



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

Date: Wednesday, 18 March 2020
Time:
Location: Council Chamber
Mission Road
Gununa

BUSINESS PAPER

Ordinary Council Meeting

18 March 2020

Frank Mills
Chief Executive Officer

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

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- 1 OPENING OF MEETING**
- 2 PRESENT**
- 3 APOLOGIES**
- 4 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF**
- 5 CONDOLENCES AND MEMORIALS**
- 6 CONFIRMATION OF MINUTES**
Ordinary Meeting - 19 February 2020
Special Meeting - 21 February 2020
- 7 BUSINESS ARISING**

8 ACTION SCHEDULE**8.1 ACTION ITEMS AS OF FEBRUARY 2020**

Author: Executive Manager of Corporate Governance and Communications

Attachments: 1 Action Schedule as of FEB 20.xlsx.docx

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 table

Task Name	Assigned To	Resolution Number	Resolution Date	Resolution	Updates	% Complete
Animal Management	David Torr	2015/11			<p>01.03.2017 Discussions held with Executive Manager of I&TS, an education program to be developed and tabled at April Council Meeting.</p> <p>10.05.2017 Animal Control Officer gathering data from the community about how many animals each household has, whilst also informing residents of local laws.</p> <p>17.05.17 Executive Manager of Infrastructure and Technical Services to provide a report to Council 21.06.2017 with data collected of animal numbers in the community and actions being taken to enforce local laws.</p> <p>22.06.17 Data is still being collected by Animal Control Officer</p> <p>08.08.17 Continuing to collect data regarding animal data.</p> <p>06.12.17 Refer to Infrastructure and Technical Service Monthly report December Ordinary Council Meeting</p> <p>04.01.18 Most residential premises have been visited and given both verbal and hand out notices to explain what's happening. Notices have also been put up in public</p>	

					<p>places.</p> <p>13.02.18 EHO and ACO liaising with the school on an education program and for the removal of animals in the school grounds.</p> <p>14.03.18 We are currently advertising for a new ACO, in the meantime we are continuing to promote the introduction of local animal laws</p> <p>09.10.2018 Two fulltime positions have been filled and are undergoing animal control and EHO training</p> <p>06.12.2018 Change of structure to utilise the Vet for home visits and communication with owners around Laws and animal welfare New Vet service February 2019</p> <p>06.02.2019 Burton Veterinary Contracting commenced veterinary services to the Island for week 21-25 January 2019. Future visits will include more community engagement as well as bringing in 'PetPep' to the school.</p> <p>05.04.2019 Next visit is in April. Also training with the AMW on the importance of an animal register</p> <p>08/07/2019 Next visit is on the 8/7/19.</p>	
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					<p>Report to be submitted at the August council meeting regarding Council direction for animal management.</p> <p>02.10.2019 Matter deferred to November Council meeting due to staff unavailability.</p> <p>04.12.2019 Animal Management officer will present to December Briefing Meeting at 12pm, will provide a PowerPoint presentation on Animal Management Strategy and directions with a view of finalising a report for early new year</p> <p>07.01.2020 The current ACO has put in his resignation as of February but has left on the 30 December. The next Vet visit to be on February 10-14 2020</p>	
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<p>Mornington Island Company</p>	<p>Kerry Whiting</p>	<p>2018/138</p>		<p>That Council endorse MacDonnell’s Law to commence drafting a constitution and incorporated paperwork to set up that company. That Council provide the proposed company name, registered office of the company, and the full names, addresses and dates and places of birth of all proposed Directors and the Secretary as well as details of other Directorships they may hold in other public companies to MacDonnells Law as soon as is practicable</p>	<p>10.08.2018 Direction to be received from Council and MIACSED for matter to be finalised at Council meeting on 15.08.2018. 12.09.2018 Awaiting advice from Minister Scullions Office on structure. 09.10.2018 Further request sent to Department of Prime Minister and Cabinet for advice previously agreed to be presented to Council. 15.11.2018 Report to November Council meeting for information 6/12/18 Awaiting confirmation from ML that setup of company with ASIC has been finalised and any associated new company requirements have been completed 10.01.2019 Advice from MacDonnells Law, company has been registered, details to be provided to Council within 7 working days. 25.04.2019 MacDonnells Law attending to the registration of the Entity once Director details have been compiled. Directors duties and checklist has been provided by MacDonnells Law. 4.7.2019 Still awaiting confirmation from Macdonnells Law that Mundalbe Enterprises has been incorporated. In the meantime, discussions are being held in regards to independent Directors being recruited. 08.08.2019 Awaiting clarification from the Integrity Commissioner regarding Conflict of Interest for Directors 11.09.2019 Meeting set for Council to meet</p>	
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					<p>with the Integrity Commissioner and Independent Assessor on 17.10.2019 at the LGAQ Annual Meeting in Cairns.</p> <p>04.12.2019 Report included in January Council meeting Agenda</p> <p>07.02.2020 Council resolved at the January 2020 Ordinary Council meeting to defer this item until post 2020 Local Government Elections.</p> <p>06.03.2020 Matter will be re-presented to the new Council after the LG Elections.</p>	
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<p>Traffic Management Plan</p>	<p>David Torr</p>				<p>06.02.2019 Regulatory speed signs stop signs and give way signs have been located. Required brackets and posts have been ordered. In mean time some suitable posts have been located and installation will commence this week. Other works in accordance with the agreed Traffic Management Plan to be implemented over the next month. In addition some further traffic management planning will be done regarding parking areas.</p> <p>05.04.2019 Erection of posts are underway, had a late start due to materials being missed placed, timeframe surrounding the works 31st May 2019</p> <p>08/07/2019 The completion date has been extended due to number of signs removed, replacement signs are on order.</p> <p>02.10.2019 Matter deferred to November Council meeting due to unavailability of staff</p> <p>07.01.2020 Report to be tabled at Council early near Signs. have been erected in the community but some street signage have not the right or incorrect spelling further option may be to include the English translation of the tribal word looking into year</p>	
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Ergon Energy - Lights on Basketball Courts and Playgrounds	David Torr				16/07/19 waiting on report from Ergon 02.10.2019 Ergon conducting works on Mornington Island 15.10.2019 to 21.10.2019 07.01.2020 Investigation of lighting type that won't disturb surrounding residents. Still Investigating	
Town Planning - Access to Fire Hydrant	David Torr				08/07/2019 Report will be put to the August council meeting 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff 04.12.2019 Investigated current access to fire hydrants, additional hydrants will be installed in 2020	
Naming of Oval	Frank Mills				To be discussed further at the May ordinary Council Meeting 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff 07.01.2020 Matter referred to Mirndiyan Gununa 17.02.2020 This matter has been referred to Mirndiyan Gununa for advice and direction to Council - COMPLETE	

Proposed Road Closures - PCYC	David Torr	2019/109		That Council request a road closure policy be investigated and brought back to July Council meeting for approval.	08/07/2019 This will be brought to the August meeting for approval. 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff 04.12.2019 Report and Policy to be tabled in the new Deferred to next meeting. year	
Sorry Business	Frank Mills	2019/166		That Council advise organisations delivering services to Mornington Island to respect mandatory sorry business closures, all but emergency and legislative service	11.09.2019 Meeting held with Susan Sewter acting on behalf of Mirndiyan, Mirndiyan Board to develop and distribute protocols to Council once complete 02.10.2019 Mirndiyan Board yet to develop and document protocol. 07.01.2020 This matter has been referred to Mirndiyan for development of an appropriate protocol. 17.02.2020 A community protocol has been developed and circulated to all agencies by Mirndiyan Gununa - COMPLETE	
Human Resource Policy - Work From Home	Tatiana Ahmat	2019/186			07.01.2020 This matter has been deferred until further information has been obtained as to the strategic planning of Mornington Shire Council workforce	

Finance Policy - General Service Concession	Kerry Whiting	2019/194			04.12.2019 That Council defer this matter to allow the inclusion of a 100% local concession I the public benefit section 07.02.2020 Council resolved at the January 2020 Ordinary Council meeting to approve the General Service Charge Concession Policy. 06.03.2020 Matter Completed.	
Barge Sale - Engagement of Valuer	David Torr	2019/195		That Council engage an evaluator to conduct an investigation and develop a report of the value of the barge.	07.01.2020 Report to January 2020 Ordinary Meeting of Council for decision.	

Special Projects - Further Information	David Torr	2019/198		That Council request further information regarding the BOR Round 5 funding application for the Tavern outdoor Upgrade That Council request more information before approving the proposed POR Training Centre wheelchair ramp from the car park to the Council Chambers. Consideration needs to be given to restricting horse access to the ramp.	07.01.2020 Report to be tabled at the January Ordinary Council Meeting	
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<p>TORRES CAPE INDIGENOUS COUNCIL ALLIANCE (TCICA) - FORMATION OF A REGIONAL ROADS AND TRANSPORT GROUP (RRTG)</p>	<p>Frank Mills</p>	<p>2020/21</p>	<p>24/01/2020</p>	<p>That CEO advise that;</p> <p>1. That Council approve the two suggested submissions for funding by the Aboriginal and Torres Strait Islander Transport Infrastructure Scheme in 2020 as outlined in this report.</p> <p>2. That Council advise that Mornington Shire Council does not support the formation of the proposed Torres Cape Indigenous Councils Alliance, Regional Roads and Transport Group.</p> <p>05.02.2020 TCICA advised of Council decision 17.02.2020 Acting Executive Manager Technical Services MSC to submit two proposal to TMR for ATSI TIDS funding.</p>		
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<p>DECEMBER 2019 ORDINARY MEETING OF COUNCIL AGENDA ITEMS FOR RESOLUTION</p>	<p>Frank Mills</p>	<p>2020/23</p>	<p>24/01/2020</p>	<p>That Council resolve each of the agenda items as tabled and attached to this report. a) Council note and receive Report – Conflict of Interest Guidelines- Councillor Bobby Thompson declared he may have a perceived Conflict of interest in this matter, after discussion Councillor Thompson participated in discussion and decision making. b) Council approve Report – Proposed Ordinary Council Meeting Schedule 2020 c) Council note and receive Report – Mornington Shire Council Service Delivery Update d) Council note and receive Report - Arrangements for the Caretaker Period and amendments affecting councillor discretionary funds from 1 January — 2020 Local Government Quadrennial Elections e) Council note and receive Report - Torres Cape Indigenous Council Alliance (TCICA) Canberra advocacy report & November</p>		
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			<p>meeting minutes f) Council note and receive Report - Cultural Awareness Training g) Council approve as amended Report - General Service Charge Concession Policy h) Council note and receive Report - Financial Report as at 30th November 2019 i) Council note and receive Report - Infrastructure Services Report for the month of December j) Council note and receive Report - Housing Report k) Council note and receive Report - Special Projects - Lelka Murrin Upgrade l) Council note and receive Report - Civic Centre - Administration Building (LGGSP) m) Council defer Report - Bynoe Cacs and CDP Arrangements, to post 2020 Local Government Elections n) Council note and receive Report- Information and Communication Technology Quarterly Report o) Council note and receive Report -</p>	
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				<p>Mornington Shire Council - Tender for Security and Patrol Services- Mayor Bradley Wilson declares a conflict of interest in this matter and leaves the discussion p) Council note and receive Report - ICT Secondary Support & Council-wise Investigation q) Council note and receive Report - Facilities Quarterly Report- July to September- CEO to table a report to February Council meeting regarding outcome and process of the EOI for the Lelka Murrin Kiosk r) Council note and receive Report - Community Liquor Permit, application by Gununamanda for consideration of Council endorsement 19.02.2020 Minutes of meeting confirmed, action COMPLETE</p>		
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<p>STATE GOVERNMENT FUNDING - \$2.35 MILLION FOR COMMUNITY HOUSING</p>	<p>Frank Mills</p>	<p>2020/24</p>	<p>24/02/2020</p>	<p>That the CEO advise HPW that;</p> <ol style="list-style-type: none"> 1. That Council act as principal contractor for the roll out of the \$2.35 million housing program, 2. That Council nominate – construction of a new 3-bedroom dwelling at 152 Lardil Street, “shovel ready” works at proposed sub-division at lots 925 and 926 Lardil Street and “plug ins” as works to be carried out under the program, 3. That Council provide estimates of funding breakdown for each of the 3 separate components of the \$2.35 million housing program as soon as details become available to the Department of Housing and Public Works (HPW), 4. That Council nominate the following funding requirements for the program - 30% payment when signing the agreement, 60% payment when design and land have been finalised and 10% 		
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				payment on completion, 5. That Council endorse HPW to continue as the tenancy management body for Mornington Island, including the additional housing provided by this program 18.02.2020 TWG meeting confirmed details required for submission of components of application to HPW for funding. Application to be submitted within 7 days of 19.02.2020		
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<p>CIVIC CENTRE - ADMINISTRATION BUILDING (LGGSP)</p>	<p>Tatiana Ahmat</p>	<p>2020/28</p>	<p>24/01/2020</p>	<p>1. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for the funding amount of \$5,317,692.00 to be able to be utilised as 100% of stage one of this project, with no additional co-contribution from Council. 2. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for an extension of time to complete this project from the 30th June 2021 to 30th December 2021</p>		
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CUSTOMER STANDARD & DRINKING WATER QUALITY MANAGEMENT PLAN - FOR COUNCIL APPROVAL	David Torr	2020/31	24/01/2020	1. That Council endorse and approve the Customer Service Standards Policy as tabled, 2. That Council endorse and approve the Customer Standard and Drinking Water Quality Management Plan as tabled.		
MANAGING THE SUSTAINABILITY OF LOCAL GOVERNMENT SERVICES	Kerry Whiting	2020/34	24/01/2020	That Council adjourn this matter until post 2020 Local Government Elections	06.03.2020 Matter will be re-presented to the new Council after the LG elections.	
BOAT SAFETY EQUIPMENT	Kerry Whiting	2020/38	24/01/2020	That Council approve Boat Safety Equipment being held at the Warehouse	06.03.2020 Matter completed and boat safety equipment now in stock at the Warehouse. Community advised on social media.	

<p>TECHNICAL SERVICES MONTHLY REPORT- gaseous chlorine dosing system</p>	<p>David Torr</p>	<p>2020/40</p>	<p>24/01/2020</p>	<p>1. That, subject to funding, Council approves a change to the existing gaseous chlorine dosing system to liquid chlorine including building works as outlined in this report. 2. That, subject to funding, Council approves the upgrade pump stations to including where necessary, supply and install pumps, gantry trollies valves, pedestal, guide rails, riser pipes with in the well, installation of a flow meter and a upgrade of the electrical components and connection to council SCADA system as outlined in this report.</p>		
<p>NEW YEARS EVE EVENT</p>	<p>Kerry Whiting</p>	<p>2020/41</p>	<p>24/01/2020</p>	<p>That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider in line with their budget</p>	<p>06.03.2020 Matter will be re-presented to the new Council after the LG elections.</p>	

VISITORS ACCOMMODATION COMPLEX - ONGOING SECURITY & VISITOR DISTURBANCES	Kerry Whiting	2020/43		1. That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider in line with their budget 2. That Council investigate the opportunity to appoint a 'night watchman' to the Visitor Accommodation Centre, in line with the Facilities Department budget	06.03.2020 Matter will be re-presented to the new Council after the LG elections. An interim "nightwatchmen service" has been commenced.	
DISASTER RECOVERY FUNDING ARRANGEMENTS - KOPPENS DEVELOPMENTS PTY LTD - 2019 CONTRACTED GRAVEL AND WATER SUPPLY TEST RESULTS.	Tatiana Ahmat	2020/56	19/02/2020	That Council develop and distribute a report that contains information relevant to the gravel and water tests		
JUNKURI LAKA - ACCOMMODATION AT THE VISITORS ACCOMMODATION COMPLEX (VAC)	Kerry Whiting	2020/66	19/02/2020	That Council advise Junkuri Laka they will provide subsidised accommodation as requested.	06.03.2020. Matter is being discussed with Junkuri Laka to put arrangements required in place as soon as possible.	

<p>PETROL SNIFFING ON MORNINGTON ISLAND</p>	<p>Tatiana Ahmat</p>	<p>2020/67</p>	<p>19/02/2020</p>	<p>That Council conduct a community survey with a view to seek opinions and recommendations regarding the current issues related to petrol sniffing on Mornington Island</p>	<p>Survey has been distributed, set to close on the 31/03/2020</p>	
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9 CALL FOR ITEMS OF GENERAL BUSINESS

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

10 COMMITTEE REPORTS

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

11 MAYOR AND COUNCILLORS REPORTS

Nil

12 CHIEF EXECUTIVE OFFICER'S REPORTS**12.1 CHIEF EXECUTIVE OFFICER REPORT FOR THE MONTH OF MARCH 2020.**

Author: Chief Executive Officer

Attachments:

- 1 Poster - Coronavirus (General Prevention, A3, Print Ready).pdf
- 2 Poster - Stop the spread of germs (A3) 040220.pdf
- 3 Social Media Posts - Coronavirus (Content Guide).docx

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with an overview of the day to day activities and movements of the Chief Executive Officer since the last report to Council.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Since the last Chief Executive Officer report to Council, tabled at the February 2020 Ordinary Council meeting, the Chief Executive Officer has focussed on forward planning and disaster management processes relating to Tropical Cyclone Esther. Other areas of importance include executive management, staffing and organisational performance, local government elections, project management and meeting with community, stakeholders and relevant government agencies which include:

Telstra – Ongoing discussions with Telstra, Council's Ministerial Champion and various government agency staff has concluded in the following advice which was received via email on 25th February 2020:

Based on your feedback and our discussion with the State Government stakeholders, Telstra will be undertaking a Detailed Feasibility Study (DFS) which will take between 3 to 4 months to complete. The intent of this feasibility study is to understand what technology options are available to enhance the services currently provided to Mornington Island. Telstra will be funding this study and once complete we will communicate the outcomes and options to all relevant stakeholders with a view to agreeing a way forward.

The scope of the funding does not extend past the DFS. Our commitment is to share the details of the DFS with the relevant State and Local Government stakeholders for your consideration.

Once further advice is received from Telstra this will be communicated to Council and community.

Mayors Update - COVID 19 – Attended a teleconference hosted by the State Disaster Coordination Centre to discuss current Coronavirus (COVID 19) and ramifications for Local Governments and community. Whilst Queensland Health will be in control of any action taken with regard to COVID 19, the State Disaster Coordination Centre and the District and Local Disaster Management processes will be used if required. Correspondence and advice from the teleconference is attached hereto for information.

DRFA – Disaster Recovery Funding Agreements – Tropical Cyclone Esther – Council has engaged Kelly Barbarich and SBSM Investments Pty Ltd to carry out an assessment of Council's road network when weather permits. It is planned for a site visit by Kelly, SBSM staff and Queensland Reconstruction Authority staff from the 11th to the 14th March 2020 to progress the assessment and approval process.

Hobsons Bay City Council – Ongoing discussions have been held with Marg Scanlon of Hobsons Bay City Council regarding the sourcing and provision of suitable project management and human resource staff to assist Mornington Shire Council. An advertising campaign will be undertaken by Hobsons Bay to support this process.

MACDONNELLS LAW - Seaswift Jetty collision court action, the latest advice being that preparation of statements and witnesses accounts are to be collected and collated in preparation for court proceedings.

Government and Ministerial Champion – attended (via teleconference) at the request of the staff of Council's Government Champion Dr John Wakefield. Items for discussion and action included:

Process for appointment of the Government Champion,

Mornington Shire Disaster Management Pilot project, and

Government Champion visit to Mornington Island, proposed for 9th May 2020.

Queensland Industrial Relations Commission - Jardine Lloyd Thompson P/L and Wotton Kearney Legal – Rebecca Pezutti (staff disciplinary matters),

Container Exchange Program (COEX) - Bradley Luders regarding conduct of meeting with raiders Footbaccl Club regarding COEX roll out for Mornington Island and grant application process to support scheme rollout.

Department of Local Government Racing and Multi-Cultural Affairs – regarding electoral processes and training for new council.

AECOM – Further discussions with Michael Arri regarding design and damage being done to fender poles during barge landings and the recent incident with Seaswift colliding with the barge landing structure (see attached). Further evaluation regarding damage and process for repair to be considered and report provided to Council by AECOM. Insurance claim to be complete and submitted for costs of repair.

Far North Investigations – Meeting with Tony Walsh of Far North Investigations relating to staff complaints and grievances. Clarification of issues, emails and correspondence involved in complaint and process for complaint resolution and time frames.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

Novel Coronavirus

What you need to know

Coronaviruses are a type of virus that can affect humans and animals. Some coronaviruses cause illnesses similar to the common cold and others cause more serious illnesses, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS).

What are the symptoms?



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading



Wash your hands regularly



Cover your coughs and sneezes



Stay home if you're unwell

Further information

If you are concerned visit your GP or contact 13HEALTH



Queensland Government



the spread
of
GERMS

1



WASH
your
HANDS



2

COVER
your
COUGH



3

STAY HOME
if you're sick



If you're concerned, **visit your GP**
or **call 13HEALTH (13 43 25 84)**.



Queensland
Government

Agenda of Ordinary Council Meeting - 18 March 2020



Social media posts – novel coronavirus 2020

Copy and graphics for social media posts with messaging about novel coronavirus and general hygiene messaging.

Important: Before posting these graphics please ensure information is up-to-date and aligned with the most recent health recommendations as per the Queensland Health website:

www.health.qld.gov.au/coronavirus

Post 1

Post copy: Wash hands thoroughly and often to prevent the spread of germs.



Post 2

Post copy: If you're feeling unwell, stay at home to avoid spreading germs to those around you.



Post 3

Post copy: Always cover sneezes or coughs with a tissue.



Post 4

Post copy:

Common signs of novel coronavirus include respiratory symptoms, fatigue, fever, cough, shortness of breath, and breathing difficulties. You can only be tested for novel coronavirus when you are showing symptoms of the virus. The test will not be effective on people not showing relevant symptoms. For more information visit www.health.qld.gov.au/coronavirus



What are the symptoms?



Fever



Cough



Fatigue



Sore throat



Shortness of breath



Post 5 (translated in simplified Chinese)

Post copy:

If you have been to China (including Hong Kong) in the past two weeks, please monitor, read and follow the advice on the Queensland Health website. This information is available in English and Chinese in both simplified and traditional Chinese.

如果你在近两周内去过中国（包括香港），请关注和阅读昆州卫生部网站，有中文简体和繁体的相关信息。

关于新型冠状病毒



Post 6 – How to stop it spreading

Post copy:

Good hygiene practices are vital in protecting yourself and others from the virus. Remember to:

1. Clean hands with soap and water or alcohol-based hand rubs.
2. Cover your nose and mouth with a tissue or elbow when coughing or sneezing.
3. Avoid contact with anyone who has symptoms.
4. Stay home if you're feeling unwell.



How to stop it spreading



Wash your hands regularly



Cover your coughs and sneezes



Stay home if you're unwell

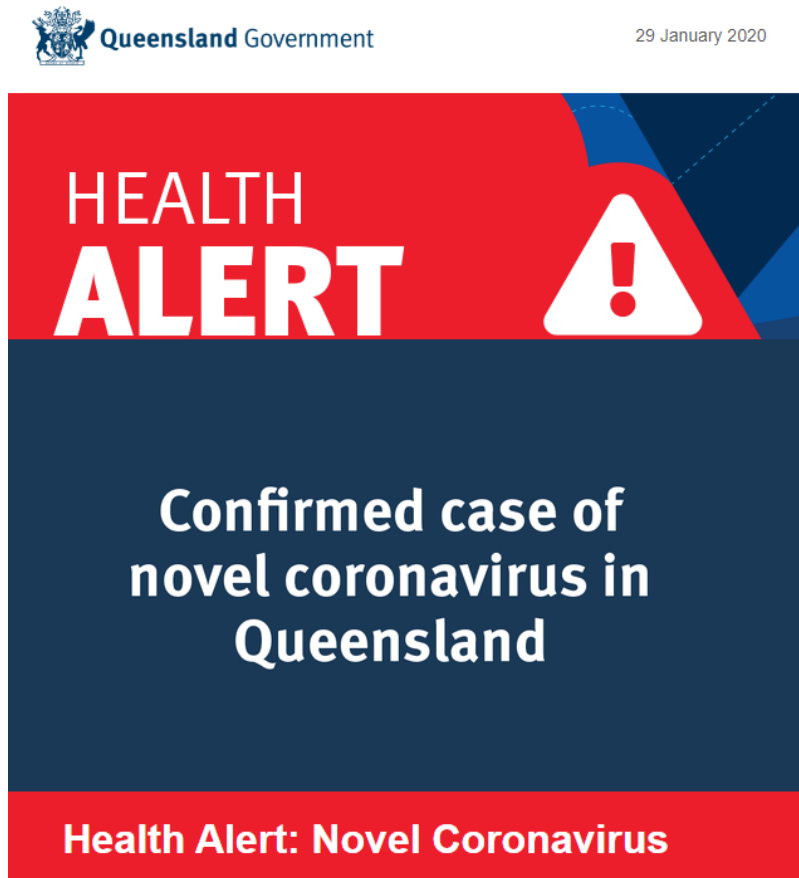


Email health alerts

Three Health Alert emails sent via Vision6 (29, 30, 31 January 2020).

Sent 29 January 2020

Banner:



Email copy:

Queensland has confirmed its first case of novel coronavirus.

A 44 year old Chinese national, who is currently isolated in the Gold Coast University Hospital, has been confirmed to have novel coronavirus.

The man, who is from the city of Wuhan (Hubei Province), is stable.

We'll provide more information as soon as it is available tomorrow.

Additional advice for anyone who has travelled to China in the past 14 days

All travellers:

- Contacts of any confirmed novel coronavirus case must self-isolate for 14 days following exposure.

- Returned travellers who have visited Hubei Province of China need to self-isolate for 14 days after leaving Hubei Province.

Childcare, school and TAFE students:

- Returned travellers who have visited China or Hong Kong, should not attend school, childcare or TAFE for 14 days after leaving China or Hong Kong.
- This includes students, teachers and anyone who works or attends these facilities.

Self-isolation means staying at home and not accepting visitors.

This is a precautionary measure following brand new advice around the timeframe that people may be contagious before showing symptoms.

Symptoms

Anyone with the below symptoms who has travelled to or through China in the past 14 days should visit a GP immediately. Please call ahead and advise of your symptoms and recent travel before your appointment so the clinic can take necessary precautions.

- Fever
- Flu-like symptoms such as a cough, sore throat or headache
- Difficulty breathing.

For more information, visit the [Queensland Health website](#).

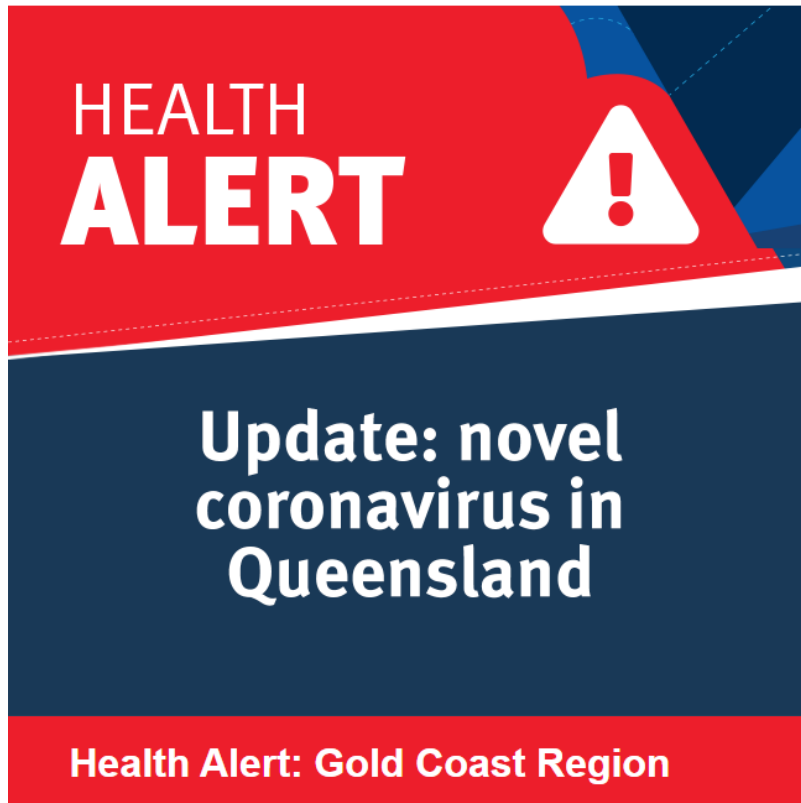
Sent 30 January 2020

Banner:



Queensland Government

30 January 2020



Email copy:

Gold Coast

We have updated information about the confirmed case of novel coronavirus in Queensland. The man, 44, remains in a stable condition at Gold Coast University Hospital (GCUH), where he is in isolation.

The man, who is from the city of Wuhan (Hubei Province), arrived in Melbourne via Singapore as part of a tour group on 22 January 2020, five days before feeling unwell.

He developed symptoms on a flight from Melbourne to the Gold Coast on Tiger Airways flight #TT566 on 27 January. The flight arrived at 8.45pm.

He was taken to GCUH about 3.30pm on 28 January where he was tested and diagnosed with novel coronavirus.

Eight other people from the same tour group are also in isolation in GCUH.

There is a low risk to the people on the flight; we will be contacting each one of them. Anyone

who was on that flight who would like immediate information can contact 13 HEALTH (13 43 25 84).

We urge anyone who has been in the above areas at these times to be alert for symptoms of novel coronavirus for 14 days following that date. If they develop symptoms, they should visit their GP immediately. They should call ahead and advise the clinic of their symptoms so precautions can be taken.

Symptoms

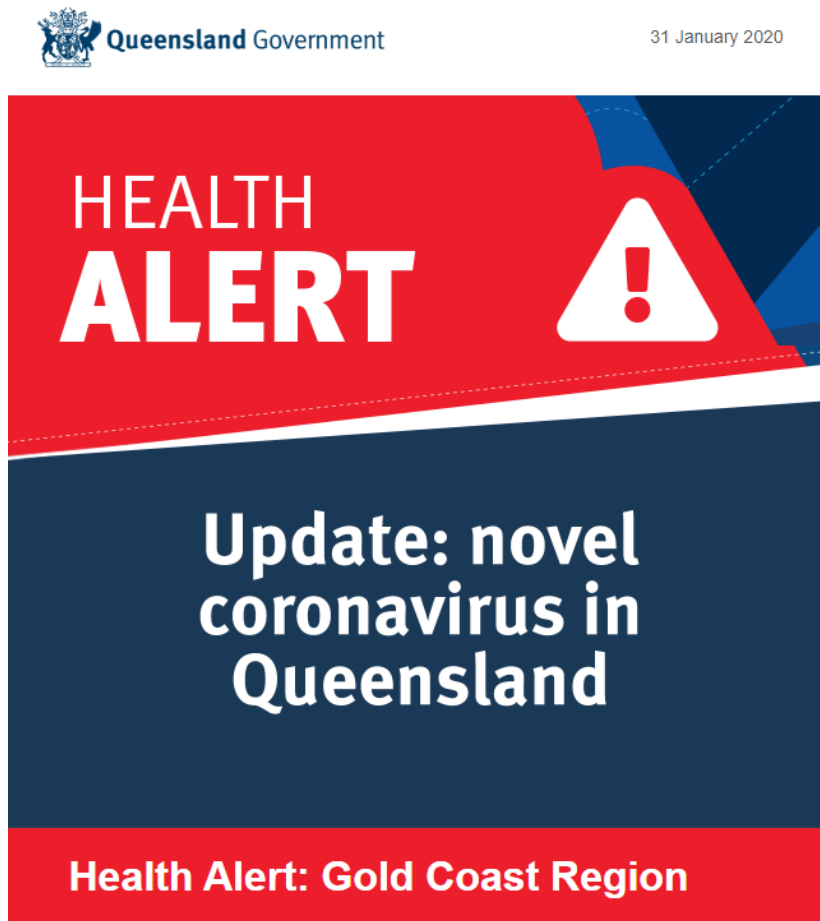
Symptoms of novel coronavirus include:

- fever
- flu-like symptoms such as coughing, sore throat or headaches; or
- difficulty breathing in some cases.

For information on novel coronavirus, contact 13 HEALTH (13 43 25 84) or visit www.health.qld.gov.au/coronavirus.

Sent 31 January 2020

Banner:



Email copy:

Gold Coast

There has been a second novel coronavirus case confirmed in Queensland.

A 42 year old woman, a Chinese national from Wuhan (Hubei Province), has been confirmed to have novel coronavirus.

The woman was a member of the tour group travelling with the 44 year old man confirmed with coronavirus on 29 January 2020.

The woman is currently isolated in the Gold Coast University Hospital, and is stable.

Contact tracing is underway, which will allow us to provide information to guests of the hotel this group was staying in, and to other passengers on Tigerair flight [#TT566](#) from Melbourne to the Gold Coast on 27 January 2020. Any passengers who were on this flight should call 13HEALTH for advice.

We'll provide more information as soon as it is available.

Symptoms

Symptoms of novel coronavirus include:

- fever
- flu-like symptoms such as coughing, sore throat or headaches; or
- difficulty breathing in some cases.
- fatigue

For information on novel coronavirus, contact 13 HEALTH (13 43 25 84) or visit www.health.qld.gov.au/coronavirus.

12.2 CORPORATE GOVERNANCE AND COMMUNICATIONS MONTHLY REPORT

Author: Executive Manager of Corporate Governance and Communications

Attachments: 1 Vacancies
2 vacancies 2

PURPOSE (EXECUTIVE SUMMARY)

To provide council with an update of the Corporate Governance and Communications Department.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Corporate Governance and Communications directorate, consist of the following departments

- Governance
- Communications
- Human Resources
- Service Delivery

Special Project (temporarily)

Corporate Governance:

The Corporate Governance team continue to support the Councillors with the preparation of Council meeting agendas and minutes as well as miscellaneous meetings that occur. The team have also been working on creating easier and more streamlined processed for corporate documents to be maintained live and updated constantly via Sharepoint.

The team have been assisting in the lead up to the 2020 Local Government Elections, with the Executive Manager of Finance and Human Services and the Executive Manager of Corporate Governance and Communications assisting in undertaking the position of Assistant Returning Officer at short notice.

The Executive Manager is has recently reviewed the Organisational Structure and the position descriptions with the addition of a HR Officer, Governance Coordinator and the removal of a HR Generalist for which Council approved at the Ordinary February Council meeting, these vacancies are currently being advertised with a closing date of Wednesday 18th of March 2020.

Due to the Executive Manager of Corporate Governance and Communications going on Maternity leave in May 2020, the executive position has also been advertised for a temporary appointment.

Communications:

Mornington Shire Council Facebook page continues to grow. Content is actively being shared online by residents and various media platforms. The Facebook page has been very active with weather updates for Ex tropical Cyclone Ester, job vacancies and community notices.

At the February Council meeting, council requested for community consultation to be conducted around the option of fuel for sale on Mornington Island and the Misuse of substances, this survey is currently out for public consultation, and is due to close on the 31st of March ahead of being tabled at the April Ordinary Council Meeting.

The Executive Manager is still currently waiting for the return of quotes from software and web design companies for the redevelopment of the Council Website.

Service Delivery:

Council Service Delivery and AMP Reform Coordinator, commenced with Council in late January. Melanie has been working on collating data from the past 3 years and working with the Department

of Child Safety Youth and Women to map DCSYW funded services and develop a data dashboard for service providers and council to enter information onto.

Melanie's trip to Brisbane to have further conversations and meet the DCSYW team was postponed due to Cyclone Ester and she now returns on the 11th of March, a full report of the visit will be tabled at the April Council meeting.

Human Resources:

The Human Resources team have a number of vacancies currently being advertised within community with a closing date of Wednesday the 18th of March. See attached.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report



MORNINGTON SHIRE COUNCIL
Gulf of Carpentaria

MORNINGTON SHIRE COUNCIL VACANCY BULLETIN

Prior to employment with MSC, you must obtain the following:

- Be an Australian Citizen or provide current, valid visa to work within Australia
- See the position details below for application requirements or contact Human Resources department for detailed position description

Position Title:	HUMAN RESOURCES OFFICER
Position Type:	Permanent, Full Time, 36.25 hours per week
Position Classification	L1 @ \$22.29 per hour
Closing Date:	10 am Wednesday 18 th March 2020
Application requirement:	For further information or queries how to apply, please contact hr@mornington.qld.gov.au or call 07 4745 7808 or 0439 408 778
Benefits:	6 weeks annual leave + 3 weeks personal leave + 12% super + 17.5% leave loading + subsidised corporate uniform + ongoing opportunities and trainings
Additional Notes	Please submit your application documents including copies of qualifications in person to MSC reception desk or email hr@mornington.qld.gov.au

Position Title:	GOVERNANCE COORDINATOR
Position Type:	Permanent, Full Time, 36.25 hours per week
Position Classification	L4 Indicative \$55,000.00 - \$65,000.00 per annum negotiated based on qualifications and experience.
Closing Date:	10 am Wednesday 18 th March 2020
Application requirement:	For further information or queries how to apply, please contact hr@mornington.qld.gov.au or call 07 4745 7808 or 0439 408 778
Benefits:	6 weeks annual leave + 3 weeks personal leave + 12% super + 17.5% leave loading + subsidised corporate uniform + ongoing opportunities and trainings
Additional Notes	Please submit your application documents including copies of qualifications in person to MSC reception desk or email hr@mornington.qld.gov.au

Position Title:	ANIMAL CONTROL OFFICER
Position Type:	Permanent, Full Time, 38 hours per week
Position Classification	Level 4 Indicative \$55,000.00-\$65,000.00 per annum negotiated based on qualifications and experience.
Closing Date:	10 am Wednesday 18 th March 2020
Application requirement:	For further information or queries how to apply, please contact hr@mornington.qld.gov.au or call 07 4745 7808 or 0439 408 778
Benefits:	6 weeks annual leave + 3 weeks personal leave + 12% super + 17.5% leave loading + subsidised corporate uniform + ongoing opportunities and trainings
Additional Notes	Please submit your application documents including copies of qualifications in person to MSC reception desk or email hr@mornington.qld.gov.au



MORNINGTON
SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL

Gulf of Carpentaria

MORNINGTON SHIRE COUNCIL VACANCY BULLETIN

Prior to employment with MSC, you must obtain the following:

- Be an Australian Citizen or provide current, valid visa to work within Australia
- See the position details below for application requirements or contact Human Resources department for detailed position description

Position Title:	CUSTOMER SERVICE RECEPTION
Position Type:	Permanent Part-Time, 22 hours per week
Position Classification	L1 @ \$22.29 per hour
Closing Date:	10 am Wednesday 18 th March 2020
Application requirement:	For further information or queries how to apply, please contact hr@mornington.qld.gov.au or call 07 4745 7808 or 0439 408 778
Benefits:	Pro-rata annual leave + pro-rata personal leave + 12% super + 17.5% leave loading + subsidised corporate uniform + ongoing opportunities and trainings
Additional Notes	Please submit your application documents including copies of qualifications in person to MSC reception desk or email hr@mornington.qld.gov.au

Position Title:	ANIMAL CONTROL OFFICER-TRAINEE
Position Type:	Permanent, Full Time, 38 hours per week
Position Classification	L1 \$21.89 per week
Closing Date:	10 am Wednesday 18 th March 2020
Application requirement:	For further information or queries how to apply, please contact hr@mornington.qld.gov.au or call 07 4745 7808 or 0439 408 778
Benefits:	6 weeks annual leave + 3 weeks personal leave + 12% super + 17.5% leave loading + subsidised corporate uniform + ongoing opportunities and trainings
Additional Notes	Please submit your application documents including copies of qualifications in person to MSC reception desk or email hr@mornington.qld.gov.au

13 STAFF REPORTS - FINANCIAL SERVICES

13.1 FINANCIAL REPORT AS AT 29TH FEBRUARY 2020

Author: Finance Manager

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

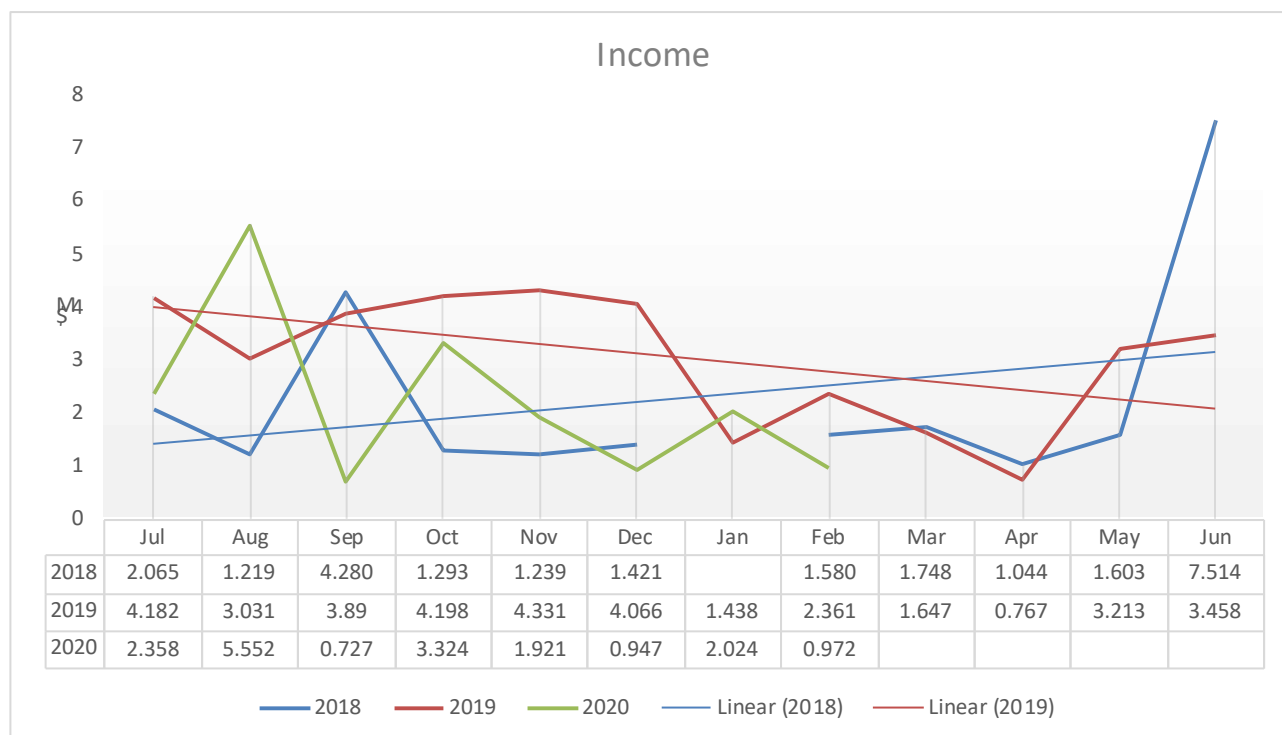
PURPOSE (EXECUTIVE SUMMARY)

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 29th February 2020 (i.e. 66.67% through the financial year);

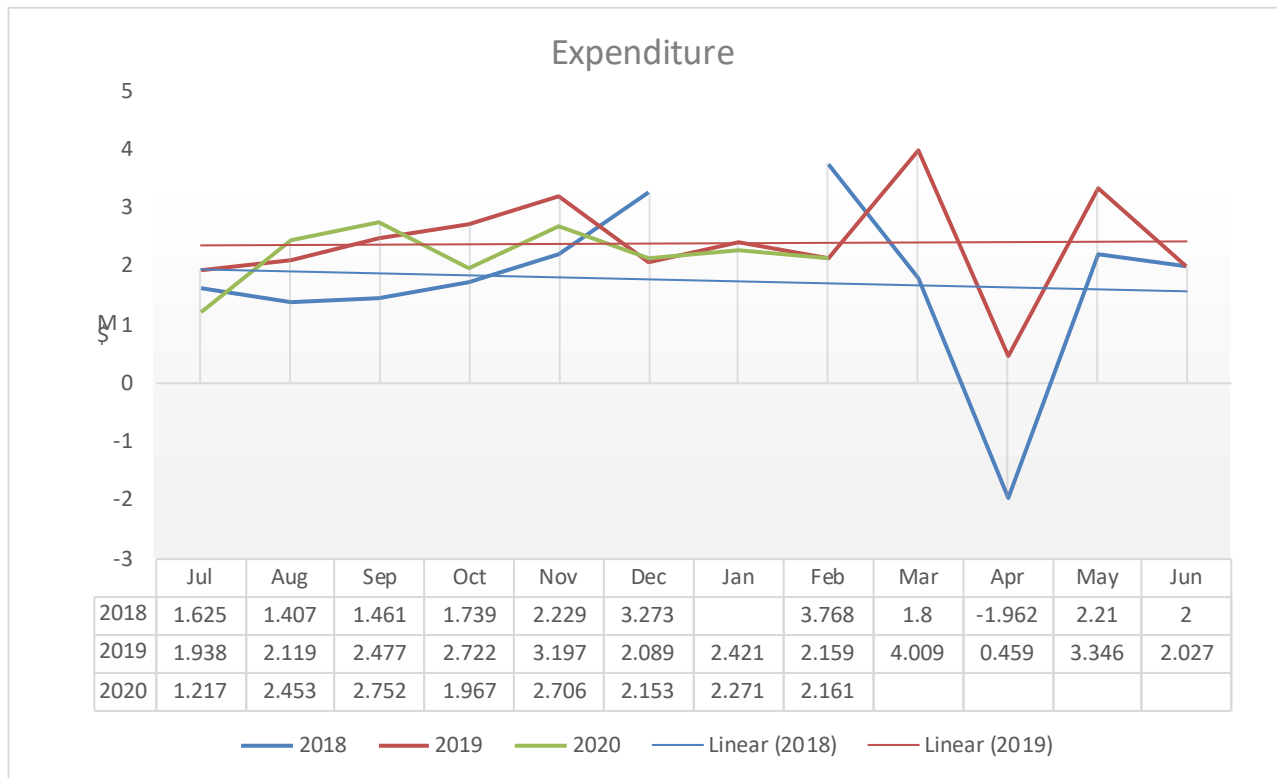
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows
- Capital Budget Summary

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

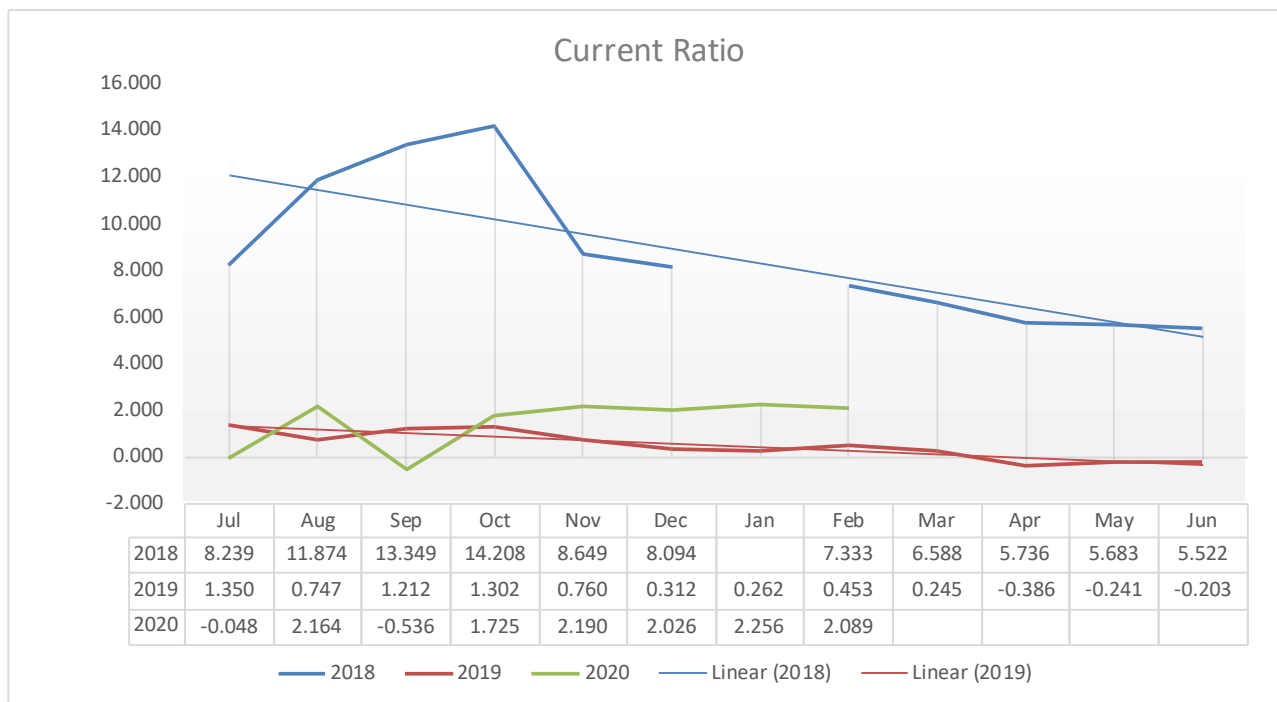
The following graphs illustrate the main points of interest. The data is drawn from the attached documents and comparative information which has been drawn from information presented to council in previous reporting months.



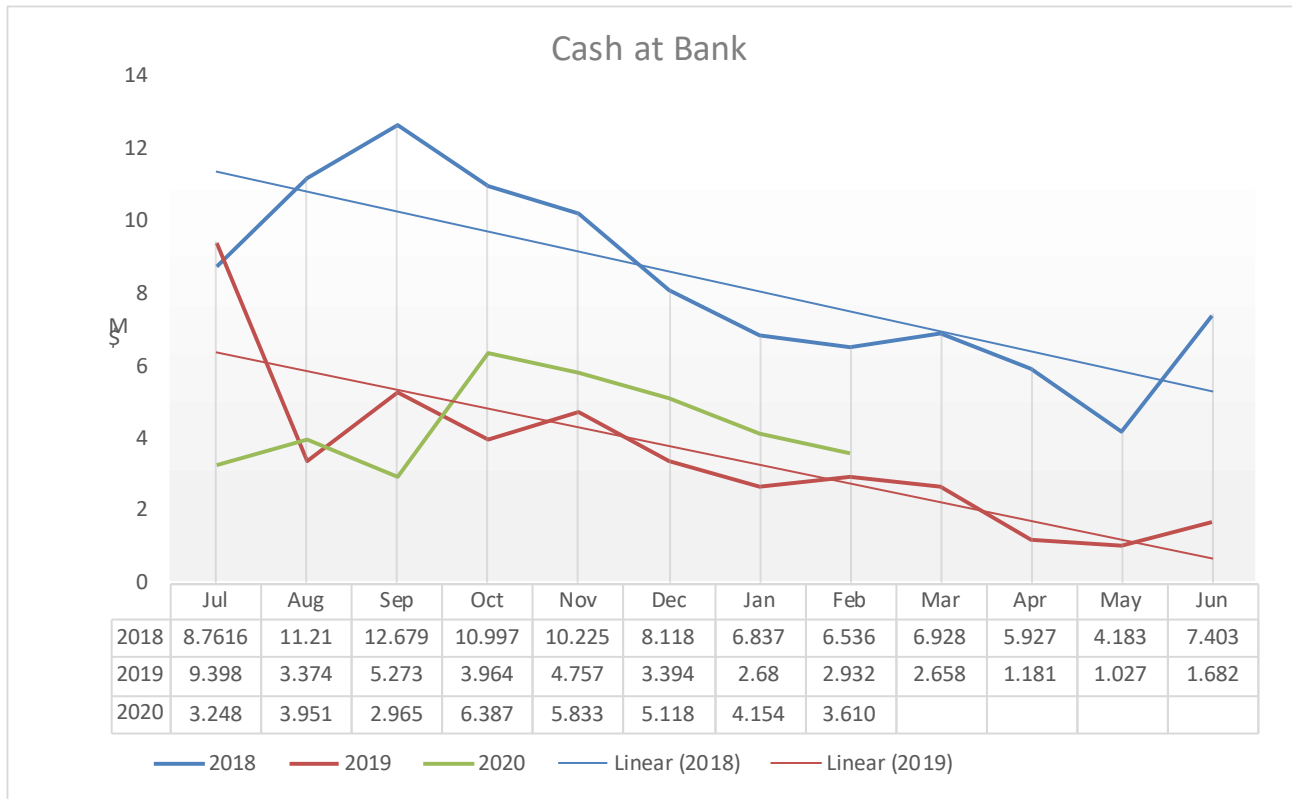
Comment: Total Income at 50% of total budget. Slightly down on budget YTD, predominantly as a result of timing of forecasted capital grants and contributions. Total recurrent revenue is 64% of budget as at 29 February 2020.



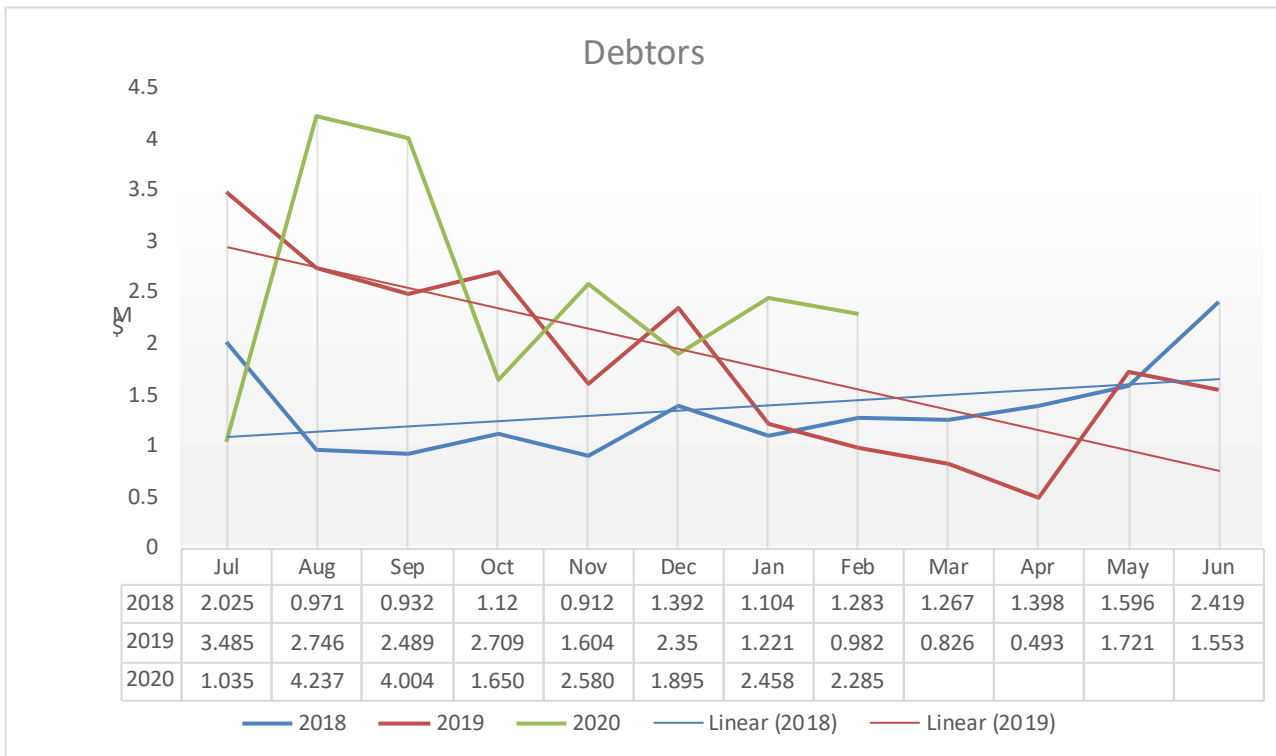
Comment: Expenditure at 71% of total budget and above the current budget. Whilst employee benefits are currently 58% of budget as at 29 February 2020, materials and services are currently at 79% of budget. The variations across expense categories relates to some positions being budgeted as Salaries & Wages being filled by contractor roles which are included in materials and services. There is housing expenditure included in materials and services totalling approximately \$300,000 relating to variations in works which is currently being recovered.



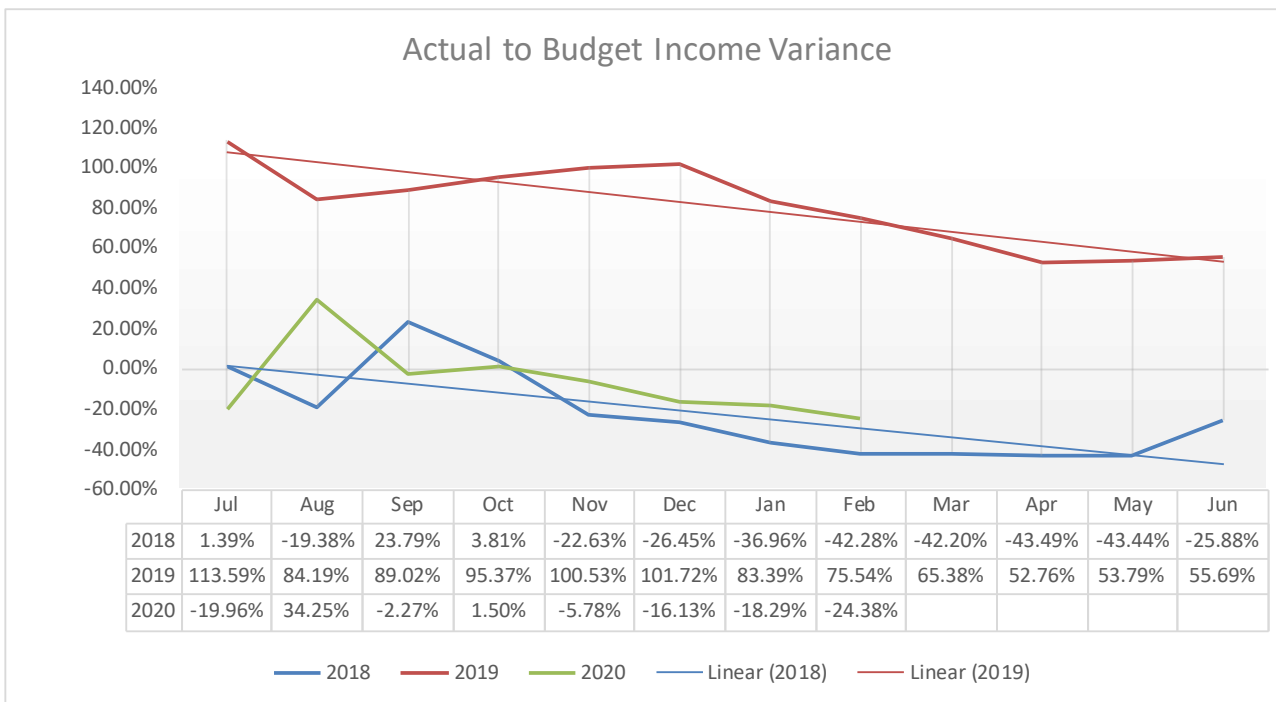
Comment: A current ratio above 1 is considered a minimum. Compared to 2018 this indicator excludes unexpended grant balances and debtors older than 30 days being included from current assets. It is envisaged this indicator will decrease in the later half of the year as Council draws down on the operational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



Comment: This graph provides comfort if it is trending upwards. This has slightly decreased in February 2020 due to paying of completed works for capital projects totalling \$399k for the month for Special Projects. When unexpended grants are excluded, Council has a positive cash at bank of \$0.687m. Similar to the current ratio, this is expected to decline in future months as Council draws down on the operational grants.

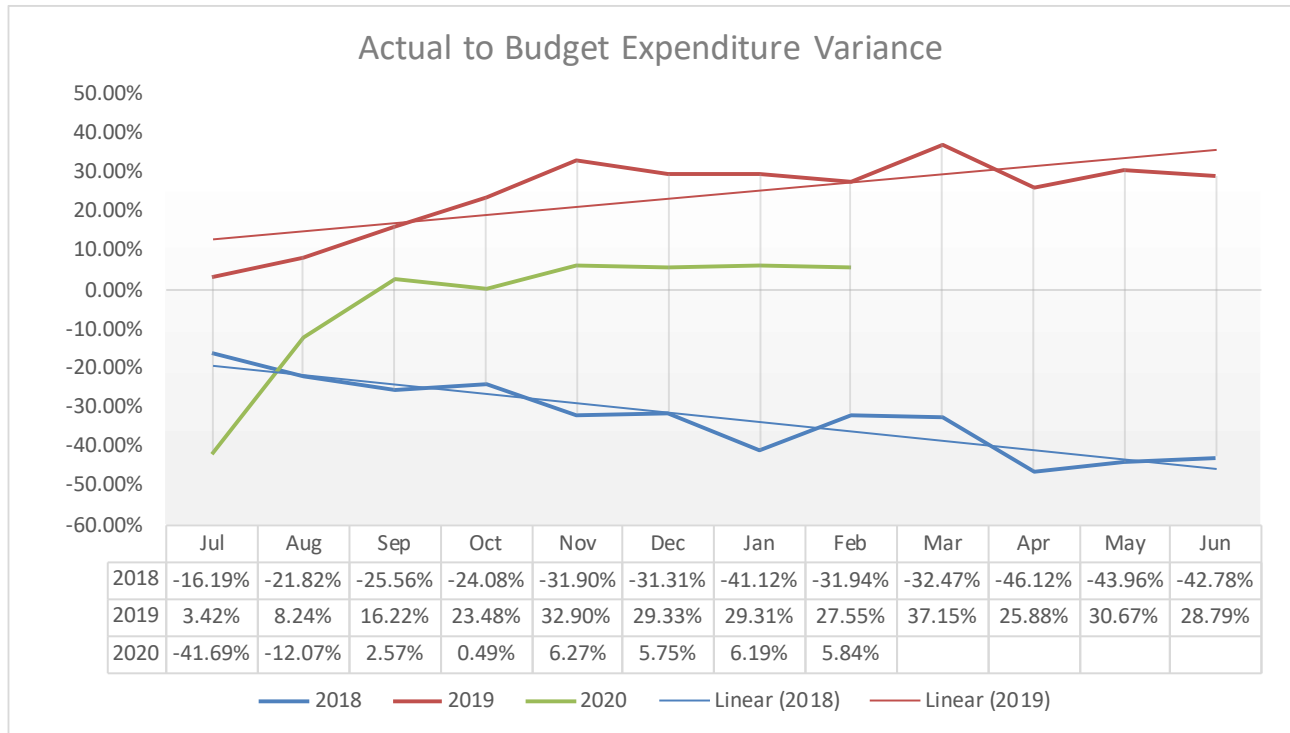


Comment: This graph should be trending downwards from the commencement of each year and has well and truly commenced this trend for 2019/2020. Whilst good progress has been achieved in the collection of council service charge revenue and ongoing housing program works, there are still several general service charges being followed up. A further reduction in council service charges is expected to be paid in March 2020 as institutions pay a quarterly instalment. Council will refer old accounts not being paid to debt collectors.

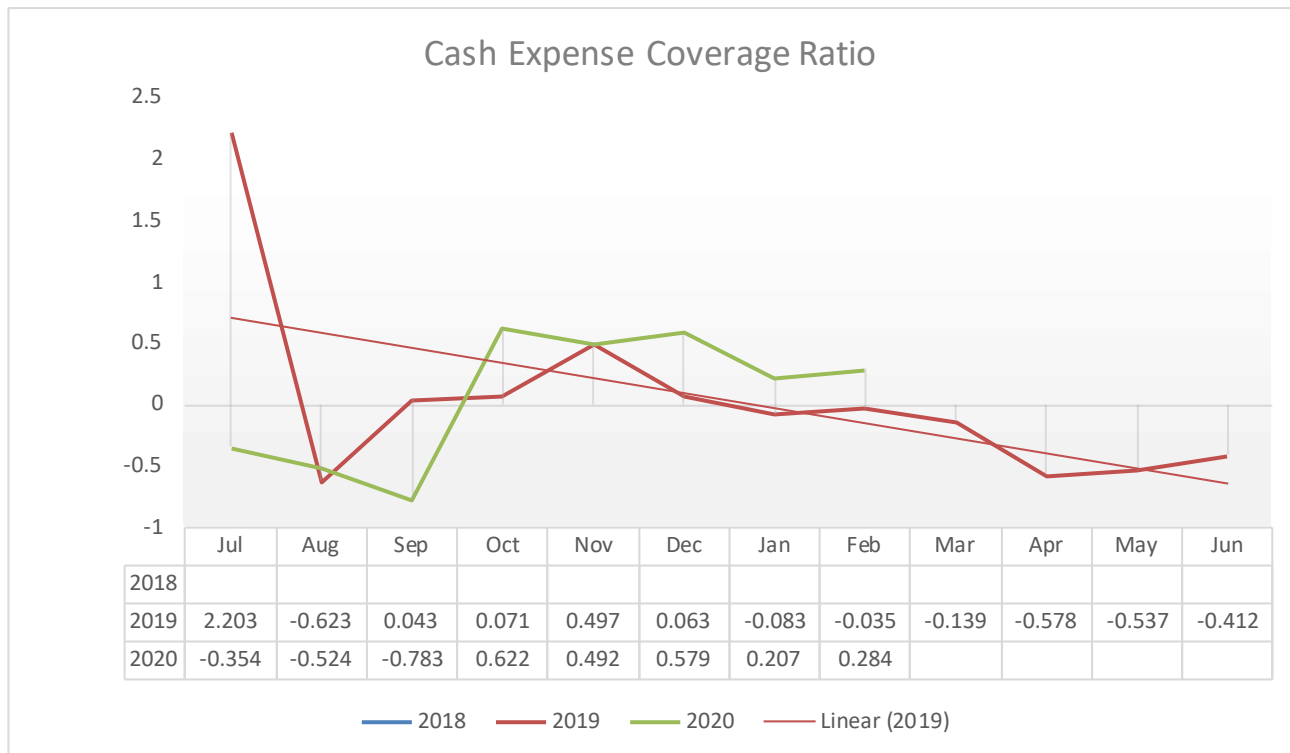


Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures have been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

Budget Income variance has just fallen to -24.38% in February 2020, which predominantly is due to timing differences on the forecasting of Capital Grants and Contributions.

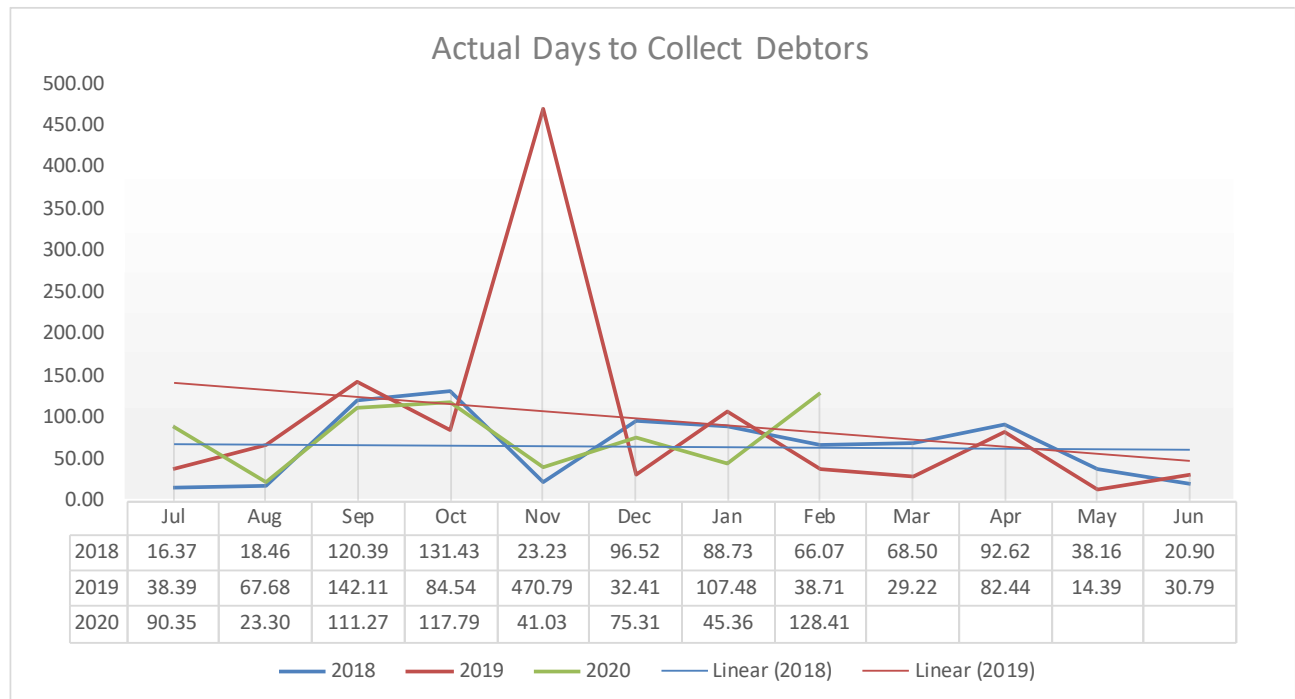


Comment: This graph should hover around the 0 +/- 5% trend-line. This would represent an organisation on track with budget management and may take many years to develop. Current year tracking is higher than budget. The quantity of diversion from 0% illustrates a worrying budget prediction for expenditure by managers. Increased ownership and education measures had been developed during this year’s budget process, which are beginning to take effect. The actual to budget expenditure variance has decreased slightly for the month to 5.84% in February 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.



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 to an average of 128 Days. This is due to several general service charges balances outstanding as at February 2020, whereby some institutions have elected to stage these payments over the course of the year on a quarterly arrangement. The average debtor days outstanding has also increased due to lower than average monthly accounts receivable sales of \$572k.

FINANCIAL & RESOURCE IMPLICATIONS

It is noted that the actual to budget income variance had decreased by -24.38%, and the actual to budget expenditure variance had increased by +5.84% indicating a widening gap in the forecasted net result. The increase in the actual to budget income variance is due to timing differences in the forecasting of the capital grants and contributions.

RECOMMENDATION

That Council notes and receives the information in this report.

Mornington Shire Council
Statement of Comprehensive Income
For the month ended 29 February 2020

	ACTUALS		ORIGINAL BUDGET	ORIGINAL BUDGET	REVISED BUDGET
	29-Feb-20	%	29-Feb-20	30-Jun-20	(@ Dec 19 Qbrs) 30-Jun-20
Revenue					
Recurrent revenue					
Local Government Levies	2,816,227	84%	2,231,267	3,346,900	3,346,900
Fees and Utility Charges	278,504	50%	372,933	559,400	559,400
Rental Income	1,289,069	77%	1,113,133	1,669,700	1,669,700
Interest Earned	35,676	18%	133,333	200,000	50,000
Sales-Contracts and Recoverable Works	6,108,554	52%	7,789,767	11,684,650	11,366,650
Other Recurrent Income	90,589	36%	166,667	250,000	210,000
Grants, Subsidies and Contributions	3,257,833	82%	2,636,200	3,954,300	3,954,300
Total recurrent revenue	13,876,452	64%	14,443,300	21,664,950	21,156,950
Capital revenue					
Capital Grants, Subsidies, and Contributions	3,948,208		9,129,395	13,694,092	8,756,708
Total capital revenue	3,948,208	29%	9,129,395	13,694,092	8,756,708
Total revenue	17,824,660	50%	23,572,695	35,359,042	29,913,658
Capital Income	0	0%	0	0	0
Total income	17,824,660	50%	23,572,695	35,359,042	29,913,658
Expenses					
Recurrent expenses					
Employee Benefits	4,052,115	58%	4,648,525	6,972,788	6,770,788
Materials and Services	9,660,114	79%	8,113,641	12,170,462	12,321,462
Finance Costs	9,990	45%	14,867	22,300	12,000
Depreciation and Amortisation	4,082,896	69%	3,926,333	5,889,500	5,839,500
Total recurrent expenses	17,805,115	71%	16,703,367	25,055,050	24,943,750
Capital expenses					
Capital Expenses	-124,695		0	0	0
Impairment Losses	0		0	0	0
Total capital expenses	-124,695		0	0	0
Total expenses	17,680,420	71%	16,703,367	25,055,050	24,943,750
Net surplus	144,240	1%	6,869,328	10,303,992	4,969,908
Operating Capabilities before Depn and Capital Inc.	278,928		1,666,267	2,499,400	2,052,700
Operating Capabilities before Capital Income	-3,803,968		-2,260,067	-3,390,100	-3,786,800

Mornington Shire Council
Statement of Financial Position
For the month ended 29 February 2020

	ACTUALS	ORIGINAL BUDGET	REVISED BUDGET
	29-Feb-20	30-Jun-20	(@ Dec 19 Qbrs)
Current Assets			
Cash and cash equivalents	3,609,556	4,768,154	2,503,249
Trade and other receivables	2,284,542	2,222,534	2,222,534
Inventories	915,275	469,406	469,406
Other financial assets	208,092	201,047	201,047
	<u>7,017,466</u>	<u>7,661,141</u>	<u>5,396,236</u>
	0	0	0
Total current assets	<u>7,017,466</u>	<u>7,661,141</u>	<u>5,396,236</u>
Non-current Assets			
Other financial assets non-current	5,731,595	6,122,400	6,122,400
Property, plant and equipment	103,129,564	130,371,683	121,697,864
Total non-current assets	<u>108,861,160</u>	<u>136,494,083</u>	<u>127,820,264</u>
TOTAL ASSETS	<u>115,878,625</u>	<u>144,155,224</u>	<u>133,216,500</u>
Current Liabilities			
Trade and other payables	801,959	1,425,036	905,336
Provisions	705,846	71,891	71,891
Loans	0	235,291	0
Total current liabilities	<u>1,507,805</u>	<u>1,732,218</u>	<u>977,227</u>
Non-current Liabilities			
Provisions	1,219,527	58,952	1,219,527
Loans	0	4,647,649	0
Total non-current liabilities	<u>1,219,527</u>	<u>4,706,601</u>	<u>1,219,527</u>
TOTAL LIABILITIES	<u>2,727,332</u>	<u>6,438,819</u>	<u>2,196,754</u>
NET COMMUNITY ASSETS	<u>113,151,293</u>	<u>137,716,405</u>	<u>131,019,746</u>
Community Equity			
Asset revaluation reserve	99,160,206	107,141,328	107,141,328
Retained surplus/(deficiency)	13,991,087	30,575,077	23,878,418
Other reserves	0	0	0
TOTAL COMMUNITY EQUITY	<u>113,151,293</u>	<u>137,716,405</u>	<u>131,019,746</u>

Mornington Shire Council
Statement of Cash Flows
For the month ended 29 February 2020

	ACTUALS	ORIGINAL BUDGET	REVISED BUDGET
	29-Feb-20	30-Jun-20	(@ Dec 19 Qbrs) 30-Jun-20
Cash flows from operating activities:			
Receipts from Customers	10,648,461	15,423,997	15,065,997
Payments to Suppliers and Employees	-13,896,716	-19,065,430	-19,116,429
	-3,248,255	-3,641,433	-4,050,432
Interest Received	35,676	200,000	50,000
Rental Income	908,013	1,614,043	1,614,043
Non-Capital Grants, Subsidies and Contributions	3,176,882	3,954,300	3,954,300
Borrowing Costs	0	-10,300	0
Net cash inflow (outflow) from operating activities	872,316	2,116,609	1,567,910
Cash flows from investing activities:			
Payments for Property, Plant and Equipment	-2,846,100	-18,626,400	-10,002,581
Payments for intangible assets	0	0	0
Proceeds from Sale of Property, Plant and Equipment	78,681	0	0
Finance lease Receipts	-624,760	0	0
Capital Grants, Subsidies and Contributions	3,948,208	13,694,092	8,756,708
Net cash inflow (outflow) from investing activities	556,029	-4,932,308	-1,245,873
Cash flows from financing activities:			
Repayment of Borrowings	0	5,000,000	0
	0	-117,060	0
Net cash inflow (outflow) from financing activities	0	4,882,940	0
Net increase (decrease) in cash held	1,428,345	2,067,241	322,037
Cash at Beginning of Reporting Period	2,181,211	2,700,911	2,181,211
Cash at End of Reporting Period	3,609,556	4,768,152	2,503,248

Capital Budget Summary

Mornington Shire Council

29/02/2020

Project	Department	Budget	2019	YTD Capital Expenditure	Closing Balance	Committed Exp	Warehouse not posted	Adjusted Total	% of Budget	Grant Received in Previous Years	Current Year Grant	Total Grant Received	Restricted Funds
4100 Airport Terminal Building (RAAP)	Airport	1,750,000	1,652,401	118,105	1,770,506	9,749	-	1,780,255	99%	1,883,000	-	1,883,000	102,745
4100 Civic Centre (LGGSP)	Administration	8,862,820	22,875	4,236	27,111	-	-	27,111	0%	-	1,595,308	1,595,308	1,568,196
4100 Cyclone Shelter	Animal Control	-	11,321	-	11,321	-	-	11,321	-	-	-	-	-
4100 Dog Pound (W4Q)	Animal Control	472,000	460,334	19,770	480,105	-	-	480,105	102%	424,800	-	424,800	-
4100 Kiosk Upgrade	Leika Murrin: Kiosk	-	1,985	720	2,705	-	-	2,705	-	-	-	-	-
4100 Leika Murrin Tavern Upgrade (BOR)	Leika Murrin: Tavern	1,202,500	3,828	244,295	248,123	2,016	57	250,196	21%	500,000	-	500,000	249,804
4100 Places of Refuge (W4Q)		1,430,000	60,847	799,251	860,098	44,345	8,373	912,816	64%	715,000	-	715,000	-
4100 Staff Housing Install (W4Q)	Facilities: Residential	358,000	359,750	3,639	363,389	-	163	363,552	102%	322,200	-	322,200	-
4100 Storage Shed Refurb (W4Q)	Housing	340,000	44,904	299,409	344,314	4,587	6	348,905	103%	306,000	-	306,000	-
4100 Warehouse Shelving (W4Q)	Warehouse	210,000	214,897	-	214,897	-	-	214,897	102%	189,000	-	189,000	-
4150 Effluent Outflow Pipe (ICCIIP)	Sewerage Management	835,431	278,789	234,448	513,237	-	-	513,237	61%	816,067	-	816,067	302,830
4150 Sewer Pond Desludging (ICCIIP)	Sewerage Management	-	-	-	-	-	46	46	-	-	-	-	-
4150 Sewer Pump Station Upgrade (ICCIIP)	Sewerage Management	200,000	-	-	-	412,510	-	412,510	-	-	117,000	117,000	-
4250 Chlorine Hypo Dosing Upgrade (ICCIIP)	Water Management	103,011	-	-	-	-	-	-	-	-	60,000	60,000	60,000
4450 Airport Safety (RAAP)	Airport	1,210,000	846,545	387,295	1,233,839	750	335	1,234,924	102%	1,117,000	-	1,117,000	17,156
4450 Basketball Court Fencing		-	17,844	-	17,844	-	-	17,844	-	35,000	-	35,000	-
4450 Concrete Batch Plant (BOR)	Batching	466,556	484,970	363	485,333	-	-	485,333	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	3,340	434,442	-	-	434,442	109%	400,000	-	400,000	-
DRFA - 2019 Event	Roads and Civil	-	114,446	727,266	841,712	-	-	841,712	-	35,940	1,428,488	1,464,428	622,716
Capital - Work in Progress		-	-	-	-	-	-	-	-	-	-	-	-
Total		18,710,318	5,924,259	2,846,100	8,770,359	473,957	8,980	9,253,296	49%	7,614,787	3,200,796	10,815,583	2,923,447

14 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES**14.1 TECHNICAL SERVICES MONTHLY REPORT**

Author: Plumber

Attachments: 1 Sewerage treatment plant report

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**WATER AND SEWERAGE**

Water samples are taken on a daily basis from a number of 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. Due to rain and inflow of water coming into the Dam the community will experience coloured water until settling has occurred at the dam.

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		July		Oct	
Feb	24,112 KL	May		Aug		Nov	
March		June		Sept		Dec	
Total		Total		Total		Total	

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	-	April		July		Oct	
Feb	-	May		Aug		Nov	
March		June		Sept		Dec	
Total		Total		Total		Total	

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

Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity
Jan	75%	April		July		Oct	
Feb	101%	May		Aug		Nov	
March		June		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 , tree trimming removal through-out the community. A oval plan will commence when rain has stop, and the grass is able to be mowed.

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 cyclone clean up

LANDFILL

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

FENCING

The fencing department have carried out works on B.A.S. do & charge jobs as well as fences repairs in the community.

BATCH PLANT

Continuing maintenance works has been done as well as rubbish removal.

SEWERAGE TREATMENT PLANT

A report is attached to advise Council of the status of the sewerage treatment plant effluent outfall project. (Please see attachment)

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

1. That the council note and receive this report.

Bluewater Marine Qld

PROGRESS REPORT

TITLE:

Progress Report February '20: MISC contract: 2018-002: Design & Construct Repairs to Mornington Is. Effluent Outfall

Stake Holder	Personnel	Signature/ Date
Client:	Davide Torr Contract Superintendent's Representative MISC	
Project Officer	Tyson van Prooije Project Manager Bluewater Marine Qld.	3 rd March, 2020
Reviewer	N.A.	

1 Introduction

The design and construct contract involves the repairs to the Ocean Effluent outfall from the sewerage treatment plant. The progress report provides the client with an overall view of the progress of the project. The contract stages are;

1. Initial Contract administration
2. Survey & Investigation
3. Design
4. Material purchase
5. Prefabrication of anchors and effluent pipe
6. Transport and Site establishment
7. Installation of Effluent Components
8. Contract signing off and demobilization

The QA plan provides client contact points during the contract.

2 Summary

Contract progress is in the later stages of Contract stage 7 "Installation of Effluent Components."

Pipeline with anchors and anodes secured has been extended from the end of the subsea section (lagoon) to the zero-meter mark (start of the hill). This component included low tide trenching through the rock and up the beach. Top side pipeline is ready for de-aeration valve to be installed at zero meter mark and final trench in up the hill.

Water & Wastewater, Chemical, and Marine Engineering

Bluewater Marine Qld

Subsea pipeline dredging operations were cancelled due to bad weather.

3 Physical Progress

1. Finished 2nd phase Preliminary Investigation & Survey report
2. Finished anchor fabrication
3. Finished Diffuser & Diffuser anchor
4. Barge sections loaded and freighted to Burketown
5. Anchors loaded and freighted to Burketown
6. Pipe Loaded and freighted to Burketown
7. All equipment and Materials barged to Mornington Island
8. Site set up and establishment
9. Diffuser Block and assembly installed in position
10. Entire length of pipeline layed with anchors/anodes
11. Pipeline trenched in through hard rock and up beach
12. Barge secure at Mornington Island, Work boat secure at Burketown
13. Subsea diver trenching operations on standby until suitable weather conditions
14. Company ready to mobilise onsite within 3 days

4 Current And immediate future Activities

Currently, we are closely monitoring weather forecast/patterns before we mobilise again. A dive team can be onsite within 3 days when we recognize an opportunity.

- Obtain accurate height datums from known gps tags
- Flush pipeline to assure line is clear and without restrictions
- Trench in Diffuser to depth
- Working in from diffuser- trench in pipeline
- Diver to check anchor spacing and anodes/rubber inserts attached as they proceed through trench operations
- Pipeline to be checked continuously for gradient

5 Contractual issues

None

6 Other Issues

Current Issues are;
Contract documents have not been signed by the Principal.

7 Community Employment and Training

Interested in Commercial Divers living on the island for casual employment.

8 Time Performance

Ongoing weather delays caused by the monsoonal weather.

Acceptable working conditions (average wind speed)-

- < 13km/hr from westerly quadrants

Water & Wastewater, Chemical, and Marine Engineering

Bluewater Marine Qld

- < 35km/hr from Easterly quadrants

9 Progress Payments and Variations Summary

- Forth Progress payment outstanding. MISC advises it is scheduled to be paid

10 Quality Assurance and Test Results

- Pipe welding records to be submitted after beach and hill section completed
- Anchor fabrication QA complete

11 Safety Issues

No safety Issues

Water & Wastewater, Chemical, and Marine Engineering

15 STAFF REPORTS - HUMAN SERVICES

Nil

16 GENERAL BUSINESS

17 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:

17.1 Bentick Island - reconfiguration of A LOT (TRUSTEE LEASE AGREEMENT - 30 YEARS) ON LAND LOCATED AT BENTINCK ISLAND AND DESCRIBED AS LOT 7 ON CP865768.

This matter is considered to be confidential under Section 275(g) 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 any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

17.2 Disaster Recovery Funding Arrangements - Koppens Developments Pty Ltd - 2019 Claim number 4 for approval.

This matter is considered to be confidential under Section 275(e) 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 contracts proposed to be made by Mornington Shire Council.

17.3 Carpentaria Electrical - delegation of action by Council to the Chief Executive Officer.

This matter is considered to be confidential under Section 275(e) 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 contracts proposed to be made by Mornington Shire Council.

18 NEXT MEETING

19 CLOSURE