Guide, Managing risk across the public sector, 2004*  
*Department of Treasury and Finance, Victorian Government Risk Management Framework, March 2001*  
*Australian Government, Comcover, Better Practice Guide, Risk management, June 2008*  
*PWC A practical guide to risk assessment, December 2008*  
*Australian National Audit Office, Better Practice Guide, Innovation in the Public Sector, December 2009*  
*COSO Enterprise Risk Management, Understanding and Communicating Risk Appetite, Thought Leadership in ERM*  
*Crowe Horwarth Risk: Appetite & Tolerance, 2011*

**14.4 2020 INTERIM AUDIT REPORT TO THE MAYOR (INCLUDING MANAGEMENT RESPONSE)**

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

**Attachments:** 1 2020 Interim Audit Report to the Mayor

**PURPOSE (EXECUTIVE SUMMARY)**











The purpose of this report is to table the 2020 Interim Audit report to the Mayor as provided to Council including management responses.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**




Each financial year the Queensland Audit Office (QAO) conducts an audit of Council operations to determine the operating effectiveness of Council. To achieve this, the QAO appoints a delegate and in the case of Council this is BDO, based in Cairns.

Attached is the 2020 Interim Audit Report to the mayor as provided to Council 6 August 2020, based on the audit work performed 22-26 June 2020. This includes an assessment of the design and implementation, and operating effectiveness of Council controls.

The interim report also details the internal control and financial reporting issues identified during the audit. It includes an assessment of internal control environment, status of the audit, a summary of significant control deficiencies, financial reporting issues and other matters identified to date.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 <b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	1	1	
 <b>Risk assessment</b> Processes for identifying, assessing and managing risk	1	-	-	-	
 <b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	1	1	3	1	
 <b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
 <b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	
<b>Total issues</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>2</b>	

**Our ratings**

-  **Effective**  
No significant deficiencies identified
-  **Partially effective**  
One significant deficiency identified
-  **Ineffective**  
More than one significant deficiency identified

The following deficiencies were identified within the report regarding internal controls:

- 20IR-1 Lack of formal periodic review of users, access privileges and process when assigning and terminating user access.

- 20IR-2 Lack of evidence or review of financial management and fraud risks and control measures.
- 20IR-3 Incorrect pay rates.
- 20IR-4 Lack of documented policies and procedures.
- 20IR-5 Lack of control owners.
- 20IR-6 Credit card reconciliations.
- 20IR-7 Outdated policies and procedures.
- 20IR-8 Lack of compliance with Local Government Act 2009 and Local Government Regulations 2012.

The report also identified the following prior year issues pending resolution:

- CR19 Control activities – payroll
- 16IR Control environment – Asset Management Plans
- 17IR Control activities – Bank Reconciliations
- CR19 Conditions over contributions
- 18IR Conflict of interest implementation

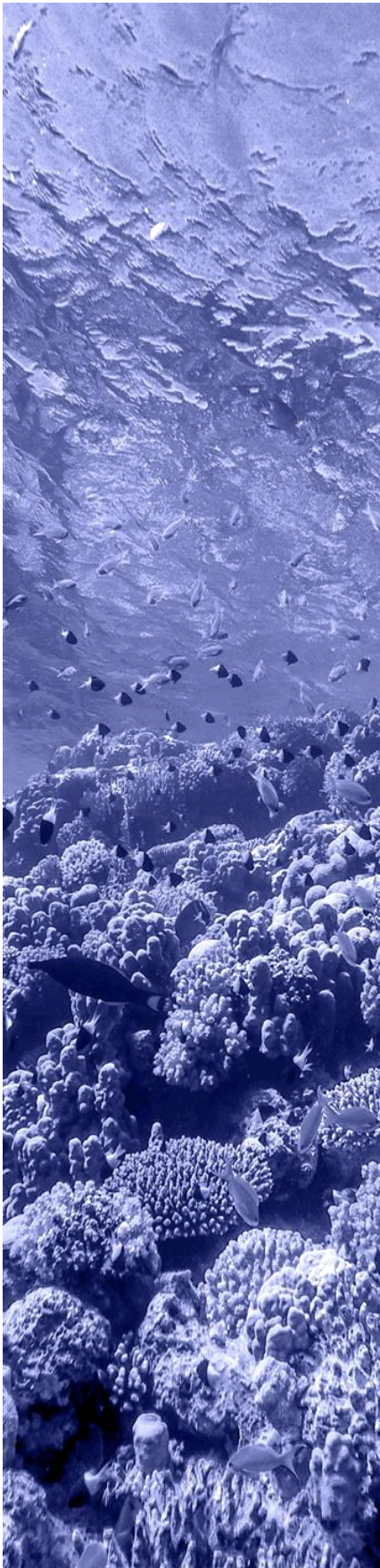
Attached is the interim audit report to the Mayor including management responses to management letter items.

#### **FINANCIAL & RESOURCE IMPLICATIONS**

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

#### **RECOMMENDATION**

1. That Council receive and note the information contained in the 2020 Interim Audit Report to the Mayor.



# Mornington Shire Council

2020 Interim report to the Mayor

10 September 2020

---



Our ref: 100334

10 September 2020

Mr Kyle Yanner  
Chief Executive Officer  
Morningson Shire Council  
c/- Post Office  
GUNUNA QLD 4892

Dear Mayor

**2020 Interim report**

We present to you our interim report for Morningson Shire Council for the financial year ending 30 June 2020. This report details the results of our interim work performed to date of this report. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has not identified any significant deficiencies in your internal controls.

This report also includes our assessment of your internal control framework; and a summary of significant deficiencies, control deficiencies, financial reporting and other matters identified to date.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant.

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year but, given the current environment and associated community sensitivities, we will keep the tabling timeframe under continued review. I know that your focus is currently on responding to COVID-19 and that this may be a challenge over an extended period. As a result, if you find any of QAO's requests (or timeframes) difficult, we can work through revised response methods and dates.

If you have any questions or would like to discuss the audit report, please contact me on (07) 4046 0044.

Yours sincerely

Greg Mitchell  
Partner

CC. Owen Jensen, Acting Executive Manager of Finance and Human Service

---

Queensland Audit Office  
Level 14, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [gao@gao.qld.gov.au](mailto:gao@gao.qld.gov.au)  
Web [www.gao.qld.gov.au](http://www.gao.qld.gov.au)  
 Queensland Audit Office (QAO)

## 1. Summary



### Audit progress

#### Emerging risk - COVID-19

Issues identified / Action required

COVID-19 poses several risks and challenges to entities globally and the Queensland public sector is no different. It is hard to determine the longevity of this pandemic, or the financial impact this may have. In Section 2. *Emerging risks*, we have provided a summary of what these challenges may be for your organisation and what this means for your financial statements and the statutory deadlines.

#### Internal control assessment and issues

On track

- We have commenced the testing of internal controls on expenditure systems for the period 1 July 2019 to 31 May 2020.
- We have also assessed the elements of your internal control environment, as well as the progress made towards resolving prior year issues.

Based on the results of our testing completed to date, we have assessed your internal control environment as partially effective, meaning the environment generally supports an audit strategy that can rely upon these controls.

#### Areas of audit significance

On track

Recognition of Revenue – New Accounting Standards – Feedback has been provided on position papers and further testing will be completed at final audit visit.

Valuation of PPE – We have reviewed management’s internal valuation considerations paper and we are satisfied with the treatment.

Financial Sustainability Ratios – Audit to perform testing at final visit to ensure classifications are correct and ratios are accurate.

COVID-19 – Audit will perform further assessment of the impact of COVID-19 at the final audit visit.

Expenditure – Testing has been performed on expenditure up until May 2020 with the remainder to be completed at final audit visit.

Change in Accounting Software and IT Applications – IT Audit has been performed and further testing will be performed at the final audit visit.

#### New developments (not directly related to COVID-19)

No issues identified

No new developments have been identified.

#### Milestones—financial reporting and audit deliverables

On track

All financial reporting and audit deliverables as detailed in the External Audit Plan have been met to date.



## 2. Emerging risks



COVID-19 is testing the resilience and agility of entities as they tackle multiple challenges, such as supporting their staff and the community, and managing sustainable operations. Management should continue to assess the impact of COVID-19 on their financial results and internal control environment.

The AASB and AuASB are continuing to issue in-depth guidance to chief financial officers, audit committee members, directors and auditors refer [here](#).

We will continue to consider the implications of this pandemic and have identified the following key areas that may impact Mornington Shire Council.

Area of concerns and associated risk	What to consider
<p><b>Going concern</b></p> <p>Material uncertainties that cast significant doubt on the ability to continue as a going concern, such as the extent of the effect on future revenue and costs and the unknown duration of the event.</p> <p>Several revenue streams such as investment revenue, sale of goods and services and rental income may reduce. Timing of cash inflows may also be impacted.</p>	<p>Consider future information for at least, but not limited to, the twelve months after reporting date, for example travel bans, community restrictions, government assistance, financial health of key suppliers and customers, existing financial resources and likely period of expiry if conditions continue or deteriorate.</p> <p>We have recently issued a <a href="#">blog</a> on how to manage your cash reserves in uncertain times on our website.</p>
<p><b>'Everyday' internal controls</b></p> <p>Most entities have expanded to working from home to support social distancing. With any change in working arrangements comes an increased risk of controls failing, particularly manual controls and where controls previously operated with a high level of management oversight within an office environment.</p>	<p>Remain vigilant with your monitoring of internal controls during this time. This could mean your entity may need to implement new controls or revise current controls to accommodate the new work environment.</p> <p>We have recently issued a <a href="#">blog</a> on impact of operational controls under new working arrangements on our website.</p>
<p><b>Information technology and cyber security</b></p> <p>Entities' exposure to cyber security risks increases in vulnerable and uncertain times as their resources are focused on being re-deployed to address critical matters. There is also a risk that identifying cyberattacks may be potentially delayed causing financial and/or reputational risks.</p>	<p>Entities will need to periodically remind everyone of the increased cyber security risks in these times so their staff remain vigilant.</p> <p>Multi-factor authentication, if not already in place, should be activated immediately.</p> <p>Information technology staff should maintain visibility across the network. This will allow entities to proactively monitor the cyber environment and respond quickly if a potential attack is in progress.</p>
<p><b>Valuation of property, plant and equipment</b></p> <p>Economic uncertainty [and imposed community restrictions] may impact the ability of valuers to accurately perform comprehensive and/or desktop valuations and meet the fair value measurement requirements of AASB 13.</p>	<p>Entities may need to consider a number of factors depending on whether the fair value is determined using current replacement cost or income based approach.</p> <p>Refer to <a href="#">Appendix C - Valuation considerations</a> for detailed guidance. We have also released a <a href="#">blog</a> on this issue on our website.</p>
<p><b>Financial statement disclosure</b></p> <p>Several disclosures in the financial statements will be impacted</p>	<ul style="list-style-type: none"> <li>• Revisit the going concern assessment disclosed in the financial statements.</li> <li>• Consider the appropriateness of the classification of debts between current and non-current.</li> <li>• Consider disclosing additional information about significant judgement and estimates.</li> </ul>











Some of these risks also heighten the risk of fraud. Management should enhance the controls in place to detect any fraudulent activities that entities may be exposed to. As auditors, we consider fraud risk to be pervasive to the financial statements and will increase our professional scepticism in carrying out the audit of the financial statements of Mornington Shire Council.



### 3. Internal control issues



The following table summarises our reporting on deficiencies in internal controls. Refer to Section 2 for new issues, and Section 4 for the status of prior year issues.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 <b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	1	1	
 <b>Risk assessment</b> Processes for identifying, assessing and managing risk	1	-	-	-	
 <b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	1	1	3	1	
 <b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
 <b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	
<b>Total issues</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>2</b>	

**Our ratings**



**Effective**

No significant deficiencies identified



**Partially effective**

One significant deficiency identified



**Ineffective**

More than one significant deficiency identified




### 3. Internal control issues (continued)

**Deficiencies**

The following table details deficiencies identified from testing of controls as at the date of this report. It includes a response from management.

Our risk ratings are as follows - refer to [Our rating definitions](#) for more detail.

 Significant deficiency	 Deficiency	 Other matters
--	--	---

 Significant deficiency	
--	--

**20IR-1 Lack of formal periodic review of users, access privileges and process when assigning and terminating user access**

**Control activities**

User access – It was identified that the process to assign new users was not formalised and documented. Further, the process does not include appropriate checks and approvals to ensure the roles assigned are appropriate. A lack of appropriate checks and authorisation when assigning user access can result in the incorrect or inappropriate access being assigned to an individual.

It was also identified that periodic user access reviews are not consistently performed, and are only performed on an ad-hoc basis. Further, there is no formal list that identifies sensitive transactions, and no formal reviews on users who have access to those sensitive transactions or roles.

Privileged users – It was identified that three users from Councilwise had privileged access, one of who had access to add/edit vendor bank account details. It is understood that these roles were provided when they were engaged to assist with the implementation and development of Xero, and access to these roles is not required going forward. Furthermore, there is no formalised procedure in place that specifies the lines of escalation and the processes to resolved issues. Lack of periodic reviews of access can lead to unauthorised or inappropriate access to the financial systems which can result in misstatement or loss. A lack of escalation procedures may result in issues not being resolved appropriately.

User termination – It was identified that the process to terminate users was not formalised and documented. Currently, the process is on an ad-hoc basis whereby the notification of an employee leaving is by word of mouth, which at times results in delayed user termination. Further, the date/time stamp on when the user's access is disabled is not logged, resulting in lack of auditable evidence. A lack of an auditable process for terminating users can result in users not being disabled in a timely manner or the incorrect user being disabled. This lack of a process can result into users who should be disabled still having access to sensitive information.



### 3. Internal control issues (continued)



#### QAO recommendation

We recommend that management formalise the user access and termination process, and include audit logging, monitoring, checks and approvals. Consider incorporating HR into this process to ensure the user is on-boarded and off-boarded appropriately and timely with supporting logs/auditable evidence.

In addition, it is recommended that management:

- Undertake quarterly reviews of user access privileges to ensure roles are still appropriate and current to the user.
- Develop the escalation process for resolving any issues that may arise from the review.
- Keep documentation with the outcomes of the reviews.
- Remove the privileged access from those with the software development company (Councilwise) as they no longer require the access.

Note: It is acknowledged that there is currently a termination form in draft. It is recommended that this form is completed and put into the process.

#### Management response

*Management agrees with the recommendations and had reviewed and implemented some of these between February 2020 and interim audit in June 2020. Management will take actions to formalise these procedures.*

Responsible officer: Finance and Administration Manager  
Systems Accountant  
Status: Work in progress  
Action date: October 2020

#### 201R-2 Lack of evidence or review of financial management and fraud risks and control measures

##### Risk assessment

We were unable to sight evidence that the Council has identified the financial management risks the Council is exposed to and the control measures adopted to manage the risks in accordance with the *Local Government Regulation 2012* section 164. A lack of awareness of key financial management risks could expose the Council to loss if adequate control measures are not implemented.

#### QAO recommendation

We recommend that Council ensure that they have identified the financial management risks that Council's operations are exposed to, and consider the control measures that are in place or should to be implemented to manage the risks.

#### Management response

*Council has implemented a new system for the risk register across the organisation. The risk categories are allocated across Strategic and Operational Risks. Council has conducted workshops with consultants, management and staff to identify respective departmental risks. These respective risks are being populated and will be summarised and brought to Council. The Risk Management Maturity will be reviewed in 2020/2021 as part of the internal audit program.*

Responsible officer: Finance and Administration Manager  
Project Accountant  
Status: Work in progress  
Action date: November 2020



### 3. Internal control issues (continued)



#### Deficiency

#### 20IR-3 Incorrect pay rates

##### Control activities

From review of payroll transactions, we identified a number of instances where the employees were being paid below the minimum rate per the LGIA award. These have been brought to the attention of the Council for further investigation. In addition, there was a back payment made in April 2020 for underpayment of wages in the 2020 financial year. This would suggest there is a breakdown in processes that ensures employees are being paid at the correct rate and pay rates are being updated as required. The total of the underpayment and number of impacted employees has not yet been quantified.

##### QAO recommendation

We recommend that management review the pay rates of all staff paid to obtain assurance that amounts paid are correct. If any errors are identified these should be corrected and a back payment paid where there has been an underpayment of wages. We also recommend you implement a process to regularly check actual amounts paid against contracts or the relevant award.

##### Management response

*Council is currently working with Industrial Relations (IR) experts through an Industrial Relations audit. There has been a large turnover in Human Resourcing staff in recent years, and complications with linking certain conditions of the Certified Enterprise Agreement to two awards, 2014 and the modern award 2017, has taken considerable resourcing to firstly understand and apply. Management has been pro-active in 2019/2020 to rectify any compliance issues and bring up to date. Council will continue to work with Industrial Relations experts to ensure compliance.*

*The back payment related to the passing on of the State Award Increase effective 1 September 2019. There had been an undue delay for the modern award to be ratified and reviewing the workings of the certified agreement.*

Responsible officer: Human Resources Manager

Status: Work in Progress

Action date: December 2020

#### 20IR-4 Lack of documented policies and procedures

##### Control environment

At time of the review, it was observed that there is a lack of documented policies and procedures in regards to the following areas:

- User access for new and transferred employees
- Termination of user access
- Listing of sensitive transactions
- Password
- Third party access policy
- Listed business data owners.

Lack of documented policies and procedures may lead to a lack of understanding by new and existing employees of the organisation's culture, expectations and requirements. Policies and procedures provide a framework and guidance to users and administrators around appropriate use of IT assets and protection of data and sensitive information.



### 3. Internal control issues (continued)



#### QAO recommendation

We recommend that management takes the appropriate steps to develop and/or update policies and procedures in relation to the above-mentioned areas. New and old policies and procedures should be reviewed and revised on a regular basis and updates provided to all employees.

#### Management response

*Management agrees with the recommendations and will undertake a review to develop and/or update policies and procedures in the above-mentioned areas.*

Responsible officer: Human Resources Manager  
Finance and Administration Manager  
Status: Work in progress  
Action date: December 2020



### 3. Internal control issues (continued)



#### 20IR-5 Lack of control owners

##### Control activities

At the time of the review, it was observed that there is a lack of control owners and data owners for the IT controls at Mornington Shire Council. From discussions with the Project Accountant, it is acknowledged that there is work being performed to implement risk registers that will formally identify risk and control owners, as well as monitoring of those controls. Lack of a control owner may result in lack of accountability, ineffective control operation and control failure which may disrupt business operations.

##### QAO recommendation

We recommend that management continue the development and formalisation of the risk registers, and ensure a risk, control and treatment owner are identified and are appropriate for the particular control(s). Further, assign dedicated resources for data and control ownership.

##### Management response

*Council has implemented a new system for the risk register across the organisation. The risk categories are allocated across Strategic and Operational Risks. These respective risks are being populated and will be summarised and brought to Council. The Risk Management Maturity will be reviewed in 2020/2021 as part of the internal audit program.*

Responsible officer: Finance and Administration Manager  
Project Accountant  
Status: Work in progress  
Action date: November 2020

#### 20IR-6 Credit card reconciliations

##### Control activities

We noted during our review of processes and controls in relation to purchases, that there were instances when credit card holder reconciliations were not performed and authorised in accordance with the credit card policy.

There is an increased risk that credit cards could be used for inappropriate purchases that are outside of the definition of a business purpose. The credit card policy states that it is the responsibility of the Cardholders and Finance Department to ensure they are reconciled with all appropriate transaction forms and receipts and in accordance with Council Policies and Budgets.

##### QAO recommendation

We recommend that Credit Card reconciliations be performed in a timely manner in accordance with the Council's Credit Card Policy to ensure appropriateness of expenditure.

##### Management response

*Council has taken steps to ensure credit card policy is adhered too, and it has been re-iterated to the credit card cardholders to ensure respective transaction forms and receipts are maintained, and promptly updated in the corporate accounting system. The new system now enables more visibility as to the records being updated.*

Responsible officer: Management Accountant  
Status: Work in progress  
Action date: September 2020



## 4. Financial reporting issues and other matters

The following table summarises the status of financial reporting issues identified through testing up until the date of this report.

Financial reporting issues and other matters							
	Prior year			Current year			
	Unresolved	Resolved— current year	Re-raised— current year	Not yet due	Unresolved	Resolved pending QAO verification	Resolved
High risk	1	-	-	1	-	-	-
Medium risk	-	-	-	-	-	-	-
Low risk	-	-	-	-	-	-	-
*Other matters	1	-	-	2	-	-	-

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

### Other matters

The following table details other matters identified through our audit work performed up until date of this report. It includes a response from management.

Our risk ratings are as follows - refer to [Our rating definitions](#) for more detail.

 Other matters	
---	--

### 201R-7 Outdated policies and procedures

#### Other matter

During our review of Council policies, it was observed that there were a number of policies across each of the four categories - Human Resources, Safety, Finance and Governance that were outdated and had not been reviewed and adopted in a timely manner. In particular, a large number expiring on 30 June 2019. As a result, there is a risk of potential non-compliance with Council policies due to versions of policies being outdated.

#### QAO recommendation

We recommend that the policies are updated on a timely basis. Management should put in place a process to track the timely review of policies.

#### Management response

Management agrees with the recommendations and will allocate resourcing to update Council policies.

Responsible officer: Finance and Administration Manager  
 Human Resources Manager  
 Executive Manager – Governance and Communication  
 Executive Manager – Finance and Human Services

Status: Work in progress

Action date: December 2020



## 4. Financial reporting issues and other matters (continued)



### 201R-8 Lack of compliance with Local Government Act 2009 and Local Government Regulations 2012 information and communication

During our review of compliance with the Local Government Act 2009 and Local Government Regulations 2012, we noted that the Council was not complying with the following areas of the Act and Regulations:

- Requirement to make minutes available for inspection by the public, at a local government's public office and on its website, within 10 days after the end of the meeting (s272 LGR12).
- Requirement to publish on Council website and make available at public office, the relevant details of contractual arrangements worth \$200K or more (excl. GST) (s237 LGR12).

#### QAO recommendation

We recommend that Council implement procedures to ensure they are complying with their obligations in accordance with the Local Government Act 2009 and Local Government Regulations 2012. We would recommend the use of compliance checklists available on the Department of Local Government, Racing and Multicultural Affairs website.

#### Management response

*Council is currently updating the capacity of its corporate website, and as part of this assignment, the lack of compliance with Local Government Act 2009 and Local Government Regulations 2012 had also been noted. Management agrees with the recommendations and will allocate resourcing to update Council policies.*

Responsible officer: Finance and Administration Manager  
Executive Manager – Governance and Communication

Status: Work in progress

Action date: December 2020



## 5. Prior year issues



### Status

The following table summarises the status of issues and other matters reported by audit in prior years.

Reference	Rating	Issue	Status
Internal control issues			
CR19		Control Activities - Payroll	Work in Progress
16IR		Control Environment - Asset Management Plans	Work in Progress
17IR		Control Activities – Bank Reconciliations	Work in Progress
Financial reporting issues			
CR18		Conditions over contributions	Work in Progress – June 2020
Other matters			
18IR		Conflict of interest implementation	Work in progress – June 2020



## 6. Appendix A – Our rating definitions



### Our rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	This requires immediate management action to resolve.
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	We expect management action will be taken in a timely manner to resolve deficiencies.
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	Our recommendation may be implemented at management's discretion.

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	This requires immediate management action to resolve.
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	We expect management action will be taken in a timely manner.
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.



## 7. Appendix B – Information on internal controls

### What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

### Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

### Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.



## 8. Appendix C – Valuation considerations



Public sector entities in Queensland comprehensively fair value their property, plant and equipment at least once every five years. However, valuation policies of entities also require that specific appraisals be undertaken where an asset class has experienced significant and volatile changes in value (that is, 20 per cent or more).

The current economic downturn may impact the fair value of the assets. Each entity's situation needs to be considered individually. However, here are our general thoughts on whether we think asset classes are likely to move by more than 20% over a short period.

Valuation basis	Our assessment
Current replacement cost	<ul style="list-style-type: none"> <li>Given the nature of these assets are long term, our experience tells us that the key drivers for the valuation inputs for these asset classes are rarely volatile.</li> <li>Condition and useful lives of these long-term assets are also unlikely to be impacted as a result of COVID-19.</li> </ul>
Income based valuation	<ul style="list-style-type: none"> <li>Discount rates are expected to be impacted, particularly post February 2020.</li> <li>Cash flow forecast would need to be revisited due to:               <ul style="list-style-type: none"> <li>economic and financial announcements and directions, including ministerial directions are likely to impact cash flows</li> <li>re-prioritisation in deploying resources.</li> </ul> </li> </ul>

In addition to the economic downturn, entities will have to consider the impact of restrictions that have been posed that prevent site visits by external valuers. This will impact local governments that are located in rural, remote and indigenous locations where some Councils have restricted access to their communities to prevent the spread of COVID-19. Where such travel restrictions have been placed, entities will need to consider suitable alternatives such as those below.

Valuation factors	Consideration points
Gross replacement cost	<ul style="list-style-type: none"> <li>Using internal models (for internally constructed assets) or recent purchase price (assets acquired externally) to support unit rates.</li> <li>Where internal models are not workable, indexation is often enough for gross replacement cost. However, before relying on an index consider whether:               <ul style="list-style-type: none"> <li>there have been any significant changes in unit rate categories since acquisition or the last detailed revaluation</li> <li>there has been a notable change in the modern substitute asset since the last detailed revaluation</li> <li>your engineering and finance staff have sufficient information to cost the modern substitute and make adjustments for the differences in service levels between the modern substitute and the existing asset.</li> </ul> </li> </ul>
Useful lives	<ul style="list-style-type: none"> <li>Review the standard useful lives for each component and document the reasonableness of these useful lives.</li> <li>Review for individual assets whose useful lives are deviating from the standard life and adjust, as necessary.</li> </ul>

Materiality should also be considered when assessing valuations. Rolling valuations may mean that only one or two asset classes are due for a comprehensive valuation this year. If the most material classes are still within their cycle, and it is only one of the smaller classes due for revaluation this year, it may be possible to defer the specific appraisal of the smaller classes of assets and perform an alternative overall assessment.

We understand that you may have trouble completing your valuation in accordance with your planned timetables. Please continue to discuss your specific circumstances and timetables with your engagement leader.



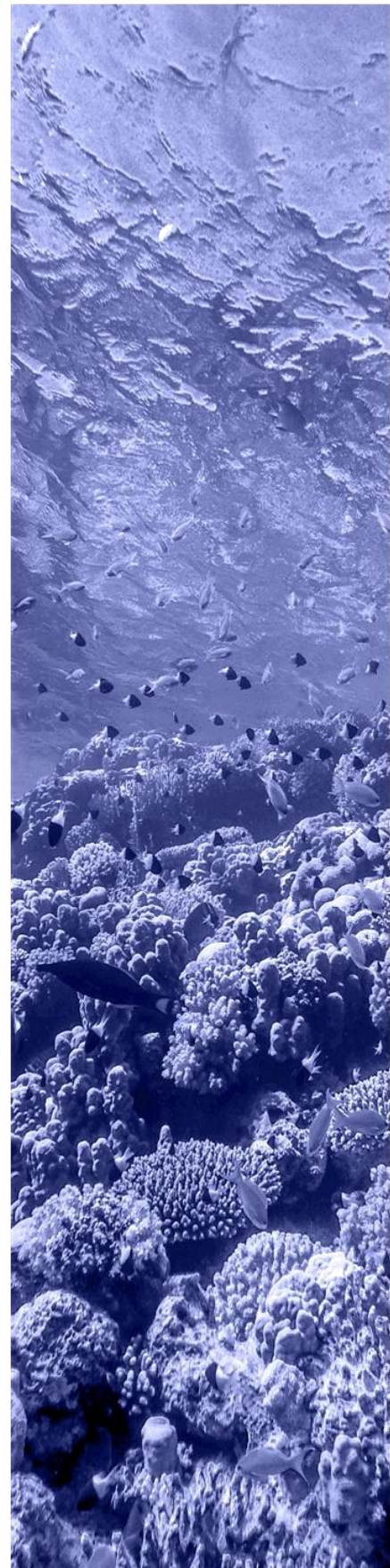
qao.qld.gov.au

---



- [Suggest a performance audit topic](#)
- [Contribute to a performance audit in progress](#)
- [Subscribe to news](#)
- [Connect with QAO on LinkedIn](#)

Sri Narasimhan  
T: 07 3149 6208  
M: sri.narasimhan@qao.qld.gov.au  
W: qao.qld.gov.au  
53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002



**15 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES****15.1 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 August 2020.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****CURRENT BAS WORKS PROGRAMS UNDERWAY****2019/20 QBuild Do & Charge Program**

30 jobs out of a total of 1396 current jobs issued remain outstanding and is detailed below:

1. Plumbing – 8
2. Electrical – 1
3. Carpentry – 17
4. Fencing Repairs – 4

**2020/21 QBuild Do & Charge Program**

72 jobs out of a total of 171 current jobs issued remain outstanding and detailed below:

1. Plumbing – 61
2. Carpentry – 10
3. Fencing – 1

**QBuild Do & Charge Jobs Summary 2019/20 to 2020/21 at 09.09.2020:**

Total number of jobs issued at 09.09.20	112
Less: Total completed closed off jobs / ready for billing	24
Equals: Total open jobs on the QBuild Portal at 09.09.20	88
Total jobs attributed to Tech Services (Mow/Tidy, Trees)	38
Actual Total jobs outstanding/attributed to Housing	72

**2019/20 QBuild Purchase Orders Program**

QBuild had released a total of 137 jobs to date valued at \$6.5 million (GST-inclusive). 113 jobs valued at \$4.9 million have been completed and paid. A remainder 23 jobs valued at \$1.6 million are yet to be completed.

Below shows a summary of the 23 jobs at 8 properties valued at \$1.6 million that have yet to be completed followed by commentaries:

1x Flooring Upgrade (valued at \$5.3K) – works scheduled for when vinyl layers visit island next;

1x Roof Replacement Project (valued at \$57.7K) – scheduled to be completed in conjunction with roof replacement to D Block at MI State School;

MISS Security Fencing Project – works commenced Thursday 21/05/20

- All PCYC Oval works completed and billed
- All materials have arrived on the island
- Works on Lardil Street have been completed, all internal fencing works completed and billed.
- Works on Maarn Maarn Katha Street have been completed
- Internal fence between School and PCYC is 80% complete
- School Residence fencing works and Save The Children portions remain, expected completion is late October
- Initial contract value is \$2.4 million
- Total value of works completed and paid to date \$2.1 million
- Total value of works yet to complete is \$890K
- 4 fencing registered jobs remain to be completed

4x Veranda Rectification jobs at 2 properties (valued at \$165.5K) – 50% of materials have arrived on island, the remaining is scheduled for delivery on the next barge; Res 9A & 9B scheduling in works with occupied tenants, Res 5 is 90% completed and rear deck painting is outstanding;

10 listed jobs for 1x Full Refurbishment project (valued at \$205.9K) – majority of materials have arrived, discussions ongoing with Department of Housing for suitable residence to house current tenants whilst renovations are being undertaken, shipping containers placed on site and purchased materials to be stored in containers awaiting commencement of works;

2 listed jobs for Wheelchair Access Ramps (valued at \$345.5K) – materials arrived for F Block and materials for D Block is scheduled to arrive 09/09/20;

### **2020/21 QBuild Purchase Orders Program**

QBuild has released a total of 11 jobs to date valued at \$2.5 million (GST-inclusive).

Below is a summary of the status of the current jobs:

1x Door & Awning (valued at \$25K) – materials have arrived and planned commencement this week;

4x Dismods (valued at \$192K) – 230B Dunlyu St materials on island, planned start date 14/09/20, 67 Lardil St 90% completed, works to commence at 81 Lardil St after completion

of 230B Dunlyu St, 43 Wardirrkkan St works is scheduled to commence with D Block Refurbishment to utilise ACM Contractors;

1x Repair/Treat steel Posts (valued at \$15K) – 50% completed, replacement steel posts required and due in next Wednesday (16/09/20);

1x D Block Refurbishment (valued at \$474K) – to commence during the December school holidays;

10x Dept of Education Garages (valued at \$1.8 million) – currently issuing purchase order to awarded contractor and sourcing materials for Res 10/500 Lardil Street which was retained by the department for apprentice training purposes.

## FINANCIAL & RESOURCE IMPLICATIONS

### STAFFING REPORT

The Housing Department is currently sourcing a Housing Manager and a Housing Supervisor to replace QBuild contracted employees Dale Harvey and Rohan Gibbs who will be moving back to QBuild headquarters. The department is also sourcing a second Housing Supervisor/estimator

### FINANCIAL REPORTING

1. Plug Ins x10 Project – Outstanding		
Sep19 Claim (Variation) - Submitted	\$428,9483	Approved & ready for payment
<b>TOTAL</b>	\$428,9483	

**Commentary:** The Progress Claim 12 (Variation Claim) for this project was initially raised for \$527,894 in September 2019. Received Quantity Surveyor Assessment values on walkways and doorway variations assessment. Variations have been approved and are awaiting payment.

2. QBuild PO Jobs				
	May20	Jun20	Jul20	Aug20
Total Revenue (\$)	\$439,208	\$1,498,452	\$333,099	\$436,081
Invoice Quantity	25 Invoices	39 Invoices	16 Invoices	13 Invoices
Average \$/invoice	\$17,568	\$38,422	\$20,818	\$33,544

**Commentary:** The table above indicates a stable revenue figures for the QBuild Purchase Order Projects this month compared to the previous month.

3. QBuild D&C Jobs				
	May20	Jun20	Jul20	Aug20
Total Revenue (\$)	\$158,802	\$187,733	\$112,808	\$96,522
Invoice Quantity	121 Invoices	116 Invoices	66 Invoices	41 Invoices

Average \$/invoice	\$1,312	\$1,618	\$1,709	\$2,354
--------------------	---------	---------	---------	---------

**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.

<b>4. MSC Private Works Jobs</b>			
<b>Au20</b> Invoices	\$0	0 Invoices	N/A
<b>TOTAL</b>	<b>\$0</b>		

**Commentary:** No Private Works jobs undertaken in the month have been billed.

#### **RECOMMENDATION**

That Council review and note this report.

**15.2 TECHNICAL SERVICES MONTHLY REPORT**

**Author:** Technical Services Administration Officer

**Attachments:** Nil

**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 and Valve around the community 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. R.P.Z are being install at the Sewer pumps stations and Sewer Ponds to compliance with regulations.

*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	30,535 KL	Oct	
Feb	24,112 KL	May	28,883 KL	Aug	32,701 KL	Nov	
March	25,368 KL	June	28,152 KL	Sept		Dec	
<b>Total</b>	<b>74,104 KL</b>	<b>Total</b>	<b>81,890 KL</b>	<b>Total</b>		<b>Total</b>	

*Table 2: Monthly rainfall*

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	-	April	38 mm	July	1mm	Oct	
Feb	-	May	8 mm	Aug	0	Nov	
March	6mm	June	0 mm	Sept		Dec	
<b>Total</b>	<b>6mm</b>	<b>Total</b>	<b>46 mm</b>	<b>Total</b>		<b>Total</b>	

*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	87%	Oct	
Feb	101%	May	96%	Aug	82%	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 around the community. Trimming tree jobs for fence line around school. Also doing Undertaking duties for funeral days and grave prepping.

**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 also absenteeism. 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 continued at the school with the 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.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

That the council note and receive this report.

**16 STAFF REPORTS - HUMAN SERVICES****16.1 ACTING EXECUTIVE MANAGER FINANCE AND HUMAN SERVICES**

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

**Attachments:** Nil

**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 31<sup>st</sup> August, 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.
- The new bakery oven has arrived and is in place within the bakery. Commissioning of the oven is pending the installation of special water filters. The existing Moffat oven is working at full capacity and saving one hour per day in baking operations. The Moffat Curlflow Bread Slicer has been repaired and the slicing and packaging is now being completed faster by one hour per day.
- 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 had been temporarily closed due to insufficient staffing availability, and its operations impacting on other facilities management programs. Currently it is unable to be opened due to site works with the tavern refurbishments.
- Expressions of Interest (EOI) are being developed for the airport kiosk. EOIs at a local level have previously not secured a suitable solution, however Council should insist on local involvement with any chosen solution.

**Finance Program**

Finance has completed the draft annual financial statements for financial year ended 30<sup>th</sup> June 2020.

Finance has conducted a comprehensive audit of Council's recreational assets, and a report will be provided to Council advising the condition assessment of these respective assets. From this report, a program of works will be developed to improve the level of service available to the community.

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.
- 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 2020/2021 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 when the new workshop manager is engaged. Subsequently it will be introduced to Housing Operations.

### **Information Technology & Communications (ICT) Program**

- The ICT Infrastructure Rectification Project is currently still being 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 Wi-Fi), housing, council chambers, training room, barge shed, stores, fuel station, airport, airport shed, VAC, technical services, and the bakery.
  - ✓ Total project cost - \$136,000 (2020/2021 Operational Budget)
- 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.
- 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 Events and Engagement Coordinator will be advertised locally shortly.

### **Workplace Health and Safety (WHS)**

- The plan has been completed; WHS, Fire Safety, Food Safety and Rehabilitation Return to Work management plans and documents have been completed.
- 46+ hazards reported and respective hazard reports are currently being completed and submitted for rectification.
- 1 Incident reports received:
  - Accidental property/vehicle damage report – 06.08.2020 – broken rear window of new excavator. No injuries to persons.
- Rehabilitation and return to work:
  - One employee returned to work and completed workers compensation claim.
  - Two ongoing workers compensation claims are still in progress.
- Safe Work Method Statements (SWMS) developed:

- Housing SWMS – working at heights (State School generator project)
- Housing SWMS – operating plant and machinery (State School generator project)
- Proposed next visit 21/09/2020 to 02/10/2020 and tasks are as follows:
  - conduct WHS inspections of building projects underway
  - assist with the implementation of Council's WHS representatives (WHSR) by working with the elected WHSR's in developing inspection checklists and other documentation that assist in supporting them whilst they support the various work groups
  - continue working towards implementing online face to face WHS induction and training via Microsoft TEAM's
  - organise Chubb Fire service to perform six-monthly servicing of all fire emergency related equipment
  - conduct fire safety training for workshop, technical services, and housing staff
  - conduct induction training for staff and contractors
  - conduct toolbox training sessions for technical services staff onsite
  - develop and improve communications with technical services staff including onsite toolbox sessions
  - conduct site inspections and pre-start meetings
  - update hazardous chemicals risk register and SDS
  - hazard inspections

### **Economic Development**

Finance is currently developing a feasibility study and business case towards the establishment of market gardens on Mornington Island. This business case will review the feasibility in such a project. There has been much interest in the development of this project and a report will be prepared and provided for Council's consideration. and a report will be provided back to Council.

It is noted that Council is receiving several business cases seeking assistance to having businesses being established on Mornington Island. Council can provide an advocacy role to provide assistance with grant applications or through an established community grants program.

### **Grants**

Finance has worked with Peak Services towards submitting grant applications as follows:

- Regional Connectivity Program – Commonwealth Government – Department of Infrastructure, Transport, Regional Development and Communications
  - A grant submission is being prepared, and for the best outcome, Council is preparing a regional submission that includes Mornington Island, Doomadgee, and one other Council. This will enable a very strong submission and optimise cost savings.
- 2019-20 Resilience and Risk Reduction funding - State Government – Queensland Reconstruction Authority – Mornington Island Radio Communications Network:
  - Currently Mornington Island does not have a radio network, the mobile network is unreliable and there are only six satellite phones on the island. The project seeks to implement a high-quality radio system to fill this gap and provide twenty handsets/mobile units. Key outcomes are improved:
    - disaster coordination and emergency response times;
    - ability to communicate with places of refuge and areas susceptible to tidal surge and flooding during disasters;
    - safety for disaster response workers; and faster recovery for community.
  - Total project cost - \$117,095.

- Local Roads and Community Infrastructure Program – Commonwealth Government – Department of Infrastructure, Transport, Regional Development and Communications – Covid-19 Community led recovery infrastructure projects:
  - Sports Oval Playground – picnic shelter, table, eating and filtered water bubbler, re-open public amenities. Total project cost - \$62,418.
  - Gununa post office grounds – picnic shelter, table, seating and filtered water bubbler. Total project cost - \$57,000.
  - Basketball court playground – picnic shelter, table, seating and filtered water bubbler. Total project cost - \$57,000.
  - Acceptance of this agreement has been forwarded, and Council awaits confirmation of the above projects being accepted in the program of works
  - Total project costs - \$176,418.

### **General Matters – External Audit**

Council had its final end of financial year external audit scheduled from 10<sup>th</sup> to 14<sup>th</sup> August 2020. This was conducted remotely by contract auditor's BDO for the Queensland Audit Office. The date for the audit clearance has been re-scheduled for 6 October 2020, and the final sign-off by 8 October 2020.

### **FINANCIAL & RESOURCE IMPLICATIONS**

As outlined within the report.

### **RECOMMENDATION**

That the information in this report be received and noted.

**16.2 2020-2021 RECREATION EVENTS ANNUAL CALENDAR (DRAFT)**

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

**Attachments:** 1 2020-2021 Recreation Events Annual Calendar (Draft)

**PURPOSE (EXECUTIVE SUMMARY)**

To propose an annual calendar of recreation events for October 2020 to September 2021 for inclusion in an annual Council calendar for the community. This outcome is in accordance with Council's Corporate and Operational Plan requirements.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Please see attached list of events planned for October 2020 to September 2021.

Once the events listings are approved by Council, it is planned that Council will create 500 calendars for the community with an array of photo's included showcasing the Mornington Community. Council's Community Events and Engagements Coordinator, Executive Manager - Corporate Governance and Communications and Executive Manger - Finance and Human Services will coordinate the calendar's production and distribution.

Officers are consulting with various community groups and individuals to ascertain if non-council initiated / sponsored community events can be included in the Council calendar.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

That Council endorse the proposed events and date listings being displayed in the community calendar.



PROJECT/EVENT	MSC EVENTS CALENDAR
ORGANIZER	MORNINGTON SHIRE COUNCIL

## EVENT SCHEDULE PLANNER 2020-2021

PROPOSED EVENT	STARTING	ENDING	PROPOSED EVENT	STARTING	ENDING
ANNUAL FISHING COMPETITION	24/10/2020	24/10/2020	PHOTOGRAPHY COMPETITION	23/01/2021	23/01/2021
NAIDOC WEEK	08/11/2020	15/11/2020	ANZAC DAY	25/04/2021	25/04/2021
TIDY YARD COMPETITION	05/12/2020	05/12/2020	GUNUNA DASH	22/05/2021	22/05/2021
MSC CHRISTMAS FUNCTION	12/12/2020	12/12/2020	NAIDOC WEEK	04/07/2021	11/07/2021
COMMUNITY LIQUOR EVENT	19/12/2020	19/12/2020	TABLE TENNIS COMPETITION	07/08/2021	07/08/2021
NEW YEARS EVE FIREWORKS	31/12/2020	31/12/2020	QUIZ NIGHT	11/09/2021	11/09/2021

OCTOBER							NOVEMBER							DECEMBER							JANUARY							FEBRUARY							MARCH							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	4							1		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31															29	30	31		
							30																																			

APRIL							MAY							JUNE							JULY							AUGUST							SEPTEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	4					1	2	1	2	3	4	5	6					1	2	3	4						1	1	2	3	4	5			
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30										
							31												30	31																					

**16.3 INWARDS CORRESPONDENCE - LETTER OF APPRECIATION**

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

**Attachments:** 1 Morningson Island State School Letter to Mayor (Project Ideas)

**PURPOSE (EXECUTIVE SUMMARY)**

During the exercise of its various functions, Council frequently receives emails and letters of appreciation for services rendered or actions taken by Councillors and staff.

The most recently received are from the students at Morningson Island State School following a visit from Mayor Yanner on 24 July 2020.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Following a visit from Mayor Yanner to the Morningson Island State School on 24 July 2020, the students wrote a letter of appreciation to Council. The students from years 7,8,9,10, expressed thanks for the Mayors meeting them, empowering them as future leaders and encouraging them to have a voice in matters affecting island life.

In the attached letter, the students had many thoughts on what would make life here more beneficial. These ideas are summarised as follows:

- swimming pool
- after hours drop-in youth recreation centre with table tennis, pool table, games, television, Netflix
- public transport – regularly scheduled council-run bus runs to shop or to and from bush camps on weekends
- training in safe handling and general maintenance of vehicles including: motorbikes, quad bikes, cars, and tinnies
- Council-led bush trips with a cultural focus where traditional crafts and skills are taught: making spears, canoes, boomerangs, clap sticks, and didgeridoos
- Better sporting facilities including:
  - Water oval so the surface isn't so hard
  - BMX track
  - Gym equipment in the playground near the PCYC
  - Water bubblers and toilets at playgrounds
  - NRL & AFL goalposts on the oval
  - Oval lighting
- Council-led clean up days – beaches, parks and roads
- Manage livestock.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RECOMMENDATION**

1. That the information in this report be received and noted.
2. That Council write to the Morningson Island State School expressing thanks for the opportunity to visit, and update on plans towards achieving suggested project ideas.

Mornington Island State School

Lardil Street

WELLESLEY ISLANDS QLD 4892

30 July 2020

Dear Mayor Kyle,

Many thanks for visiting with our secondary students, empowering them as future leaders and encouraging them to have a voice in matters affecting island life.

7/8 HASS students are currently studying factors impacting liveability so your visit was both timely and very relevant.

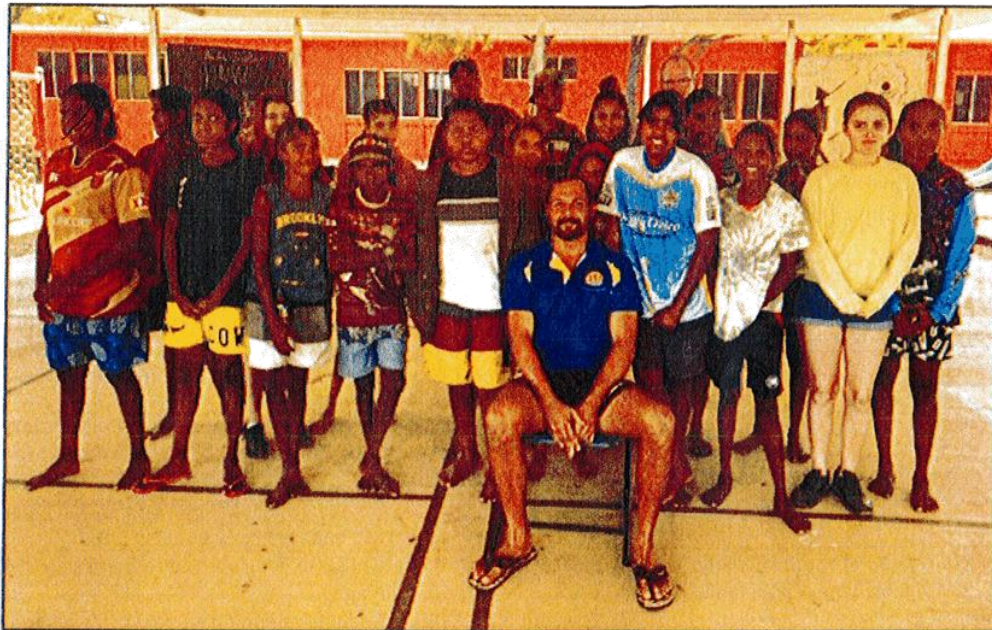
Although loving their island home, our teenage students had many thoughts on what would make life here even better. Most sought greater leisure options – movie nights, a games parlour/arcade something like Timezone (several said their parents had told them there was once a venue where young people could gather and play table tennis, pinball machines etc), a bus service so families without private vehicles could get out on country or home from the shop with heavy groceries.

Student suggestions are summarised in the table below:

Initiative that would positively impact Mornington Island liveability for youth	Justification
Swimming Pool <i>*(Overwhelmingly most common suggestion)</i>	<ol style="list-style-type: none"> <li>1. Safety – all kids living on an island must know how to swim; unsafe to swim in the ocean but kids do</li> <li>2. General health – swimming is the best way to exercise especially on hot days</li> <li>3. Equity – most Australian kids have access to a council run swimming pool</li> <li>4. Could help with school attendance – no school; no pool</li> </ol>
After Hours Drop-in Youth Recreation Centre with table tennis, pool table, games, TV, Netflix	<ol style="list-style-type: none"> <li>1. Safety – kids have a safe place to hang out where there's no drinking, sniffing or fighting</li> <li>2. Engagement – kids whose families don't have cars can't ever go out bush</li> </ol>
Public Transport – regularly scheduled council-run bus runs to shop or to and from bush camps on weekends	<ol style="list-style-type: none"> <li>1. Safety – very hot to walk in summer</li> <li>2. Engagement – kids whose families don't have cars can't ever go out bush</li> <li>3. Equity – everyone gets to enjoy the island; not just those who can afford a car</li> </ol>
Training in safe handling and general maintenance of vehicles: motorbikes, quads, cars, tinnies	<ol style="list-style-type: none"> <li>1. Safety – fewer vehicle-related incidents</li> <li>2. Engagement – kids interested in learning life skills that might</li> </ol>
Council-led bush trips with a cultural focus where traditional crafts and skills are taught: making spears, canoes, boomerangs, clap sticks, didgeridoos	<ol style="list-style-type: none"> <li>1. Celebrating and keeping traditional knowledge/culture alive</li> <li>2. Equity – kids miss out if their family doesn't have access to a private vehicle</li> </ol>
Better sporting facilities: <ul style="list-style-type: none"> <li>• water oval so the surface isn't so hard;</li> <li>• Install a BMX track</li> <li>• Install gym equipment in the playground near the PCYC</li> <li>• Install water bubblers and toilets at playgrounds</li> </ul>	<ol style="list-style-type: none"> <li>1. Health benefits – exercise is good for everyone, especially teenagers who exercise less than younger children</li> <li>2. Safety <ul style="list-style-type: none"> <li>- water's essential in hot climates especially when playing sport</li> <li>- hard ground is a disincentive to playing sport on the oval</li> </ul> </li> </ol>

<ul style="list-style-type: none"> <li>• Install NRL and AFL goalposts on the oval</li> <li>• Install lights so we can safely play on the oval at night; in summer it's too hot during the day</li> </ul>	
<p>Council-led clean up days – beaches, parks, roads</p>	<ol style="list-style-type: none"> <li>1. Safety – many people don't wear shoes and could cut their foot on rubbish on ground when playing/walking; if the plastic gets into the sea it could kills turtles and we'll have less to eat</li> <li>2. Pride – makes us proud to live in a beautiful place</li> </ol>
<p>Manage livestock</p>	<ol style="list-style-type: none"> <li>1. Safety – too many dogs and horses in town and pigs on the beach.</li> </ol>

Thanks again for visiting with us and asking what we'd like to make Mornington Island even better.



Chase Colin Migal Lomas  
 Eve Delores Kyarna Ashanti Jean Navu  
 Halle  
 Shakayla  
 Kerry-ANNE Sandra

Years 7/8/9/10 Students

Mornington Island State School

**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 Review of Chief Executive Officer Position**

This matter is considered to be confidential under Section 275(b) 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 industrial matters affecting employees.

**18.2 Staff Absenteeism Report**

This matter is considered to be confidential under Section 275(b) 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 industrial matters affecting employees.

**18.3 Executive Recruitment**

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.

**18.4 CCC - Procurement Bilby Security Contract**

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.

**19 NEXT MEETING****20 CLOSURE**