MORNINGTON SHIRE COUNCIL

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

Date:	**Wednesday, 19 August 2020**
Time:	**9:00am**
Location:	**Council Chambers**
	Gununa

BUSINESS PAPER

Ordinary Council Meeting

19 August 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

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1 OPENING OF MEETING

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 PRESENT

4 APOLOGIES

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

6 CONDOLENCES AND MEMORIALS

7 CONFIRMATION OF MINUTES

Ordinary Meeting - 15 July 2020

8 BUSINESS ARISING

9 ACTION SCHEDULE

9.1 ACTION ITEMS AS AT AUGUST 2020

Author: **Governance Coordinator**

Attachments: **1 Action Schedule as at August 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 resolution

RECOMMENDATION

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

Task Name	Assigned To	Resolution Number	Resolution Date	Resolution	Updates
Animal Management	David Torr	2015/11			**01.03.2017** Discussions held with Executive Manager of Infrastructure and Technical Services - an education program to be developed and tabled at April Ordinary Council Meeting. **10.05.2017** Animal Control Officer gathering data from the community about how many animals each household has, whilst also informing residents of local laws. **17.05.17** 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. **22.06.17** Data is still being collected by Animal Control Officer. **08.08.17** Data is still being collected by Animal Control Officer. **06.12.17** Refer to Infrastructure and Technical Service Monthly report December Ordinary Council Meeting. **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 distributed and made available in public places within the community. **13.02.18** 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 control/care. **14.03.18** 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. **09.10.2018** Two fulltime positions have been filled and are undergoing Animal Control and Environmental Health training. **06.12.2018** Change of structure to utilise the Vet for home visits and communication with owners around animal welfare and Local Laws – next Vet visit scheduled for April 2019. **06.02.2019** Burton Veterinary Contracting commenced veterinary services to the Island from 21st – 25th of January 2019. Future visits will include more community engagement as well as bringing in 'PetPep' to the school. **05.04.2019** Animal Control Officer to undergo training with the AMW on the importance of an Animal Register – next Vet visit scheduled for April 2019. **08.07.2019** Report to be tabled at the August Ordinary Council meeting regarding Council direction for Animal Management – next Vet visit scheduled for 8tyh of July 2020. **02.10.2019** Matter deferred to November Council meeting due to staff unavailability. **04.12.2019** Animal Management Officer will present to December Briefing Meeting at 12pm, expected to provide a PowerPoint presentation on Animal Management Strategy and directions with a view of finalising a report for early 2020. **07.01.2020** The current Animal Control Officer has put in his resignation as of February, but has left on the 30th of December 2019 - the next Vet visit is scheduled for February 10th – 14th 2020.

					20.05.2020 Draft Animal Management Plan presented to Council resolution 2020:17: *1. That Council endorse the Animal Management Plan as a concept.* *2. That this matter be deferred to July Council meeting once an Animal Management Officer has been recruited.* *3. That the current veterinary contract be presented and reviewed at July Council meeting.* *4. That the Acting Manager of Technical Services presents an Action Plan surrounding community consultation at July Council meeting.* **15.06.2020** Ryan Anderson recruited as Mornington Shire Council's. **14.08.2020** Informative report tabled for August Ordinary Council meeting. **ONGOING**
Mornington Island Company	Kerry Whiting	2018/138		1. *That Council endorse MacDonnell's Law to commence drafting a constitution and incorporated paperwork to set up that company.* 2. *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 MacDonnell's Law as soon as is practicable.*	**10.08.2018** Direction to be received from Council and MIACSED for matter to be finalised at Council meeting on 15th of August 2018. **12.09.2018** Awaiting advice from Minister Scullions Office on structure. **09.10.2018** Further request sent to Department of Prime Minister and Cabinet for advice previously agreed to be presented to Council. **15.11.2018** Informative report tabled for November Ordinary Council meeting. **06.12.2018** Awaiting confirmation from ML that setup of company with ASIC has been finalised and any associated new company requirements have been completed. **10.01.2019** Advice from MacDonnell's Law – company has been registered, details to be provided to Council within 7 working days.

					25.04.2019 MacDonnell's Law attending to the registration of the Entity once Director details have been compiled. Director's duties and checklist has been provided by MacDonnell's Law. **04.07.2019** Still awaiting confirmation from MacDonnell's Law that 'Mundalbe Enterprises' has been incorporated. In the meantime, discussions are being held in regards to independent Directors being recruited. **08.08.2019** Awaiting clarification from the Integrity Commissioner regarding Conflict of Interest for Directors. **11.09.2019** Meeting set for Council to meet with the Integrity Commissioner and Independent Assessor on 17th of October 2019 at the LGAQ Annual Meeting in Cairns. **04.12.2019** Report tabled for January Ordinary Council meeting. **07.02.2020** Council resolved at the January 2020 Ordinary Council meeting to defer this item until post 2020 Local Government Elections. **06.03.2020** Matter will be re-presented to the new Council after the LG Elections. **22.04.2020** Matter re-presented and deferred to the May Ordinary Council meeting as per resolution 2020/98. **24.06.2020** Report tabled for June Ordinary Council meeting – Council adopted resolution 2020/106: 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.* **30.06.2020** Sarah Isaacs resigned from her position as Director of Mundalbe Enterprises. **02.07.2020** Bradley Wilson resigned from his position as Director of Mundalbe Enterprises. **15.07.2020** Report tabled for July Ordinary Council meeting – Council passes resolution 2020/112: *1. That the Acting CEO, on behalf of Council as the only member of Mundalbe Enterprises call for nominations from suitable community members to be directors of Mundalbe Enterprises.* *2. That, if no suitable nominations are received, the Acting Chief Executive Officer's report to Council at its next meeting the process and cost of winding up Mundalbe Enterprises.* **ONGOING**

Traffic Management Plan	David Torr				**06.02.2019** Regulatory speed signs stop signs and give way signs have been located. Required brackets and posts have been ordered. In the 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. **05.04.2019** Erection of posts are underway, workers experienced a delay due to materials being misplaced – works intended to be complete by 31st of May 2020. **08.07.2019** The completion date has been extended due to number of signs removed – replacement signs are on order. **02.10.2019** Matter deferred to November Ordinary Council meeting due to unavailability of staff. **07.01.2020** Report to be tabled at Council early near Signs have been erected in the community but some street signage have not the right or incorrect spelling (alternative option may be to include the English translation of the tribal word). **ONGOING**
Ergon Energy - Lights on Basketball Courts and Playgrounds	David Torr				**16.07.2019** Council waiting on report from Ergon Energy. **02.10.2019** Ergon conducting works on Mornington Island from 15th – 21st of October 2019. **07.01.2020** Investigation conducted to identify a lighting type that will not disturb surrounding residents. **STILL INVESTIGATING**

Town Planning - Access to Fire Hydrant	David Torr				**08.07.2019** Report to be tabled for the August Ordinary Council meeting. **02.10.2019** Matter deferred to November Ordinary Council meeting due to unavailability of staff. **04.12.2019** Current access to fire hydrants being investigated – additional hydrants to be installed on Mornington Island in 2020. **ONGOING**
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. **11.08.2020** Governance Coordinator requested update from Human Resources Manager (via email) – meeting to be held with Executive Management team once Human Resources Manager returns from leave. **ONGOING**
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 be tabled for January Ordinary Council meeting for decision. **22.01.2020** Matter presented at January Ordinary Council meeting – Council adopted resolution 2020/2: *That Council resolved to sell the Wurruku barge "as is" by public tender with a reserve price of $130,000.00 for the vessel and trailer.* **24.06.2020** Matter presented at June Ordinary Council meeting. Council rescinded resolution 2020/2 for the reason that it now appears unrealistic and therefore not achievable. Workshop manager to report to Council with costings of bringing the vessel to survey operating standard, and a budget for the annual operating costs to Council of retaining the vehicle. **AWAITING REPORT FROM WORKSHOP MANAGER**

Torres Cape Indigenous Council Alliance (TCICA) – Formation of a Regional Roads and Transport Group (RRTG)	Frank Mills	2020/21	24th of January 2020	*That Chief Executive Officer advise that;* *1. That Council approve the two suggested submissions for funding by the Aboriginal and Torres Strait Islander Transport Infrastructure Scheme in 2020 as outlined in this report.* *2. That Council advise that Mornington Shire Council does not support the formation of the proposed Torres Cape Indigenous Councils Alliance, Regional Roads and Transport Group.*	**24.01.2020** Council adopted resolution 2020/21: *1. That Council approve the two suggested submissions for funding by the Aboriginal and Torres Strait Islander Transport Infrastructure Scheme in 2020 as outlined in this report.* *2. That Council advise that Mornington Shire Council does not support the formation of the proposed Torres Cape Indigenous Councils Alliance, Regional Roads and Transport Group.* **05.02.2020** TCICA advised Council of decision. **17.02.2020** Acting Executive Manager of Technical Services to submit two proposals to TMR for ATSI TIDS funding. **INFORMATION TO BE RETRIEVED FROM ACTING EXECUTIVE MANAGER OF TECHNICAL SERVICES**

State Government Funding - $2.35 Million for Community Housing	Frank Mills	2020/24	24th of January 2020	*That the Chief Executive Officer advise HPW that;* *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% 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** 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 the 19th of February 2020. **UPDATES NEEDED**

Civic Centre and Administration Building (LGGSP)	Tatiana Ahmat	2020/28	24th of January 2020	*1. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for the funding amount of $5,317,692.00 to be able to be utilised as 100% of stage one of this project, with no additional co-contribution from Council.* *2. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for an extension of time to complete this project from the 30th of June 2021 to 30th of December 2021.*	**29.04.2020Letter** from the Office of Local Government Racing and Multicultural Affairs denying Councils 1st request, but conceding to Council's 2nd request. Local Government Racing and Multicultural Affairs outlined a change of conditions attached to proposed project funding with Council now required to contribute $590k towards eligible project costs, stipulating additional criteria to be met by 30th of June 2020. **14.05.2020** Correspondence sent to the Office of LGR& MA advising of Council's intent and capability of meeting additional criteria. **20.05.2020** Report tabled at May Ordinary Council meeting – Council adopted resolution 2020/17: *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.* **ONGOING**
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 Local Government elections. **22.04.2020** Matter re-presented at April Ordinary Council meeting – Council extended the recommendations in the report by 5 months (as per resolution 2020/89) due to Covid-19 pandemic. **DEFERRED DUE TO COVID-19 PANDEMIC**
New Years Eve Event	Kerry Whiting	2020/41	24th of January 2020	*That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider in line with their budget.*	**06.03.2020** Matter to be re-presented to the new Council after the Local Government elections. **22.04.2020** Council re-considered this matter in the April Ordinary Council meeting and adopted resolution 2020/96: *That Council liaises with other local stakeholders to form an events committee.*

					06.08.2020 Governance Coordinator compiling contact details of local stakeholders on Mornington Island in preparation for 'Events Committee' meeting (to be held in September – dates to be confirmed). **ONGOING**
Visitors Accommodation Complex – Ongoing Security and 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. **22.04.2020** Council re-visited this matter in Ordinary April Council meeting and adopted 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.* **AWAITING VISITORS ACCOMMODATION CENTRE BUSINESS PLAN**
Council Powers to Provide Visitor Permission	Lyndon Prior	2020/104	24th of June 2020	*That Council revisit and re-adopt the 'Permission to Visit' process.*	**24.06.2020** Refer to Deputy Mayor's report tabled in June Ordinary Council meeting. **15.07.2020** Report tabled at July Ordinary Council meeting – Council adopted resolution 2020/127: *That the Acting Chief Executive Office bring back an update to this report in the August Ordinary Council meeting.* **ONGOING**

10 CALL FOR ITEMS OF GENERAL BUSINESS

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

11 COMMITTEE REPORTS

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

12 MAYOR AND COUNCILLORS REPORTS

Nil

13 CHIEF EXECUTIVE OFFICER'S REPORTS

13.1 ACTING CHIEF EXECUTIVE OFFICER'S REPORT

Author: **Acting Chief Executive Officer**

Attachments:
1. **LDMG Mornington Plan**
2. **OIA - Notice of Dismissal**
3. **Public Interest Disclosure Standards**
4. **Local Roads Infrastructure Fund**
5. **LGAQ - Notice of Motion**
6. **Indigenous Leaders Forum Agenda**
7. **Community Meeting Notice**
8. **MI Community Meeting Notes**
9. **North Queensland Sport Foundation - July Minutes**
10. **NQSF - Service Agreement**
11. **TCICA Communique July 2020**
12. **TCICA Notes from meeting w Mick de Brenni**
13. **ECQ - 2020 State General Election Statement of Intent**
14. **Tenancy Action Group - MI TOR**
15. **Qld Community Cabinet Meeting**
16. **ILG Chiefs Forum - Sep 4, 20**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on the activities of the Acting CEO for the reporting period.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Acting CEO attended the following meetings on behalf of Council. Note some of these meeting attended by teleconferencing.

10 July 20	Save the Children – Anne Hodge, Director
13 July 20	Dept. Environmental Services- Reframing our relationship
13 July 20	Tender Assessment Panel meeting
21 July 20	Lo Go Appointment – Executive Recruitment
31 July 20	CCC Indigenous Adviser – Frank Skeen
03 Aug 20	Susan Sewter – MI Health Council – Funding Agreement
03 Aug 20	MI School – I have a place program
05 Aug 20	Carport Tender Assessment Panel
09 Aug 20	Mt Isa DDMG Meeting
10 Aug 20	Housing Interim Project Roll Out – Chris Limpus Q-build
12 Aug 20	DATSIP Visit – Christine Watson, Eddie Hollingsworth - Local Thriving Communities
13 Aug 20	TCICA Teleconference General Meeting - Minister Keith Pitt, Minister for Resources, Water and Northern Australia

LGAQ Visit 21 July 20
Visitors, Mayor Jamieson - President LGAQ, Mr Greg Halam - CEO LGAQ, Mr Brent Reeman – Managing Director Peak Services Ms Sarah Vogler – Media Executive, LGAQ, were hosted by our Mayor Yanner, Elected members and staff. The visitors were welcomed at the airport by traditional dance and welcome to country, followed by a tour of facilities and lunch at the Council Chamber. Congratulations to all staff and Councillors that made this a very successful day.

Mornington Local Disaster management Group

The LDMG Mornington Plan is provided as attachment 1 to this report.
The district and local capability review forms part of the assurance and evaluation activities conducted by the Office of the Inspector-General Emergency Management (the Office). The

capability review is aligned to the Emergency Management Assurance Framework (the Framework). It is forward-looking based on assessment against the Standard for Disaster Management in Queensland (the DM Standard) of a group's ability to meet future disaster management challenges and objectives.

The review team engaged with the Mount Isa District Disaster Management Group (DDMG), the local governments and Local Disaster Management Groups (LDMGs) of Boulia, Burke, Carpentaria, Cloncurry, Diamantina, Doomadgee, McKinlay, Mornington and Mount Isa. The review was undertaken in consultation with relevant stakeholders across the Mount Isa Disaster District. Individual review reports have been developed for each LDMG, with a combined report provided to the Mount Isa DDMG. The combined report incorporates a continuous improvement strategy for the Mount Isa Disaster District.

Correspondence Received – for Information

1. LDMG Mornington Plan
2. Office Independent Assessor – Notice of Dismissal
3. Public Interest Disclosure Standard
4. Local Roads Infrastructure Fund
5. LGAQ – Notice of Motion – 'Belcarra' legislation reforms and Human Rights Act.
6. Indigenous Leaders Forum Agenda
7. Community Meeting Notice
8. Community Meeting Notes from meeting
9. NQSF – North Queensland Sports Foundation July Minutes
10. NQSF – Agreement **[to be signed]**
11. TCICA Communique July 20
12. TCICA – Notes from meeting with Mick de Brenni
13. ECQ – 2020 State General Election Statement of Intent
14. Minister Infrastructure & Planning – COVID impact
15. DLGRMA – Long Term Financial Forecasts
16. Tenancy Action Group MI – Terms of Reference **[to be signed]**
17. Qld Govt. Community cabinet Meeting Notice
18. Indigenous Councils CEO Forum

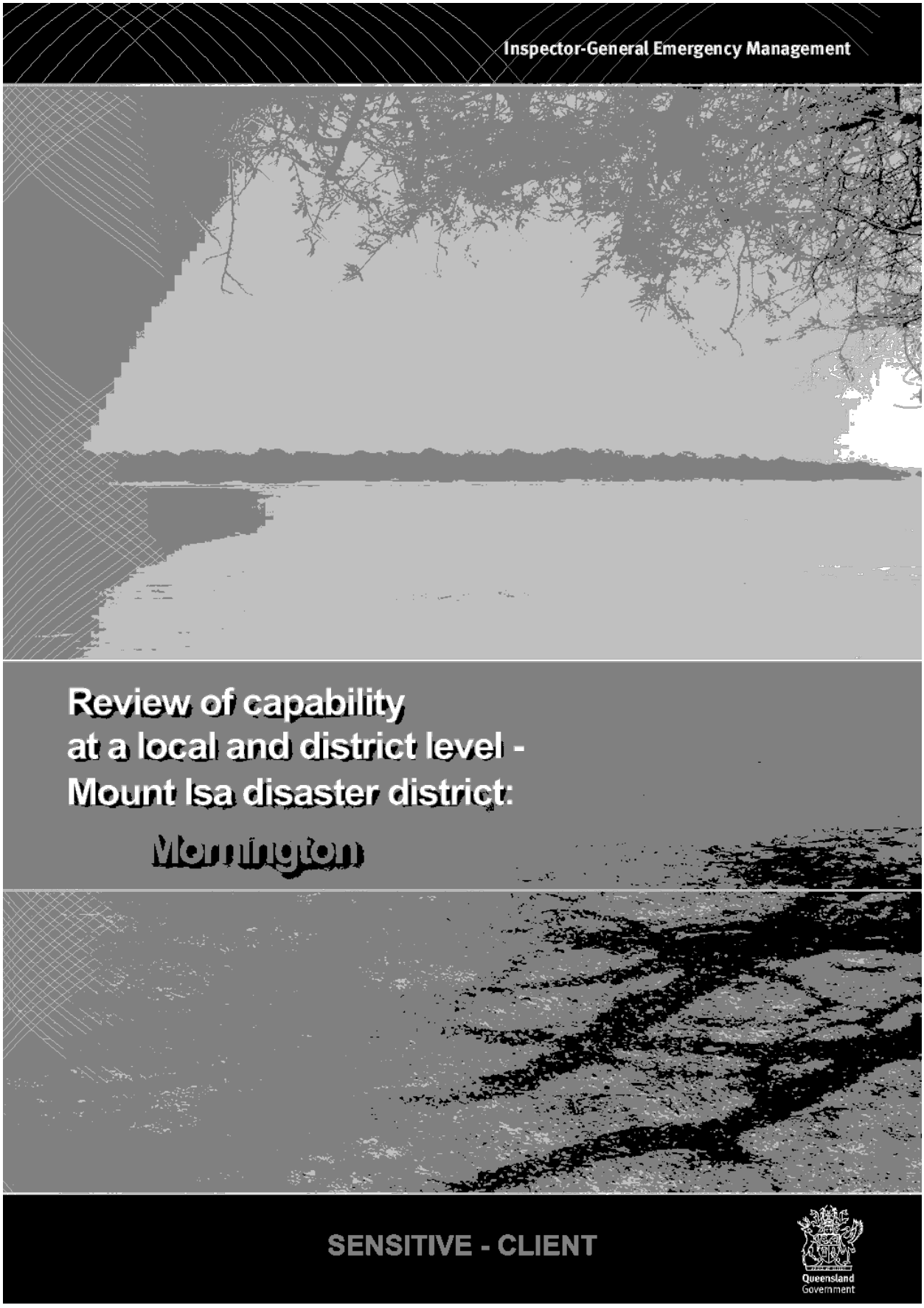
FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report or its recommendations. Any and all incidental costs such as attendance, memberships and or subscriptions made as a consequence of this report are met within Council's approved budget.

RECOMMENDATION

That Council receive and note this report

1. That Council receive and notes this report
2. That Council's delegate vote in favour of the motion at item 5. At the LGAQ Annual General Meeting.
3. That Council receive the notes at attachment 8 as a record of the Mayor's community meeting and commits to work through the issues raised where Council has authority and capacity to action.
4. That Council endorse the Acting CEO sign the North Queensland Sport Foundation Agreement [attachment 10] on behalf of Council.
5. That Council endorse the Acting CEO sign the Terms of Reference for the Tenancy Action Group – Mornington Island [attachment 16] on behalf of Council.
6. That Council approve the Acting CEO to attend the Indigenous Council's CEO Forum [attachment 18] in Cairns on Friday Sep 4th 2020.


Inspector-General Emergency Management
Review of capability
at a local and district level -
Mount Isa disaster district:
Mornington
SENSITIVE - CLIENT
Queensland
Government

Document Details

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Information security
This document has been classified using the Queensland Government Information Security Classification Framework (QGISCF) as SENSITIVE for State, local government and disaster management entities release only and will be managed according to the requirements to the QGISCF.

Assurance Activity Output Descriptors
All papers and reports produced by the Office of the Inspector-General Emergency Management provide independent assurance and advice about the effectiveness of emergency management arrangements in Queensland. The Office of the Inspector-General Emergency Management bases all publications on the Emergency Management Assurance Framework and Standard for Disaster Management.

Briefing paper
A briefing paper provides the decision-maker with a summary of facts about an issue, or an overview of a situation or arrangements. The briefing paper may address opportunities for improvement or highlight exemplary practice. The briefing paper provides the decision-maker next steps for consideration, which may include advice to entities.

Discussion paper
A discussion paper provides greater analysis of an issue, situation or arrangements than a briefing paper, considering trends, other sector or jurisdiction approaches or current best practice research. The discussion paper may address opportunities for improvement or highlight exemplary practice. The Inspector-General Emergency Management may suggest improvements to entities through advice, or, more formally, through Professional Practice Considerations.

Review report
A review report provides a comprehensive analysis of the effectiveness of a particular disaster management issue, situation or set of arrangements. The review report is based on evidence, and may include discussion of underlying themes, contributing factors and root causes of issues. The review report includes findings, and bases recommendations for improvement on lessons identified, research and good practice.

Research paper

A research paper is produced as result of a review report or is initiated by the Inspector-General Emergency Management. A research paper explores an issue, generates discussion and seeks best practice solutions.

Contact for enquiries and proposed changes
All inquiries regarding this document should be directed in the first instance to:

Mike Shapland, Executive Director info@igem.qld.gov.au Tel: 07 3029 8813

Acknowledgement

The Office of the Inspector-General Emergency Management acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and Custodians of this Country. The Office recognises their connection to land, sea and community. We pay our respects to them, their cultures, and to their Elders, past, present and emerging.

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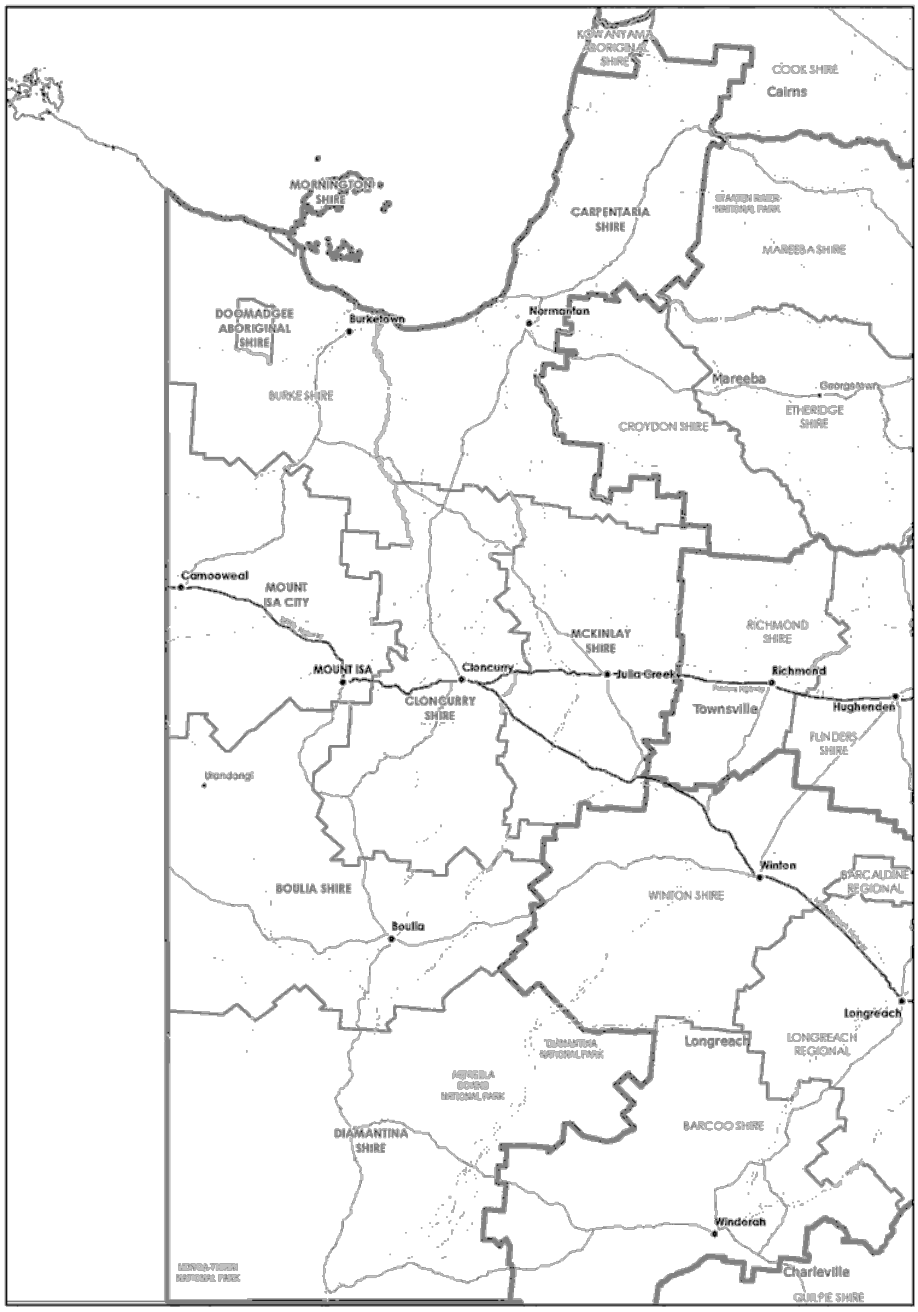
SENSITIVE - CLIENT

Review of capability at a district and local level – Mornington Local Disaster Management Group

Mornington Local Government Area



Source: GIS, PSBA

Introduction

This district and local capability review forms part of the assurance and evaluation activities conducted by the Office of the Inspector-General Emergency Management (the Office). The capability review is aligned to the *Emergency Management Assurance Framework* (the Framework). It is forward-looking based on assessment against the Standard for Disaster Management in Queensland (the DM Standard) of a group's ability to meet future disaster management challenges and objectives.

The review team engaged with the Mount Isa District Disaster Management Group (DDMG), the local governments and Local Disaster Management Groups (LDMGs) of Boulia, Burke, Carpentaria, Cloncurry, Diamantina, Doomadgee, McKinlay, Mornington and Mount Isa. The review was undertaken in consultation with relevant stakeholders across the Mount Isa Disaster District. Individual review reports have been developed for each LDMG, with a combined report provided to the Mount Isa DDMG. The combined report incorporates a continuous improvement strategy for the Mount Isa Disaster District.

This report relates to the Mornington LDMG.

Purpose

The purpose of this capability review is to:

- assess district and local level capability to deliver legislated disaster management outcomes against the DM Standard
- develop a continuous improvement strategy for the Mount Isa Disaster District.

Authority

The capability review is conducted in line with the Office's legislated functions under section 16 of the *Disaster Management Act 2003* (the DM Act).

Scope

The DM Act outlines the functions of LDMGs and DDMGs to support public safety. The DM Standard establishes the Key Outcomes for local governments, LDMGs and DDMGs to meet their legislative obligations. In scope are the plans, arrangements, processes and systems of the Mount Isa DDMG, and the related local governments and LDMGs.

Out of scope

Broader disaster management arrangements of other entities, unless they directly affected the Mount Isa Disaster District.

Methodology

The capability review commenced in September 2018. It was suspended in early December 2018 to redirect the Office's effort towards the *2018 Queensland Bushfires Review* and subsequently the *2019 Monsoon Trough Rainfall and Flood Review* that affected much of North Queensland.

The monsoon trough event directly impacted several councils and LDMGs involved in the capability review. As part of the *2019 Monsoon Trough Rainfall and Flood Review*, the Office engaged with representatives from Mount Isa DDMG and McKinlay, Cloncurry, Mount Isa and Carpentaria LDMGs. For these disaster management groups, their response, relief and recovery activities resulting from the monsoon trough event have overlapped with this capability review and contributed evidence to it.

The Office recommenced the capability review in August 2019 incorporating additional information, observations and findings from the monsoon trough event. Approximately half of the stakeholders the review team had engaged previously were no longer working in the Mount Isa district. The review team contacted the new representatives across different groups and re-engaged with DDMG and LDMG representatives in September 2019.

To ensure currency of evidence, in late October and early November 2019, the review team met with representatives of the DDMG and LDMGs most impacted by staffing changes and those directly affected by the monsoon trough event. Other less affected groups were consulted via telephone.

The assessment of updated information and evaluation of observations commenced in December 2019.

Review activities

Orientation meetings

Orientation meetings were held in late October and November 2018 with representatives from the Mount Isa DDMG and each of the local groups. The purpose of these meetings was to outline the review process, identify key dates, deliverables and data collection methods and (where possible) develop observations.

Data collection

The Emergency Management Prioritisation Tool (the prioritisation tool)[1] was used to document relevant information and observations from the orientation meetings. Information and observations collected were based on all 14 components of the DM Standard.

Local groups and the district group were asked to self-assess their capability levels for the 14 components of the DM Standard, and provide additional information using the prioritisation tool. This required them to consider all outcomes and indicators, and rate their group's capability using the following scale:

- **Strong** – outstanding capability supported by evidence of good practice and capacity to sustain.
- **Well placed** – capability gaps are identified, and practical improvements are planned or underway, with capacity to achieve outcomes.
- **Development area** – more action is required to close current capability gaps and deliver improvements over the medium term. Capacity to deliver is not assured.
- **Limited** – not well placed to address weaknesses in the short to medium term and needs additional capacity and support to secure effective delivery.

Desktop analysis

All groups were asked to provide supporting information, such as sub-plans, meeting minutes, public engagement materials, and exercise records. The review team analysed and assessed this material, together with the prioritisation tool information, against relevant legislation, state level plans, doctrine and the DM Standard. The team looked for evidence against each outcome, indicator and shared responsibility of the DM Standard within the local context. For each LDMG and the Mount Isa DDMG, a series of observations, identifying good practice and areas for improvement, was also developed. The result of this process was a preliminary capability rating on the scale above, for all components of the DM Standard. Appendix 1 shows the guide used by the review team to identify the group's capability level for each component.

Community surveys

The primary driver for the continuous improvement of disaster management is public safety, one of the four principles of the Framework. An external market research company (Market Communications Research) was engaged by the Office to conduct a telephone survey of 400 residents from the Mount Isa Disaster District about community preparedness and planning. Fieldwork for the telephone survey was conducted between 5 and 9 November 2019. The participants were segmented based on geographical location, age and gender. Other factors considered in the survey were time living in the local area, and experience with natural disasters.

There were limitations to this approach across the district. A telephone survey using landlines was not possible in some of the gulf communities, as there were few to call. The sample size for Mornington Shire, was also too small to give relevant results at local level. The results have, however, contributed to the district survey results.

The review team consulted with a range of local advisors to help collect complementary data to that of the phone survey. An incentivised online community survey was developed for the residents of Burke Shire Council, Doomadgee Aboriginal Shire Council and Mornington Shire Council, where three or less residents responded to the telephone survey. A small number of residents from Burke and Doomadgee shires participated.

Report and continuous improvement strategy

The information provided by the groups, and the observations and insights derived from it, have resulted in these individual reports back to the district and each LDMG. Themes have been developed to form a high-level continuous improvement strategy relevant to the district. The strategy aligns to the outcomes of the DM Standard, and shows the areas that may increase capability for the future, if prioritised for action.

The continuous improvement strategy is future looking. It aims to support the Mount Isa Disaster District in strengthening disaster management capability through the Good Practice Attributes of the DM Standard. It provides practical outcomes and deliverables to inform a Mount Isa Disaster District action plan to further increase effectiveness at a local and district level.

Further disclosure of this document may infringe Section 139 of the *Disaster Management Act 2003*

Follow up

The Office is available to provide advice to the district as needed.

Capability evaluation

This section provides an evaluation based on assessment of the capability of the Mornington LDMG to deliver the Key Outcomes of the DM Standard and to fulfil its functions under the DM Act.

Shared Responsibility	Standard Component	IGEM Rating	
1 Hazard identification & risk assessment	Hazard identification & risk assessment	Well placed	
2 Hazard mitigation & risk reduction	Hazard mitigation & risk reduction	Development area	
3 Preparedness & planning	Capability integration Planning	Well placed	
4 Emergency communications	Public engagement Communication systems Warnings	Well placed	
5 Response	Control Command Cooperation & coordination Operational intelligence Resource management	Well placed	
6 Relief & Recovery	Relief Recovery	Development area	

Background

Mornington Shire Council incorporates 22 islands of the Wellesley Group in the Gulf of Carpentaria.[2] The islands and surrounding seas are the traditional lands and waters of the Lardil, Yangkaal, Kaiadilt and Gangalidda peoples.[3] The whole shire covers an area of approximately 1,248 square kilometres, Mornington Island being the largest in the group at approximately 700 square kilometres.[4] Mornington Island has a population of approximately 983 residents, 92 per cent of which are Aboriginal peoples. The council is the main employer and there are no other industries.[5] The shire is serviced by a weekly barge from Karumba in the Carpentaria Shire, and regular regional flights to and from Mount Isa and Cairns.[6]

Risk management

The review team assessed the Mornington Shire LDMG's Risk Management Shared Responsibilities as **Well placed** for Hazard identification and risk assessment and a **Development area** for Hazard mitigation and risk reduction.

The Mornington Shire's risks are unique to its location within the Gulf of Carpentaria and its isolation from the mainland. The LDMP reflects the risks identified by the Mornington Natural Disaster Risk Management Study, completed by consultants in 2013. The risks were updated in 2018 when the LDMG participated in the implementation of the Queensland Emergency Risk Management Framework. The identified hazards in the LDMP are flooding, cyclone, thunderstorm, wildfire, storm surge, tsunami and earthquake. The main risk identified is a cyclone damaging critical infrastructure, and restoration being delayed due to the island's isolation and dependence on the barge and roads in Carpentaria Shire.

To ensure risk data is current and to promote common understanding across the LDMG, there is an opportunity to engage stakeholders in reviewing the risk assessment. This review could include community leaders, relevant entities on the island, members of the DDMG and scientific experts for modelling and data. A broader assessment of non-natural hazards would better inform disaster management planning and business continuity arrangements across the LDMG and community. Operational risks, such as difficulty in attracting and retaining skilled staff, and limited telecommunications system performance could form part of the consolidated risk assessments in the LDMP.

The council has demonstrated commitment to the improvement of community facilities and promotes organisational stability and well-being through resilience and risk reduction. Hazard mitigation and risk reduction activities are incorporated into council's corporate and operational planning. Strategies include developing community engagement and staff training plans, a strategy for alternate energy sources and a sustainability plan for Mornington Island's bakery. More work is needed to implement these plans. The LDMG has identified its limited resources, lack of rate payer base and reliance on State and Federal funding as significant challenges to moving forward. This is mitigated by the leadership and strong level of local understanding of the group's capabilities and capacity. Furthermore, the early support provided by the District Group in a disaster event shows a healthy level of interoperability in local arrangements. The council also liaises with the Department of Housing and Public Works to understand how housing stock can withstand various categories of severe weather events like tropical cyclones.

Risk reduction occurs through council business as usual processes. The island road network is remediated after cyclone events. Funding is secured to improve the resilience of infrastructure and public housing. Critical infrastructure risks are mitigated. Generators provide back-up power to operate the pump station for water and sewage. The fuel storage facility constructed in 2018 provides a three-month fuel reserve. The storm tide gauge located on Mornington Island provides real-time data to enable monitoring of storm surge risk. The council, LDMG and emergency services use this information, together with maps of the areas vulnerable to storm surges, to manage potential risk to the community.

Further disclosure of this document may infringe Section 139 of the *Disaster Management Act 2003*

The LMDG has a strong understanding of its risk management capability and capacity. Events such as minor or moderate flooding, fires with minimal structural damage and short duration storms can be managed locally. Larger scale events which may require long term housing for displaced persons are more likely to exceed its capacity. Evacuation has been identified as a residual risk by the LDMG and was transferred to the DDMG. Relevant district and state entities are exploring options to support the DDMG and LDMG to manage this risk at the local level. Updating the LDMP to include current residual risks and their acceptance by the DDMG and other entities, would ensure ownership and/or co-ownership of the treatments is understood. Including a standing item on the LDMG's meeting agenda would ensure ongoing risk assessment through a collaborative approach and would be a good way to ensure regular consideration of risk.

Preparedness and planning

The review team assessed the Mornington Shire LDMG's Preparedness and Planning Shared Responsibilities as **Well placed.**

Capability Integration

The LDMP outlines the training requirements across the key roles of the LDMG, which aligns to the Queensland Disaster Management Training Framework. The Mount Isa District's Emergency Management Coordinator (EMC) and Executive Officer (XO) work closely with the LDMG to provide risk-based training to meet the needs of the group. The council acknowledges its staff as its greatest asset and continues to invest in their capacity and capability. Staff development and training supports the council to have adequate numbers of suitably skilled staff to perform business as usual roles. Disaster management training for staff other than the Local Disaster Coordinator will help manage fatigue during an event and increase incident management skills and knowledge.

Conducting annual exercises would help the LDMG ensure all members and relevant council staff understand their roles and responsibilities and test decision makers. It would also create an opportunity to assess how well the plans of entities on the island integrate and the capability and capacity limits of each are understood.

The LDMP provides that the LDMG will conduct post disaster assessment to identify opportunities to improve planning. Documenting a simple process to identify lessons and track and re-test subsequent improvements would increase the LDMG's capability and mitigate the risk of knowledge loss when key staff change.

Planning

The council's commitment to disaster management activities is evident in the Mornington Shire Council Corporate and Operational Plan 2019-2024 (the Mornington Operational Plan).[7] It outlines the council's goal to conduct risk assessments associated with natural disasters and develop associated mitigation strategies. The LDMP is updated to include risk, resilience and recovery strategies.

The LDMP has been reviewed annually since 2016 with the most recent revision endorsed by council in January 2020. To maintain community awareness and meet legislated requirements the most recent plan should be made available on the council's website.

The council acknowledges that collective community knowledge supports the development of an effective plan. The council and LDMG members have a strong understanding of their community and when outside assistance is likely to be required. Continuing engagement and collaboration with state representatives on the LDMG would help share understanding of, and respect for, the local context. Escalation limits and triggers can be identified and agreed to by all stakeholders. Sharing business continuity information will help stakeholders understand each other's internal arrangements and priorities for service delivery. This will help identify capacity and capability limits in agencies and inform roles and responsibilities.

The council and LDMG understand the factors which affect the preparedness levels of the community and organisations on the island. As with many of the communities in the Mount Isa District, the remote location and high cost of essential goods contributes to challenges for very low-income households to stock up before an event. Most households do not have the means to store or freeze bulk quantities of perishable goods, and items like batteries and torches for emergency kits are expensive.

The council proactively plans before the cyclone season to identify, and tell the community about, anticipated changes to barge services There is a clear understanding of lead times to ensure adequate levels of essential goods are available to the community. The council recognises that maintaining local food and fuel supplies reduces the potential need for resupply operations. It continues to advocate strongly for this with the operators of the community store, to ensure pre-cyclone season planning includes adequate food and bottled water, as well as fuel supplies.

Emergency communications

The review team assessed the Mornington Shire LDMG's Emergency Communications Shared Responsibilities as **Well placed**.

Public Engagement

The LDMG acknowledges that the community's resilience and willingness to work together, and the frequency of disaster events, minimises complacency. Engagement with the community occurs daily through council business as usual activities. The council is the largest employer in the shire and has a strong understanding of its community. The community profile in the LDMP was developed with the assistance of community members and elected representatives who have a good understanding of natural disasters and extreme weather events through lived experience. This local knowledge extends over many generations. The council ensures local values are reflected in disaster management plans.

The council considers the use of text messages, public notices and social media are effective means of public engagement. Key community members are used to disseminate information quickly to the wider population. The council actively encourages the community to prepare for disaster events. Pre-season community education is undertaken, with Get Ready funding used to conduct a pre-cyclone season clean up. When an event is predicted,

public meetings are held to provide situational awareness to the community and encourage further preparedness activities.

The Mornington Operational Plan 2019-2024 shows the future intentions of council and opportunities to enhance disaster management. It states the council's emerging community engagement strategy will identify engagement and communication methods. An online feedback platform for the community and service providers will also be developed. Incorporating disaster management into the implementation of these would contribute to the continuous improvement of disaster management activities across the community.

The LDMP refers to public education material about natural hazard events being available on the council website on a dedicated local disaster management page. While the review team did not see evidence of this, the council's Facebook page was heavily used in recent events to provide up to date information to the community. It would be beneficial to consolidate all disaster management plans and community information on a dedicated web page to make it more accessible.

Communication systems

The shire's communication systems have been tested during events, with some redundancies in place. The systems used during events are also used for normal business purposes. State agencies and council staff have a limited number of satellite phones to ensure ongoing communications with the mainland. The Queensland Police Service (QPS) and council staff maintain on-island communication with radios. The LDMP community context outlines the various communication methods for the core group of the LDMG and service providers. It also outlines the stakeholders that have satellite phones and those that have auxiliary power supply.

Although communication limits are well understood, there is a history of communication system unreliability. Telecommunications coverage has been disrupted for up to four days. Limited bandwidth also impacts on the data network. This is expected to improve in 2021 if optical fibre becomes available as proposed. Land and mobile telecommunications are vulnerable if a tropical cyclone impacts Mornington Island. Limited access to satellite phones impacts on communication system redundancies. Replacement batteries are also difficult to source due to the island's remoteness.

Ongoing engagement with the appropriate telecommunications providers would help improve telecommunications and data services. The priority should be to ensure appropriate and reliable communications are available to keep the community informed before, during and after disaster events. Documenting communication assets across state agencies would help the LDMG and council identify additional capacity if required. Securing funding to purchase additional satellite phones would ensure ongoing redundancy in the communications systems until more permanent improvements can be made.

Warnings

The council has a strong understanding of its community and the most effective means of providing warning messages. The most vulnerable members of the community are well known to council. State agencies and evacuation plans prioritise their safety. Emergency

Alert messages are less effective in such a remote area where telecommunications are not always reliable. Facebook, text messaging, emails and community notices are the preferred warning methods used by the LDMG.

The LDMG and council considers Facebook as one of the most effective channels to disseminate warnings. Facebook has been used heavily during previous events to provide situational awareness to the community. Other warning strategies have included making announcements over mobile loudspeaker, public meetings and engaging key community members who will quickly spread messages across the community.

Testing disaster management warnings to ensure the community understand them and take the intended action would be a useful exercise to ensure the effectiveness of warning content and delivery. Documenting the roles and responsibilities for developing, approving and issuing warnings will complement disaster management training and exercises. There is also an opportunity to include templates for warning content in the LDMP.

Response

The review team assessed the Mornington Shire LDMG's Response Shared Responsibilities as a **Well Placed**

Control, Command, Cooperation and Coordination

The authority of the LDMG chair and Local Disaster Coordinator are documented in the LDMP. The LDMP refers to operational planning documents designed to provide quick access to important information, such as group activations and staff roles. The operational plans are intended to address core requirements of the different disaster management phases. The XO and EMC conduct pre-deployment training which outlines the roles and responsibilities, and command structure to support locally-led response and recovery.

Operational Information and Intelligence

The LDMG provides information through the QPS and Queensland Fire and Emergency Services (QFES), and to the DDMG, to ensure situational awareness is maintained. The LDMP outlines the requirements for preparing situation reports. Ensuring the QPS Officer in Charge is trained in the use of the Disaster Incident Event Management System will support information sharing across all levels and enhance situational awareness. The council has invested in improving its systems to enable cloud-based technology to be used in the future.[8] These business as usual improvements will enhance the LMDG's capability to manage information more efficiently and formalise intelligence gathering practices during an event.

Resource Management

The LDMG's role in coordinating resources is documented in the LDMP. An upgrade of the Rural Fire Brigade and State Emergency Services facility on the island in 2018 has increased the capacity to respond to emergencies.[9] The council documents available equipment and can access heavy machinery from the local concrete batching plant. Although the council owns and manages most assets, access to building materials is very limited as they must be transported to the island via the barge. Local resources to assist with resourcing recovery operations are documented in the recovery sub-plan.

Relief and recovery

The review team assessed the Mornington Shire LDMG's Relief and Recovery Shared Responsibilities as an overall **Development area,** with a **Well placed** rating for Relief.

Relief

Responsibilities for resupply are identified within the LDMP community context, with QFES leading resupply of essential goods to temporarily isolated communities, properties and individuals. The LDMP outlines that the LDMG may need to request a resupply of essential goods when normal transport routes become impassable during major or prolonged flooding. Resupply operations occur with the Carpentaria Shire Council and the district providing access and logistical support.

The weekly supply chain commences in Cairns, with freight transported on roads to Karumba to be loaded onto the barge. Loading and unloading occurs manually and unloading from the barge can be problematic. A two-day delay in resupplying the shire during the 2019 monsoon trough event significantly impacted the community. Joint funding for a barge channel to improve resupply operations for Mornington Island is being investigated with Carpentaria Shire Council.

The island store is important to ensure adequate supplies of essential goods to meet community needs. A change in the operator of the store affected the 2019-20 pre-season preparations. The council is working with the operator to ensure adequate essential supply stocks for future cyclone seasons. Continuing to collaboratively plan relief operations with all relevant entities would provide a shared understanding of capacity and formalise agreed roles and responsibilities.

Recovery

The LDMP outlines the five functional areas of recovery and the local entities responsible for leading functional recovery. The local levels of activation are also clearly documented. The restricted capacity for the LDMG to perform effective recovery is acknowledged and considered in local and district plans. Mornington Island has been affected by disaster events multiple times in the last decade and has faced some significant challenges to rebuild. The frequency of disaster events delayed the reconstruction program and in 2013-14 the Queensland Reconstruction Authority assisted by providing staff with relevant skills. The projects restored access to outstations and sacred sites as well as increasing telecommunications access to the mainland.[10]

The LDMG has strengthened recovery planning across the shire and has prepared a sub-plan. The Mornington Shire Community Recovery sub-plan was prepared with the assistance and support of community members and the council's elected representatives. The council has ensured local knowledge is harnessed and local needs are reflected in the sub-plan. Assistance available from other agencies when local capacity is exhausted is documented, as are local and external resources and facilities. The DDMG is very aware of the limited capacity and the district's pre-deployment squad is used to supplement local capability. The squad consists of QPS, QFES and Queensland Ambulance Service staff and is sent to the island before there are problems with access.

The LDMG has identified and documented potential recovery activities and options to address recovery challenges. The sub-plan outlines what may happen and how it could affect the community, the responsible functional line of recovery and the potential strategies to support the community across the three phases of recovery.[11] This demonstrates that community recovery planning is integrated across entities, locally coordinated and appropriate to the scale of the disaster event.

The sub-plan identifies key community sites that facilitate connectedness and provide a sense of community for Mornington Island residents. This indicates the council understands the importance of prioritising the restoration of key infrastructure and services for the community and the cultural connections these provide. The sub-plan also demonstrates the LDMG's strong understanding of the local community with key cultural considerations outlined for staff assisting from outside the shire. Making the recovery sub-plan, alongside the LDMP, available to the community would be beneficial to improve understanding and ownership. It will ensure community members are aware of available support and their eligibility to access it, enabling them to make informed choices and act on them.

Conclusion

The DM Standard provides guidance on shared responsibilities and outcomes expected in disaster management in Queensland. It has provided the basis for this forward-looking assessment about capabilities needed across the Mount Isa Disaster District and for individual councils and LDMGs. This report sets out the areas of good practice of the Mornington Shire Council and its LDMG. It also provides indicators for future work to address the DM Standard's Shared Responsibilities to help communities better prevent, prepare for, respond to and recover from disasters.

Appendix 1: Capability rating guide

Limited

- There is no or very little evidence that the indicator is being considered for this entity.
- There is no or very little evidence to suggest the indicator is or could be done (limited capacity, motivation).

Development area

- There is evidence that the entity is putting plans in place to address the indicator.
- Much more work is needed to implement these plans.
- There is evidence that their plans are fit for purpose and when fully implemented will address the indicator.

Well placed

- There is evidence that the entity has plans in place to address this indicator.
- Activities based on their plans are well underway or have been implemented.
- There is strong evidence the indicator is being done.
- At least one Good Practice Attribute could be applied.

Strong

- There is evidence that the entity has plans in place to address this indicator.
- The plans have been fully implemented and evidence shows these have proven to have worked.
- What the entity is doing could be shared as good practice to other similar entities.

Note: For the Outcome to be Strong overall then all Good Practice Attributes can be evidence to support the Outcome.

Further disclosure of this document may infringe Section 139 of the *Disaster Management Act 2003*

References

[1] Office of the Inspector-General Emergency Management, Emergency Management Prioritisation Tool, https://www.igem.qld.gov.au/assurance-framework/emergency-management-prioritisation-tool
[2] Mornington Shire Council Annual Report 2018-2019
3 Mornington Shire Council website https://www.mornington.qld.gov.au/corporate/about-the-islands/ accessed 2 April 2020
[4] Mornington Shire Council Annual Report 2018-2019
[5] Mornington Shire Council Local Disaster Management Plan 2019
[6] Mornington Shire Council Local Disaster Management Plan 2019.
[7] Mornington Shire Council Corporate and Operational Plan 2019-2024.
[8] Mornington Shire Council Annual Report 2018-19, foreword, https://www.mornington.qld.gov.au/wp-content/uploads/2019/10/2018-2019-Annual-Report.pdf
[9] Minister for Fire and Emergency Services, The Honourable Craig Crawford Media Statement dated 7 August 2018 http://statements.qld.gov.au/Statement/2018/8/7/fire-and-emergency-services-minister-opens-upgraded-mornington-island-facility
[10] Queensland Reconstruction Authority webpage *Mornington Shire Council's $13 million reconstruction program*, https://www.qra.qld.gov.au/key-projects/mornington-shire-councils-13-million-reconstruction-program accessed 2 April 2020.
[11] Queensland Recovery Plan, Phases of Recovery, https://www.qra.qld.gov.au/sites/default/files/2019-08/Queensland-Recovery-Plan-update-August2019.PDF, pp. 26-27.

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Queensland Government

Office of the **Independent Assessor**

Our ref: C/20/00447, C/20/00448, C/20/00449, C/20/00450, C/20/00451
Your ref:

17 July 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Shire Council

ceo@mornington.qld.gov.au

Dear Mr Prior

I refer to a complaint, dated 28 June 2020, received by the Office of the Independent Assessor (OIA) pursuant to Chapter 5A Division 2 of the Local Government Act 2009 (the Act) about the conduct of all the councillors of the Mornington Shire Council.

It was alleged that all of the councillors denied Mr Frank Mills natural justice when his request to address the Council at its meeting, on 24 June 2020, was refused - relating to his request to seek Council's support to provide funding to enable him to engage legal representation to initiate legal proceedings against members of the Mornington Island community.

Notice of Decision

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

Reasons for decision

In making this decision, I considered the following information:

- The complaint received 28 June 2020
- A review of the Council Meeting Minutes of 24 June 2020
- Relevant provisions of the Act
- Queensland Human Rights Act 2019

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

Mr Mills advised the OIA that on 23 June 2020, you the Acting Chief Executive Officer had informed him the day prior to the meeting that his request to address the Council would not be extended. You advised Mr Mills that you had considered the request and that you did not think it was an appropriate forum in which Mr Mills could address Council whilst at the same time ensuring integrity of confidence, as required for a closed meeting".

A review of the Council Minutes of 24 June 2020 showed that Mayor Yanner and Councillor Thomas had declared a personal interest in Agenda Item 1.3 of the Confidential Agenda 18.2 - Request for Council to fund defamation Action, and had left the meeting prior to the discussions and returned after the decision, the motion "That the Acting Chief Executive Officer respond to the requestor" as directed by Council was carried 3/3.

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

Queensland Government

The OIA again notes that the Minutes of the Meeting do not fully disclose what the interest both Mayor Yanner and Councillor Thomas had in the agenda Item. I would ask that all Councillors receive advice and training from the Local Government Association of Queensland (LGAQ) in this regard as the proper disclosure of interests in meetings is important for there to be transparency around Council's decision making.

For your consideration, the Independent Assessor offers information sessions for councillors in relation to the following. If this would be useful to the councillors at Mornington Shire Council, please contact me directly:

a. Proactive steps councillors can take now to understand and prepare for MPI's/COI's for this term of council
b. What is a meeting of the local government or one of its committees.
c. Ordinary business matters, possible "exceptions" (ie meaning of "merely because") and what it means to have no greater interest in a matter than other people in the local government area.
d. Declaring MPI's/COI's – meeting flow – what needs to be declared; the wording of declarations;
e. Identifying your MPI's and the process for disclosing and dealing with an MPI.
f. The process for a councillor disclosing an interest (COI) under section 175E – options
g. The process for council deciding under section 175E (4) (a) whether a councillor has a conflict of interest – relevant considerations and (b) deciding how that conflict should be managed and why.
h. Capturing decisions and reasons for decisions around conflicts of interest in formal meeting minutes.
i. Relevant considerations that arise for particular categories of COI – in this segment we work with councils ahead of time to identify the types of conflicts that most commonly arise and tailor the workshop to addressing the considerations that a councillor or council would take into account in determine whether they should disclose and or council discussions and or decision about whether a COI exists.
j. Duty to report another councillors COI or MPI in a matter.
k. What is "influence" and when do you need to be alert to this.

Further Actions Required

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

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

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

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

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

Queensland Government

Recommendations for Register

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

Date of complaint	Summary of Complaint	Reason for Dismissal
28 June 2020 C/20/00447, C/20/00448, C/20/00449, C/20/00450, C/20/00451	It was alleged that all five councillors denied an employee the opportunity to address council at a meeting on an agenda item relating to a request for assistance	The OIA dismissed each of these matters pursuant to section 150X(a)(ii) of the Local Government Act 2009 as the conduct of the councillors does not raise a reasonable suspicion of inappropriate conduct or misconduct. The acting CEO had considered the request and advised the employee that it was not appropriate forum. There was no indication that this was a decision decision of the Councillors.

If you have any questions about the outcome of this complaint, please contact Michael Beckers on (07) 3334 2616 or by email at michael.beckers@oia.qld.gov.au quoting reference number C/20/00448.

Yours sincerely

Charles Kohn
Deputy Independent Assessor
Office of the Independent Assessor
Delegate

Queensland Government

QUEENSLAND OMBUDSMAN
Standing for fairness

Public Interest Disclosure Standard No. 3/2019

1. Title

Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting

2. Purpose

This standard prescribes the organisational systems and procedures agencies must establish in order to give effect to the requirement under section 29 of the *Public Interest Disclosure Act 2010* (PID Act) to keep proper records of public interest disclosures and under section 33 to give information to the oversight agency[1].

3. Effective Date

1 March 2019

4. Authority

This standard is issued by the Queensland Ombudsman under section 60 of the *Public Interest Disclosure Act 2010* (PID Act).

5. Application

This standard applies to and is binding on all public sector entities within the meaning of section 6 of the PID Act. In addition, this standard applies to corporate entities and Government Owned Corporations (GOCs) to the extent that the PID Act expressly states that they are public sector entities to which the PID Act applies[2]. The application of this standard to GOCs is also subject to sections 60(7) and 60(8) of the PID Act.

This standard operates in conjunction with Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program and Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures.

[1] Refer also to obligations under the *Public Records Act 2002* and the Information security policy (IS18:2018) issued by the Queensland Government Chief Information Office)
[2] Refer to s.6(2) of the *Public interest Disclosure Act 2010*

6. Definitions

For the purposes of this standard the following definitions apply:

discloser	A person who makes a PID.
entity	A public sector entity as defined at section 6 of the PID Act, a corporate entity or a GOC.
GOC	Government Owned Corporation as defined at schedule 4 of the PID Act.
officer	A public officer of a public sector entity, including an employee, member or officer of the entity as defined at section 7 of the PID Act.
PID	Public interest disclosure.
PID Act	*Public Interest Disclosure Act 2010*
possible PID	Information submitted by a person who states it is a PID.
proper authority	A public sector entity or member of the Legislative Assembly as defined at section 5 of the PID Act.
RaPID	PID reporting database operated by the oversight agency into which entities enter PID data.
subject officer	A person about whom a PID is made.

7. Responsibilities

For the purposes of this standard the following responsibilities are relevant:

oversight agency	The main functions of the Office of the Queensland Ombudsman as the oversight agency under the PID Act include[3]: • monitoring the management of PIDs, including by monitoring compliance with the Act, collecting statistics about PIDs and monitoring trends in relation to PIDs • reviewing the way in which public sector entities deal with PIDs generally, or particular PIDs • performing an education and advisory role, including by promoting the objects of the Act, providing advice about PIDs and providing education and training programs about PIDs.
chief executive officer	The chief executive officer of an entity has overall responsibility under the PID Act for the entity's compliance with the Act, including: • receiving and assessing PIDs[4] • establishing reasonable procedures to deal with PIDs[5] • keeping a record of disclosures[6] • reviewing the entity's decisions not to investigate or deal with PIDs on request[7] • providing disclosure information to the oversight agency[8]

[3] Refer to s.59 of the *Public interest Disclosure Act 2010*
[4] Refer to s.17(3) of the *Public interest Disclosure Act 2010*
[5] Refer to s.28 of the *Public interest Disclosure Act 2010*
[6] Refer to s.29 of the *Public interest Disclosure Act 2010*
[7] Refer to s.30(3) of the *Public interest Disclosure Act 2010*
[8] Refer to s.33 of the *Public interest Disclosure Act 2010*

	• delegating responsibilities under the PID Act as they consider appropriate, and • ensuring effective management and oversight of the entity's PID management program and procedures.
PID Coordinator	A PID Coordinator is an officer of the entity, delegated by the chief executive officer with responsibility for the implementation of the entity's PID management program, including acting as a principal point of contact with the oversight agency.
PID Support Officer	A PID Support Officer is an officer of the entity, delegated by the chief executive officer or the PID Coordinator with responsibility for providing support to a discloser, subject officer or witness who is involved in the management of a PID.

8. Public Interest Disclosure Data Recording and Reporting Standard

As provided at section 60(1) and (2) of the PID Act, the Public Interest Disclosure Data Recording and Reporting Standard applies to the way in which public sector entities are to deal with public interest disclosures, and in particular the procedures relating to:

- the way in which public sector entities are to perform their functions under the PID Act, and
- the provision by public sector entities to the oversight agency of statistical information about public interest disclosures.

Standard 3.1: Record-keeping

The chief executive officer of an entity to which a PID or purported PID is made, or is referred under section 31 or 34 of the PID Act, must keep a proper record of the PID (in accordance with section 29 of the PID Act). The record must meet the following minimum requirements:

3.1.1 Record required information	• Record the following information: – the name of the person making the disclosure (if known) – the information disclosed – the name of the entity that referred the disclosure (if relevant) – any action taken on the disclosure, and – all other information required under a standard made under section 60 of the PID Act.
3.1.2 Maintain accurate records	• Establish and maintain a record-keeping system (appropriate to the nature, size and geographic spread of the entity) to: – record all PIDs and possible PIDs – search for information about PIDs and possible PIDs – extract data about PIDs and possible PIDs for reporting purposes. • Establish procedures and processes to ensure that all PIDs and possible PIDs received by the entity are accurately recorded. • Conduct regular audits to identify and address deficits in the record-keeping.

3.1.3 Ensure confidentiality of records	• Protect the security and confidentiality of PID records by: – applying appropriate security protocols to the record-keeping system – limiting access to the record-keeping system to the PID Coordinator and other officers with delegated responsibility for maintaining PID records
3.1.4 Enter and update records in a timely manner	• Enter PIDs and possible PIDs in the record-keeping system as soon as practicable after being received or assessed. • Update information about the action taken on a PID or possible PID as soon as practicable after the action has been taken. • Complete the record-keeping about a PID or possible PID as soon as practicable after the matter has been finalised.

Standard 3.2: Reporting to the oversight agency

The chief executive officer of an entity must give to the oversight agency all or any of the information mentioned in section 29 of the PID Act, including information required in a standard made under section 60 of the PID Act (in accordance with section 33 of the PID Act). The disclosure of information to the oversight agency must meet the following minimum requirements:

3.2.1 Record required data	• The following mandatory data must be recorded and reported: – date PID received – if PID is a referral from a Member of Parliament – if PID is a referral from another entity – public sector entity which the referral was received from – type of PID – if a reprisal PID, details of the PID history – discloser type – discloser's location – subject officer type – subject officer's location – discloser's relationship to subject officer/s – a summary of the PID – date initial risk assessment completed for discloser – if agency support officer assigned to discloser – date PID assessment completed – assessment decision – grounds for decision to take no action – date decision to take no action communicated to discloser – if discloser requested a review of decision to take no action – basis for review request – date review of decision to take no action completed – outcome of review – date investigation of PID commenced – date investigation of PID completed – outcome of investigation – if investigation discontinued, an explanation – resolution action taken by the entity – date outcome of investigation communicated to discloser.

	• The following optional data should be recorded and reported where practicable to do so: – discloser's gender, ATSI identity and language background – subject officer's gender, ATSI identity and language background – legal proceedings, appeal or complaint processes that arose during or after management of the PID – outcome of legal proceedings, appeal or complaint processes – if the discloser contacted the media – if so, at what stage of the PID management process.
3.2.2 Report data	• Submit mandatory data and, where possible, optional data using the RaPID PID reporting database operated by the oversight agency. • Nominate at least two officers authorised to be provided with access rights to submit data using RaPID. • Follow the instructions in the RaPID User Manual and other information provided by the oversight agency in entering data • Comply with section 65 of the PID Act and instructions provided by the oversight agency in relation to protecting the security of the data entered and stored in RaPID
3.2.3 Enter and update data regularly	• Enter data about PIDs received by or referred to the entity in RaPID within 30 days of the assessment of the matter as a PID (up to the 'case submission' stage in RaPID). • Update data about PIDs entered in RaPID within 30 days of the management of the PID being finalised (up to 'case closed' stage in RaPID). • Audit all case records in RaPID regularly to identify and update incomplete records.

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

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

Ref: MS20-000934

Cr Kyle Yanner
Mornington Shire Council
1 Mission Road
MORNINGTON ISLAND QLD 4892

Dear Mayor

Letter of Offer – Local Roads and Community Infrastructure Program

We are writing to offer you, Mornington Shire Council ABN 42 971 949 286, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of $76,418 total, excluding GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department's website at www.investment.infrastructure.gov.au/lrci.

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to IIP@infrastructure.gov.au by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

Michael McCormack

MICHAEL MCCORMACK

Mark Coulton

MARK COULTON

Enc

The Hon Michael McCormack MP
Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

2020 Annual Conference - Motions Template

Please note that this template should assist you with the preparation of the motion.

Submission of the motion can be done via a submission form* on LG Online.

*Unfortunately we cannot accept images, tables or documents - this document is for preparation purposes only.

Submitting Council (required)	
Supporting ROC (if applicable)	Torres Cape Indigenous Council Alliance
Category (required)	Governance
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
Title of motion (required)	'Belcarra' legislative reforms and the *Human Rights Act 2019*
Motion (required)	That the LGAQ lobby the Queensland Government for a review of the 'Belcarra' legislation to determine if there are inconsistencies with Queensland's *Human Rights Act 2019* and with the cultural rights afforded to Aboriginal and Torres Strait Islander peoples under sections 27 and 28 of the Act.
Background (required) 350 character limit	The one-size-fits-all approach to the 'Belcarra' local government legislative reform is challenging the decision-making abilities of Aboriginal and Torres Strait Islander local governments due to the unique culturally-sensitive environments they operate within and the range of roles that councillors may have in their communities. For example, as trustees, traditional owners and as PBC directors. Too many decisions have to be deferred to non-elected chief executives, despite the expectations of community members that the people they have elected to represent them are the primary decision-makers. This is causing friction for councils.

	While the *Local Government Act 2009* allows local governments to take account of Aboriginal tradition and Island custom (s9(3)), the first lens Aboriginal and Torres Strait Island councils must apply to their decisions is the cultural lens. It is not an option. Sections 27 and 28 of the *Human Rights Act 2019* recognise the distinct cultural rights afforded to Aboriginal and Torres Strait Islander peoples and provides for undeniable rights associated with their enjoyment, use and practice of culture. In its current form, the 'Belcarra' legislation has the effect of denying rights associated with culture.
What is the desired outcome sought? (required) 350 character limit	**The outcome sought is that the LGAQ commits to lobbying the Queensland Government as a matter of urgency to review the 'Belcarra' legislation to determine if it infringes the *Human Rights Act 2019.***

INDIGENOUS LEADERS FORUM

LGAQ
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

31 JULY 2020

AGENDA

TIME	TOPIC
8.30 am	**Opening Prayer**
8.35 am	**Welcome:** Mayor Mark Jamieson, President LGAQ
8.45 am	Greg Hallam, Chief Executive Officer, LGAQ
9.00 am	The Honourable Stirling Hinchliffe MP, Minister for Local Government, Racing and Multicultural Affairs
9.10 am	The Honourable Craig Crawford MP, Minister for Aboriginal and Torres Strait Islander Partnerships
9.20 am	**Panel Discussion:** Live • Warwick Agnew, Director General DLGRMA • Dr Chris Sara, Director General DATSIP
9.30 am	**Break/Table talk/networking**
9.45 am	Dr. Christian Rowan MP, Shadow Minister for Aboriginal and Torres Strait Islander Partnerships
9.55 am	Indigenous Leadership – Managing Conflict of Interest Kathleen Florian, Office of the Independent Assessor
10.10 am	Katarina Carroll, Queensland Police Service Commissioner
10.20 am	Native Title and land transfer implications for Indigenous councils Jenny Humphris, Partner, Holding Redlich
10.30 am	History of the ILF (Wins and Losses) and Next Gen ILF Tony Goode, Workforce Strategy Executive
11.00 am	**Break/Table talk/networking**
11.15 am	**Councils top issues** – Council Mayors
12.25 pm	**Pick your priorities**
12.30 pm	**Close of Forum**

! COMMUNITY MEETING !

You, the people of Mornington Island, are invited to a Community Meeting to be held at the Festival Grounds.

Date: **Wednesday 22nd of July 2020**
Hosted By: **Mayor Kyle Yanner**
Location: **Festival Grounds**
Time: **10:00am**

The purpose of this meeting is to give all Countrymen and Women a voice, and a chance to raise issues or concerns regarding our community and life on Mornington Island.

Council would like to hear from the people (YOU)!

There will be a free freed provided so come share a plate and your thoughts!

Should you have any questions please contact Samala on

07 4745 7805

Samala.Cronin@mornington.qld.gov.au

MORNINGTON SHIRE COUNCIL

Mornington Island
Public Community Meeting – Wednesday 22 July 2020

Opening by Councilor Mayor Yanner

The Mayor outlined some major projects from the 2020-2021 Operational Budget. This included:

- Civic Centre
- Motel Expansion
- Plant and Equipment Upgrades
- Barge Safety
- Road works
- Council Building Upgrades

Public Meeting to discuss Community Ideas

- Community Bus (Public Transport)
- Dialysis Machines into hospital – renovations required for 6 dialysis chairs
- Market Gardens (Question of Ownership) (Permissions)
- Remove Horses – Get them out of Town (Horsemanship)
- Funeral Funds - $3 Per week, cover cost of flights, fuel costs (fund community boat for hunting)
- Drug & Alcohol Testing (Swab Tests)
- More shade @ Cemetery for funerals – supply more Gazebos & more chairs
- Tidy up Cemetery
- Public Transport
- Remove Bean trees – 27 Weed species identified on island
- What constitutes the cost of a funeral @ $4,395.00?
- Control Motorbikes
- Education
- Skate Park / BMX Bike Track
- Social Events – Outdoor Movies
- Re-commence Rodeo's
- Swimming Pool
- Rehabilitation Program (Drug & alcohol) – camps out bush
- Opal Fuel – Bring stats to Council – lower price of fuel
- Homeland Development
- Elders Group – community consultation
- Shade & Chairs & Post Office
- Roof or awning outside Post Office
- Contractors dumping material on Country
- Notices to be put up regarding no dumping of fish skeletons
- Over-crowding in housing – i.e. 4 were to be freed up after last Council meeting – has this happened, if not, why not?
- More Social Housing, 11 in 2 Bedroom dwellings
- Re-Open Radio Station / Newsletter
- Motorcycles through Festival Grounds
- Original Festival Ground Sign to be re-installed
- Cultural awareness for Staff and Contractors, i.e. driving around during Sorry Business
- Dam silting up
- Roads – Local employment regarding roads, where are contractors?

Mornington Island
Public Community Meeting – Wednesday 22 July 2020

- Use of local gravel (payment of royalties), question grade of gravel
- When are Koppen's due back?
- Basketball Court Fence needs repairing. refer water bubbler, seat, table & shelter, LCRI project
- Water Leaking - Houses
- Blue Phone, prefer Housing Person @ Office
- Blue Phone system not working
- Develop Out-station Signs (Emergency services directional signage)
- Church attendance is decreasing
- Street cleaning of rubbish (Bynoe)
- Clean Up Gununa
- Tidiest Yard Competition
- Rubbish everywhere
- Lock up Dogs
- Pigs & Horses to be Removed
- Owner of Horses to take responsibility – talk to owners
- Bring Back Cattle Grids
- Invite Animal Control Officer to next Council Meeting
- Health Respite
- Start Up Festival again
- Pump out toilets – festival grounds toilets
- Clan Meetings
- Health Concerns, home brew, marijuana

General Comment

- Have a walk-around microphone

ADVISORY FORUM MINUTES
ADVISORY FORUM MEETING of the NORTH QUEENSLAND SPORTS FOUNDATION
Held on Friday 3rd July 2020 at 1.30pm
at Douglas Shire Council Chambers, 64-66 Front Street, Mossman

Documents tabled – Forum Meeting Booklet, LGA Prospectus

Cr Coghlan – Cairns RC will chair this meeting.

1. **ATTENDANCE / APPOLOGIES**
   Present –Cr Rhonda Coghlan-Cairns RC, Stephen Farrell –NQSF, Tim Mackrill – Cairns RC, Renee Kerr – Douglas SC, Ross Contarino – NQSF Life Member, Margaret Cochrane – NQSF Life Member, Judah Morris – NQSF, Semone Farrell – NQSF.
   Via Tele/video conference - Cr Maurie Soars – Townsville CC, Margaret Darveniza – Townsville CC, Cr Nathan Keyes – Cloncurry SC, Lynette Croft – Cloncurry SC, Laurence Booth – Cook SC, Cr Marylin Morris – Cook SC , Cr Lawrence Bonaventura – Mackay RC, Cr Belinda Hassan – Mackay RC, Liz Crane – Mackay RC, Cr Michael Brunker – Whitsunday RC, Cr Kate Hastie – Charters Towers RC, Cr Sonia Bennetto – Charters Towers RC, Cheryl Schafer - Carpentaria , Cr Donna Marbelli – Hinchinbrook SC, Jana Hesketh – Isaac RC, Barbra Smith – Flinders SC, Cr Kelly Carter – Flinders SC, Lynette Croft – Cloncurry SC, Julie Woodhouse – Boulia SC, Cheryl Portch - Burke SC,
   Apologies – Dan Jackson – Life Member, Cr Jane Pickels – Isaac RC, Mark Tyrell – NQSF, Jon Sieben – NQSF, Brett Maff – NQSF, Cr Kerr – Douglas SC, Linda Single – Mackay RC, Angela Hays – Mackay RC, Andrew Sinclair – Cloncurry SC, Cr Kennedy – Richmond SC, David Munro – Etheridge SC, Cr Stretton – Mount Isa CC, Allison Rossetto – Palm Island RC, Elizabeth Youd – Whitsunday RC, Kath Hansen – Cassowary Coast RC, Cr Mark Nolan – Cassowary Coast RC, Cr Bonanno – Burdekin SC, Melissah Lammon – Burdekin SC, Hayley Thompson – Charters Towers RC, Cr Fell – Torres Strait Island RC, Jennifer Ennis – Isaac RC, Kalan Lococo – McKinlay SC, Gavin Baskett – Winton SC, Melissa Doyle – Winton SC, Tahree Oakhill – Winton SC.

2. **MINUTES FROM PREVIOUS FORUM MEETING HELD 10/02/2020**
   Moved minutes from previous meeting be accepted.
   Move - Cr Soars, Seconded - Ross Contarino

3. **BUSINESS ARISING FROM PREVIOUS MINUTES**
   No business arising.

4. **MINUTES OF PREVIOUS BOARD MEETING TO BE NOTED.**
   Minutes from Board Meeting held on 6th December 2019 - Noted

5. **REPORTS**
   5.1 Financial Report EOM 31 Jan 2020–
   No questions, report noted.

   5.2 CEO Report – presented by Stephen Farrell
   Highlighted points covered -
   - Sporting landscape has been significantly impacted by COVID-19 and NQSF has reviewed our objectives and adapted our strategies to suit the environment, transitioning where possible to a digital platform.
   - The NQ Games and the NQ Sportstar Awards were cancelled and the MoveIt NQ face to face programs were suspended as social distancing restrictions swept the country.
   - Agreements have been extended for the 20/21 FY – NQPHN & WQPHN.
   - Since 2018 we have provided $200,000 program funding to our LGA members and this financial year MoveIt NQ will fund programs to $206,000.
   - Take this opportunity to thank a longtime supporter, LGA delegate and ex-board member Sean O'Neill for his contribution to the Foundation for over 20 years. We wish Sean all the best with the future and welcome him as a non-LGA member of the NQSF.

   5.3 MoveIt NQ update
   5.4 NQPHN agreement update
   5.5 WQPHN agreement update
   Updates presented by Judah Morris

- NQPHN – impact to program delivery & budget as all face to face programs suspended. Worked with key LGA project members to develop a MoveIt NQ online platform, utilizing social media channels to provide online exercise programs. Diverted budgeted funds from travel build the platform.
- Signed agreement with NQPHN for the 2020-21 FY.
- Works for Qld funding can provide opportunity for community sport and recreation programs. LGAs can access to continue the programs.
- Signed agreement with WQPHN 2020-21FY – pilot programs to be developed in Mount Isa, Cloncurry & McKinlay.
- Continue to advocate to State & Federal level.
- MoveIt NQ update with Andrew Sly Qld State Sport & Rec Director General, Activate QLD want to be in the forefront on what they are trying to achieve and continue to build the project.
- Working with LGA's on the resumption of existing face to face programs impacted by COVID-19.
- Continue to expand the digital platform additional support with the online tools, i.e. exercise videos, articles, etc.
- Charters Towers program – after schools-based program will launch later this month.
- Initiatives to build link from MoveIt NQ to sporting communities. Had some initial discussion, supporting the clubs and providing the skills and resources to build the pathway.

Discussion -

- Congratulations on WQPHN. Suggest contacting Qld Health & Wellbeing Commission, they could be a great partner moving forward. ***Action Item to contact Qld Health & Wellbeing Commission.*** Keep an eye out for future partnerships.
- Looking for any local businesses or trainers in your area to produce a video, support, mental health, healthy eating, want to provide a holistic approach, please contact the foundation.

Moved CEO Report be accepted.
Moved - Cr Bennetto, Seconded – Cr Soars

Move MoveIt NQ update, NQPHN agreement update & WQPHN update be accepted.
Moved - Margaret Cochrane, Seconded - Ross Contarino

5.6 **2020 NQ Games update -** presented by Stephen Farrell

- 2020 Townsville NQ Games were cancelled to reduce the spread of COVID-19, a disappointing but necessary action.
- The NQ Games were set with 45 sporting hosts anticipating 5,500 competitors, opening ceremony in the new Qld Country Bank stadium creating something special for NQ.
- After consultation with TCC the NQSF Board agree to adjust the NQ Games cycle offering Townsville the 2022 NQ Games.

Discussion –

- 2022 is a long time away, did you consider 2021? We did consider 2021 however council's resources are stretched.
- Townsville City Council perspective, financial constraints in the current financial year due to COVD-19 recovery, it would work better to work towards 2022.
- Cairns Regional Council agree.
- Moving forward NQSF will put some dates together in their letter to Townsville CC.

Move NQ Games update be accepted.
Moved – Renee Kerr, Seconded – Cr Bennetto

5.7 2020 NQ Sportstar Awards update presented by Stephen Farrell

- After consultation with QSport & Charters Towers RC the NQSF Board has agreed to cancel the 2020 NQ Sportstar Awards and offer the 2021 award to Charters Towers.
- After consultation with QSport they made do an adapted model cannot judge if there haven't been any sports.
- Cr Bennetto added it will be bigger and better in 2021.

Move NQ Sportstar Awards update be accepted.
Moved – Renee Kerr, Seconded – Cr Hastie

5.8 2021 Great Western Games update – presented by Stephen Farrell
Discussion -

- COVID-19 has placed additional pressure on the regional sporting community & LGA's.
- Suggested to have a couple of feature events that are strong out there that haven't been included in the past.
- The next phase of the MoveIt NQ, a road show through the western corridor similar to previous sporting tours. May assist the western sports to get back on their feet after COVID.
- Cairns has offered support and suggestions, may need to include the larger councils in future discussions.
- GWG committee reconvene the working group and include some of the big councils as they have some great ideas around encouragement a participation, utilize a collective approach.

Move 2021 Great Western Games update be accepted.
Moved – Margaret Cochrane, Seconded – Tim Mackrill

5.9 Great Western Games review

- GWG committee reconvene the working group and include some of the big councils as they have some great ideas around encouragement a participation, utilize a collective approach. Combine the review with the discussions around the 2021 GWG.

6. GENERAL BUSINESS

6.1 QLD Government Activate Strategy update
Activate QLD strategy stalled due to COVID-19. Need to make sure we align and are a top pick as the strategy is implemented. MoveIt NQ has significant synergies. Complete the cycle of getting members from the community into our sporting communities.
Follow up meeting in the next few weeks seeking support.

6.2 MoveIt NQ Clubs initiative – completes the cycle.
NQSF met with Cairns RC, Matt Smith, Tim Mackrill & Cr Coghlan yesterday to discuss their Go Clubs platform and synergies. The capacity in which to develop the initiative relies on state gov support.

6.3 Patron update – NA

7. OTHER BUSINESS

7.1 Prospectus – we need to collectively put our hand up and be proactive in terms of developing a need. The more need we create the more support we may be able to attract.

Typo on page 3.

8. NEXT MEETING DATE - Friday November 6th, 2020 at 1.30pm – Venue TBC
Meeting closed 2.27pm

Cr Coghlan - Chairperson
NQSF Director

MORNINGTON SHIRE COUNCIL

Resource and Performance Agreement

MORNINGTON SHIRE Council

("Council")

and

North Queensland Sports Foundation

("NQSF")

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THIS AGREEMENT is made the 1st day of July 2020.

Parties

MORNINGTON Shire Council	**("Council")**
North Queensland Sports Foundation PO Box 347 Belgian Gardens QLD 4810	**("NQSF")**

Background

A. The parties intend to work together to facilitate the promotion, development, management and encouragement of sport throughout North Queensland..

B. The parties intend to carry out their obligations in accordance with the terms of this agreement.

C. At the <<insert date>> Ordinary Meeting, it was confirmed that Council:

1. approves the renewal of the Resource and Performance Agreement with North Queensland Sports Foundation for a further three (3) years, expiring 30 June 2023, for a total contribution of approximately $ 950.39 (ex GST) for financial assistance; and

2. delegate's authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate and finalise any and all matters relating to the Resource and Performance Agreement.

The Parties Agree:

1. REFERENCE DATA

ITEM NO.	DATA	DETAILS
Item 1	**Recipient:**	North Queensland Sports Foundation
	Address for Notices:	PO Box 347 Belgian Gardens QLD 4810

	Email:	ceo@nqsports.com.au admin@nqsports.com.au
	Telephone:	0419 681 053
Item 2	**Commencement Date:**	1/07/2020
	Expiry Date:	30/06/2023
Item 3	**Annual Funding:**	Year 1 (2020/2021) – $ 307.48 (GST excl) If available, the cash payment amount payable in years 2 and 3 will be recalculated in accordance with updated Census data of the Member's population (plus 3% indexation). If not provided, the amount payable in years 2 and 3 are as per the below figures: Year 2 (2021/2022) – $ 316.70 (GST excl) Year 3 (2022/2023) – $ 326.21 (GST excl)
Item 4	**Description of the Event or Project to be organised, promoted and delivered by the Recipient:**	North Queensland Sports Foundation Annual Membership contribution.
	Description of how the funds will be used:	Annual membership contribution covers administration and operational costs associated with the Foundation's activities.

2. DEFINITIONS AND INTERPRETATION

2.1 In this Agreement unless inconsistent with the context or subject matter:-

"*Address for Service*"	means the address of each party appearing in this Agreement or any other address nominated in writing by a party to the other party as its new address for notices or service;
"*Agreement*"	means this Agreement and amendments to this agreement;
"Annual Report"	means the NQSF Annual Report;
"Board of Directors"	means the board of directors of the NQSF;
"*Commencement Date*"	means the date specified in Item 2;
"Council"	means MORNINGTON SHIRE Council;
"Council Representative"	means the person's nominated by Council under clause 5.1 to represent Council on the Board of Directors;
"*Council Logo*"	means Council's corporate logo or any logo Council substitutes in its place from time to time;
"*Event or Project*"	means the Event or Project referred to in Item 4;
"Event or Project Milestones"	means the Event or Project Milestones set out in Schedule 1;

"*Expiry Date*"	means the date specified in Item 2;
"*Force Majeure*"	means an act, omission or circumstance over which Council could not reasonably have exercised control, including without limitation, cyclone, employee strike, terrorist incident, floods and the like;
"*Funding*"	means the payment and/or other consideration to be provided by Council to the NQSF under this Agreement, as specified in Item 3;
"*GST*", *"Supply", "Supplier"* and "*Tax Invoice*"	have the same meaning as given to these terms in *A New Tax System (Goods and Services Tax) Act 1999 (Cth);*
"Insolvency Event" `	occurs if the NQSF becomes the subject of bankruptcy proceedings, winding up proceedings, is declared bankrupt, has a winding up order made against it, has a receiver and/or manager or administrator appointed or enters into a scheme of arrangement with creditors;
"*Item*"	means the item number in the Reference Data;
"Large Local Authority"	means each of the Mackay Regional Council, Cairns Regional Council and Townsville City Council.
"Laws"	means any statute, regulation or ordinance made by any Authority and where appropriate, includes the applicable common law;
"Medium Local Authority"	means any Local Authority, not being a Large Local Authority, that exceeds 9000 residents in population.
"NQSF"	means the North Queensland Sports Foundation;
"*Reference Data*"	means the Reference Data table in clause 1 of this Agreement; and
"Small Local Authority"	means any Local Authority with a population no larger than 9000 residents.
"*Term*"	means the term of this Agreement as specified in Item 2, calculated from and including the Commencement Date to and including the Expiry Date.

2.2 This Agreement is to be construed as follows unless the context requires otherwise:

(a) Reference to one gender includes all genders;

(b) Reference to the singular includes the plural and vice versa;

(c) Reference to a person includes a corporation or other entity and vice versa;

(d) Reference to a schedule means a schedule to this Agreement;

(e) Reference to money is to Australian dollars.

3. FUNDING

3.1 Council will provide the Funding to the NQSF, and in consideration, the NQSF will comply with the conditions imposed by Council under this Agreement.

3.2 Council will pay to the NQSF, at the times and in the manner stated in clause 3.3, the following amounts ("the Funding"):

(a) For the 2020/2021 financial year, an amount of $ 307.48 (GST excl); and

(b) For subsequent financial years within the term of this agreement, the amount listed in in 3.2 (a) will increase annually by 3% unless new Census of Population and Housing data is released, in which case the amounts will be adjusted.

(c) The adjusted amounts will be based on calculation of 24.86 cents per person in the Member local government region.

3.3 The relevant the Funding will be provided in a single instalment in each year of the Term as follows:

(a) The first payment to be made no earlier than 1 July of the relevant financial year and no later than 30 days' after of a valid tax invoice for the payment is received by Council.

3.4 Council may, in its absolute discretion, agree to provide additional funding for specific NQSF initiatives upon written request from the Board of Directors, or otherwise determined by Council. Such funding will be provided at the times and in the manner determined by Council in its absolute discretion. For the purposes of this Agreement, any additional funding approved and paid by Council will form part of the Funding.

3.5 The Funding must be deposited into a bank account nominated by NQSF and agreed to by Council.

3.6 The NQSF must only use the Funding towards the promotion, development, management and encouragement of sport throughout North Queensland including the member council regions and be for related administrative purposes.

4. REPORTING

4.1 The NQSF will use its best endeavours to promote and support Council's principles in a positive and appropriate manner, and encourage, promote, represent, develop, manage and communicate sport to local, national and international persons;

4.2 The NQSF must prepare;

(a) a 3 year business plan; and

(b) an annual budget,

which comply with the NQSF's obligations under this Agreement. The NQSF will comply with all reasonable requests and directions of Council in preparing these documents.

4.3 The NQSF will provide Council with a copy of the documents referred to in clause 4.2, within one (1) month of the date of this agreement. NQSF will provide copies of the documents referred to in clause 4.2 (b) for each year of the Term, no later than 30 September of each year of the Term.

4.4 NQSF will comply with all relevant laws, notices, orders, local laws, regulations, requirements or requisitions of any government department or agency and will give all notices and pay all fees, levies and taxes payable under or in connection with this Agreement.

4.5 The NQSF will ensure its Board of Directors have the requisite skills and abilities to comply with its obligations under the NQSF's constitution and the terms of this Agreement.

4.6 The NQSF will provide Council with a quarterly report in a form satisfactory to Council, detailing the financial status and dealings of the NQSF and the major initiatives undertaken in the previous quarter and with sufficient information to enable full and proper assessment of the NQSF's financial capacity and liquidity. This report will, at a minimum, contain the following information:

(a) Latest financial statements (including trading account profit and loss statement,

balance sheet, statement of cash flows, signed director's report and notes to the accounts) and details of any material changes since the last financial statement;

(b) Any actual or threatened legal proceedings, details of any contract defaults and any present or pending claims under any Professional Indemnity Policy; and

(c) Any assignment of assets and any fixed and/or floating charges over the NQSF's assets.

4.7 The NQSF will provide Council with a copy of its Annual Report within two (2) months of the Board of Directors adopting the audited financial statements. The NQSF will, within a reasonable time after a request by Council to do so, provide a formal briefing to Council on its Annual Report, or any other matters arising out of or in connection with this Agreement.

4.8 The NQSF will, within 21 days (or such a longer period as may be agreed between the Parties) of receipt of a written request by Council provide to Council detailed advice on any matters arising out of or in connection with this Agreement, which Council considers to be relevant to Council policy, planning and strategy.

5. COUNCIL REPRESENTATIVE

5.1 Large Local Authority Member Council will nominate one (1) Council representatives' to represent each Large Local Authority Member Council on the Board of Directors (including one Elected Member, and one Council Officer). The NQSF must, within 28 days of receiving written notice of the nomination, appoint the Council representative to the Board of Directors. The Council Representatives will have powers no less than any other member of the Board of Directors, other than the Chairman of the Board.

5.2 Medium Local Authority Member Council will nominate two (2) Council representatives' to represent all Medium Local Authority Council on the Board of Directors (including one Elected Member, and one Council Officer). The NQSF must, within 28 days of receiving written notice of the nomination, appoint the Council representative to the Board of Directors. The Council Representatives will have powers no less than any other member of the Board of Directors, other than the Chairman of the Board.

5.3 Small Local Authority Member Council will nominate one (1) Council representatives' to represent all Small Local Authority Council on the Board of Directors (including one Elected Member, and one Council Officer). The NQSF must, within 28 days of receiving written notice of the nomination, appoint the Council representative to the Board of Directors. The Council Representatives will have powers no less than any other member of the Board of Directors, other than the Chairman of the Board.

6. PUBLICITY

6.1 Council may use the NQSF's reporting information and any other details in respect to Council's membership to the Foundation for any promotional and other purposes as Council considers appropriate.

6.2 The NQSF will promptly provide Council with copies of all promotional brochures, media material, notice of any awards and any other promotional information in respect to their membership.

7. INSURANCE AND LIABILITIES

7.1 The NQSF must, prior to the Commencement Date, take out and maintain insurance for the Term for public liability to the value of $20,000,000.00 per incidence and otherwise in respect of the NQSF's activities and potential liabilities to Council and third parties under this Agreement and the NQSF must cause Council's interests to be noted on its relevant insurance policies. The NQSF must provide Council with evidence of these insurances prior to the Commencement Date.

7.2 The parties acknowledge that Council is self-insured.

7.3 Council will not in any way be liable to the NQSF for any loss or damage the NQSF suffers in connection with this Agreement.

7.4 The NQSF indemnifies Council against all losses, claims or damages Council incurs as a result of the NQSF's negligence or failure to comply with the terms of this Agreement.

8. DEFAULT AND TERMINATION

8.1 The obligations set out in clauses 3 (Funding), 4 (Reporting), 7.1 (Insurance) and 9 (Not Capable of Transfer) are essential terms of this Agreement. The failure to label a clause as being essential does not in itself preclude that clause from being an essential term.

8.2 Where a party ("defaulting party") fails to:-

(a) comply with an essential term of this Agreement; or

(b) comply with any other term of this Agreement and fails to remedy that non-compliance within 48 hours of receiving notice from the other party ("non-defaulting party") to do so,

then the non-defaulting party may terminate this Agreement by giving written notice to the defaulting party.

8.3 Where:-

(a) Council considers, acting reasonably, that this Agreement is no longer desirable having regard to adverse publicity relating to or associated with the Recipient;

(b) the control or beneficial ownership of the NQSF changes; or

(c) the NQSF becomes subject to any Insolvency Event during the Term,

then Council may terminate this Agreement by giving written notice to the defaulting party.

8.4 Upon termination of this Agreement, Council will not be required to provide any further Funding to the NQSF and not entitled to any refund for the balance of the year.

8.5 The parties' rights under this clause are in addition to that at Law.

9. NOT CAPABLE OF TRANSFER

9.1 The NQSF acknowledges and agrees with Council that this agreement is personal to it and is not capable of being transferred or assigned.

10. FORCE MAJEURE

10.1 If Council is rendered unable, wholly or in part, by Force Majeure to carry out or observe any of its obligations under this Agreement, it shall give to the NQSF prompt written notice providing full details of the Force Majeure.

10.2 Subject to sub-clause 10.1, the obligations of the parties under this Agreement, to the extent affected by Force Majeure, will be suspended and no claim by either of the parties against the other party will avail by reason of such Force Majeure provided that Council must, to the extent practicable, take all reasonable steps to remove the Force Majeure as soon as possible. Such reasonable steps will not require Council to settle any reasons for the Force Majeure on unfavourable terms.

11. APPLICABLE LAW

11.1 This Agreement is governed by, and is to be construed in accordance with, the law of the State of Queensland, Australia.

11.2 The parties agree that the courts of the State of Queensland will have exclusive jurisdiction to hear disputes arising out of or relating to either this Agreement or the formation of this Agreement.

12. NOTICES

A notice will be deemed to be served on a party if it is addressed to that party at its Address for Service (and if the notice is to be served on the NQSF, marked to the attention of the Manager) and it is delivered by hand to that address or sent by registered mail to that address.

13. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties in relation to the Funding.

14. FURTHER ASSURANCES

Each party must promptly execute all documents and do all things necessary or desirable to give full effect to the arrangements set out in this Agreement.

15. LEGAL FEES

15.1 Each party is responsible for its own legal fees in relation to the negotiation, preparation and execution of this Agreement.

15.2 Unless specified otherwise, the NQSF must comply with its obligations under this Agreement at its own cost.

16. DISPUTE RESOLUTION

16.1 Resolution Process

If at any time during the Term any dispute doubt or question ("the issue") arises between the Club and the Council relating to this Agreement then the issue must be dealt with according to this clause.

16.2 Council Officers

In the first instance, either party may refer the issue by issuing a dispute notice to Council's Sport and Recreation unit who must then meet the parties within seven (7) days.

16.3 Council Senior Managers

In the event no resolution is reached pursuant to Clause 16.2 either party may refer the issue to Council Senior Managers which must then meet within fourteen (14) days to discuss and endeavour to resolve the issue.

17. RELATIONSHIP OF PARTIES

Unless otherwise stated:

(a) nothing in this Agreement creates a joint venture, partnership, or the relationship of principal and agent, or employee and employer between the parties; and

(b) no party has the authority to bind any other party by any representation, declaration or admission, or to make any contract or commitment on behalf of any other party or to pledge any other party's credit.

18. TIME OF THE ESSENCE

Time shall be of the essence of this Agreement.

19. GOODS AND SERVICES TAX

19.1 The amounts payable by Council under this Agreement are inclusive of GST unless otherwise provided. If GST is to be assessed on the provision of goods, services or any other Supply under this Agreement, then the Supplier must provide the NQSF with a Tax Invoice.

20. DISCLOSURE OF INFORMATION

20.1 Other than as provided in this Agreement, the NQSF must not disclose the terms of this Agreement to any third party without Council's written consent.

20.2 Council may disclose the terms of this Agreement as it sees fit.

20.3 This clause survives the termination of this Agreement.

Executed as an Agreement

SIGNED for and on behalf of **MORNINGTON SHIRE COUNCIL** by its duly authorised representative,

.....
Delegated Officer - General Manager Community, Sport & Cultural Services

in the presence of:

Signature Dated:_____/_____/_____

Witness

_____ .....
(Please Print Full Name)) Witness Signature

Signature Dated:_____/_____/_____

EXECUTED by the **NORTH QUEENSLAND SPORTS FOUNDATION** by its Chief Executive Officer and Secretary.

.....
Chief Executive Officer

Signature Dated:_____/_____/_____

in the presence of:

Witness

_____ .....
(Please Print Full Name) Witness Signature

Signature Dated:_____/_____/_____

Schedule 1

Event or Project Milestones

	Event or Project Milestone	Due Date	Cash Assistance (ex GST)
1	Funding Agreement Executed	July 2020	
2	3 Year Business Plan	30/09/2020	
3	Annual Budget	30/09/2020	
4	Purchase Order Issued by Council	July 2020	
5	Recipient raises Invoice to BS Council quoting Purchase Order Number	July 2020	
6	Invoice Received by Council	July 2020	
7	Payment made by Council	01/08/2020	$ 307.48
8	Quarterly Financial Report	15/10/2020	
9	Quarterly Financial Report	15/01/2021	
10	Quarterly Financial Report	15/04/2021	
11	Purchase Order Issued by Council	01/07/2021	
12	Recipient raises Invoice to BS Council quoting Purchase Order Number	01/07/2021	
13	Invoice Received by Council	July 2021	
14	Payment made by Council	01/08/2021	$ 316.70
15	Annual Budget	30/09/2021	
16	Quarterly Financial Report	15/10/2021	
17	Quarterly Financial Report	15/01/2022	
18	Quarterly Financial Report	15/04/2022	
19	Quarterly Financial Report	15/07/2022	
20	Purchase Order Issued by Council	01/07/2022	
21	Recipient raises Invoice to BS Council quoting Purchase Order Number	01/07/2022	
22	Invoice Received by Council	July 2022	
23	Payment made by Council	1/08/2022	$ 326.21
24	Annual Budget	30/09/2022	
25	Quarterly Financial Report	15/10/2022	
26	Quarterly Financial Report	15/01/2023	
27	Quarterly Financial Report	15/04/2023	
28	Quarterly Financial Report	15/07/2023	

Annexure A

Acquittal Requirements Guidelines

Acquittal Requirements may include:

- Proof that Council's membership contribution was used in accordance with the intended purpose of this Agreement (as per clause 3.6)
- Proof of expenditure (eg audited financial statements)
- Proof of the acknowledgement of Council assistance (eg. Council's logo on website, annual calendar, newsletter)

TCICA
Torres Cape Indigenous Council Alliance Inc.

TCICA Meeting Commuiqué

The Torres Cape Indigenous Council Alliance (TCICA) Inc held its fourth meeting for 2020 on Monday 13 and Tuesday 14 July.

More than 30 mayors, councillors and chief executives from across the Torres Strait and Cape York region met in Weipa to discuss key priorities and initiatives to deliver better social, cultural, economic and environmental outcomes for all communities in the region. It was the first time newly elected mayors and re-elected mayors from TCICA's member councils had come together face-to-face since COVID-19 struck.

TCICA was priviledged to hold the meeting at the Western Cape Communities Trust's new Achimbun Administration Centre. Leaders agreed that holding meetings in the TCICA region is extremely valuable and helps develop an understanding of the issues faced by TCICA member councils. The opportunity to engage and strengthen relationships with major regional stakeholders is also of huge benefit.

Cape York Roads

Senior representatives of the Department of Transport and Main Roads travelled to Weipa to meet with TCICA and provide an overview of investments in transport infrastructure in Cape York under Stages 1 and 2 of the Commonwealth-State funded Cape York Regional Package (CYRP).

Leaders heard about a Cape York Social and Economic Study to be commissioned to measure long term outcomes from the first $276 million stage of the CYRP that support employment and jobs growth, community liveability and general wellbeing.

The second stage of the CYRP is a $237.5 million program of works. $190 million has been committed to 11 projects on the PDR covering 54.5 kilometres and the remaining $47.5 million is allocated to priority projects on access roads to Aurukun, Pormpuraaw, Northern Peninsula Area, and Lockhart River. The first of the PDR projects will soon commence.

Leaders strongly expressed to the Department the need for these projects to continue to deliver local employment outcomes. The Department must ensure every opportunity is given to local businesses to participate in the multi-million dollar construction program.

The Department briefed TCICA on opportunities for capacity building and training for council staff now available under the Statewide Capability Development Fund (SCDF). The $600,000 SCDF will help local governments improve their road stewardship capability and capacity through activities like training, development of technical documents and processes, and forums.

Rio Tinto

Rio Tinto Group's most senior leader, chief executive Jean-Sebastien (JS) Jacques and Rio Tinto Weipa's general manager Brad Welsh presented to TCICA on Rio Tinto's activities in Weipa and the Western Cape region.

Mayors were briefed on proposals by Rio Tinto to support education, training and skills development for local people; opportunities for a Cape York regional fly-in fly-out workforce to help retain core skills in remote communities; a study to investigate the development of campsites across the region; and a project aimed at assessing the economic resilience of local communities.

Rio Tinto offered to support economic research and market analysis for TCICA members which will lead to the completion of an economic profile and baseline for communities that includes the size, location and number of businesses, industry, COVID-19 impact, employment type and interconnected markets and industries.

Rio Tinto expressed their desire to develop a strong partnership with TCICA for the benefit of the whole region. Mayors acknowledged the role Rio Tinto plays in Weipa and the Western Cape and in supporting the economy of the entire region, and reinforced their support for Weipa transitioning to a normal local government.

TCICA was hosted that evening by Rio Tinto to further build relationships between regional community leaders and Rio Tinto's leadership.

COVID-19

Leaders discussed the current COVID-19 situation including the banning of travellers from Victoria and the hotspots now being declared in New South Wales and agreed that keeping vulnerable and elderly people safe and well is vital.

Mayors accept that any changes to border restrictions will be at the direction of Queensland's Chief Health Officer however Local Disaster Management Groups can make their own determinations about restricting certain people from entering communities. Some LDGMs have already made decisions about restricting tourists and campers from entering their communities.

Clear and consistent messaging within communities and to external groups like tourists is a priority. The District Disaster Management Group and organisations like Tourism Tropical North Queensland will need to play a key role in managing external messaging, with councils also to support messaging around COVID safe practices to their communities.

Food security and food pricing

TCICA heard from Community Enterprises Queensland (CEQ) about their commitment to keep food pricing as low as possible in the Torres Strait and Cape York communities serviced by them under the banners of IBIS and ABIS. Leaders noted that TCICA's Chair Mayor Vonda Malone is also Chair of CEQ, with former Pormpuraaw Mayor Ralph Kendall remaining in the Deputy Chair position. CEQ's new General Manager for Stakeholder Relations is former Torres Strait Island Regional Council Mayor Fred Gela.

CEQ outlined employment profiles in their stores and the signficiant number of Aboriginal and Torres Strait Islander people employed. CEQ reported that 72 percent of their entire staff of 373 are Indigenous. Mayors also heard about CEQ's investments in new stores across the region.

CEQ briefed TCICA on their submission to the Commonwealth's inquiry into food security and food pricing in remote Indigenous communities. Mayors discussed the need to ensure good quality food including fresh fruit and vegetables is available to all communities at affordable prices and noted that the high cost of freight into the region is a key reason why food becomes unaffordable.

TCICA State Election Priorities

Members considered key issues impacting the Cape, Torres and Gulf region and agreed to a number of advocacy priorities for the State Election in October.

Priorities disusssed and agreed to include:

Remote Indigenous Housing – the State Government needs to work with communities to deliver on its commitment to Local Housing Plans to address land tenure issues, identify land availability and progress planning for new subdivisions, and ensure there is a plan for funding trunk infrastructure to support new housing developments both now and into the future.

Health – the current model of health service delivery in the Cape, Torres and Gulf region needs to be addressed to improve health outcomes for local people. The State Government needs to move away from the fly in fly out model of service delivery and ensure the funding committed to health is actually reaching the people who need it most. A forum on Aboriginal and Torres Strait Islander health in our region is needed to bring key stakeholders together to discuss the model of health service delivery and get commitments from Government and service deliverers to improving outcomes on the ground.

State Government Procurement – local businesses must be given every opportunity to participate in government-funded procurement opportunities. Government procurement needs to properly and fairly assess the capability of local suppliers to participate in any procurement process. The Indigenous Procurement Policy is not delivering the outcomes it should and needs to be reviewed. Indigenous Employment Opportunties Plans also need to be factored into tender evaluation processes rather than coming after a tender has been awarded.

Local Business Support Services – business and economic development support services need to be embedded in communities to provide more intensive support to local businesses, such as helping them to understanding tax obligations and compliance and regulatory requirements. Evidence shows that were these services are available and accessible on the ground, local people are able to establish sustainable and profitable local businesses. We cannot afford to miss out on opportunities to leverage major investments like road infrastructure and housing because local business people cannot get help when and where they need it.

Transition of Weipa to a Normal Local Government – Weipa is integral to the entire Cape, Torres and Gulf region and is a key economic driver for the whole of Far North Queenland, the State and the Australian economy. The Queensland Government must commit to a transition plan for Weipa to become a normal local government so that the Weipa community is no longer disadvantaged by its ineligibility for government-funded infrastructure programs and its reliance on Rio Tinto to provide infrastructure for a town that benefits many other industries.

Queensland Indigenous Waste Strategy – TCICA welcomes the QIWS as a pathway to sustainable waste management solutions and as a guide for the development of regional waste management plans. The Queensland Government will need to provide financial support for the implementation of the QIWS and the regional waste management plans to ensure Aboriginal and Torres Strait Islander councils can address the waste and recycling issues they face.

Clean Energy Transition – The Cape, Torres and Gulf region's reliance on diesel-generated power needs to be addressed if we are to achieve regional resilence. While some councils are benefiting from solar installations and unique hybrid systems to help drive down energy costs, a whole-of-region strategy is needed to identify long term solutions to addressing energy security and affordability, and environmental sustainability.

Local Fare Scheme – the continuation of the Local Fare Scheme is vital if communities are to remain connected to health, education and training services, and maintain cultural and social connections. Funding certainty beyond June 2021 is needed so that local people can better plan their travel and capture the most benefit from the scheme.

TCICA will also support the call by Far North Queensland Regional Organisation of Councils for a kidney transplant unit to be established in Cairns.

'Belcarra' Legisation

Leaders discussed the raft of changes to local government legislation, known as the 'Belcarra' reforms, and the challenges of small councils in closely connect communities operating within this new legislative environment.

Mayors talked about the need for the Queensland Government to properly recognise cultural and traditional practices in Indigenous communities and that the reforms may infringe these. Mayors agreed to put a motion to the upcoming LGAQ Annual Confernece calling for a review of the Belcarra legistation to determine if there are inconsistencies with Queenlsand's *Human Rights Act 2019* and with the cultural rights afforded to Aboriginal and Torres Strait Islander peoples.

Western Cape Communities Trust

TCICA received a presentation from the chair of the Western Cape Communities Trust Marie Pitt, chair of the Western Cape Coordinating Committee Florence Charger, and Western Cape Communities Trust executive officer Stefan le Roux on the history of the Western Cape Communities Coexistance Agreement (WCCCA) and the work of the Trust. Next year will mark 20 years since the agreement was made.

The Trust has benefited Western Cape communities through investments in community infrastructure and supported many families and individuals since being established. As well as managing significant investments, the Trust is also focussed on ensuirng Rio Tinto meets its Indigenous employment obligations under the WCCCA.

Remote Indigenous Housing

Mayors dicussed the methodology applied to determine the distribution of Commonwealth funding for remote Indigenous housing and agreed that more robust data is required to give decision-makes a far more accurate picture of housing need in communities.

It was noted that detailed data was not available to Mayors during the February 200 workshop and that going forward, the focus would be on developing a better methodology which includes a range of other social determinates to assess need.

The costs of negotiating land tenure, developing new subdivisions and the necessary truck infrastructure also needs to be factored in. As noted earlier, TCICA has agreed to advocate on this in the lead up to the State Election in October.

Next Meeting

TCICA's next face to face meeting is currently scheduled for 9 and 10 September. TCICA's Annual General Meeting is to be held on 9 September.

DISCUSSION NOTES

Meeting: **TCICA video / tele conference with Minister Mick de Brenni**
Time and Date: **1.30pm Tuesday 28 July 2020**
Topic: **Remote Indigenous Housing**

$105 million Commonwealth funding for housing

- First $5 million transferred to the Queensland Government.
- Remaining $100 million will come after the Commonwealth Budget is handed down in October.
- Will take some time before the $100 million is then passed to the State, eg will not be with the Queensland Government before the election on 31 October 2020.
- The flow of funds to Councils will be contingent upon the signing off of local housing plans.
- Minister cannot guarantee that funding for housing will be retained following the election if Labor is not re-elected.

Local Housing Plans & planning for workshop in Cairns in August

- A workshop is planned to coincide with Community Cabinet in Cairns (August 24-26), to discuss where planning for new housing is at, the development of local housing plans, and next steps going forward.
- The local housing plans are needed to help provide clarity about how Councils will deliver new housing in their communities.
- Local housing plans do not need to be completed by the August workshop, however councils are urged to work on them now to ensure construction of new housing can get underway as soon as funding flows.
- It was noted that some communities have not been contacted as yet by DHPW to discuss the development of local housing plans.

ACTION: Contact Mick de Brenni's office on 07 3719 7270 or hpwdts@ministerial.qld.gov.au if you need more information about the local housing plan for your community.

Alternatively, contact Emma Ogilvie, Executive Director of the Aboriginal and Torres Strait Islander Housing Unit (Emma was present during today's meeting) via emma.ogilvie@hpw.qld.gov.au.

Commitment to establishing Aboriginal and Torres Strait Islander housing body.

- COVID-19 has challenged the tender process for the establishment of a housing body, however DHPW expects to go to a select tender next week.
- Decision on an auspicing body to be made in September, with arrangements in place by the end of 2020.
- DHPW will provide an update on the establishment of an Aboriginal and Torres Strait Islander housing body at the workshop in August.

General matters

- Turnover of staff in DHPW is becoming an issue – no continuity in planning and lack of action on the ground.
- Minister acknowledged the issue and committed to more regular discussions with Mayors to help ensure commitments are being delivered and are supported on the ground.
- Minister also committed to better engagement through the Ministerial Champions program to ensure Champions are aware of housing matters and can take carriage of issues for their communities.
- Minister noted the need for funding to support new subdivisions in communities and committed to follow this up with the Minister for Local Government Stirling Hinchliffe.

Electoral Commission of Queensland

2020 STATE GENERAL ELECTION
Statement of Intent

Queensland's State general election is on Saturday, 31 October 2020, and early voting will start on 19 October 2020. The Electoral Commission of Queensland (ECQ) will conduct the election in accordance with the legislation passed by the Queensland Parliament to facilitate the safe conduct of the election, acknowledging the Queensland Government's Statement of principles governing the conduct of the COVID-19 Queensland General Election.

The ECQ has significantly revised its essential services for the election in view of the COVID-19 global pandemic and in line with the health and safety measures introduced for the local government elections held on 28 March 2020.

The ECQ is planning to deliver a 'mixed model' election which features expanded in-person and postal voting options, with telephone voting for eligible electors only. All measures will be implemented based on advice from Queensland's Chief Health Officer.

The ECQ's guiding principles in delivering the 2020 State general election are:

1. Implementing public health measures to protect the health and safety of Queensland voters based on the advice of Queensland's Chief Health Officer.
2. Expanding voting services to ensure electors have a range of voting options.
3. Planning for a large expected increase in early voting and postal voting.
4. Implementing contingencies for an expanded or predominantly postal vote if required to maintain public health and safety, based on advice from Queensland's Chief Health Officer.
5. Facilitating political participation through arrangements for distribution of how-to-vote cards and scrutineering of vote counting, while maintaining appropriate health protections for ECQ staff, voters, candidates and campaign volunteers.

Electoral Commission QUEENSLAND

Electoral services

Based on these principles, the ECQ is planning to deliver the following essential services for the elections:

Public health measures	▪ Physical distancing at all polling places, including maintaining distances of 1.5 metres and using alternate polling screens ▪ Supplies of hand sanitiser and additional cleaning products at all polling places ▪ Voters encouraged to bring their own pens or pencils ▪ Additional staff to be employed for queue control and to assist with physical distancing measures ▪ ***Any additional measures recommended by Queensland's Chief Health Officer***
Early voting	▪ Early voting from 19 to 30 October 2020 ▪ Approximately 200 early voting centres at locations across Queensland ▪ Expanded operating hours at early voting centres: • 9am to 6pm on Mondays, Wednesday, Fridays • 9am to 9pm on Tuesdays and Thursdays • 9am to 5pm on Saturday, 24 October ▪ Voters encouraged to vote outside peak periods during early voting
Postal voting	▪ Applications for postal votes to open early ▪ Additional postal voting capacity planned to cater for an expected increased demand ▪ New postal vote distribution processes for faster processing, delivery and return of postal votes
Election day voting	▪ Approximately 1300 polling booths at locations across Queensland ▪ All polling booths open from 8am to 6pm on election day ▪ Fundraising events on election day to be permitted only if the Chief Health Officer's advice supports this occurring
Other voting services	▪ Additional capacity for the telephone voting service and ECQ call centre ▪ Telephone voting will be available to **eligible voters only** – voters who do not meet eligibility requirements will not be able to vote by telephone ▪ Special arrangements for 'declared institutions' such as aged care facilities
Political participants	▪ Physical distancing measures to ensure the safe: • distribution of how-to-vote cards and other election material • scrutineering of vote counting on election night and during the count process ▪ ECQ directions to be issued prior to the election based on advice of Queensland's Chief Health Officer

A comprehensive service plan for the 2020 State general election will be released in September 2020.

Electoral Commission QUEENSLAND

2020 State General Election - Statement of Intent

What can voters do?

- Make sure you're correctly enrolled now – visit www.aec.gov.au to find out how to enrol or update your enrolment details.
- Plan your vote in advance and, where possible, vote outside peak periods during extended voting hours in the two-week early voting period from 19-30 October 2020.
- If you are postal voting, complete your postal vote and mail it back **immediately.**
- Vote safely and follow all health advice – stay 1.5 metres apart, use hand sanitiser, bring your own pen or pencil, and stay home if sick.
- Remember to number all the boxes on your ballot paper in order of preference starting with 1 to make sure your vote counts.

Remember, voting is compulsory

For more information visit www.ecq.qld.gov.au or follow us on Facebook, Instagram or Twitter.

Electoral Commission QUEENSLAND

2020 State General Election - Statement of Intent

Mornington Island Housing Service Centre

Tenancy Action Group

Terms of Reference

1. Title

The name of the group is the Mornington Island Tenancy Action Group (TAG); and has been established to support agreement between the Department of Housing and Public Works and the Mornington Shire Council in relation to transparent tenancy and property management of Agency Appointment and 40 Year Lease properties on Mornington Island.

Purpose

The role of the group is to support a partnership to assist the department to understand and address issues which will affect the delivery of quality tenancy and property management services, ensuring fairness, equity and cultural appropriateness.

Department of Housing and Public works staff will continue to work within the Department's Policies and Procedures taking into account the advice provided by TAG.

2. Social Housing

Social housing includes those dwellings managed by the Department as an agent on behalf of Council or under 40 year lease arrangements.

3. Operating Principles

To support good governance and operation of the group members will adopt the following principles:

3.1. Opinions and ideas given by group members are to be valued, respected and appropriately documented during the meetings.
3.2. Members will not discuss private matters outside of the meetings.
3.3. Members are to act fairly and make non-biased recommendations
3.4. Formal group recommendations are to be made collectively
3.5. Were practical, members should give prior notice to the group if they are unable to attend a scheduled meeting.

4. Roles and Responsibilities

Each meeting will be an opportunity for Mornington Shire Council and Departmental of Housing and Public Works (Tenancy Management) staff to discuss matters relating to aboriginal culture and customs, historical issues and conflicts of interest within the community. This advice may influence the decisions made by the department to ensure the professional and appropriate management of all social housing in the Mornington Island community.

The meetings will:

4.1. Assist the department to understand and address local and cultural issues which will affect the delivery of quality tenancy and property management services, ensuring fairness, equity and cultural appropriateness.

4.2. Assist the department to seek advice that will support tenancy management issues that may include:

- Appropriate allocation of housing;
- Verifying applicants' connection to the community;
- Tenant and/or neighbourhood disputes
- Family group conflicts;
- Bedroom entitlements;
- Appropriateness of departmental policies when considering the personal circumstances of community members.
- Local arrears management strategies
- Undeclared occupancy
- Breaches of tenant obligations including: property maintenance and damage; disruptive behaviour; significant arrears.

4.3. Share information and support the implementation of government delivered programs and community initiatives.

5. The Tenancy Action Group – How it will work

5.1. Group members are to be nominated and endorsed by both the Department and the Council.

5.2. Councillor group membership will be reviewed each Council term.

5.3. The Terms of Reference are to be formally adopted at the first meeting of the group.

5.4. All Recommendations will be documented in the meeting minutes.

5.5. The group are to declare any conflicts of interest.

5.6. Group members will cease to be a member if they:

- Request to no longer participate;

6. Approved Group Members

The approved group members for the Mornington Island community are:

Member 1: CEO – Lyndon Prior
Member 2: Mayor Kyle Yanner
Member 3: Deputy Mayor Dwayne Rogers
Member 4: Cr David Barnes
Member 5: Cr Roxanne Thomas
Member 6: Cr Robert Thompson
Member 7: Executive Manager Finance & Human Services [as sub for CEO]

The approved group members for the Department of Housing and Public Works are:
Member 1: Nikki Row Area Manager
Member 2: Luisa McLeish Client Service Manager
Member 3: Warren Muirhead Qbuild Senior Supervisor
Member 4:
Member 5:
Member 6:

7. Administration

Administrative duties such as scheduling of meetings, minute taking and agenda preparation will be provided by a representative from the Department of Housing and Public Works.

8. Duration and Place of Meetings

Meetings shall be held on the last Wednesday of each month at the Council Building.

Meeting time: 9:00am

First meeting held on: 26/08/2020

9. Dispute Resolution

When unresolved disputes arise within the group, the following dispute resolution process must be followed:

9.1. Any and all conflicts of interest must first be declared;

9.2. If it cannot be resolved by the group the matter will be referred to the Area Manager of the Mount Isa Housing Service Centre who will make time with an appropriate Council representative to resolve outside of the Group.

10. Signatory

The Above Terms of Reference for the Tenancy Action Group have been agreed to by the:

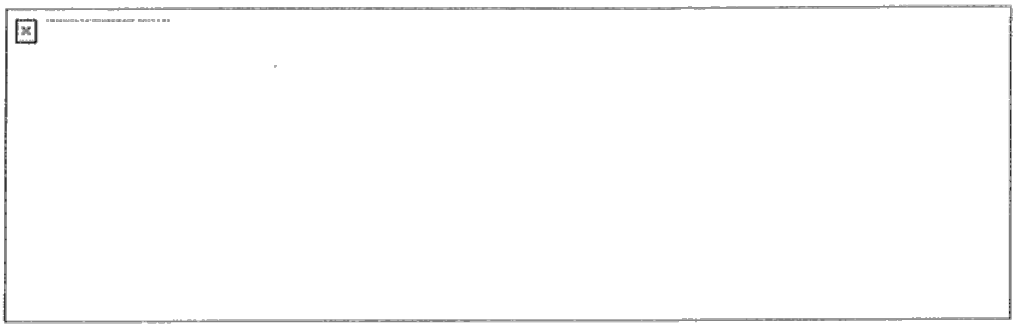
_____
Chief Executive Officer, Mornington Shire Council.

_____
Mayor, Mornington Shire Council.

_____
Client Service Manager, Mount Isa HSC Department of Housing and Public Works.

Lyndon Prior

From: Minister for Aboriginal and Torres Strait Islander Partnerships <ATSIP@ministerial.qld.gov.au>
Sent: Thursday, 13 August 2020 2:54 PM
To: Frank Mills
Subject: Mayors Workshop



The Honourable Craig Crawford MP

Minister for Aboriginal and Torres Strait Islander Partnerships

Invites the

Mayors and Chief Executive Officers of Queensland's Aboriginal and Torres Strait Islander Councils

to the Queensland Government Community Cabinet in Cairns on

Monday 24 and Tuesday 25 August 2020

We are aware that travelling at this time may be difficult. If you are unable to attend in person, we are making alternative arrangements to ensure access to meetings and workshops. All events will be COVID-safe and adhere to social distancing and health requirements.

Monday's itinerary is still being confirmed and further details will be provided over the coming days. Confirmed event details for Tuesday are below for your information.

A workshop will be hosted by
the Directors-General of the Departments of:

Aboriginal and Torres Strait Islander Partnerships,
Housing and Public Works,

1

Local Government, Racing and Multicultural Affairs
and Queensland Health

Venue details

Pullman Cairns International Hotel
17 Abbott Street
Cairns Qld 4870

Workshop

Tuesday 25 August

- **Registrations open** from 7:45am for an 8:00am start
- **Working breakfast** with some of Queensland's Ministerial and Government Champions from 8:00am – 9:00am
- **Workshop commences** 9:30am
- **Lunch break** 12:00pm – 1:00pm
- **Close of workshop** 4:30pm

RSVP

To RSVP or for more information please contact Jane Fuller from DATSIP's Cairns office. Jane can also assist with making travel arrangements and accommodation bookings.

- **Jane Fuller**
  Jane.Fuller@datsip.qld.gov.au
  Phone: 07 4252 5111
- **RSVP by:** Monday 17 August 2020

This email was sent by Minister for Aboriginal and Torres Strait Islander Partnerships, ATSIP@ministerial.qld.gov.au to ceo@mornington.qld.gov.au

The Indigenous Local Government CEO Forum was developed to provide an opportunity for CEOs to discuss and debate issues that are specifically relevant to indigenous councils. As you all know, indigenous council CEOs deal with a range of matters that are not applicable to other councils, such as AMPs, housing, the role of Justice Groups, different grant programmes and the challenges associated with overseeing the impacts and efforts of varied state and federal government projects in a very small community.

The Forums allow CEOs to discuss the matters without political or external input and to share expertise and experience. CEOs consistently report that the discussion with colleagues and ability to debate and explore current topical issues is the most beneficial part of the Forum.

The Forums also provide an opportunity to get key people in to speak in order to ensure we all get the same information at the right time. This may be state government officers, key suppliers, legal advice or a range of others based on issues which arise from time to time.

Agenda

8.30am	Welcome and introductions
9.00am	*Julian Bodenmann and Martine Care*, Preston Law Legal Tips and Traps in an era of change
10.30am	Morning Tea
11.00am	*Tim Dunne*, Department of Local Government, Racing and Multicultural Affairs Integrity Regulation and Elected Member Training
12.00 noon	*Ergon Energy* Update
12.15 pm	Lunch
12.45pm	General Business • Round table/Council updates • Insurance • Onboarding new councillors • Pandemic responses

ILG Chiefs Forum

8.30am – 3.00pm, Friday, 4 September 2020
Rydges Esplanade, Cairns

Registration Form

Name:	
Position:	
Council:	
Telephone:	**Mobile:**
Email:	
Special Requirements:	

Registration
LGMA Member CEO (Individual Member) - $nil
Non-Member - $165

Meals and Accommodation
Morning tea and lunch are provided.
Accommodation and breakfast are not included in the registration.

Venue
Rydges Esplanade
209-217 Abbott St
Ph: 4044 9000
Room rate available – quote LGMA

AN INVOICE WILL BE ISSUED ON REGISTRATION

Proudly supported by:

Preston LAW

mp group mead perry group

NETWORK energex

Part of the Energy Queensland Group

Please return Registration to:
LGMA Queensland, Level 7, Quay Central, 95 North Quay, Brisbane Qld 4000
or email to peta@lgmaqld.org.au

For more information please contact LGMA Qld on 07 3174 5003 or via email: peta@lgmaqld.org.au

LGMA Queensland
Level 7, Quay Central

13.2 PROPOSED COUNCIL MEETING SCHEDULE 2020-21

Author: **Acting Chief Executive Officer**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with a recommended Ordinary & Special Council Meeting Schedule for 2020 – 21 pursuant to Sec 257 of the Local Government Regulations 2012.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to publish a schedule of meetings to comply with the provisions under section 257 of the Local Government Regulation 2012, which stipulates

(1) a Local Government must meet at least once in each month, et al.

(3) All meetings of a local government are to be held—

(a) at 1 of the local government's public offices; or

(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

Historically, Council has met on the third Wednesday of each month (February - November), the second Wednesday in December, and the fourth Wednesday of January to accommodate for the Christmas and new-year break and anticipated absence of both councillors and executive staff.

The proposed 2020-21 schedule presented for Council consideration and adoption is based on the same methodology, with dates proposed as follows:

- September, 16th 2020
- October, 21st 2020
- November, 18th 2020
- December, 9th 2020.
- January, 27th 2021
- February, 17th 2021
- March, 17th 2021
- April, 21st 2021
- May, 19th 2021
- June, 9th 2021 (Special Budget Meeting)
- June, 16th 2021
- July, 21st 2021
- August, 18th 2021

All Ordinary Council Meetings for 2020-21 will be held at the Mornington Shire Council Chambers, 1 Mission Road Gununa, QLD 4892, and are scheduled to commence at 9:00 am unless otherwise altered by resolution of Council, and appropriate public notification made pursuant to Sec 258 of Local Government Regulation 2012.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

1. That Council approves the Ordinary & Special Meeting of Council Schedule herein, being:

   - September, 16th 2020
   - October, 21st 2020
   - November, 18th 2020
   - December, 9th 2020.
   - January, 27th 2021
   - February, 17th 2021
   - March, 17th 2021
   - April, 21st 2021
   - May, 19th 2021
   - June, 9th 2021 (Special Budget Meeting)
   - June, 16th 2021
   - July, 21st 2021
   - August, 18th 2021

13.3 COMPLAINTS ABOUT THE PUBLIC OFFICIAL POLICY

Author: **Acting Chief Executive Officer**

Attachments: **1 Complaints about the Public Official Policy Draft**

PURPOSE (EXECUTIVE SUMMARY)

To present to Council a review draft of its Complaints about the Public Official Policy for consideration and adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required pursuant to Sec 48A of the Crime and Corruption Act 2001 to review, consider and adopt a Complaints about the Public Official Policy. Extract shown here:

48A Policy about how complaints involving public official are to be dealt with

(1) A public official must, in consultation with the chairperson, prepare a policy about how the unit of public administration for which the official is responsible will deal with a complaint that involves or may involve corruption of the public official.

(2) The policy may nominate a person other than the public official to notify the commission of the complaint under section 37 or 38, and to deal with the complaint under subdivision 1 or 2, on behalf of the public official.

(3) If the policy includes a nomination as mentioned in subsection (2), this Act applies as if a reference about notifying or dealing with the complaint to the public official were a reference to the nominated person.

Example of operation of subsection (3)—

If a policy prepared under this section for a unit of public administration includes a nomination as mentioned in subsection (2)—

(a) under section 38 as applying under subsection (3), the nominated person must notify the commission of complaints about the relevant public official that the person suspects involve or may involve corrupt conduct; and

(b) under section 35(1)(b) as applying under subsection (3), the commission may refer complaints about the relevant public official to the nominated person for the nominated person to deal with; and

(c) under section 42 or 44 as applying under subsection (3), the nominated person must deal with complaints about the relevant public official referred to the nominated person by the commission.

(4) In this section— complaint includes information or matter.

Council's current Complaints about the Public Official Policy was last considered and adopted by Council in October 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 Complaints about the Public Official Policy as its Complaints about the Public Official Policy.

MORNINGTON SHIRE COUNCIL

Complaints about the Public Official Policy

Policy Name	Complaints about the Public Official Policy (sec 48 of the Crime and Corruption Act 2001)		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Executive Manager Governance & Communication		
Decision Number	[Decision Number]	Approval Date	
Records Number	[Records Number]	Next Review Date	

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	19/08/2015	217/2015	**Updated**
V2	28/10/2015	283/2015	**Responsible Officer** CEO – Frank Mills
V3	Draft		**Responsible Officer** Exec Manager Governance & Communication

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

This policy meets the exact requirements of Sec 48A of the Crime & Corruption Act 2001.

Strategic Policies comply with a strategic requirement; the Complaints about the Public Official Policy is approved by the Mornington Shire Council for the operations and procedure of Council.

MORNINGTON SHIRE COUNCIL

Complaints about the Public Official Policy

1 Purpose

The Chief Executive Officer (CEO) is the public official of the Mornington Shire Council (MSC).

The objective of this policy is to set out how the Mornington Shire Council will deal with a complaint, information or matter that involves or may involve corrupt conduct of its Chief Executive Officer as defined in the Crime & Corruption Act 2001 (CC Act).

2 Application of the Policy

The policy is published to assist Mornington Shire Council to:

- Comply with Sec 48A of the Crime & Corruption Act 2001
- Promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer of the Shire is dealt with (ref Sec 34c of the CC Act)
- Promote accountability, integrity and transparency in the way Mornington Shire Council deals with complaints that is suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

3 Definitions

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

Term	Definition
CCC – Crime & Corruption Commission	Is the Commission in existence empowered under the Crime and Corruption Act 2001
CC Act	Is the Crime and Corruption Act 2001
Complaint	Includes information or matter. See the definition under Sec 48A(4) of the CC Act
Contact Details	Refers to contact details of the CEO being 07 47457801 Email ceo@mornington.qld.gov.au
Corruption	Refer to Schedule 2 (Dictionary) of the CC Act.

Corrupt Conduct	Refer Sec 15 of the CC Act
Corruption in Focus	http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus; ref Chapter 2 page 2.5
Deal with	Refer Schedule 2 (Dictionary) of the CC Act
Nominated Person	See item 5 of this policy
Public Official/ CEO	Refer Schedule 2 (Dictionary) of the CC Act
Unit of Public Administration (UPA)	Refer Sec 20 of the CC Act

4 Scope & Application

This policy applies

- If there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of MSC.
- To all persons who hold an appointment in, or are employees of MSC

5 Nominated Person

Having regard to the requirements of Sec 48A(2) and (3) of the CC Act, this policy nominates;

- The Executive Manager Corporate Governance & Communications, the Executive Manager Finance & Human Services and the Executive Manager Infrastructure & technical Services as the Nominated Persons to notify the CCC and to deal with the complaint pursuant to CCC directive.

Where more than one person is nominated as the Nominated Person:

- The nominated persons will, with or without consulting with the CCC or the Mayor or Council determine who the nominated person will be for a particular complaint, and
- The Nominate person for that particular complaint will inform the CCC and the Mayor that they are the Nominated Person for the particular complaint.
- The mayor will inform the CEO who the nominated person is.

Once a Nominated Person has been determined, the CC Act applies as if a reference about notifying or dealing with the complaint to the Public Official/ CEO is a reference to the Nominated Person.

6 Complaints about the Chief Executive Officer

Complaints involving a reasonable suspicion of corrupt conduct, where there is a nominated person.

Where there is a nominated person, if a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:

- The nominated person, or
- A person to whom there is an obligation to report under and Act (this does not include an obligation imposed by Secs 37, 38 and 39(1) oft eh CC Act).

If there is uncertainty about whether or not a complaint should be reported, it should be reported to the nominated person. If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

a. Notify the CCC of the complaint, and
b. Deal with the complaint at the direction of CCC, when
    a. Directions pursuant to Sec 40 of the CC Act apply to the complaint, if any, or
    b. Pursuant to Sec 46, the CCC refers the complaint to the nominated person to deal with.

If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the CEO must:

I. Report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
II. Take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

Where there is a nominated person, and if directions issued pursuant to Sec 40 apply to the complaint:

I. The nominated person is to deal with the complaint, and
II. The Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

7 Resourcing the Nominated Person

If pursuant to Secs 40 or 46, the Nominated Person has responsibility to deal with the complaint;

I. The MSC will ensure that sufficient resources are available tot eh nominated person to enable them to real with the complaint appropriately, and

II. The nominated person is to ensure that consultations, if any, fort he purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:

   a. Authorisation under law of the Commonwealth or the State, or

   b. The consent of the CEO responsible for dealing with the complaint.

III. The nominated person must, at all times, use their best endeavours to act independently, impartially, and fairly, having regard to the:

   a. Purposes of the CC Act.

   b. The importance of promoting public confidence in the way suspected corrupt conduct in MSC is dealt with, and

   c. The MSC statutory, policy and procedural framework.

8 Liaising/ Consulting with the CCC

The CEO is to keep the CCC and the nominated person informed of:

- The contact details for the public officer/CEO and the nominated person (if there is a nominated person)
- Any changes to this policy.

The CEO will consult with the CCC when preparing any policy about how the MSC will deal with a complaint that involves or may involve corrupt conduct of the public official/ CEO.

13.4 MORNINGTON ISLAND HEALTH COUNCIL

Author: **Acting Chief Executive Officer**

Attachments:
1. **QHealth Agreement Letter**
2. **QHealth Service Agreement Variation**
3. **Qhealth Variation Agreement A**
4. **QHealth Variation Agreement B**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with information and an update on a proposal from the Mornington Island Health Council jointly with Queensland Health for this Council to auspice a funding agreement between Queensland Health and the Mornington Island Aboriginal Corporation for Health, known locally as the Mornington Island Health Council.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The proposed agreement is a variation to a previous agreement signed by Council referred to as 'Service Agreement number 2017-18.3498.001'. The proposed variation agreement is for a 12 month period, the 2020-21 financial year.

Council's role in this agreement will be to:

- administer the grant funding, by way of holding bank accounts etc.
- provide office space and necessary ancillary support and collateral.
- provide mentoring and 'expert advice'.
- assist to establish governance, policy, procedure and risk frameworks.

The attached Variation Agreement documents the KPI and key milestones MI Health Council will aim to achieve during this initial 12 month support period, before it goes on to be an independent self sustaining entity.

Note Council will receive a 10% administration fee for providing this service, approx. $33,764.

Council previously received a presentation form current MI Health Council representative Ms Susan Sewter whom tabled the MI Health Council Strategic Plan and its Mornington Island Implementation Plan 2019-20.

Council's participation in auspice and mentoring the MI Health Council is critical to the progression and advancement of the health Council in bringing local 'ownership' and delivery of health services to Mornington Island.

FINANCIAL & RESOURCE IMPLICATIONS

It is anticipated that Council's participation in this project will be a net cost to Council as the proposed administration fee to be received will cover actual costs of support to be provided.

RECOMMENDATION

That Council endorse the Acting CEO's signing of the attached Variation Agreement between Council and Queensland Health in support of Mornington Island Health Council.

Queensland Government

Queensland Health

Enquiries to: Community Services Funding Branch
Telephone: 07 3006 2815
File Ref: QCOS/016572

Mr Frank Mills
Chief Executive Officer
Mornington Shire Council
C/- Post Office, Gununa
MORNINGTON ISLAND QLD 4871

Email: ceo@mornington.qld.gov.au

Dear Mr Mills

SOCIAL SERVICES SERVICE AGREEMENT (2017-18.3498.001) DATED (21 August 2017)

Org ID: 3498	Mornington Shire Council
SPID: 5902	Mornington Shire Council
Project ID: 76914	Mornington Island Health Council – Establishment support

In accordance with clause 8.1 of the Standard Terms Social Services Service Agreement (Service Agreement), we may vary the Service Agreement by way of a Variation Agreement signed by Mornington Shire Council and Queensland Health.

Accordingly, we enclose for execution by Mornington Shire Council:

1. Variation Agreement 2017-18.3498.004; and
2. Funding Schedule 3.

The Service Agreement Standard Terms can be obtained online via the following link https://www.forgov.qld.gov.au/social-services-templates.

The purpose of the Variation Agreement is to vary the Service Agreement to:

- Add a Funding Schedule.

Unless stipulated otherwise in the Variation Agreement, the Service Agreement will remain unchanged.

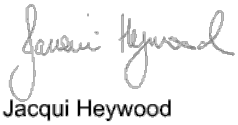
Please review the enclosed documents and the Standard Terms via the website link, to ensure Mornington Shire Council understands its obligations under the Variation Agreement, and otherwise under the Service Agreement. We note that Mornington Shire Council is entitled to seek independent legal and/or financial advice in relation to the Variation Agreement.

Office 33 Charlotte Street BRISBANE QLD 4000
Postal GPO Box 48 BRISBANE QLD 4001
Phone (07) 3006 2815
Email CommunityFunding@health.qld.gov.au

Once Mornington Shire Council has reviewed the Variation Agreement, please arrange for the Variation Agreement to be signed and returned as a scanned version to CommunityFunding@health.qld.gov.au within 14 days of the date of this letter.

Should you have any questions, Ms Di Masters, Senior Project Officer, Community Services Funding Branch will be pleased to assist you and can be contacted by telephone on 3006 2815 or by email at CommunityFunding@health.qld.gov.au.

Yours sincerely



Jacqui Heywood
Senior Director
Community Services Funding Branch
Healthcare Purchasing and System Performance Division
06/08/2020

Encl:
Variation Agreement

Queensland Government

VARIATION AGREEMENT

Between

The State of Queensland acting through Queensland Health

and

Mornington Shire Council

2017-18.3498.004 to

2017-18.3498.001

VA 2017 V 1.0

VARIATION AGREEMENT

This **Agreement** is made this day of 2020

Between

The State of Queensland acting through Queensland Health ABN 66 329 169 412 of 33 Charlotte Street, Brisbane, Queensland, 4000

(Queensland Health)

And

Mornington Shire Council, ABN 42 971 949 286

RECITALS

Queensland Health and the Mornington Shire Council entered into the 2017-18.3498.001 dated 21 August 2017. A copy of the 2017-18.3498.001 is attached as **Attachment A** and variations are listed in **Attachment B.**

A. The Mornington Shire Council is engaged by Queensland Health under the 2017-18.3498.001 to support Aboriginal and Torres Strait Island Local Governments to identify and mitigate the risks associated with public health hazards, and to build sustainable environmental health programs.

B. In accordance with Clause 8 of the 2017-18.3498.001, Queensland Health and the Mornington Shire Council wish to vary the terms and conditions of the 2017-18.3498.001 and record the variation in this Agreement.

THE PARTIES AGREE AS FOLLOWS:

1 DEFINITIONS

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

(a) **Agreement** means this Variation Agreement.

(b) **Completion Date** means the completion date under the 2017-18.3498.001.

(c) **Service Agreement** means the 2017-18.3498.001 dated 21 August 2017.

(d) **Effective Date** means the date the last Party signs this Agreement.

(e) **Party** means a party to this Agreement as described above.

2 INTERPRETATION

In this Agreement, except where the context otherwise requires:

(a) the singular includes the plural and vice versa;

(b) a reference to a Party is to a Party to this Agreement and a reference to a Party to a document includes the Party's executors, administrators, successors and permitted assigns and substitutes;

(c) the meaning of the general words is not limited by specific examples introduced by including, for example or similar expressions;

(d) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;

(e) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;

(f) a rule of construction does not apply to the disadvantage of a Party because the Party was responsible for the preparation of this Agreement or any part of it; and

(g) if a day on or by which an obligation must be performed or an event must occur is not a business day, the obligation must be performed or the event must occur on or by the next business day.

3 VARIATION

3.1 Effective from the Effective Date, the Parties agree to vary the Service Agreement as follows:

(a) Add Funding Schedule 3

4 RATIFICATION

4.1 The Parties acknowledge and agree that the Agreement, as amended, continues in full force on and from the date of signing of this Agreement.

4.2 The Agreement as amended by this Variation Agreement constitutes the entire agreement between the Parties.

5 ACKNOWLEDGEMENT

Each Party acknowledges that this Variation Agreement is made in accordance with the Agreement.

6 REPRESENTATIONS AND WARRANTIES

Each Party represents and warrants to the other that it will execute all documents and do all acts and things reasonably required for the purposes of giving effect to this Agreement.

7 EXPENSES

Each Party will bear their own costs and expenses relating to the completion of this Agreement.

8 GOVERNING LAW

8.1 This Agreement is governed by the law of Queensland, Australia. Each Party submits to the jurisdiction of the courts of Queensland, and the courts of appeal from those courts.

EXECUTED as an Agreement

SIGNED for and on behalf of the **State of Queensland acting through Queensland Health** ABN: 66 329 169 412 by its duly authorised representative:

× _____
(signature of authorised representative)

× _____
(name of authorised representative)

× _____
(position of authorised representative)

× _____
(date)

EXECUTED by **Mornington Shire Council, ABN 42 971 949 286** by:

× _____
(signature of authiorised officer)

× _____
(name and title/position of authorised officer)

× _____
(date)

× _____
(signature of witness)

× _____
(insert name and title/position of witness)

VA 2017 V 1.0

ATTACHMENT A

Agreement 2017-18.3498.001 dated 21 August 2017.

ATTACHMENT B

Variation Agreement 2017-18.3498.002 dated 15 June 2018.

ATTACHMENT C

Funding Schedule 3

FUNDING SCHEDULE: 3

SERVICE AGREEMENT

This Funding Schedule relates to Service Agreement number 2017-18.3498.001

IMPORTANT DATES IN RELATION TO THIS SCHEDULE

Schedule Start Date	01/07/2020
Schedule End Date	30/06/2021
Establishment Date	Not Applicable

SERVICES

1.1. Services to be provided

The Services to be provided, and that the Funding must be used towards, are described in item 6.1 of this Funding Schedule.

1.2. Subcontract, contact and other details

Subcontractor ABN	Subcontractor
45 126 525 413	Mornington Island Aboriginal Corporation for Health, trading as 'Mornington Island Health Council'

FUNDING UNDER FUNDING SCHEDULE

$337,639 (excluding GST).

Refer to item 5 for further details about the Funding under this Funding Schedule.

FUNDING DETAILS

1.3. Per annum Funding

SPID	Project ID	Project Name	Funding 2020/2021 (excl. GST)	Total Project Funding (excl. GST)
5902	76914	Mornington Island Health Council – Establishment support	**$337,639**	**$337,639**
		Total Funding (excl. GST)		**$337,639**

1.4. One-off Funding

(a) One-off Funding for purchase of Assets

Not Applicable

(b) **Other one-off Funding**

Not Applicable

1.5. Funding Source

Making Tracks

DETAILS ABOUT SERVICES

1.6. Overview

The Mornington Island Health Council is a key feature of the *Mornington Island Health Strategy: Kuba Gununa Mirrithin,* with the Mornington Island Health Council playing a key role in implementation of the vision of the strategy – a safe, thriving and healthy community. The Strategy is a key partnership between the Mornington Shire Council, Mornington Island Health Council, the North West Hospital and Health Service, Gidgee Health and Western Queensland Primary Health Network.

The Mornington Island Health Council is a locally-driven Indigenous Corporation that works to improve the health of Aboriginal people in their community. The delivery of improved health outcomes requires the Mornington Island Health Council to play a significant role in the local engagement with the community, driving partnerships and local strategies, and monitoring implementation of the Strategy.

The Mornington Shire Council will provide the full amount of the funding provided via a sub-contractual arrangement to support the Mornington Island Health Council to:

- establish local governance and quality management systems including policy and procedures document i.e. human resource management, governance and management, financial accountability, information management, quality and safety, administrative systems and operational processes;
- engage and work in partnership with Mornington Shire Council, community and service providers to implement local strategies aimed at encouraging the Mornington Island community access to comprehensive Primary Health Care and other health services.

These activities will be undertaken with a view to the Mornington Island Health Council holding a stand-alone service agreement with the Queensland Department of Health to support the implementation of the Mornington Island Health Strategy by the gradual commencement of health service delivery from 2021-22, including child and family support, social and emotional wellbeing supports, and chronic disease management supports, subject to further negotiations and performance under this establishment contract.

1.7. Deliverables

You must deliver the output(s) specified below.

Deliverables	
Establishment of the Mornington Island Health Council as a service provider	
• Establishment of local governance and quality management systems, including policy and procedures, governance training and implementation	Description of activities to date,

of quality standards to ensure Mornington Island Health Council has sound contractual capabilities.	including supporting documentation
• Undertake workforce planning	Description of activities to date, including supporting documentation
• Completion of operational readiness assessment process to enter into a long-term service agreement with the Department of Health to deliver on the *Mornington Island Health Strategy,* including: o Administrative and operational requirements e.g. leasing, ICT, insurance arrangements o Quality management systems in accordance with departmental standards o Workforce planning o Health service delivery models	Completion of Readiness Assessment as agreed with the Department
Engagement and partnerships	
• Establish partnership mechanisms	Description of engagement activities undertaken, outcomes and planned future activities
• Support the ongoing implementation of the Mornington Island Child and Family Thuaaka Model of Care	
• Work with key partners and providers to implement local strategies aimed at encouraging the local community to access existing services	
Mornington Island Health Council Strategic Plan 2021-22 to 2023-24	
• Develop strategic plan articulating the roles and responsibilities of the Mornington Island Health Council including: o future directions for the Mornington Island Health Council, with a clearly defined role under the o key service delivery functions and timeframes, informed by evidence supported by the Department, baseline surveys and other key engagement activities	Strategic Plan

1.8. Service Delivery Requirements

The Services delivered must be established in accordance with the intent of the *Mornington Island Health Strategy: Kuba Gununa Mirrithin*.

REPORTING REQUIREMENTS

1.9. Performance measures

You must report to the Department, the planned establishment of the Council as per section 6.2.

1.10. Data, statements and reports You are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in accordance with the details and standard of reporting requirements and lodgement requirements specified below.

	Reporting period and due date	Details and standard of reporting	Lodgement
Performance Report - Establishment of Mornington Island Health Council	**Reporting period:** Quarterly **Due date:** 1 month after the end of each quarter (31 October, 31 January, 30 April and 31 July of each year).	Performance Measurement Data as specified in Item 7.1 and must be collected in accordance with the applicable deliverables listed at Item 6.2. Readiness check to be completed by 31 March 2021	Performance Measurement Data must be submitted via email at CommunityFunding@health.qld.gov.au
Performance Report – Engagement and partnerships	**Reporting period:** Quarterly **Due Date:** 1 month after the end of each quarter (31 October, 31 January, 30 April and 31 July of each year).	Performance Measurement Data as specified in Item 7.1 and must be collected in accordance with the applicable deliverables listed at Item 6.2.	Performance Measurement Data must be submitted via email at CommunityFunding@health.qld.gov.au
Strategic Plan 2021-22 to 2023-24	**Reporting period:** For 2021/22 – 2023-24 **Due Date:** By 31 March 2021	The Strategic Plan will be prepared in accordance with the applicable deliverables listed at Item 6.2.	Strategic Plan must be submitted via email at CommunityFunding@health.qld.gov.au

2. TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as specified below.

Funding type	Payment basis and due dates
Per annum Funding (see item 5.1 of this Schedule)	We will provide Funding as set out in item 5 of this Funding Schedule payable quarterly in advance, subject to You having complied with all of Your obligations in relation to the Funding and Services under this Funding Schedule.
One-off Funding (see item 5.2 of this Schedule)	Not Applicable.

3. SPECIAL CONDITIONS

Not applicable.

4. ATTACHMENTS

Not applicable.

Queensland Health

QUEENSLAND GOVERNMENT

Service Agreement – Funding and Service Details

Version 1.2

PLEASE NOTE:

The Service Agreement comprises two parts:

- **Funding and Service Details**
- **Standard Terms**

THE PARTIES:

Us
The State of Queensland acting through Queensland Health ABN 66 329 169 412

and

You

Name of funded organisation	Mornington Shire Council **(You, Your, the Organisation)**
ABN/ACN	42 971 949 286

Service Agreement number	2017-18.3498.001

Kim Woolgar
Senior Director
Community Services Funding Branch
18/8/2017

1. Formation of Service Agreement

1.1 Service Agreement

(a) Subject to these Funding and Service Details being signed by both parties, a Service Agreement will commence with effect from the Agreement Commencement Date and will continue for the Term.

(b) The Service Agreement is comprised of the documents specified in clause 1.2 of the Standard Terms.

1.2 Commencement and duration

Agreement Commencement Date	01/07/2017
Agreement Expiry Date	The date of expiry or termination of the last remaining Funding Schedule.

1.3 Funding Schedules

Each attached Funding Schedule describes:

(a) Funding that We will provide to You, including the basis on which that Funding will be paid; and

(b) the Services that You must provide and that You must use that Funding towards, including:

(i) the Establishment Date (if any) for the Services;

(ii) Deliverables and Service Delivery Requirements; and

(iii) some specific requirements that You must comply with, such as Reporting Requirements.

2. Terminology

(a) Certain words or phrases with capital letters that are used only in these Funding and Service Details (e.g. "**Quality Framework**") are defined in clause 10;

(b) Other words or phrases with capital letters that are used generally in the Service Agreement (e.g. "**Funding**") are defined in clause 31 of the Standard Terms;

(c) In these Funding and Service Details, unless otherwise stated:

(i) references to **"clauses"** mean clauses in these Funding and Service Details and references to **"items"** mean items in an attached Funding Schedule;

(ii) a reference to "**Queensland Health**", "**the Department of Health**", "**Our**", "**We**", "**CSFB**", "**Community Services Funding Branch**", is a reference to Us; and

(iii) references to **"Standard Terms"** mean the document titled '*Service Agreement - Standard Terms*' version 1.1.

3. Contact details

3.1 Your address and Contact Officer

Contact Officer (person or position)	Mr Frank Mills Chief Executive Officer
Postal address	C/- Post Office, Gununa, MORNINGTON ISLAND QLD 4871
Physical address	1 Mission Road, MORNINGTON ISLAND QLD 4871

Telephone number	07 4745 7800
Fax number	07 4745 7275
E-mail address	ceo@mornington.qld.gov.au

3.2 Our address and Departmental Officer

Departmental Officer (person or position)	Senior Director, Community Services Funding Branch
Postal address	GPO Box 48, BRISBANE, QLD 4001
Physical address	147-163 Charlotte Street, BRISBANE QLD 4000 From 5 June 2017 33 Charlotte Street, BRISBANE QLD 4000
Telephone number	07 3006 2815
E-mail address	CommunityFunding@health.qld.gov.au

4. Standard Queensland Health Departures from the Standard Terms

4.1 Clauses in Standard Terms that do not apply

The following clauses in the Standard Terms do not apply to the Service Agreement:

Not Used.

4.2 Clauses in Standard Terms that are modified

The following clauses in the Standard Terms are modified in the way specified below:

Not Used.

5. Governing Act

There is no Governing Act and for the purposes of the Service Agreement a reference to Governing Act is not applicable.

6. Notices

Any notification required under the Standard Terms or this Funding Schedule must be provided in writing to the persons nominated in clause 3 above.

7. Specific Terms of Funding

7.1 Quality Standards

Except as specified in clause 8 below, the Services must comply with the Quality Standards outlined in the Quality Framework. You must complete and submit the Quality Framework documentation in January and July of each year, relating to the previous six month period or otherwise as specified by Us under clause 8.3 of the Funding and Service Details.

7.2 Changes to contact details

You must advise Us in writing of any changes to Your details listed at clause 3.1 of the Funding and Service Details.

7.3 Nominated account for payment of funds

We will pay the Funding into the bank account nominated by You in Attachment 1 in accordance with the Standard Terms and the Funding Schedule. You must give Us notice of the nominated account in this attachment before any payments will be made. You must provide notice to Us of any information or changes to the account within seven days of You becoming aware of the change.

7.4 Other Insurances

We require that You hold professional indemnity insurance at an amount of $10 million per claim in accordance with clause 20.1 (a) of the Standard Terms for the duration of the Term.

7.5 Pre-approved publications

Not applicable.

7.6 Financial reporting

You must complete and submit periodic Financial Acquittals and Financial Statements as specified in the table below.

Financial Acquittals - Periodic	**Reporting period:** Quarterly **Due date:** 1 month after the end of each quarter (31 October, 31 January, 30 April and 31 July of each year).	Quarterly financial data must be acquitted on the template at Attachment 2 for each project specified at item 5 of the Funding Schedule. If You are a local government authority or tertiary institution, You may submit a statement against the line-items specified at item 5 of the Funding Schedules and certified by the chief accounting officer or equivalent. If the Funding is provided for part of the reporting period, either at the Schedule Start Date or Schedule End Date, Financial Acquittals must still be submitted for the relevant part of that reporting period.	*Financial Acquittals – Periodic* must be submitted via email at CommunityFunding@ health.qld.gov.au
Financial Statements	**Reporting period:** Annual **Due date:** In accordance with the lodgement period of Your incorporating legislation, or if not otherwise stated, within 3 months of the end of Your financial year.	1. You must provide a copy* of Your **audited** annual *General Purpose Financial Statement* prepared in accordance with the Australian Accounting Standards comprising the following documents: a. *Statement of profit and loss and other comprehensive income* a. *Statement of financial position* b. *Statement of changes in equity* c. *Statement of cashflows* d. *Notes to and forming part of the financial statement* e. *Directors' statement/declaration* f. *Independent audit report, and* g. *Asset register in relation to Funded Assets (where applicable).*	*Financial Statements* must be submitted via email at CommunityFunding@ health.qld.gov.au

		* If You have more than one Service Agreement with Us, You are only required to submit one copy of the *General Purpose Financial Statement* to Us. 1. You must provide an Annual Financial Report completed in the form set out in Attachment 2 for each project.	

7.7 Certification of reporting

You must complete and submit certification by Your Directors as specified in the table below.

Directors' Certification	**Reporting period:** Quarterly **Due date:** 1 month after the end of each quarter (31 October, 31 January, 30 April and 31 July of each year).	You must complete and submit a Directors' Certification signed by two members of Your executive or management committee responsible for Your activities certifying that the information contained in all reports submitted under this Service Agreement are an accurate reflection of the performance of the services. *If You have more than one Service Agreement with Us, You are only required to complete and submit one *Director's Certification* for each reporting period.	*Director's Certifications* must be submitted via email at CommunityFunding@health.qld.gov.au

8 Quality Framework and Reporting

8.1 Quality Framework application

You are required to complete the Quality Framework documentation unless We otherwise notify You. You can apply for an exemption from completing the Quality Framework documentation if You can demonstrate that You have been assessed as meeting the criteria of an alternative set of standards or quality system by a third party validation or accreditation agency.

8.2 Audit and certification under the Quality Framework

Not applicable.

8.3 Reporting requirements

Quality Framework	**Reporting period:** Six-Monthly **Due date:** 1 month after the end of each six-month period (31 January and 31 July of each year)	The Quality Framework report must be completed as per Attachment 3 of the Funding and Service Details except as specified in clause 8.1 above. If you have more than one Funding Schedule under this Agreement, You are only required to submit one copy of the completed Quality Framework to Us.	*Quality Framework report* must be submitted via email at CommunityFunding@health.qld.gov.au

9 Special Conditions

9.1 We may assign this Service Agreement or any of Our benefits or obligations under the Service Agreement to a Hospital and Health Service on notice to You.

9.2 Not Applicable.

9.3 Not Applicable.

10 Definitions and interpretation for Funding and Service Details

In these Funding and Service Details (including the Funding Schedules), unless otherwise stated or a contrary intention appears:

"Hospital and Health Service" has the same meaning as provided by the *Hospital and Health Boards Act 2011 (Qld)*;

"Quality Framework" means the Queensland Health NGO Performance Framework as updated, amended or replaced from time to time (Attachment 3); and

"Quality Standards" means the standards for the provision of community services forming part of the Quality Framework.

Attachment 1 Bank Details
Attachment 2 Finance Report Template
Attachment 3 Quality Framework

EXECUTED as an Agreement

SIGNED for and on behalf of the State of Queensland acting through Queensland Health ABN: 66 329 169 412 by its duly authorised representative:

× _____ (signature)

× Nicholas Steele (name)

× Deputy Director-General (position)

× S. Flennan (signature of witness)

× 21st August 2017 (date)

× Sandy Brennan (name of witness)

SIGNED for and on behalf of **Mornington Shire Council, *ABN: 42 971 949 286*** as its duly authorised officer:

× _____ (signature)

× FRANCES MILLS (name)

× CHIEF EXECUTIVE OFFICER (position)

× _____ (signature of witness)

× 17.06.2017 (date)

× Naseem Begum Chetty (name of witness)

Jacqui Heyward
~~Kim Woolgar~~
Senior Director
Community Services Funding Branch
10/8/2017

SA FSD V1.2 20160701

Queensland Health
ABN 66 329 169 412

Attachment 1

BANKING DETAILS
EFT APPLICATION FORM ELECTRONIC DEPOSIT OF FUNDS

SECTION A – YOUR FINANCIAL INSTITUTION ACCOUNT DETAILS

I/We hereby agree that the/all payment/s is/are to be made to

Mornington Shire Council

by way of direct deposit to the following account:

Name of Approved Financial Institution: Westpac Banking Corporation

Institution/State/Branch Number: 0 3 4 1 6 7 (6 characters only)

Account number: 000 948

Account name: Mornington Shire Council

Signature: [signature]

Name (please print): Justin Hancock

Position: Executive Manager Financial Services

Contact phone number: (07) 4745 7803

SECTION B – CERTIFICATION BY YOUR FINANCIAL INSTITUTION

(Organisation must ensure Section B is completed by their relevant Financial Institution e.g. Bank, Building Society etc.)

The above account details have been verified and are correct:

Name of Institution: WESTPAC BANKING CORPORATION

Signature: [signature]

Name (please print): BRETT CUMMINS

Position: SENIOR RELATIONSHIP MANAGER

Date: 6-6-17

Westpac Banking Corporation 034-167 CAIRNS 63 LAKE ST 06 JUN 2017

BANK STAMP

SECTION C – FOR FORWARDING OF REMITTANCE ADVICE DETAILS

Address: 1 Mission Road, Gunona QLD 4892

Fax number: (07) 4745 7275

Email: finance@mornington.qld.gov.au

SA FSD V1.2 20160701

Queensland Health
ABN 66 329 169 412

Attachment 2 – Financial Report Template

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Name:**	Aboriginal and Torres Strait Islander Public Health Program

Please tick the period relevant to this financial report

1 July to 30 September ☐ 1 July to 31 December ☐
1 July to 31 March ☐ 1 July to 30 June ☐

ABN: ☐☐-☐☐☐-☐☐☐-☐☐☐ Effective from: ...../...../.....

GST Status: Registered ☐ (please tick) Effective from: ...../...../.....
Not Registered ☐ (please tick)

An income and expenditure report from an Accounting Package (e.g. MYOB/Quickbooks) should be submitted where possible. Please ensure that operating and one-off income and expenditure are clearly and separately identified. Please provide reasons for any surplus or deficit identified.

RECEIPTS		
	Annual Allocation	**Actual Income to Date / /**
Queensland Health Operating Funds	$	$
Queensland Health One-off Funds		$
Rollover surplus from previous financial year approved for one-off expenditure		$
Interest earned on Queensland Health Funds		$
Other Income		$
TOTAL INCOME TO DATE		**$**

EXPENDITURE		
Budget Items	**Forecast Budget for Financial Year to Date**	**Actual Expenditure for Financial Year to Date**
Direct Expenditure E.g. Salaries / on costs		
TOTAL (Direct Expenditure)	**$**	**$**
Indirect Expenditure E.g. Admin / Operating		
TOTAL (Indirect Expenditure)	**$**	**$**
TOTAL OPERATING EXPENDITURE		
One-off Expenditure		
TOTAL ONE-OFF EXPENDITURE		**$**
TOTAL EXPENDITURE TO DATE		**$**

SA FSD V1.2 20160701

Queensland Health
ABN 66 329 169 412

Attachment 3 – Performance Framework

NGO Performance Framework Report: Template C

Performance Report for the period: [insert month] 20__ *to* [insert month] 20__

Organisation:	Mornington Shire Council	**Org Id:**	3498
Service Provider:	Mornington Shire Council	**SP Id:**	5902
Project Title/s:	Aboriginal and Torres Strait Islander Public Health Program	**Project Id/s:**	72336
Contract Period:	01 July 2017 – 30 June 2018	**File No:**	QCOS/16572

Perspective 3:

FOCUS AREA: Innovation and Learning	Indicator questions for: ➢ Objective 3.1, Indicator 3.1a ; Indicator 3.1b
Objective 3.1 The organisation is committed to ongoing development of its service activities and workers.	
Indicator 3.1b The organisation supports learning about best practice approaches to service delivery, management and operations	
4. Does the organisation have systems for keeping up to date and informed on current issues, research and developments for its particular fields of interest?	
☐ Yes ☐ No	
5. Does the organisation have a documented continuous quality improvement process?	
☐ Yes ☐ No	
6. Does the organisation make use of current research and industry benchmarks to inform the development of its services and review its performance?	
☐ Yes ☐ No	

FOCUS AREA: Innovation and Learning		Evidence questions for: ➢ Objective 3.1
☐	Staff development needs analysis and staff development plan/s	
☐	Quality improvement plan	
Please list any other evidence you regard as significant:		

FOCUS AREA: Innovation and Learning		Performance report for: ➢ Objective 3.1
List training and development opportunities attended by staff in the reporting period (include conferences and 'in-house' development):		
[insert number of staff]	[Focus of development or training activity]	[Length of session or course]

List relevant journals, newsletters, practice updates and information networks from which the organisation receives regular or periodic information:
Briefly outline any results from evaluation or review of practice and changes made:

FOCUS AREA: Risk Management	Indicator questions for: ➢ Objective 3.3 Indicator 3.3a
Objective 3.3 The organisation monitors organisational risks and controls these where possible.	
Indicator 3.3a The organisation develops, documents and implements a risk management process.	
1. Does the organisation have a documented risk management process?	
☐ Yes ☐ No	
2. Does the organisation's risk management process:	
☐ Identify and document potential risks	
☐ Assess risks in terms of their likelihood of occurring and likely impact	
☐ Identify ways of mitigating and managing each risk	
☐ Include processes for ensuring awareness of risk management procedures by all personnel	
☐ Identify responsibilities for implementing risk management procedures	
☐ Undergo regular review	
☐ Include an audit for compliance	
3. Which of the following areas of risk are addressed by the organisation's risk management process:	
☐ Administration and information (including IT)	
☐ Finance, including fraud and corruption, longer term viability	
☐ Governance	
☐ Human resources	
☐ Legal	
☐ Management and operations	
☐ Physical	
☐ Environmental	
☐ Reputation and relationships	
☐ Services and activities	
4. Does the organisation have the following insurance cover:	
☐ Worker's Compensation	
☐ Public Liability (minimum $10 million for any one event)	
☐ Contents insurance	
☐ Other Insurance required in Service Agreement (*specify*)	
Yes ☐ N/A ☐ Comprehensive insurance for vehicles *(Select 'Not Applicable (N/A) if the organisation does not own any vehicles)*	

FOCUS AREA: Risk Management	Evidence questions for: ➢ Objective 3.3
☐ [insert date of last review]	Risk management plan
☐	Certificates of currency for insurance
Please list any other evidence you regard as significant:	

FOCUS AREA: Risk Management	Performance report for: ➢ Objective 3.3
Briefly describe any action taken in the reporting period to prevent or manage specific risks:	
[type of risk]	[action taken or to be taken]
[insert date]	When did the Board or Management Committee last receive a risk assessment report
[insert date]	When did the Board or Management Committee last check and review currency of insurance cover

FOCUS AREA: Evaluation	Indicator questions for: ➢ Objective 3.4 Indicator 3.4a Indicator 3.4b
Objective 3.4 **The organisation regularly evaluates its activities.**	
Indicator 3.4a **The organisation has developed valid systems or processes for evaluating and improving its service activities and outcomes.**	
1. Does the organisation have a documented approach to monitoring and evaluating its performance across key aspects of its services and operations?	
☐ Yes ☐ No	
2. Does the organisation have documented performance measures for key aspects of its services and operations?	
☐ Yes ☐ No	
3. Does the organisation collect and analyse data related to performance measures?	
☐ Yes ☐ No	
4. Does the organisation evaluate services or activities drawing on service user or activity participant feedback?	
☐ Yes ☐ No	
5. Does the organisation use performance data and evaluation findings to:	
☐ Assess whether it is meeting its objectives related to its services and activities	
☐ Assess whether it is meeting any external requirements	
☐ Make improvements in services and activities	
☐ Inform planning and decision making by relevant staff and Board or Management Committee	

FOCUS AREA: Evaluation	Evidence questions for: ➢ Objective 3.4
☐	Documented service delivery monitoring and evaluation procedures
☐ [insert date of report]	Services and activities evaluation report
☐	Report of participation in research
Please list any other evidence you regard as significant:	

FOCUS AREA: Evaluation	Performance report for: ➢ Objective 3.4
List the evaluation activities carried out during the reporting period:	

Briefly outline the main findings from the last evaluation of services and activities:
List any changes or improvements to be made as a result of evaluation:

FOCUS AREA: Efficient Use of Resources	Indicator questions for: ➢ Objective 4.3: Indicator 4.3a : Indicator 4.3b
Objective 4.3 Services are delivered to the target group with an efficient use of resources.	
Indicator 4.3b The Board or Management Committee is accountable for the efficiency of service delivery.	
6. Does the organisation have a financial or business plan which supports its organisational goals and ensures that it is able to meet its financial obligations?	
☐ Yes ☐ No	
7. Does the organisation have documented procedures for financial planning and decision making?	
☐ Yes ☐ No	
8. Can the organisation demonstrate that it uses its resources as efficiently as possible and maximises the amount of funds available for the provision of services and activities?	
☐ Yes ☐ No	

FOCUS AREA: Efficient Use of Resources	Evidence questions for: ➢ Objective 4.3
☐ [insert date of last review]	Human resource management policies and procedures (recruitment, industrial conditions, supervision and staff development)
☐	Service or activity budgets
Please list any other evidence you regard as significant:	

FOCUS AREA: Efficient Use of Resources	Performance report for: ➢ Objective 4.3
[insert length of time position was vacant]	Vacant positions during the reporting period
[insert %]	Proportion of staff hours used in direct service delivery
[insert number]	Total hours of service delivery provided to individuals
[insert number]	Total hours of service delivery provided to groups
[insert number]	Approximate staff hours involved in health promotion or related activity

FUNDING SCHEDULE: 1

1. SERVICE AGREEMENT

This Funding Schedule relates to Service Agreement number **2017-18.3498.001**

2. IMPORTANT DATES IN RELATION TO THIS SCHEDULE

Schedule Start Date	01/07/2017
Schedule End Date	30/06/2018
Establishment Date	Not applicable

3. SERVICES

3.1. Services to be provided

The Services to be provided, and that the Funding must be used towards, are described in item 6.1 of this Funding Schedule.

3.2. Subcontract, contact and other details

(a) Not applicable.

(b) Not applicable.

(c) Not applicable.

4. FUNDING UNDER FUNDING SCHEDULE

$793,930 (excluding GST).

Refer to item 5 for further details about the Funding under this Funding Schedule.

5. FUNDING DETAILS

5.1. Per annum Funding

SPID	3498		OPTION TO EXTEND				
Project ID	Project Name	Project Funding 2017/2018 (excl. GST)	Project Funding 2018/2019 (excl. GST)	Project Funding 2019/2020 (excl. GST)	Project Funding 2020/2021 (excl. GST)	Project Funding 2021/2022 (excl. GST)	Total Project Funding (excl. GST)
72336	Aboriginal and Torres Strait Islander Public Health Program	$158,786	$158,786	$158,786	$158,786	$158,786	**$793,930**
	Total Funding (excl. GST)	**$158,786**	**$158,786**	**$158,786**	**$158,786**	**$158,786**	**$793,930**

5.2. One-off Funding

Not applicable.

5.3. Funding Source

Program	Funding source
Aboriginal and Torres Strait Islander Public Health Program	Queensland Government

6. DETAILS ABOUT SERVICES

6.1. Description of Services

The Aboriginal and Torres Strait Islander Public Health Program (ATSI PHP) supports local governments to identify and mitigate the risks associated with public health hazards, and to build sustainable environmental health programs.

The program aims to provide local governments with the means to employ and train local community members to undertake the monitoring and surveillance of public and environmental health hazards and risks within their communities. This may include an Environmental Health Worker (EHW) and/or an Animal Management Worker (AMW) as determined at a local level.

6.2. Deliverables

For the period 1 July 2017 – 30 June 2018, You must deliver the output(s) specified below.

The Parties agree to re-negotiate the below deliverables and reporting to be formalised by 30 June 2018. Queensland Health will work collaboratively with stakeholders to inform the re-negotiation of deliverables.

Geographic Catchment Area: North West HHS

Environmental Health determinants

- The Organisation will oversee the Services, facilitating activities against the following as appropriate:

Environmental Health
- Food safety
- Water and sanitation
- Waste management including waste collection and litter management
- Sewage
- Hygiene
- Vector surveillance and control
- Pest control

Animal Management
- Visiting Vet programs
- Community awareness
- Pound – maintenance, equipment
- Domestic animals – registration, census, microchipping and desexing.etc
- Animal health and welfare

Qualifications

- The EHW must have or be working towards a Certificate IV in Indigenous Environmental Health or equivalent.
- The AMW must have or be working towards a Certificate IV in Animal Control and Regulation in Aboriginal and Torres Strait Island Communities, or equivalent.
- The EHW and AMW must attend the bi-annual Queensland Health Environmental Health and Animal Management workshops.
- The Organisation will ensure activities carried out under the Agreement are performed according to the qualifications and experience of each worker and in line with appropriate licences and/or permits.

Equipment

- It is expected the EHW and AMW have access to equipment necessary to undertake activities carried out under the Agreement. This may include but is not limited to:
  - Office space/workstation including a telephone and a computer with email and internet
  - Personal protective equipment (boots, gloves, hat, eyewear)
  - Water testing equipment
  - Probe thermometer

- Animal management equipment – traps, collars, tags, microchip scanner/reader.
- Any other equipment as required.

Council Plans

- It is expected that environmental health including animal management is identified in Council's corporate or operational plans.

Annual Work Plans

- Annual Work Plans describe strategies and activities that will be undertaken in each upcoming 12 month period. Council must submit either:
  - a Council-prepared Environmental Health and/or Animal Management Work Plan; **or**
  - an Annual Work Plan referencing each Environmental Health determinant.

Performance Reports

- Council must submit a Performance Report referencing either:
  - the previously submitted Council-prepared Environmental Health and/or Animal Management Work Plan; or
  - the previously submitted Annual Work Plan.
  - Councils may consider the following strategies/activities in service delivery and reporting:

Food safety

- Develop an action plan to move towards administration of the Food Act 2006, including Food Business Licencing for fixed and temporary premises.

Water and sanitation

- Develop and implement drinking water disinfection verification program, including regular disinfection testing 3 times weekly across the community drinking water reticulated network.

Waste management

- Stock hydrated lime for animal carcass disposal.
- Install contained animal carcass pit at landfill or waste facility for disposal of animal carcasses
- Weekly management of landfill including coverage of waste with suitable cover material to reduce impact of vermin and flies, and or adequate pest control measures.
- Monthly checking of fence and security at landfills to exclude roaming and foraging animals and unauthorised persons.

Vector control

- Develop and implement a Disease Vector (mosquito) surveillance and control program in the community with specific focus on controlling vectors relevant to Dengue Fever, chikungunya and Zika Virus
  - Identification of high risk areas and at risk population
  - Pre and mid wet season surveillance to include trapping and identification
  - Control program to be implemented at commencement of wet season to reduce risk of disease in community.

Pest control

- Develop and implement domestic pest control program/services to minimise public health impact from flies, cockroaches, fleas and ticks, rats and mice, including:
  - regular review of breeding and harbourage areas, and
  - Suitable pesticide controls

Visiting Vet programs

- Engage (minimum) biannual vet service to support the development of:
  - Parasite and mange treatment programs
  - De-sexing program
  - Microchipping of animals for registration
  - authorisation for drugs authority for AMW to assist in animal euthanasia and animal welfare issues

Pound

- Regular pound maintenance to occur before the vet arrives when used as part of vet service.
- Regular pound activities to be undertaken include:
  - Daily check when animals impounded
  - Feed and water animals daily

- Daily (where required) cleansing and disinfection of soiled surfaces
- Regular check and maintenance of pound security

Domestic animals

- Implement an annual animal census
- Develop and implement an animal registration program, including
  - Ownership details
  - breed and colour/identifying colours
  - Sex
  - Desexed
  - Microchip detail

Performance reports should also include information on any additional activities undertaken for the program which fall outside those referenced in the Annual Work Plan.

Planning and reporting should be undertaken in consultation with the Environmental Health Worker (EHW) and Animal Management Worker (AMW).

6.3. Service Delivery Requirements

Not applicable.

7. REPORTING REQUIREMENTS

7.1. Performance measures

You must collect and report on the following performance measurement data in relation to the Services, set out in the table below (**Performance Measurement Data**).

PERFORMANCE REPORT

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Title (Name for the Services):**	Aboriginal and Torres Strait Islander Public Health Program
File No:	QCOS/16572	**Service period:**	1 July 2017 – 30 June 2018

For period: ☐ 1 July 2017 to 31 December 2017 ☐ 1 January 2018 to 30 June 2018

Use the table(s) below to describe results achieved and issues encountered under the Agreement for the previous six months.

A general description is required for *Employment and Recruitment*, then reference the Environmental Health determinants identified in the previously submitted Council-prepared Work Plan or Annual Work Plan.

Perspective 1

Employment and recruitment	*e.g. Describe the Environmental Health and Animal Management workforces, insert details of each worker – their current level of qualification and when it was attained or the level of training currently they are enrolled in, how long they've been employed in the position etc. Describe any recruitment or retention issues that occurred during the period – for example, if the position(s) became vacant during the period.*

Environmental Health determinant	**Strategy / Activity** (Taken from Annual Work Plan) Describe the activities you have undertaken including how often, numbers involved and any other relevant information.	**Results** Describe the results of your activities – any non-compliance and how it was addressed, any particular achievements or changes that have resulted from the activities.	**Issues** Describe any difficulties or constraints you encountered and how you resolved these, or other action taken e.g. escalated to another authority
Environmental Health			
Food safety			
Water and sanitation			
Waste management			

Queensland Health
ABN 66 329 169 412

Environmental Health determinant	**Strategy / Activity** (Taken from Annual Work Plan) Describe the activities you have undertaken including how often, numbers involved and any other relevant information.	**Results** Describe the results of your activities – any non-compliance and how it was addressed, any particular achievements or changes that have resulted from the activities.	**Issues** Describe any difficulties or constraints you encountered and how you resolved these, or other action taken e.g. escalated to another authority
Sewage			
Hygiene			
Vector/pest control			
Animal Management			
Visiting Vet programs			
Community awareness			
Pound			
Domestic animals			
Animal health and welfare			

Additional Activities outside of the Annual Work Plan	**Provide details of any additional activities undertaken for the program, outside those referenced in the Annual Work Plan**		
Activity	**Strategy / Activity** Describe the activities you have undertaken including how often, numbers involved and any other relevant information.	**Results** Describe the results of your activities – any non-compliance and how it was addressed, any particular achievements or changes that have resulted from the activities.	**Issues** Describe any difficulties or constraints you encountered and how you resolved these, or other action taken e.g. escalated to another authority

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7.2. Data, statements and reports You are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in accordance with the details and standard of reporting requirements and lodgement requirements specified below.

	Reporting period and due date	Details and standard of reporting	Lodgement
Performance Measurement Data	**Reporting period:** Six monthly **Due date:** 1 month after the end of each six months (31 January and 31 July).	*Performance Measurement Data* as specified in item 7.1 must be collected in accordance with the data requirement and the applicable funding specification document listed at Item 6.3.	*Performance Measurement Data* must be submitted via email at CommunityFunding@health.qld.gov.au
Annual Work Plan	**Reporting period:** Annually **Due Date:** First Work Plan is due 28 days after the execution of the Agreement by Queensland Health and all subsequent Work Plans are due 31 July	*Annual Work Plan* is specified in Item 6.2. Refer to Attachment 1.	*Annual Work Plan* must be submitted via email at CommunityFunding@health.qld.gov.au

8. TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as specified below.

Funding type	Payment basis and due dates
Per annum Funding (see item 5.1 of this Schedule)	We will provide Funding as set out in item 5 of this Funding Schedule payable quarterly in advance, subject to You having complied with all of Your obligations in relation to the Funding and Services under this Funding Schedule.
One-off Funding (see item 5.2 of this Schedule)	Not applicable.

9. SPECIAL CONDITIONS

9.1 Option to Extend

(a) We may, in Our absolute discretion extend the Term of this Agreement by giving you an Extension Notice at least two (2) months prior to the Expiry Date, to extend the Term for the Extension Period. For clarity, if We exercise the Option, You must accept the Extension Period.

(b) Despite clause 9.1 (a), if We do not give You the Extension Notice within the Notice Period, the Extension Notice is still valid.

(c) If the Term is extended by the Extension Period, the:

(i) Agreement Expiry Date will be changed to the date at the end of the Extension Period; and

(ii) reference to the right which has been exercised for the Extension Period will be deleted in clause 9.1 (a).

(d) An extension of the Term pursuant to clause 9.1 (a) will not:

(i) constitute a waiver by Us of any other rights We may have under this Agreement or at common law in relation to Your failure to provide the Deliverable and Services, and otherwise comply with the terms of this Agreement; and

(ii) entitle You to recover any payment for Deliverable or Services, other than the Deliverable and Services which You are obliged to provide under this Agreement by the Agreement Expiry Date.

9.2 Definition and Interpretation for Funding Schedule 1

Extension Notice Period means the timeframe for Acceptance specified in the Extension Notice.

Extension Period means a period of four (4) years from the date of the Agreement Expiry Date.

Extension Notice means notice to You from Us exercising the Option by way of letter to extend or renew contract.

Option means the option to extend the Term of this Agreement specified in clause 9.1 (a).

9.3 Clause 7.6 Financial Reporting, Financial Statements, Due Date is deleted and replaced with:

"In accordance with the lodgement period of Your incorporating legislation, or if not otherwise stated, within 5 months of the end of Your financial year."

10. ATTACHMENTS

Attachment 1 – Annual Work Plan
Attachment 2 – Director's Certification

Attachment 1

ANNUAL WORK PLAN

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Title (Name for the Services):**	Aboriginal and Torres Strait Islander Public Health Program
File No:	QCOS/16572	**Service period:**	1 July 2017 – 30 June 2018

For period: ☐ 1 July 2017 to 30 June 2018

Use the table(s) below to describe the strategies and activities Council plan to carry out under the Agreement for the upcoming 12 month period. Some examples are shown in blue. Delete these examples and submit your own aims and strategies for the year ahead.

A general description of recruitment and retention strategies is required for the *Employment and recruitment* section. Address each of the Environmental Health determinants listed under *Services Special Conditions* as appropriate for your needs.

Environmental Health determinant	**Aim** What do you want to do? What is the problem you want to fix?	**Strategy / Activity** How are you going to do it? What activities will make this happen?	**Role** Who will do it?
Environmental Health			
Food safety			
Water and sanitation			
Waste management	*e.g. Reduce the pest problem at the community waste management facility.*	*e.g. Carry out an inspection of the waste management facility to determine pest problem and investigate treatment options.* *e.g. Ensure landfill is covered regularly, fenced and secured to prevent access by animals and dispersal of waste.* *e.g. Ensure waste is segregated into batteries, whitegoods and recyclable materials like aluminum cans and plastics.*	*EHW and Waste Management Workers*
Sewage			

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Environmental Health determinant	**Aim** What do you want to do? What is the problem you want to fix?	**Strategy / Activity** How are you going to do it? What activities will make this happen?	**Role** Who will do it?
Hygiene			
Vector/pest control			
Animal Management			
Visiting Vet programs			
Community awareness			
Pound	*e.g. Prepare the Pound and restock supplies for a Visiting Vet program to be undertaken in the next reporting period.*	*e.g. Undertake minor repairs to enclosure facilities, check veterinary supplies and order fresh stocks of tags, microchips and medicines.*	*AMW*
Domestic animals	*e.g. Undertake key dog control strategies to reduce the number of sick and stray animals in the community and identify impacts of the animal management program.*	*e.g. Perform a community patrol in the reporting period to monitor no. of dogs in the community.* *e.g. Monitor the no. of impoundments in a year, no. of vet visits per year and any reported dog attacks.* *e.g. community awareness program implemented such as Dog Health Day*	*AMW*
Animal health and welfare			

Queensland Health
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Attachment 2

Directors Certification

Organisation:	Mornington Shire Council

Please tick the period relevant to this certification			
1 July to 30 September	☐	1 October to 31 December	☐
1 January to 31 March	☐	1 April to 30 June	☐

We hereby certify that the information contained in all reports submitted under this Service Agreement are an accurate reflection of the performance of the services.

Signature		Signature	
Print Full Name		Print Full Name	
Position (Authorised Officer)		Position (Authorised Officer)	
Date		Date	

Queensland Health
ABN 66 329 169 412

Queensland Government

VARIATION AGREEMENT

Between

The State of Queensland acting through Queensland Health

and

Mornington Shire Council

2017-18.3498.002 to

2017-18.3498.001

VARIATION AGREEMENT

This **Agreement** is made this day of 20

Between

The State of Queensland acting through Queensland Health ABN 66 329 169 412 of 33 Charlotte Street, Brisbane, Queensland, 4000

(Queensland Health)

And

Mornington Shire Council, ABN 42 971 949 286

RECITALS

Queensland Health and the Mornington Shire Council entered into Service Agreement 2017-18.3498.001 dated 21 August 2017. A copy of Service Agreement 2017-18.3498.001 is attached as **Attachment A**

A. The Mornington Shire Council is engaged by Queensland Health under Service Agreement 2017-18.3498.001 to support Aboriginal and Torres Strait Island Local Governments to identify and mitigate the risks associated with public health hazards, and to build sustainable environmental health programs.

B. In accordance with Clause 8, of Service Agreement 2017-18.3498.001, Queensland Health and the Mornington Shire Council wish to vary the terms and conditions of Service Agreement 2017-18.3498.001 and record the variation in this Agreement.

THE PARTIES AGREE AS FOLLOWS:

1 DEFINITIONS

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

(a) **Agreement** means this Variation Agreement.

(b) **Completion Date** means the completion date under the date of expiry or termination of the last remaining Funding Schedule under Service Agreement 2017-18.3498.001.

(c) **Service Agreement** means Service Agreement 2017-18.3498.001 dated 21 August 2017.

(d) **Effective Date** means the date the last Party signs this Agreement.

(e) **Party** means a party to this Agreement as described above.

2 INTERPRETATION

In this Agreement, except where the context otherwise requires:

(a) the singular includes the plural and vice versa;

Kim Woolgar
Senior Director
Community Services Funding

(b) a reference to a Party is to a Party to this Agreement and a reference to a Party to a document includes the Party's executors, administrators, successors and permitted assigns and substitutes;

(c) the meaning of the general words is not limited by specific examples introduced by including, for example or similar expressions;

(d) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;

(e) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;

(f) a rule of construction does not apply to the disadvantage of a Party because the Party was responsible for the preparation of this Agreement or any part of it; and

(g) if a day on or by which an obligation must be performed or an event must occur is not a business day, the obligation must be performed or the event must occur on or by the next business day.

3 VARIATION

3.1 Effective from the Effective Date, the Parties agree to vary the Service Agreement as follows:

(a) Replace Funding Schedule 1 with Funding Schedule 2 specified in Attachment B.

4 RATIFICATION

4.1 The Parties acknowledge and agree that the Agreement, as amended, continues in full force on and from the date of signing of this Agreement.

4.2 The Agreement as amended by this Variation Agreement constitutes the entire agreement between the Parties.

5 ACKNOWLEDGEMENT

Each Party acknowledges that this Variation Agreement is made in accordance with the Agreement.

6 REPRESENTATIONS AND WARRANTIES

Each Party represents and warrants to the other that it will execute all documents and do all acts and things reasonably required for the purposes of giving effect to this Agreement.

7 EXPENSES

Each Party will bear their own costs and expenses relating to the completion of this Agreement.

8 GOVERNING LAW

8.1 This Agreement is governed by the law of Queensland, Australia. Each Party submits to the jurisdiction of the courts of Queensland, and the courts of appeal from those courts.

The Parties to this Agreement have executed the Agreement on the dates set out below.

Executed for and on behalf of the **State of Queensland acting through Queensland Health ABN 66 329 169 412** by its duly authorised officer by:

Nicholas Steele
Deputy Director-General
(name and title/position of person signing)

(signature of authorised officer)

This 15th day of JUNE 2018

In the presence of:

Sandy Brennan
Senior Briefings Officer
(insert name and title/position of witness)

(signature of witness)

Executed by **Mornington Shire Council, ABN 42 971 949 286** by:

FRANK MILLS CEO
(name and title/position of person signing)

(signature of person signing)

This 24th day of May 2018

in the presence of

Anna Rodrigo - Accountant
(insert name and title/position of witness)

(signature of witness)

Kim Woolgar
Senior Director
Community Services Funding Branch

Queensland Health
ABN 66 329 169 412

ATTACHMENT A

Following this page is a copy of Service Agreement 2017-18.3498.001.

This page has been intentionally left blank

Queensland Health

QUEENSLAND GOVERNMENT

Service Agreement – Funding and Service Details

Version 1.2

PLEASE NOTE:

The Service Agreement comprises two parts:

- **Funding and Service Details**
- **Standard Terms**

THE PARTIES:

Us
The State of Queensland acting through Queensland Health ABN 66 329 169 412

and

You

Name of funded organisation	Mornington Shire Council **(You, Your, the Organisation)**
ABN/ACN	42 971 949 286

Service Agreement number	2017-18.3498.001

Kim Woolgar
A/Senior Director
Community Services Funding Branch
18/8/2017

1. Formation of Service Agreement

1.1 Service Agreement

(a) Subject to these Funding and Service Details being signed by both parties, a Service Agreement will commence with effect from the Agreement Commencement Date and will continue for the Term.

(b) The Service Agreement is comprised of the documents specified in clause 1.2 of the Standard Terms.

1.2 Commencement and duration

Agreement Commencement Date	01/07/2017
Agreement Expiry Date	The date of expiry or termination of the last remaining Funding Schedule.

1.3 Funding Schedules

Each attached Funding Schedule describes:

(a) Funding that We will provide to You, including the basis on which that Funding will be paid; and

(b) the Services that You must provide and that You must use that Funding towards, including:

(i) the Establishment Date (if any) for the Services;

(ii) Deliverables and Service Delivery Requirements; and

(iii) some specific requirements that You must comply with, such as Reporting Requirements.

2. Terminology

(a) Certain words or phrases with capital letters that are used only in these Funding and Service Details (e.g. "**Quality Framework**") are defined in clause 10;

(b) Other words or phrases with capital letters that are used generally in the Service Agreement (e.g. "**Funding**") are defined in clause 31 of the Standard Terms;

(c) In these Funding and Service Details, unless otherwise stated:

(i) references to **"clauses"** mean clauses in these Funding and Service Details and references to **"items"** mean items in an attached Funding Schedule;

(ii) a reference to "**Queensland Health**", "**the Department of Health**", "**Our**", "**We**", "**CSFB**", "**Community Services Funding Branch**", is a reference to Us; and

(iii) references to **"Standard Terms"** mean the document titled '*Service Agreement - Standard Terms*' version 1.1.

3. Contact details

3.1 Your address and Contact Officer

Contact Officer (person or position)	Mr Frank Mills Chief Executive Officer
Postal address	C/- Post Office, Gununa, MORNINGTON ISLAND QLD 4871
Physical address	1 Mission Road, MORNINGTON ISLAND QLD 4871

Telephone number	07 4745 7800
Fax number	07 4745 7275
E-mail address	ceo@mornington.qld.gov.au

3.2 Our address and Departmental Officer

Departmental Officer (person or position)	Senior Director, Community Services Funding Branch
Postal address	GPO Box 48, BRISBANE, QLD 4001
Physical address	147-163 Charlotte Street, BRISBANE QLD 4000 From 5 June 2017 33 Charlotte Street, BRISBANE QLD 4000
Telephone number	07 3006 2815
E-mail address	CommunityFunding@health.qld.gov.au

4. Standard Queensland Health Departures from the Standard Terms

4.1 Clauses in Standard Terms that do not apply

The following clauses in the Standard Terms do not apply to the Service Agreement:

Not Used.

4.2 Clauses in Standard Terms that are modified

The following clauses in the Standard Terms are modified in the way specified below:

Not Used.

5. Governing Act

There is no Governing Act and for the purposes of the Service Agreement a reference to Governing Act is not applicable.

6. Notices

Any notification required under the Standard Terms or this Funding Schedule must be provided in writing to the persons nominated in clause 3 above.

7. Specific Terms of Funding

7.1 Quality Standards

Except as specified in clause 8 below, the Services must comply with the Quality Standards outlined in the Quality Framework. You must complete and submit the Quality Framework documentation in January and July of each year, relating to the previous six month period or otherwise as specified by Us under clause 8.3 of the Funding and Service Details.

7.2 Changes to contact details

You must advise Us in writing of any changes to Your details listed at clause 3.1 of the Funding and Service Details.

7.3 Nominated account for payment of funds

We will pay the Funding into the bank account nominated by You in Attachment 1 in accordance with the Standard Terms and the Funding Schedule. You must give Us notice of the nominated account in this attachment before any payments will be made. You must provide notice to Us of any information or changes to the account within seven days of You becoming aware of the change.

7.4 Other Insurances

We require that You hold professional indemnity insurance at an amount of $10 million per claim in accordance with clause 20.1 (a) of the Standard Terms for the duration of the Term.

7.5 Pre-approved publications

Not applicable.

7.6 Financial reporting

You must complete and submit periodic Financial Acquittals and Financial Statements as specified in the table below.

Financial Acquittals - Periodic	**Reporting period:** Quarterly **Due date:** 1 month after the end of each quarter (31 October, 31 January, 30 April and 31 July of each year).	Quarterly financial data must be acquitted on the template at Attachment 2 for each project specified at item 5 of the Funding Schedule. If You are a local government authority or tertiary institution, You may submit a statement against the line-items specified at item 5 of the Funding Schedules and certified by the chief accounting officer or equivalent. If the Funding is provided for part of the reporting period, either at the Schedule Start Date or Schedule End Date, Financial Acquittals must still be submitted for the relevant part of that reporting period.	*Financial Acquittals – Periodic* must be submitted via email at CommunityFunding@health.qld.gov.au
Financial Statements	**Reporting period:** Annual **Due date:** In accordance with the lodgement period of Your incorporating legislation, or if not otherwise stated, within 3 months of the end of Your financial year.	1. You must provide a copy* of Your **audited** annual *General Purpose Financial Statement* prepared in accordance with the Australian Accounting Standards comprising the following documents: a. *Statement of profit and loss and other comprehensive income* a. *Statement of financial position* b. *Statement of changes in equity* c. *Statement of cashflows* d. *Notes to and forming part of the financial statement* e. *Directors' statement/declaration* f. *Independent audit report, and* g. *Asset register in relation to Funded Assets (where applicable).*	*Financial Statements* must be submitted via email at CommunityFunding@health.qld.gov.au

		* If You have more than one Service Agreement with Us, You are only required to submit one copy of the *General Purpose Financial Statement* to Us. 1. You must provide an Annual Financial Report completed in the form set out in Attachment 2 for each project.	

7.7 Certification of reporting

You must complete and submit certification by Your Directors as specified in the table below.

Directors' Certification	**Reporting period:** Quarterly **Due date:** 1 month after the end of each quarter (31 October, 31 January, 30 April and 31 July of each year).	You must complete and submit a Directors' Certification signed by two members of Your executive or management committee responsible for Your activities certifying that the information contained in all reports submitted under this Service Agreement are an accurate reflection of the performance of the services. *If You have more than one Service Agreement with Us, You are only required to complete and submit one *Director's Certification* for each reporting period.	*Director's Certifications* must be submitted via email at CommunityFunding@health.qld.gov.au

8 Quality Framework and Reporting

8.1 Quality Framework application

You are required to complete the Quality Framework documentation unless We otherwise notify You. You can apply for an exemption from completing the Quality Framework documentation if You can demonstrate that You have been assessed as meeting the criteria of an alternative set of standards or quality system by a third party validation or accreditation agency.

8.2 Audit and certification under the Quality Framework

Not applicable.

8.3 Reporting requirements

Quality Framework	**Reporting period:** Six-Monthly **Due date:** 1 month after the end of each six-month period (31 January and 31 July of each year)	The Quality Framework report must be completed as per Attachment 3 of the Funding and Service Details except as specified in clause 8.1 above. If you have more than one Funding Schedule under this Agreement, You are only required to submit one copy of the completed Quality Framework to Us.	*Quality Framework report* must be submitted via email at CommunityFunding@health.qld.gov.au

9 Special Conditions

9.1 We may assign this Service Agreement or any of Our benefits or obligations under the Service Agreement to a Hospital and Health Service on notice to You.

9.2 Not Applicable.

9.3 Not Applicable.

10 Definitions and interpretation for Funding and Service Details

In these Funding and Service Details (including the Funding Schedules), unless otherwise stated or a contrary intention appears:

"Hospital and Health Service" has the same meaning as provided by the *Hospital and Health Boards Act 2011 (Qld)*;

"Quality Framework" means the Queensland Health NGO Performance Framework as updated, amended or replaced from time to time (Attachment 3); and

"Quality Standards" means the standards for the provision of community services forming part of the Quality Framework.

Attachment 1 Bank Details
Attachment 2 Finance Report Template
Attachment 3 Quality Framework

EXECUTED as an Agreement

SIGNED for and on behalf of the State of Queensland acting through Queensland Health ABN: 66 329 169 412 by its duly authorised representative:

× _____ (signature)

× Nicholas Steele (name)

× Deputy Director-General (position)

× S. Brennan (signature of witness)

× 21st August 2017 (date)

× Sandy Brennan (name of witness)

SIGNED for and on behalf of **Mornington Shire Council, *ABN: 42 971 949 286*** as its duly authorised officer:

× _____ (signature)

× FRANCIS MILLS (name)

× CHIEF EXECUTIVE OFFICER (position)

× _____ (signature of witness)

× 12.06.2017 (date)

× Naseem Begam Chetty (name of witness)

Kim Woolgar
Senior Director
Community Services Funding Branch

Kim ~~Woolgar~~
Senior Director
Community Services Funding Branch
10/8/2017

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Queensland Health
ABN 66 329 169 412

Attachment 1

BANKING DETAILS
EFT APPLICATION FORM ELECTRONIC DEPOSIT OF FUNDS

SECTION A – YOUR FINANCIAL INSTITUTION ACCOUNT DETAILS

I/We hereby agree that the/all payment/s is/are to be made to

Mornington Shire Council

by way of direct deposit to the following account:

Name of Approved Financial Institution: Westpac Banking Corporation

Institution/State/Branch Number: 0 3 4 1 6 7 (6 characters only)

Account number: 000 948

Account name: Mornington Shire Council

Signature: [signature]

Name (please print): Justin Hancock

Position: Executive Manager Financial Services

Contact phone number: (07) 4745 7803

SECTION B – CERTIFICATION BY YOUR FINANCIAL INSTITUTION

(Organisation must ensure Section B is completed by their relevant Financial Institution e.g. Bank, Building Society etc.)

The above account details have been verified and are correct:

Name of Institution: WESTPAC BANKING CORPORATION

Signature: [signature]

Name (please print): BRETT CUMMINS

Position: SENIOR RELATIONSHIP MANAGER

Date: 6.6.17

Westpac Banking Corporation 034-167 CAIRNS 63 LAKE ST 06 JUN 2017

BANK STAMP

Kim Woolgar
Senior Director
Community Services Funding Bran

SECTION C – FOR FORWARDING OF REMITTANCE ADVICE DETAILS

Address: 1 Mission Road, Gunona QLD 4892

Fax number: (07) 4745 7275

Email: finance@mornington.qld.gov.au

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ABN 66 329 169 412

Attachment 2 – Financial Report Template

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Name:**	Aboriginal and Torres Strait Islander Public Health Program

Please tick the period relevant to this financial report

1 July to 30 September ☐ 1 July to 31 December ☐
1 July to 31 March ☐ 1 July to 30 June ☐

ABN: ☐☐-☐☐☐-☐☐☐-☐☐☐ Effective from: ...../...../.....

GST Status: Registered ☐ (please tick) Effective from: ...../...../.....
Not Registered ☐ (please tick)

An income and expenditure report from an Accounting Package (e.g. MYOB/Quickbooks) should be submitted where possible. Please ensure that operating and one-off income and expenditure are clearly and separately identified. Please provide reasons for any surplus or deficit identified.

RECEIPTS		
	Annual Allocation	**Actual Income to Date / /**
Queensland Health Operating Funds	$	$
Queensland Health One-off Funds		$
Rollover surplus from previous financial year approved for one-off expenditure		$
Interest earned on Queensland Health Funds		$
Other Income		$
TOTAL INCOME TO DATE		$

EXPENDITURE		
Budget Items	**Forecast Budget for Financial Year to Date**	**Actual Expenditure for Financial Year to Date**
Direct Expenditure E.g. Salaries / on costs		
TOTAL (Direct Expenditure)	$	$
Indirect Expenditure E.g. Admin / Operating		
TOTAL (Indirect Expenditure)	$	$
TOTAL OPERATING EXPENDITURE		
One-off Expenditure		
TOTAL ONE-OFF EXPENDITURE		$
TOTAL EXPENDITURE TO DATE		$

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Attachment 3 – Performance Framework

NGO Performance Framework Report: Template C

Performance Report for the period: [insert month] 20__ *to* [insert month] 20__

Organisation:	Mornington Shire Council	**Org Id:**	3498
Service Provider:	Mornington Shire Council	**SP Id:**	5902
Project Title/s:	Aboriginal and Torres Strait Islander Public Health Program	**Project Id/s:**	72336
Contract Period:	01 July 2017 – 30 June 2018	**File No:**	QCOS/16572

Perspective 3:

FOCUS AREA: Innovation and Learning	**Indicator questions for: > Objective 3.1, Indicator 3.1a, Indicator 3.1b**
Objective 3.1 The organisation is committed to ongoing development of its service activities and workers.	
Indicator 3.1b The organisation supports learning about best practice approaches to service delivery, management and operations	
4. Does the organisation have systems for keeping up to date and informed on current issues, research and developments for its particular fields of interest?	
☐ Yes ☐ No	
5. Does the organisation have a documented continuous quality improvement process?	
☐ Yes ☐ No	
6. Does the organisation make use of current research and industry benchmarks to inform the development of its services and review its performance?	
☐ Yes ☐ No	

FOCUS AREA: Innovation and Learning	**Evidence questions for: > Objective 3.1**
☐	Staff development needs analysis and staff development plan/s
☐	Quality improvement plan
Please list any other evidence you regard as significant:	

FOCUS AREA: Innovation and Learning	**Performance report for: > Objective 3.1**	
List training and development opportunities attended by staff in the reporting period (include conferences and 'in-house' development):		
[insert number of staff]	[Focus of development or training activity]	[Length of session or course]

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List relevant journals, newsletters, practice updates and information networks from which the organisation receives regular or periodic information:
Briefly outline any results from evaluation or review of practice and changes made:

FOCUS AREA: Risk Management	Indicator questions for: ➢ Objective 3.3, Indicator 3.3a
Objective 3.3 The organisation monitors organisational risks and controls these where possible.	
Indicator 3.3a The organisation develops, documents and implements a risk management process.	
1. Does the organisation have a documented risk management process?	
☐ Yes ☐ No	
2. Does the organisation's risk management process:	
☐ Identify and document potential risks	
☐ Assess risks in terms of their likelihood of occurring and likely impact	
☐ Identify ways of mitigating and managing each risk	
☐ Include processes for ensuring awareness of risk management procedures by all personnel	
☐ Identify responsibilities for implementing risk management procedures	
☐ Undergo regular review	
☐ Include an audit for compliance	
3. Which of the following areas of risk are addressed by the organisation's risk management process:	
☐ Administration and information (including IT)	
☐ Finance, including fraud and corruption, longer term viability	
☐ Governance	
☐ Human resources	
☐ Legal	
☐ Management and operations	
☐ Physical	
☐ Environmental	
☐ Reputation and relationships	
☐ Services and activities	
4. Does the organisation have the following insurance cover:	
☐ Worker's Compensation	
☐ Public Liability (minimum $10 million for any one event)	
☐ Contents insurance	
☐ Other Insurance required in Service Agreement (*specify*)	
Yes ☐ N/A ☐ Comprehensive insurance for vehicles *(Select 'Not Applicable (N/A) if the organisation does not own any vehicles)*	

FOCUS AREA: Risk Management	Evidence questions for: ➢ Objective 3.3
☐ [insert date of last review]	Risk management plan
☐	Certificates of currency for insurance
Please list any other evidence you regard as significant:	

FOCUS AREA: Risk Management	Performance report for: ➢ Objective 3.3
Briefly describe any action taken in the reporting period to prevent or manage specific risks:	
[type of risk]	[action taken or to be taken]
[Insert date]	When did the Board or Management Committee last receive a risk assessment report
[Insert date]	When did the Board or Management Committee last check and review currency of insurance cover

FOCUS AREA: Evaluation	Indicator questions for: ➢ Objective 3.4; Indicator 3.4a Indicator 3.4b
Objective 3.4 **The organisation regularly evaluates its activities.**	
Indicator 3.4a **The organisation has developed valid systems or processes for evaluating and improving its service activities and outcomes.**	
1. Does the organisation have a documented approach to monitoring and evaluating its performance across key aspects of its services and operations?	
☐ Yes ☐ No	
2. Does the organisation have documented performance measures for key aspects of its services and operations?	
☐ Yes ☐ No	
3. Does the organisation collect and analyse data related to performance measures?	
☐ Yes ☐ No	
4. Does the organisation evaluate services or activities drawing on service user or activity participant feedback?	
☐ Yes ☐ No	
5. Does the organisation use performance data and evaluation findings to:	
☐	Assess whether it is meeting its objectives related to its services and activities
☐	Assess whether it is meeting any external requirements
☐	Make improvements in services and activities
☐	Inform planning and decision making by relevant staff and Board or Management Committee

FOCUS AREA: Evaluation	Evidence questions for: ➢ Objective 3.4
☐	Documented service delivery monitoring and evaluation procedures
☐ [Insert date of report]	Services and activities evaluation report
☐	Report of participation in research
Please list any other evidence you regard as significant:	

FOCUS AREA: Evaluation	Performance report for: ➢ Objective 3.4
List the evaluation activities carried out during the reporting period:	

Briefly outline the main findings from the last evaluation of services and activities:
List any changes or improvements to be made as a result of evaluation:

FOCUS AREA: Efficient Use of Resources	Indicator questions for: > Objective 4.3, Indicator 4.3a, Indicator 4.3b

Objective 4.3 Services are delivered to the target group with an efficient use of resources.

Indicator 4.3b The Board or Management Committee is accountable for the efficiency of service delivery.

6. Does the organisation have a financial or business plan which supports its organisational goals and ensures that it is able to meet its financial obligations?

☐ Yes
☐ No

7. Does the organisation have documented procedures for financial planning and decision making?

☐ Yes
☐ No

8. Can the organisation demonstrate that it uses its resources as efficiently as possible and maximises the amount of funds available for the provision of services and activities?

☐ Yes
☐ No

FOCUS AREA: Efficient Use of Resources	Evidence questions for: > Objective 4.3
☐ [insert date of last review]	Human resource management policies and procedures (recruitment, industrial conditions, supervision and staff development)
☐	Service or activity budgets
Please list any other evidence you regard as significant:	

FOCUS AREA: Efficient Use of Resources	Performance report for: > Objective 4.3
[insert length of time position was vacant]	Vacant positions during the reporting period
[insert %]	Proportion of staff hours used in direct service delivery
[insert number]	Total hours of service delivery provided to individuals
[insert number]	Total hours of service delivery provided to groups
[insert number]	Approximate staff hours involved in health promotion or related activity

FUNDING SCHEDULE: 1

1. SERVICE AGREEMENT

This Funding Schedule relates to Service Agreement number **2017-18.3498.001**

2. IMPORTANT DATES IN RELATION TO THIS SCHEDULE

Schedule Start Date	01/07/2017
Schedule End Date	30/06/2018
Establishment Date	Not applicable

3. SERVICES

3.1. Services to be provided

The Services to be provided, and that the Funding must be used towards, are described in item 6.1 of this Funding Schedule.

3.2. Subcontract, contact and other details

(a) Not applicable.

(b) Not applicable.

(c) Not applicable.

4. FUNDING UNDER FUNDING SCHEDULE

$793,930 (excluding GST).

Refer to item 5 for further details about the Funding under this Funding Schedule.

5. FUNDING DETAILS

5.1. Per annum Funding

SPID	3498		OPTION TO EXTEND				
Project ID	Project Name	Project Funding 2017/2018 (excl. GST)	Project Funding 2018/2019 (excl. GST)	Project Funding 2019/2020 (excl. GST)	Project Funding 2020/2021 (excl. GST)	Project Funding 2021/2022 (excl. GST)	Total Project Funding (excl. GST)
72336	Aboriginal and Torres Strait Islander Public Health Program	$158,786	$158,786	$158,786	$158,786	$158,786	$793,930
	Total Funding (excl. GST)	**$158,786**	**$158,786**	**$158,786**	**$158,786**	**$158,786**	**$793,930**

5.2. One-off Funding

Not applicable.

5.3. Funding Source

Program	Funding source
Aboriginal and Torres Strait Islander Public Health Program	Queensland Government

6. DETAILS ABOUT SERVICES

6.1. Description of Services

The Aboriginal and Torres Strait Islander Public Health Program (ATSI PHP) supports local governments to identify and mitigate the risks associated with public health hazards, and to build sustainable environmental health programs.

The program aims to provide local governments with the means to employ and train local community members to undertake the monitoring and surveillance of public and environmental health hazards and risks within their communities. This may include an Environmental Health Worker (EHW) and/or an Animal Management Worker (AMW) as determined at a local level.

6.2. Deliverables

For the period 1 July 2017 – 30 June 2018, You must deliver the output(s) specified below.

The Parties agree to re-negotiate the below deliverables and reporting to be formalised by 30 June 2018. Queensland Health will work collaboratively with stakeholders to inform the re-negotiation of deliverables.

Geographic Catchment Area: North West HHS

Environmental Health determinants

- The Organisation will oversee the Services, facilitating activities against the following as appropriate:

Environmental Health
- Food safety
- Water and sanitation
- Waste management including waste collection and litter management
- Sewage
- Hygiene
- Vector surveillance and control
- Pest control

Animal Management
- Visiting Vet programs
- Community awareness
- Pound – maintenance, equipment
- Domestic animals – registration, census, microchipping and desexing.etc
- Animal health and welfare

Qualifications

- The EHW must have or be working towards a Certificate IV in Indigenous Environmental Health or equivalent.
- The AMW must have or be working towards a Certificate IV in Animal Control and Regulation in Aboriginal and Torres Strait Island Communities, or equivalent.
- The EHW and AMW must attend the bi-annual Queensland Health Environmental Health and Animal Management workshops.
- The Organisation will ensure activities carried out under the Agreement are performed according to the qualifications and experience of each worker and in line with appropriate licences and/or permits.

Equipment

- It is expected the EHW and AMW have access to equipment necessary to undertake activities carried out under the Agreement. This may include but is not limited to:
  - Office space/workstation including a telephone and a computer with email and internet
  - Personal protective equipment (boots, gloves, hat, eyewear)
  - Water testing equipment
  - Probe thermometer

- Animal management equipment – traps, collars, tags, microchip scanner/reader.
- Any other equipment as required.

Council Plans

- It is expected that environmental health including animal management is identified in Council's corporate or operational plans.

Annual Work Plans

- Annual Work Plans describe strategies and activities that will be undertaken in each upcoming 12 month period. Council must submit either:
  - a Council-prepared Environmental Health and/or Animal Management Work Plan; **or**
  - an Annual Work Plan referencing each Environmental Health determinant.

Performance Reports

- Council must submit a Performance Report referencing either:
  - the previously submitted Council-prepared Environmental Health and/or Animal Management Work Plan; or
  - the previously submitted Annual Work Plan.
  - Councils may consider the following strategies/activities in service delivery and reporting:

Food safety

- Develop an action plan to move towards administration of the Food Act 2006, including Food Business Licencing for fixed and temporary premises.

Water and sanitation

- Develop and implement drinking water disinfection verification program, including regular disinfection testing 3 times weekly across the community drinking water reticulated network.

Waste management

- Stock hydrated lime for animal carcass disposal.
- Install contained animal carcass pit at landfill or waste facility for disposal of animal carcasses
- Weekly management of landfill including coverage of waste with suitable cover material to reduce impact of vermin and flies, and or adequate pest control measures.
- Monthly checking of fence and security at landfills to exclude roaming and foraging animals and unauthorised persons.

Vector control

- Develop and implement a Disease Vector (mosquito) surveillance and control program in the community with specific focus on controlling vectors relevant to Dengue Fever, chikungunya and Zika Virus
  - Identification of high risk areas and at risk population
  - Pre and mid wet season surveillance to include trapping and identification
  - Control program to be implemented at commencement of wet season to reduce risk of disease in community.

Pest control

- Develop and implement domestic pest control program/services to minimise public health impact from flies, cockroaches, fleas and ticks, rats and mice, including:
  - regular review of breeding and harbourage areas, and
  - Suitable pesticide controls

Visiting Vet programs

- Engage (minimum) biannual vet service to support the development of:
  - Parasite and mange treatment programs
  - De-sexing program
  - Microchipping of animals for registration
  - authorisation for drugs authority for AMW to assist in animal euthanasia and animal welfare issues

Pound

- Regular pound maintenance to occur before the vet arrives when used as part of vet service.
- Regular pound activities to be undertaken include:
  - Daily check when animals impounded
  - Feed and water animals daily

- Daily (where required) cleansing and disinfection of soiled surfaces
- Regular check and maintenance of pound security

Domestic animals

- Implement an annual animal census
- Develop and implement an animal registration program, including
  - Ownership details
  - breed and colour/identifying colours
  - Sex
  - Desexed
  - Microchip detail

Performance reports should also include information on any additional activities undertaken for the program which fall outside those referenced in the Annual Work Plan.

Planning and reporting should be undertaken in consultation with the Environmental Health Worker (EHW) and Animal Management Worker (AMW).

6.3. Service Delivery Requirements

Not applicable.

7. REPORTING REQUIREMENTS

7.1. Performance measures

You must collect and report on the following performance measurement data in relation to the Services, set out in the table below (**Performance Measurement Data**).

PERFORMANCE REPORT

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Title (Name for the Services):**	Aboriginal and Torres Strait Islander Public Health Program
File No:	QCOS/16572	**Service period:**	1 July 2017 – 30 June 2018

For period: ☐ 1 July 2017 to 31 December 2017 ☐ 1 January 2018 to 30 June 2018

Use the table(s) below to describe results achieved and issues encountered under the Agreement for the previous six months.

A general description is required for *Employment and Recruitment*, then reference the Environmental Health determinants identified in the previously submitted Council-prepared Work Plan or Annual Work Plan.

Perspective 1

Employment and recruitment	*e.g. Describe the Environmental Health and Animal Management workforces, insert details of each worker – their current level of qualification and when it was attained or the level of training currently they are enrolled in, how long they've been employed in the position etc. Describe any recruitment or retention issues that occurred during the period – for example, if the position(s) became vacant during the period.*

Environmental Health determinant	**Strategy / Activity** (Taken from Annual Work Plan) Describe the activities you have undertaken including how often, numbers involved and any other relevant information.	**Results** Describe the results of your activities – any non-compliance and how it was addressed, any particular achievements or changes that have resulted from the activities.	**Issues** Describe any difficulties or constraints you encountered and how you resolved these, or other action taken e.g. escalated to another authority
Environmental Health			
Food safety			
Water and sanitation			
Waste management			

Environmental Health determinant	**Strategy / Activity** (Taken from Annual Work Plan) Describe the activities you have undertaken including how often, numbers involved and any other relevant information.	**Results** Describe the results of your activities – any non-compliance and how it was addressed, any particular achievements or changes that have resulted from the activities.	**Issues** Describe any difficulties or constraints you encountered and how you resolved these, or other action taken e.g. escalated to another authority
Sewage			
Hygiene			
Vector/pest control			
Animal Management			
Visiting Vet programs			
Community awareness			
Pound			
Domestic animals			
Animal health and welfare			

Additional Activities outside of the Annual Work Plan	Provide details of any additional activities undertaken for the program, outside those referenced in the Annual Work Plan		
Activity	**Strategy / Activity** Describe the activities you have undertaken including how often, numbers involved and any other relevant information.	**Results** Describe the results of your activities – any non-compliance and how it was addressed, any particular achievements or changes that have resulted from the activities.	**Issues** Describe any difficulties or constraints you encountered and how you resolved these, or other action taken e.g. escalated to another authority

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7.2. Data, statements and reports You are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in accordance with the details and standard of reporting requirements and lodgement requirements specified below.

	Reporting period and due date	Details and standard of reporting	Lodgement
Performance Measurement Data	**Reporting period:** Six monthly **Due date:** 1 month after the end of each six months (31 January and 31 July).	*Performance Measurement Data* as specified in item 7.1 must be collected in accordance with the data requirement and the applicable funding specification document listed at Item 6.3.	*Performance Measurement Data* must be submitted via email at CommunityFunding@health.qld.gov.au
Annual Work Plan	**Reporting period:** Annually **Due Date:** First Work Plan is due 28 days after the execution of the Agreement by Queensland Health and all subsequent Work Plans are due 31 July	*Annual Work Plan* is specified in Item 6.2. Refer to Attachment 1.	*Annual Work Plan* must be submitted via email at CommunityFunding@health.qld.gov.au

8. TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as specified below.

Funding type	Payment basis and due dates
Per annum Funding (see item 5.1 of this Schedule)	We will provide Funding as set out in item 5 of this Funding Schedule payable quarterly in advance, subject to You having complied with all of Your obligations in relation to the Funding and Services under this Funding Schedule.
One-off Funding (see item 5.2 of this Schedule)	Not applicable.

9. SPECIAL CONDITIONS

9.1 Option to Extend

(a) We may, in Our absolute discretion extend the Term of this Agreement by giving you an Extension Notice at least two (2) months prior to the Expiry Date, to extend the Term for the Extension Period. For clarity, if We exercise the Option, You must accept the Extension Period.

(b) Despite clause 9.1 (a), if We do not give You the Extension Notice within the Notice Period, the Extension Notice is still valid.

(c) If the Term is extended by the Extension Period, the:

(i) Agreement Expiry Date will be changed to the date at the end of the Extension Period; and

(ii) reference to the right which has been exercised for the Extension Period will be deleted in clause 9.1 (a).

(d) An extension of the Term pursuant to clause 9.1 (a) will not:

(i) constitute a waiver by Us of any other rights We may have under this Agreement or at common law in relation to Your failure to provide the Deliverable and Services, and otherwise comply with the terms of this Agreement; and

(ii) entitle You to recover any payment for Deliverable or Services, other than the Deliverable and Services which You are obliged to provide under this Agreement by the Agreement Expiry Date.

9.2 Definition and Interpretation for Funding Schedule 1

Extension Notice Period means the timeframe for Acceptance specified in the Extension Notice.

Extension Period means a period of four (4) years from the date of the Agreement Expiry Date.

Extension Notice means notice to You from Us exercising the Option by way of letter to extend or renew contract.

Option means the option to extend the Term of this Agreement specified in clause 9.1 (a).

9.3 Clause 7.6 Financial Reporting, Financial Statements, Due Date is deleted and replaced with:

"In accordance with the lodgement period of Your incorporating legislation, or if not otherwise stated, within 5 months of the end of Your financial year."

10. ATTACHMENTS

Attachment 1 – Annual Work Plan
Attachment 2 – Director's Certification

Attachment 1

ANNUAL WORK PLAN

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Title (Name for the Services):**	Aboriginal and Torres Strait Islander Public Health Program
File No:	QCOS/16572	**Service period:**	1 July 2017 – 30 June 2018

For period: ☐ 1 July 2017 to 30 June 2018

Use the table(s) below to describe the strategies and activities Council plan to carry out under the Agreement for the upcoming 12 month period. Some examples are shown in blue. Delete these examples and submit your own aims and strategies for the year ahead.

A general description of recruitment and retention strategies is required for the *Employment and recruitment* section. Address each of the Environmental Health determinants listed under *Services Special Conditions* as appropriate for your needs.

Environmental Health determinant	**Aim** What do you want to do? What is the problem you want to fix?	**Strategy / Activity** How are you going to do it? What activities will make this happen?	**Role** Who will do it?
Environmental Health			
Food safety			
Water and sanitation			
Waste management	*e.g. Reduce the pest problem at the community waste management facility.*	*e.g. Carry out an inspection of the waste management facility to determine pest problem and investigate treatment options.* *e.g. Ensure landfill is covered regularly, fenced and secured to prevent access by animals and dispersal of waste.* *e.g. Ensure waste is segregated into batteries, whitegoods and recyclable materials like aluminum cans and plastics.*	*EHW and Waste Management Workers*
Sewage			

Environmental Health determinant	**Aim** What do you want to do? What is the problem you want to fix?	**Strategy / Activity** How are you going to do it? What activities will make this happen?	**Role** Who will do it?
Hygiene			
Vector/pest control			
Animal Management			
Visiting Vet programs			
Community awareness			
Pound	*e.g. Prepare the Pound and restock supplies for a Visiting Vet program to be undertaken in the next reporting period.*	*e.g. Undertake minor repairs to enclosure facilities, check veterinary supplies and order fresh stocks of tags, microchips and medicines.*	*AMW*
Domestic animals	*e.g. Undertake key dog control strategies to reduce the number of sick and stray animals in the community and identify impacts of the animal management program.*	*e.g. Perform a community patrol in the reporting period to monitor no. of dogs in the community.* *e.g. Monitor the no. of impoundments in a year, no. of vet visits per year and any reported dog attacks.* *e.g. community awareness program implemented such as Dog Health Day*	*AMW*
Animal health and welfare			

Attachment 2

Directors Certification

Organisation:	Mornington Shire Council

Please tick the period relevant to this certification			
1 July to 30 September	☐	1 October to 31 December	☐
1 January to 31 March	☐	1 April to 30 June	☐

We hereby certify that the information contained in all reports submitted under this Service Agreement are an accurate reflection of the performance of the services.

Signature		Signature	
Print Full Name		Print Full Name	
Position (Authorised Officer)		Position (Authorised Officer)	
Date		Date	

ATTACHMENT B

FUNDING SCHEDULE: 2

1. SERVICE AGREEMENT

This Funding Schedule relates to Service Agreement number **2017-18.3498.001.**

2. IMPORTANT DATES IN RELATION TO THIS SCHEDULE

Schedule Start Date	01/07/2017
Schedule End Date	30/06/2022
Establishment Date	Not applicable

3. SERVICES

3.1. Services to be provided

The Services to be provided, and that the Funding must be used towards, are described in item 6.1 of this Funding Schedule.

3.2. Subcontract, contact and other details

(a) Not applicable.

(b) Not applicable.

(c) Not applicable.

4. FUNDING UNDER FUNDING SCHEDULE

$814,770 (excluding GST).

Refer to item 5 for further details about the Funding under this Funding Schedule.

5. FUNDING DETAILS

5.1. Per annum Funding

SPID: 5902 Project ID	Project Name	Project Funding 2017/2018 (excl. GST)	Project Funding 2018/2019 (excl. GST)	Project Funding 2019/2020 (excl. GST)	Project Funding 2020/2021 (excl. GST)	Project Funding 2021/2022 (excl. GST)	Total Project Funding (excl. GST)
72336	Aboriginal and Torres Strait Islander Public Health Program	$162,954	$162,954	$162,954	$162,954	$162,954	**$814,770**
	Total Funding (excl. GST)	**$162,954**	**$162,954**	**$162,954**	**$162,954**	**$162,954**	**$814,770**

*2017/18 funding paid in full

5.2 One-off Funding

Not applicable.

5.3. Funding Source

Program	Funding Source
Aboriginal and Torres Strait Islander Public Health Program	Queensland Government

6. DETAILS ABOUT SERVICES

6.1. Description of Services

The Aboriginal and Torres Strait Islander Public Health Program (ATSI PHP) supports local governments to identify and mitigate the risks associated with public health hazards, and to build sustainable environmental health programs.

The program aims to provide local governments with the means to employ and train local community members to undertake the monitoring and surveillance of public and environmental health hazards and risks within their communities. This may include an Environmental Health Worker (EHW) and/or an Animal Management Worker (AMW) as determined at a local level.

6.2. Deliverables

For the period 1 July 2018 – 30 June 2022, You must select three or more focus areas for services most relevant to the community's needs and report only on chosen focus areas mandatory and/or long term goals as specified below.

Geographic Coverage: North West HHS

Environmental Health determinants

- The Organisation will oversee the Services, facilitating activities against the following as appropriate:

Environmental Health Focus Areas

- Food
- Water and sanitation
- Waste management
- Pest management.

Animal Management Focus Areas

- Visiting Vet programs
- Animal Pound – maintenance, equipment
- Domestic animals – registration, census, microchipping and desexing.etc
- Larger Animals
- Miscellaneous

Qualifications

- The EHW must have or be working towards a Certificate IV in Indigenous Environmental Health or equivalent.
- The AMW must have or be working towards a Certificate IV in Animal Control and Regulation in Aboriginal and Torres Strait Island Communities, or equivalent.
- The EHW and AMW must attend the bi-annual Queensland Health Environmental Health and Animal Management workshops.
- The Organisation will ensure activities carried out under the Agreement are performed according to the qualifications and experience of each worker and in line with appropriate licences and/or permits.

Equipment

- It is expected the EHW and AMW have access to equipment necessary to undertake activities carried out under the Agreement. This may include but is not limited to:
  - Office space/workstation including a telephone and a computer with email and internet
  - Personal protective equipment (boots, gloves, hat, eyewear)
  - Water testing equipment
  - Probe thermometer
  - Animal management equipment – traps, collars, tags, microchip scanner/reader.
  - Any other equipment as required.

Council Plans

- It is expected that environmental health including animal management is identified in Council's corporate or operational plans.

Annual Work Plans

- Annual Work Plans indicates which three or more focus areas will be the priority for the upcoming 12 month period in collaboration with the Public Health Unit.

Council must submit annually:

- A completed report (Attachment 1) indicating what the service priorities are.

Performance Reports

- Council must submit a Performance Report (Attachment 4) aligning to focus area commitments in the Annual Work Plan
- Six month reports only require the checkboxes to be completed
- Annual reports require checkboxes and further detail.

Councils are required to report against selected focus areas only and must follow the following strategies/activities below when reporting:

Food

Mandatory

- Develop an action plan to establish a food business licencing system.
- Establish a food premises register including occasional home cooks cooking for events.
- Undertake regular health inspections of food premises as identified under the plan. At a minimum this should include pest management, cleanliness, hygiene practices, temperature control and provision of hand wash basins.

Water and sanitation

Mandatory

- Where appropriate The EHW/AMW undertakes regular communications with the water operators to ensure that the appropriate public health response can be instigated following a failure. This includes direct communication with vulnerable users e.g. aged care, child care.
- Where appropriate include the role of the EHW in any water management plan and the public health response required in the event of a drinking water failure. This includes identifying the role of the EHW in the Drinking Water Risk Management Plan.

Waste management

Mandatory

- Undertake weekly monitoring of the waste management facility for public health risks including pests and fencing issues. Report to the Council for appropriate action
- Undertake a 6 monthly bin audit and report any broken or damaged bins to the Council for appropriate action.

- Include any illegal dumping and littering issues in the EHW's monthly report to the Council.

Pest management

Mandatory

- Undertake an annual inspection (pre wet season) of the community. As a minimum this is to include domestic outdoor areas for potential vector breeding sites and provide treatment where necessary.
- Monitor pest activity and report to Council where a public health risk is identified. Focus on pests of public health significance such as rodents, cockroaches and fleas.

Visiting vet program

Mandatory

- Engage (as a minimum) an annual vet service to deliver the following services:
  - Permanent desexing.
  - Microchipping.
  - Provision of treatments (including animal health treatments and health checks).

Long term goals

- Work towards training all AMW's to deliver a parasite treatment program to reduce animal related health impacts e.g. worms, scabies etc.
- Work towards training AMW's to obtain a Drug's Authority under the Health (Drugs and Poisons) Regulation 1996 for euthanasing animals and providing specific medical treatments under the direction of a vet.

Animal pound

Mandatory (where applicable)

- Develop and implement a pound maintenance system and ensure the pound and surgical areas are available for veterinary services.
- Regular pound activities to be undertaken include:
  - Daily check when animals are impounded.
  - Feed and water animals daily.
  - When animals are being housed, a daily cleansing and disinfection of soiled surfaces.
  - Regular check and maintenance of pound security.

Domestic animals

Mandatory

- Implement an animal census and maintain a record of animal populations in the community (conduct an annual census of dogs, cats and horses in the community).

Long term goals

- Work towards an animal registration program for all animals (implement registration by 30 June 2022).
- Enact local laws and subordinate local laws and authorise staff to enforce (by 30 June 2022).
- Points 1 and 2 above are subject to available council capacity.

Larger animals

Long term goals

- Develop an action plan to manage livestock including horses and cattle to improve public health and safety and animal welfare (to be developed by 30 June 2022).

Miscellaneous

Mandatory

- Provide education within the community on public health issues such as waste management, hygiene and sewerage (at least one public health education program annually).
- Respond to complaints about public health issues.
- Establish and maintain a complaints register that includes details of the complaint, actions taken and outcomes. Ensure the register is available to Queensland Health staff when visiting the community.

Long term goals

- Work towards developing a plan to prepare for and respond to incidences of disease of public health significance which may include vector borne diseases and gastrointestinal disease

Compulsory

- A report on public health conditions within the community must be provided to Council each month (at each Council meeting).

Performance reports can also include information on any additional activities undertaken for the program which fall outside those referenced in the Annual Work Plan.

Planning and reporting should be undertaken in consultation with the Environmental Health Worker (EHW) and/or Animal Management Worker (AMW).

6.3. Service Delivery Requirements

Not applicable.

7. REPORTING REQUIREMENTS

7.1. Performance measures

Not applicable.

7.2. Data, statements and reports You are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in accordance with the details and standard of reporting requirements and lodgement requirements specified below.

	Reporting period and due date	Details and standard of reporting	Lodgement
Six month Performance Report	**Reporting period:** July – December **Due date:** 31 January each year	*Performance Report Data* must be collected in accordance with the requirements listed at Item 6.2 using the template at Attachment 4.	*Six month Performance Reports* must be submitted via email at CommunityFunding@ health.qld.gov.au
Annual Performance Report	**Reporting period:** July to June **Due date:** 31 July each year (for previous 12 month period)	*Performance Report Data* must be collected in accordance with the requirements listed at Item 6.2 using the template at Attachment 4.	*Annual Performance Reports* must be submitted via email at CommunityFunding@ health.qld.gov.au
Annual Work Plan	**Reporting period:** July to June **Due Date:** First Work Plan is due 28 days after the execution of the Agreement by Queensland Health and all subsequent Work Plans are due 31 July each year	*Annual Work Plan* is specified in Item 6.2. Refer to Attachment 1.	*Annual Work Plan* must be submitted via email at CommunityFunding@ health.qld.gov.au

8. TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as specified below.

Funding type	Payment basis and due dates
Per annum Funding (see item 5.1 of this Schedule)	We will provide Funding as set out in item 5 of this Funding Schedule payable quarterly in advance, subject to You having complied with all of Your obligations in relation to the Funding and Services under this Funding Schedule.
One-off Funding (see item 5.2 of this Schedule)	Not applicable.

9. SPECIAL CONDITIONS

9.1 Clause 7.6 Financial Reporting, Financial Statements, Due Date is deleted and replaced with:

Within one month of the date You receive Your audited annual General Purpose Financial Statement from the Queensland Auditor-General.

9.2 Clause 8.1 Quality Standards is deleted and replaced with:

(a) You are exempt from submitting to Us the Peformance Report, as evidence of Core Standards is covered by the obligations of Mornington Shire Council under the *Local Government Act 2009* (**LG Act**) and Local Government Regulations (**LG Regulations**) (**Exemption**).

(b) For the Exemption to continue during the Funding under this Funding Schedule and otherwise in accordance with the Service Agreement, Mornington Shire Council must comply with the LG Act and LG Regulations. A failure by Mornington Shire Council to comply with the LG Act and LG Regulations will result in the cessation of the Exemption, and compliance by You with the reporting requirements in clause 7.1 of this Funding Schedule.

(c) You will be responsible for determining compliance with the LG Act and LG Regulations.

(d) You must as soon as practicable inform Us if the Mornington Shire Council is not or has not complied with its obligations under LG Act and LG Regulations.

9.3 Clause 7.6 Financial Acquittals – Periodic is deleted and replaced with:

Financial Acquittals - Periodic	**Reporting period:** Six-Monthly **Due date:** 1 month after the end of each six-month period (31 January and 31 July).	Six-Monthly financial data must be acquitted on the template at Attachment 2 for each project specified at item 5 of the Funding Schedule. If You are a local government authority or tertiary institution, You may submit a statement against the line-items specified at item 5 of the Funding Schedules and certified by the chief accounting officer or equivalent. If the Funding is provided for part of the reporting period, either at the Schedule Start Date or Schedule End Date, Financial Acquittals must still be submitted for the relevant part of that reporting period.	*Financial Acquittals – Periodic* must be submitted via email at CommunityFunding@health.qld.gov.au

9.4 Clause 7.7 Certification of reporting is deleted and replaced with:

Directors' Certification	**Reporting period:** Six-Monthly **Due date:** 1 month after the end of each six-month period (31 January and 31 July).	You must complete and submit a Directors' Certification signed by two members of Your executive or management committee responsible for Your activities certifying that the information contained in all reports submitted under this Service Agreement are an accurate reflection of the performance of the services. *If You have more than one Service Agreement with Us, You are only required to complete and submit one *Director's Certification* for each reporting period.	*Director's Certifications* must be submitted via email at CommunityFunding@health.qld.gov.au

10. ATTACHMENTS

Attachment 1 – Annual Work Plan
Attachment 2 – Financial Report
Attachment 3 – Director's Certification
Attachment 4 – Performance Report (combined six-month and annual)

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Attachment 1 – Annual Work Plan **Organisation Name: Mornington Shire Council**

Project ID: 72336

✓ Please check boxes to indicate the focus area you are concentrating on and in which community (if applicable).

Focus Areas	Communities														
	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>	<insert community>
Food															
Water and Sanitation															
Waste Management															
Pest Management															
Visiting Vet Program															
Animal Pound															
Domestic Animals															
Larger Animals															
Miscellaneous															

The chosen focus areas will become the basis of the Work Plan and Performance Reports. Mandatory requirements of the Environmental Health Determinants are as follows and you must report on those that relate to your chosen focus areas.

Queensland Health
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Attachment 1 – Annual Work Plan **Organisation Name: Mornington Shire Council**

Project ID: 72336

Focus Area	Mandatory	Long-term goals
FOOD	• Develop an action plan to establish a Food business licencing system. • Establish a food premises register including occasional home cooks cooking for events. • Undertake regular health inspections of food premises as identified under the plan. At a minimum this should include pest management, cleanliness, hygiene practices, temperature control and provision of hand wash basins.	Not Applicable.
WATER AND SANITATION	• Where appropriate, the EHW/AMW undertakes regular communications with the water operators to ensure that the appropriate public health response can be instigated following a failure. This includes direct communication with vulnerable users e.g. aged care, child care. • Where appropriate include the role of the EHW in any water management plan and the public health response required in the event of a drinking water failure. This includes identifying the role of the EHW in the Drinking Water Risk Management Plan.	Not Applicable.
WASTE MANAGEMENT	• Undertake weekly monitoring of the waste management facility for public health risks including pests and fencing issues. Report to the Council for appropriate action • Undertake a 6 monthly bin audit and report any broken or damaged bins to the Council for appropriate action. • Include any illegal dumping and littering issues in the EHW's monthly report to the Council	Not Applicable.

Attachment 1 – Annual Work Plan **Organisation Name: Mornington Shire Council**

Project ID: 72336

PEST MANAGEMENT	• Undertake an annual inspection (pre wet season) of the community. As a minimum this is to include domestic outdoor areas for potential vector breeding sites and provide treatment where necessary. • Monitor pest activity and report to Council where a public health risk is identified. Focus on pests of public health significance such as rodents, cockroaches and fleas.	Not Applicable.
VISITING VET PROGRAM	• Engage (as a minimum) an annual vet service to deliver the following services: ➢ Permanent desexing ➢ Microchipping ➢ Provision of treatments	• Work towards training all AMW's to deliver a parasite treatment program to reduce animal related health impacts e.g. worms, scabies etc. • Work towards training AMW's to obtain a Drug's Authority under the Health (Drugs and Poisons) Regulation 1996 for euthanasing animals and providing specific medical treatments under the direction of a vet.
ANIMAL POUND	• Develop and implement a pound maintenance system and ensure the pound and surgical areas are available for veterinary services. • Regular pound activities to be undertaken include: ➢ Daily check when animals are impounded. ➢ Feed and water animals daily. ➢ When animals are being housed, a daily cleansing and disinfection of soiled surfaces. ➢ Regular check and maintenance of pound security.	Not Applicable.

Attachment 1 – Annual Work Plan

Organisation Name: Mornington Shire Council

Project ID: 72336

DOMESTIC ANIMALS	• Implement an animal census and maintain a record of animal populations in the community (conduct an annual census of dogs, cats and horses in the community).	• Work towards an animal registration program for all animals (implement registration by 2022). • Enact local laws and subordinate local laws and authorise staff to enforce (by 2022). • Points 1 and 2 above are subject to available council capacity.
LARGER ANIMALS	Not Applicable.	• Develop and action plan to manage livestock including horses and cattle to improve public health and safety and animal welfare (to be developed by 2022).
MISCELLANOUS	• Provide education within the community on public health issues such as waste management, hygiene and sewerage (at least one public health education program annually) • Respond to complaints about public health issues. • Establish and maintain a complaints register that includes details of the complaint, actions taken and outcomes. Ensure the register is available to Queensland Health staff when visiting the community.	• Work towards developing a plan to prepare for and respond to incidences of disease of public health significance which may include vector borne diseases and gastrointestinal disease.

1. COMPULSORY

- A report on public health conditions within the community must be provided to Council each month (at each Council meeting).

Financial Report Template

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Name:**	Aboriginal and Torres Strait Islander Public Health Program

Please tick the period relevant to this financial report

1 July to 31 December ☐ 1 January to 30 June ☐

ABN: ☐☐-☐☐☐-☐☐☐-☐☐☐ Effective from: ...../...../.....

GST Status: Registered ☐ (please tick) Effective from: ...../...../.....

Not Registered ☐ (please tick)

An income and expenditure report from an Accounting Package (e.g. MYOB/Quickbooks) should be submitted where possible. Please ensure that operating and one-off income and expenditure are clearly and separately identified. Please provide reasons for any surplus or deficit identified.

RECEIPTS		
	Annual Allocation	**Actual Income to Date / /**
Queensland Health Operating Funds	$	$
Queensland Health One-off Funds		$
Rollover surplus from previous financial year approved for one-off expenditure		$
Interest earned on Queensland Health Funds		$
Other Income		$
TOTAL INCOME TO DATE		$

EXPENDITURE		
Budget Items	**Forecast Budget for Financial Year to Date**	**Actual Expenditure for Financial Year to Date**
Direct Expenditure E.g. Salaries / on costs		
TOTAL (Direct Expenditure)	$	$
Indirect Expenditure E.g. Admin / Operating		
TOTAL (Indirect Expenditure)	$	$
TOTAL OPERATING EXPENDITURE		
One-off Expenditure		
TOTAL ONE-OFF EXPENDITURE		$
TOTAL EXPENDITURE TO DATE		$

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Directors Certification

Organisation:	Mornington Shire Council

Please tick the period relevant to this certification			
1 July to 31 December	☐	1 January to 30 June	☐

We hereby certify that the information contained in all reports submitted under this Service Agreement are an accurate reflection of the performance of the services.

Signature		Signature	
Print Full Name		Print Full Name	
Position (Authorised Officer)		Position (Authorised Officer)	
Date		Date	

Queensland Health
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Attachment 4

PERFORMANCE REPORT

Org Id:	3498	**Organisation:**	Mornington Shire Council
SP Id:	5902	**Service Provider:**	Mornington Shire Council
Project Id:	72336	**Project Title**	Aboriginal and Torres Strait Islander Public Health Program
File No:	QCOS/16572	**Service period:**	1 July 2017 – 30 June 2022

For 6 month period:
- ☐ 1 July 2018 to 31 December 2018
- ☐ 1 July 2019 to 31 December 2020
- ☐ 1 July 2020 to 31 December 2021
- ☐ 1 July 2021 to 31 December 2022

For 12 month period:
- ☐ 1 July 2018 to 30 June 2019
- ☐ 1 July 2019 to 30 June 2020
- ☐ 1 July 2020 to 30 June 2021
- ☐ 1 July 2021 to 30 June 2022

Use the table(s) below to indicate project activity over the 6 month and/or annual period, only reporting on the focus area chosen on your Annual Work Plan.

For six-month reporting, you are only required to use the checkboxes indicating activity in selected focus areas. For annual reporting, describe results achieved and issues encountered under the Agreement for the previous twelve months using the mandatory and long term goal requirements set out in the Service Agreement and Annual Work Plan.

Queensland Health
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Attachment 4

Food	
Is Food Safety an Environmental Health Determinant included in the Annual Work Plan?	YES ☐ NO ☐
Did you develop an action plan to establish a Food business licencing system?	YES ☐ NO ☐
Did you establish a food premises register including occasional home cooks cooking for events?	YES ☐ NO ☐
Did you undertake regular inspections of food premises as identified under your plan? At a minimum: Pest Management Yes ☐ No ☐ Hygiene Practices Yes ☐ No ☐ Cleanliness Yes ☐ No ☐ Temperature Control Yes ☐ No ☐ Hand Wash Basins Yes ☐ No ☐	YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*	

Water and Sanitation	
Is Water and Sanitation an Environmental Health Determinant included in the Annual Work Plan?	YES ☐ NO ☐
Does the EHW regularly undertake communications with water operators?	YES ☐ NO ☐
Is there a process for the EHW to respond to water failures?	YES ☐ NO ☐
Is the EHW role identified in the Drinking Water Risk Management Plan?	YES ☐ NO ☐
Is a Sewerage System Monitoring and Response Management system in place?	YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*	

Attachment 4

Waste Management	
Is Waste Management an Environmental Health Determinant included in the Annual Work Plan?	YES ☐ NO ☐
Does the EHW undertake weekly monitoring of the waste management facility?	YES ☐ NO ☐
Were there any issues with pests or fencing of the waste management facility?	
Was a bin audit undertaken?	YES ☐ NO ☐
What waste management programs have been implemented throughout the community? Illegal Dumping ☐ Town Clean-ups ☐ Wheelie Bin Usage ☐ Recycling ☐ Other ☐ (please provide details)	
Were there illegal dumping and littering issues?	YES ☐ NO ☐ If "YES" is checked please provide total numbers:
RESULTS / ISSUES: *(only required for 12 month report)*	

Pest Management	
Is Pest management an Environmental Health Determinant included in the Annual Work Plan?	YES ☐ NO ☐
Do the EHW and or AMW conduct a vector / pest monitoring and or treatment program? *If "YES" please complete check of on the following categories below:*	YES ☐ NO ☐
House to house surveys ☐ Mosquito prevention ☐ Rodent prevention ☐ Weed control ☐ Other ☐	
Was pest activity monitored and reported where a public health risk was identified?	YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*	

Attachment 4

Visiting Vet Programs		
Is Visiting Vet Programs an Environmental Health Determinant included in the Annual Work Plan?		YES ☐ NO ☐
Is there a vet program in place?	YES ☐ NO ☐	Name of visiting vet:
Number of vet visits during the reporting period:		Number of animals seen by the vet:
Vet treatment types:		
Dogs surgically desexed	YES ☐ NO ☐	If "YES" is checked please provide total numbers:
Cats surgically desexed	YES ☐ NO ☐	If "YES" is checked please provide total numbers:
Euthanasia treatments	YES ☐ NO ☐	If "YES" is checked please provide total numbers:
Worming treatment	YES ☐ NO ☐	If "YES" is checked please provide total numbers:
Was training provided to AMW's to deliver parasite treatment programs?		YES ☐ NO ☐
Was training provided to AMW's to obtain a Drug's Authority?		YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*		

Animal Pound	
Is Animal Pound an Environmental Health Determinant included in the Annual Work Plan?	YES ☐ NO ☐
Was the pound well maintained?	YES ☐ NO ☐
Were all pound activities undertaken?	YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*	

Attachment 4

Domestic Animals and Larger Animals												
Is there an Animal Census program? *If "YES" is checked please provide total numbers below.*												YES ☐ NO☐
Dogs		Cats		Horses		Pigs		Other (specify):				
Is there a registration program? YES ☐ NO ☐										Is there a microchip program?		YES ☐ NO ☐
Is there an animal registration program for all animals?												YES ☐ NO ☐
Is there an animal management complaints process in place?												YES ☐ NO ☐
Has an action plan been developed to manage livestock?												YES ☐ NO ☐
Number of dog attack complaints actioned during the reporting period												
Has an animal management community awareness program been conducted during the reporting period? *If "YES" is checked please provide details:*												YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*												

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Attachment 4

MISCELLANEOUS							
Were education programs provided to the community? *(at least one annually)*							YES ☐ NO ☐
Waste Management		Hygiene		Sewage		Other (specify):	
Has a complaints register been established that includes details of complaint, actions taken and outcomes?							YES ☐ NO ☐
Has a plan been developed for responding to incidences of disease of public health significance?							YES ☐ NO ☐
RESULTS / ISSUES: *(only required for 12 month report)*							

OTHER ACHIEVEMENTS	
Have there been any achievements/ good news stories conducted within the community? If yes, please detail:	YES ☐ NO ☐

Queensland Health
ABN 66 329 169 412

13.5 PUBLIC NOTICE - MR BRETT FALLON

Author: **Acting Chief Executive Officer**

Attachments: **1 Public Notice - B Fallon**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on the issue of Mr Brett Fallon who has undertaken a campaign of unjustified online criticism and rhetoric against Council, Mayor Yanner and his family, and our Elected Members.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Whilst Council recognises the right for all persons to voice an opinion, it is considered Mr Fallon has extended beyond reason his attack on Council, and in particular Mayor Yanner and his family. Mr. Fallon is a well-known serial pest and activist with a documented online history of activism, anti-social behaviors and obscure and bizarre actions, undertaken to drive his own agenda and self-promotion.

Mr Fallon's criticism is unfounded, unwarranted and unwelcome, and through his aggravation and disturb poses a threat to the harmony and peace within the community of Gununa. And more recently has admitted to be suspected of illegal activity.

Consequently, Council intends to use its power granted to it under the Local Government Act to commence proceedings to evict Mr Fallon from Mornington Island.

A public notice of invitation [copy attached] was extended to Mr Fallon on August 11, for him to make a personal representation to this Council meeting to provide evidence and testimony of his bona fide purpose to be on Mornington Island.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

1. That Council endorses the action of the Mayor and the Acting CEO in issuing the public notice as attached.
2. That Council notes Mr Fallon did/ did not attend this meeting to make a personal representation.
3. That Council instructs the Acting CEO to seek further clarification as to the power of Council to restrict access to Mornington Island.

MORNINGTON SHIRE COUNCIL

PUBLIC NOTICE

MORNINGTON SHIRE COUNCIL

On behalf of Mornington Shire Council,
Mayor Yanner extends an open invitation to:

Mr. BRETT FALLON

Of unknown address and unknown contact details

TO ATTEND COUNCIL'S MEETING of AUGUST 19TH, AT 9:00 AM

AT COUNCIL CHAMBERS 1 MISSION RD, GUNUNA

MR **BRETT FALLON** IS ADVISED THAT COUNCIL INTENDS TO USE ITS POWERS GRANTED IT UNDER THE LOCAL GOVERNMENT ACT [QLD.] **TO EVICT HIM** FROM MORNINGTON ISLAND AS AN UNDESIRED PERSON WHO:

- HAS NO PROPER APPROVAL TO BE ON MORNINGTON ISLAND.
- HAS NO PROPER PURPOSE TO BE ON MORNINGTON ISLAND.
- IS A PERSON OF POOR REPUTE SUSPECTED OF ILLEGAL ACTIVITY.

TO PREVENT SUCH EVICTION, MR FALLON IS INVITED TO PRESENT TO COUNCIL WITH HIS EVIDENCE AND TESTIMONY OF BONA FIDES, AND BE SUPPORTED BY AT LEAST TWO [LOCAL] PERSONS WHO CAN TESTIFY TO HIS BONA FIDE PRESENCE AND PURPOSE TO BE ON MORNINGTON ISLAND.

13.6 ORGANISATION STRUCTURE - AUGSUT 2020

Author: **Acting Chief Executive Officer**

Attachments: **1 Organisation Structure August 2020**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an edited and amended proposed Organisation Structure for consideration and approval.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The needs of Council in regard to staff positions, numbers, skills and experience changes and evolves over time as the challenges of Council in meeting service deliver obligations, capital project roll-out, legislative and regulatory compliance change from time to time.

Council is required, pursuant to Council's Delegation Register to approve the Organisation Structure and the positions contained within.

The proposed structure as edited and amended looks to provide adequate human resources with which Council can meet all of its obligations, whilst being mindful of budget and resource implications. Note, positions currently filled by ABN contractors [e.g. Carpenters] have been removed, and are managed under service agreements with various providers such as Q-build and Comensura.

The current head count of staff [as at 10.08.2020] within the organisation is:

Full time staff:	59
Part time staff:	03
Casual staff:	25
Total:	**87**

Note the previous approved Organisation Structure for Council had 102 positions.

With proposed changes and additions the total number of positions is to increase up to 116, although primarily with the addition to the number of entry level roles, ideally suited to school leavers and those interested in apprenticeships and/ or trainees.

Proposed Structure:	
Full time staff	79
Part time Staff	04
Casual	14
Apprentice Positions	13
Trainee Positions	06
Total Positions	**116**

Currently, there are twenty positions vacant, with recruitment to fill these roles at various stages of completion.

Key changes proposed to the Organisation Structure include:

- Combine Executive Manager Infrastructure and Executive Manager Technical Services into one position.
- In Finance & Admin – create: IT support, Records, Leasing & Contracts Officer***. Delete – Assistant Accountant role***.
- In Facilities Management – create: Bakery Apprentice, General labourer and additional casual cleaners
- In Governance – create: Governance Officer Trainee.
- In Technical Services – create; Technical Services Group Manager, Infrastructure Group Manager, Infrastructure and Technical Services Coordinator.
- Workshop – create: additional apprentice & T/A positions.
- Parks & Gardens – create: additional parks & gardens crew positions

- Airport – create: Assistant airport officer position
- Animal Control – create: Animal Management trainee positions x 2.
- Infrastructure Services – create new positions in plumbing and fencing.
- Housing – create; new apprentice and T/A positions

The purpose of these changes is to reduce staff and associated costs at executive management and 'contractor management' level, which will align MSC more closely to organisation structures, typically found in local government in Councils of similar size, and in addition improve Council's capacity to deliver services and projects to community in an effective and efficient manner by adding entry level positions.

Councillors will note that some of the positions proposed have in fact been created, filled, and are in place. Animal Management Trainee and Casual Cleaners are examples. These were implemented by the Acting CEO to enhance and facilitate essential service delivery, in anticipation of the new Organisation Structure being approved by Council.

Also, changes have been made to the structure to present it as more vertical [rather than horizontal], thereby offering staff who come on board at entry level a defined career path for progression up through the organisation, if they have the ambition to do so.

FINANCIAL & RESOURCE IMPLICATIONS

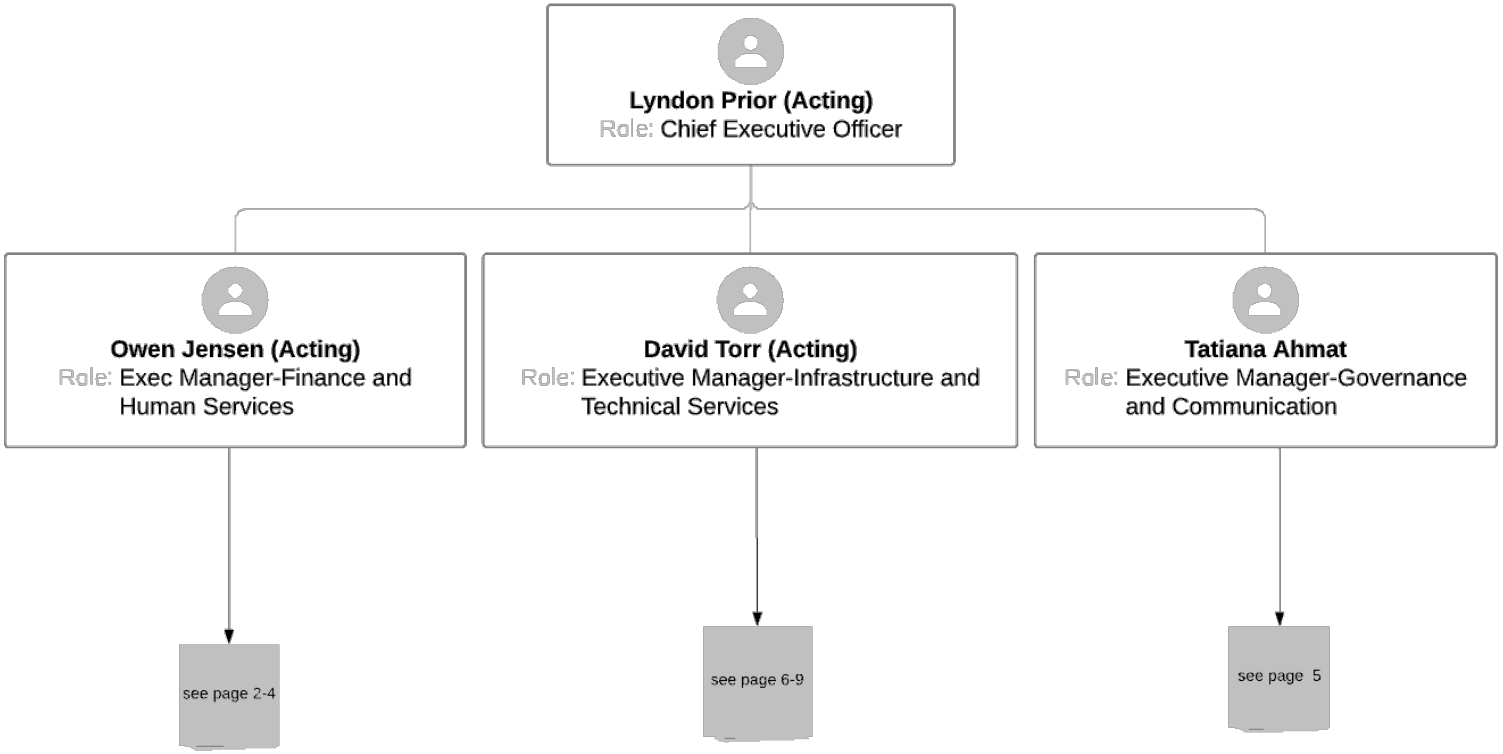
There are no significant financial & resource implications associated with this report and recommendations to the changes are calculated to 'net' out financial costs, and therefore employee costs are expected to be contained within the annual budget, approved and adopted by Council at its June 24th meeting.

RECOMMENDATION

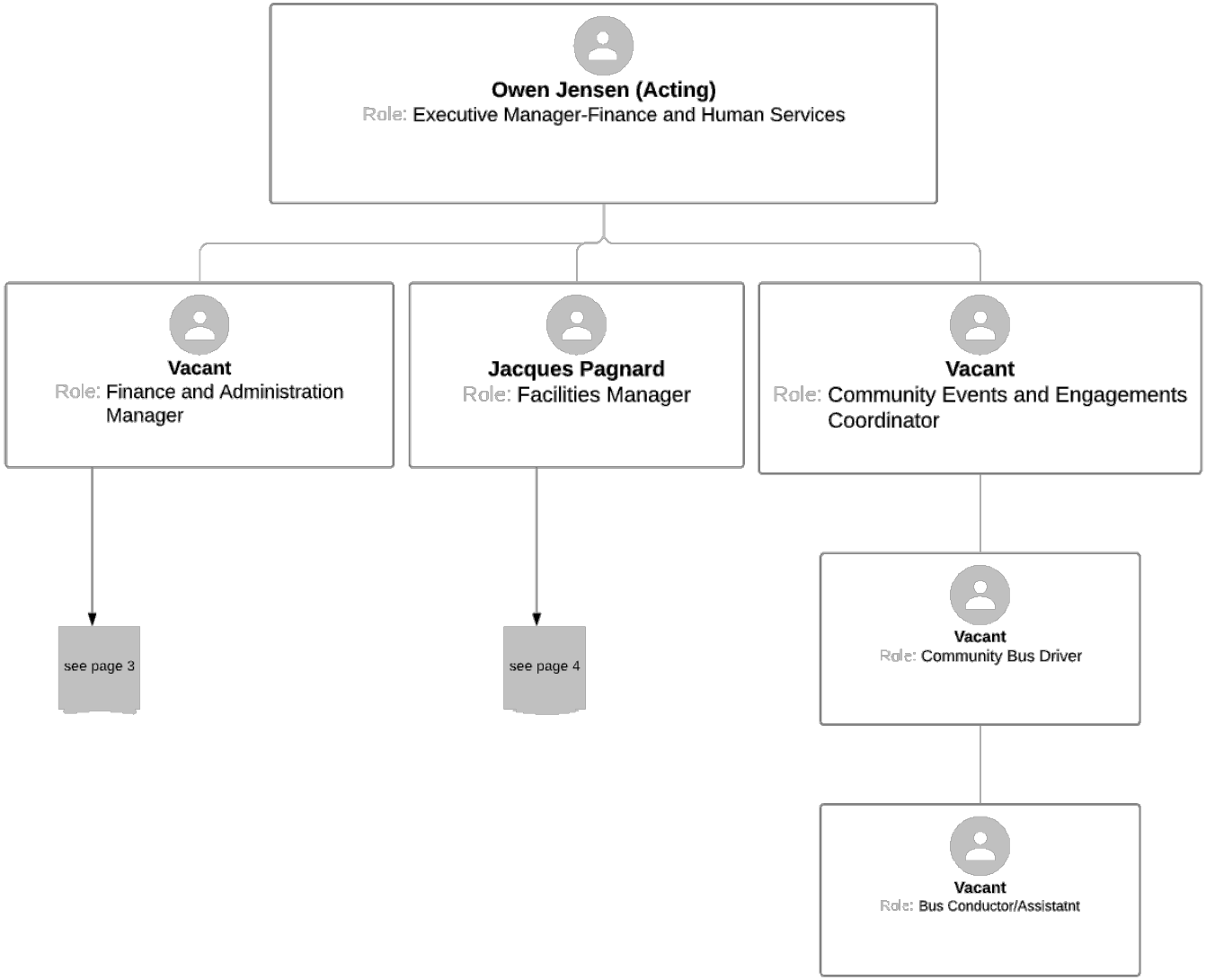
1. That Council approve the attached draft Organisation Chart – August 2020 as edited an amended as Council's approved Organisation Chart.
2. That Council endorse the actions of the Acting CEO in creating and filling entry level positions now shown on the Organisation Chart to facilitate service delivery to the community.

CEO Directorate

Mornington Council | August 12, 2020



CEO Directorate


Owen Jensen (Acting)
Role: Executive Manager-Finance and Human Services
Vacant
Role: Finance and Administration Manager
Jacques Pagnard
Role: Facilities Manager
Vacant
Role: Community Events and Engagements Coordinator
see page 3
see page 4
Vacant
Role: Community Bus Driver
Vacant
Role: Bus Conductor/Assistatnt

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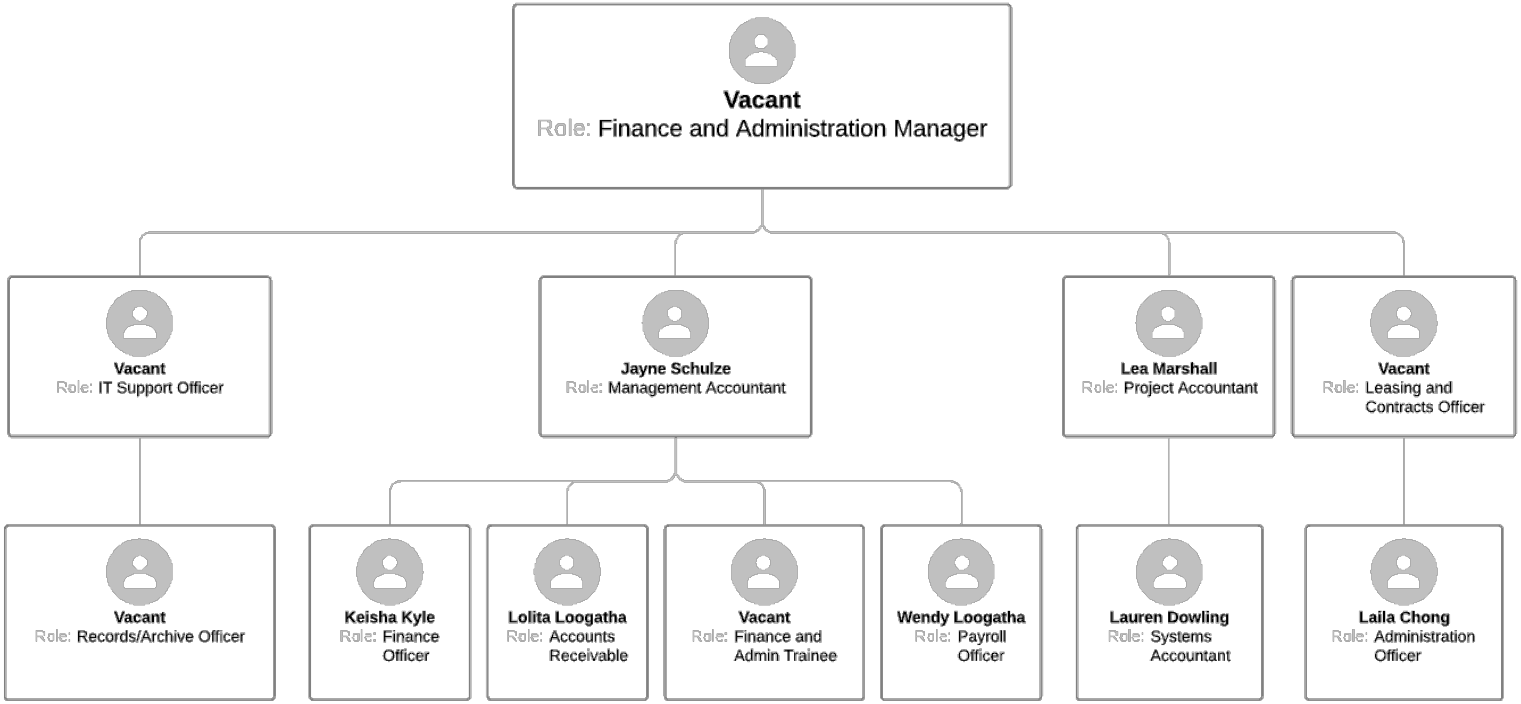
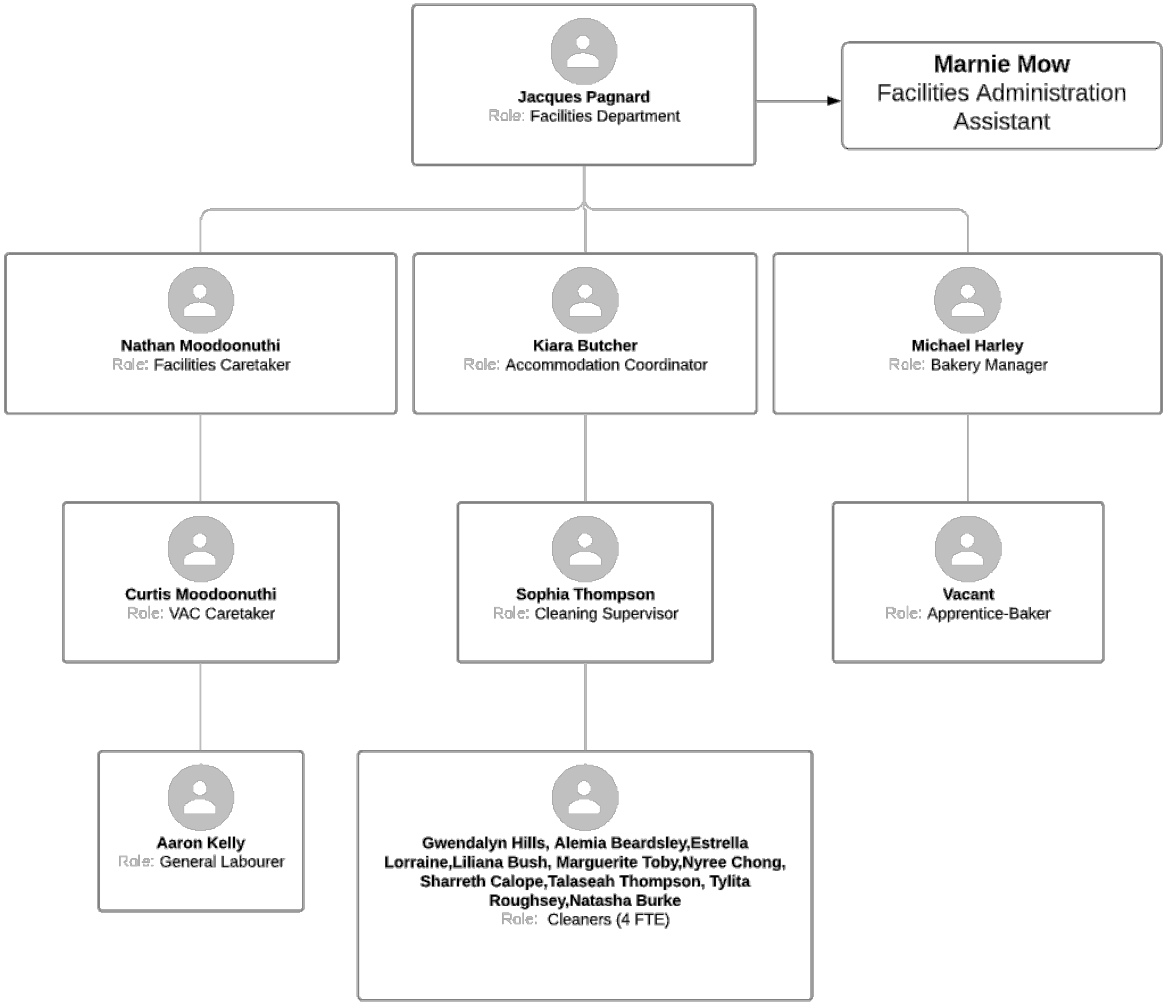

Vacant
Role: Finance and Administration Manager
Vacant
Role: IT Support Officer
Jayne Schulze
Role: Management Accountant
Lea Marshall
Role: Project Accountant
Vacant
Role: Leasing and Contracts Officer
Vacant
Role: Records/Archive Officer
Keisha Kyle
Role: Finance Officer
Lolita Loogatha
Role: Accounts Receivable
Vacant
Role: Finance and Admin Trainee
Wendy Loogatha
Role: Payroll Officer
Lauren Dowling
Role: Systems Accountant
Laila Chong
Role: Administration Officer


Jacques Pagnard
Role: Facilities Department
Marnie Mow
Facilities Administration Assistant
Nathan Moodoonuthi
Role: Facilities Caretaker
Kiara Butcher
Role: Accommodation Coordinator
Michael Harley
Role: Bakery Manager
Curtis Moodoonuthi
Role: VAC Caretaker
Sophia Thompson
Role: Cleaning Supervisor
Vacant
Role: Apprentice-Baker
Aaron Kelly
Role: General Labourer
Gwendalyn Hills, Alemia Beardsley,Estrella Lorraine,Liliana Bush, Marguerite Toby,Nyree Chong, Sharreth Calope,Talaseah Thompson, Tylita Roughsey,Natasha Burke
Role: Cleaners (4 FTE)

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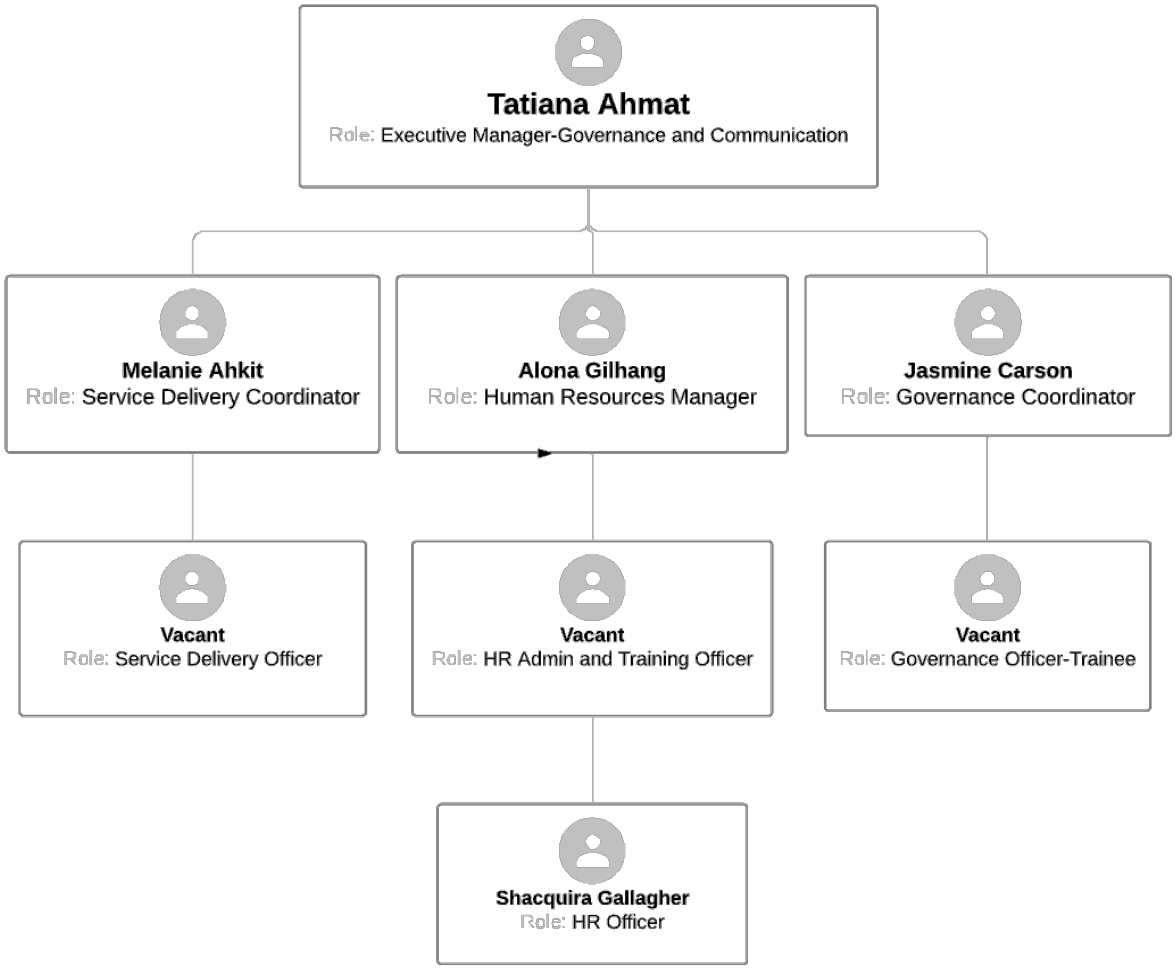
Tatiana Ahmat
Role: Executive Manager-Governance and Communication
Melanie Ahkit
Role: Service Delivery Coordinator
Alona Gilhang
Role: Human Resources Manager
Jasmine Carson
Role: Governance Coordinator
Vacant
Role: Service Delivery Officer
Vacant
Role: HR Admin and Training Officer
Vacant
Role: Governance Officer-Trainee
Shacquira Gallagher
Role: HR Officer

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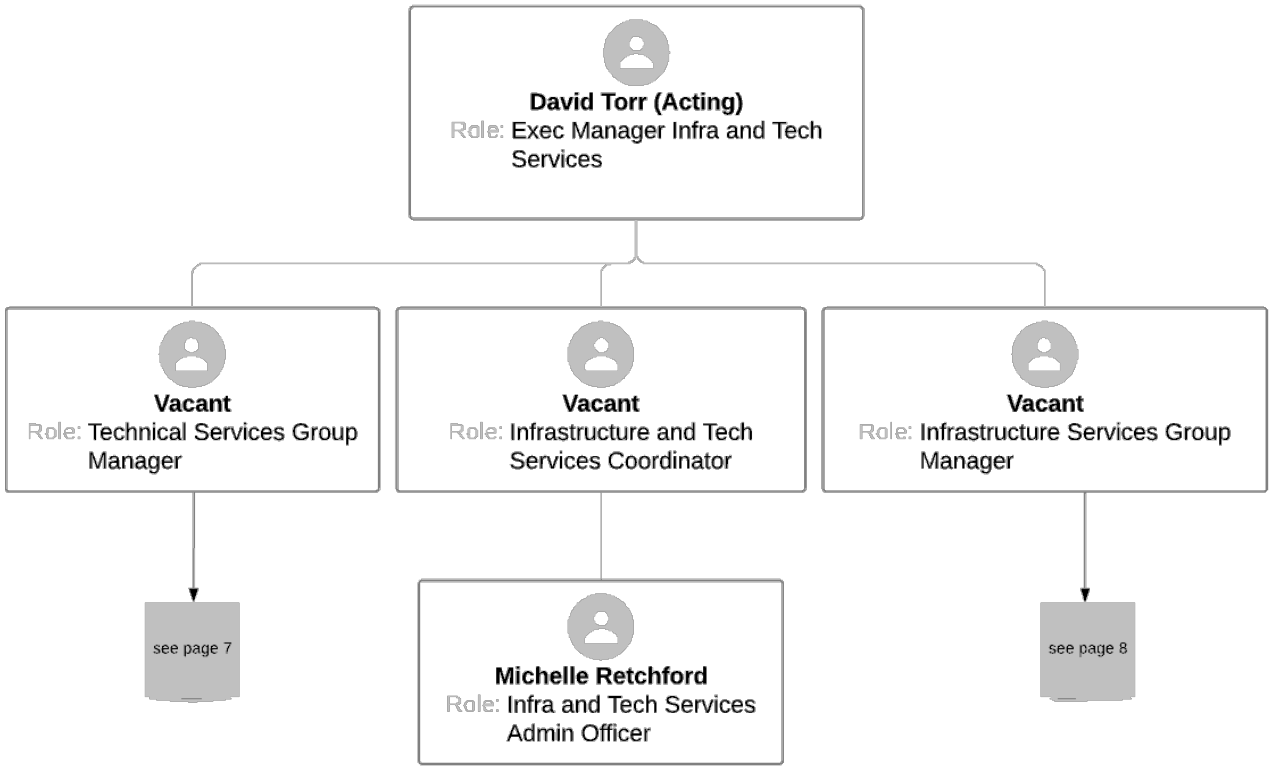
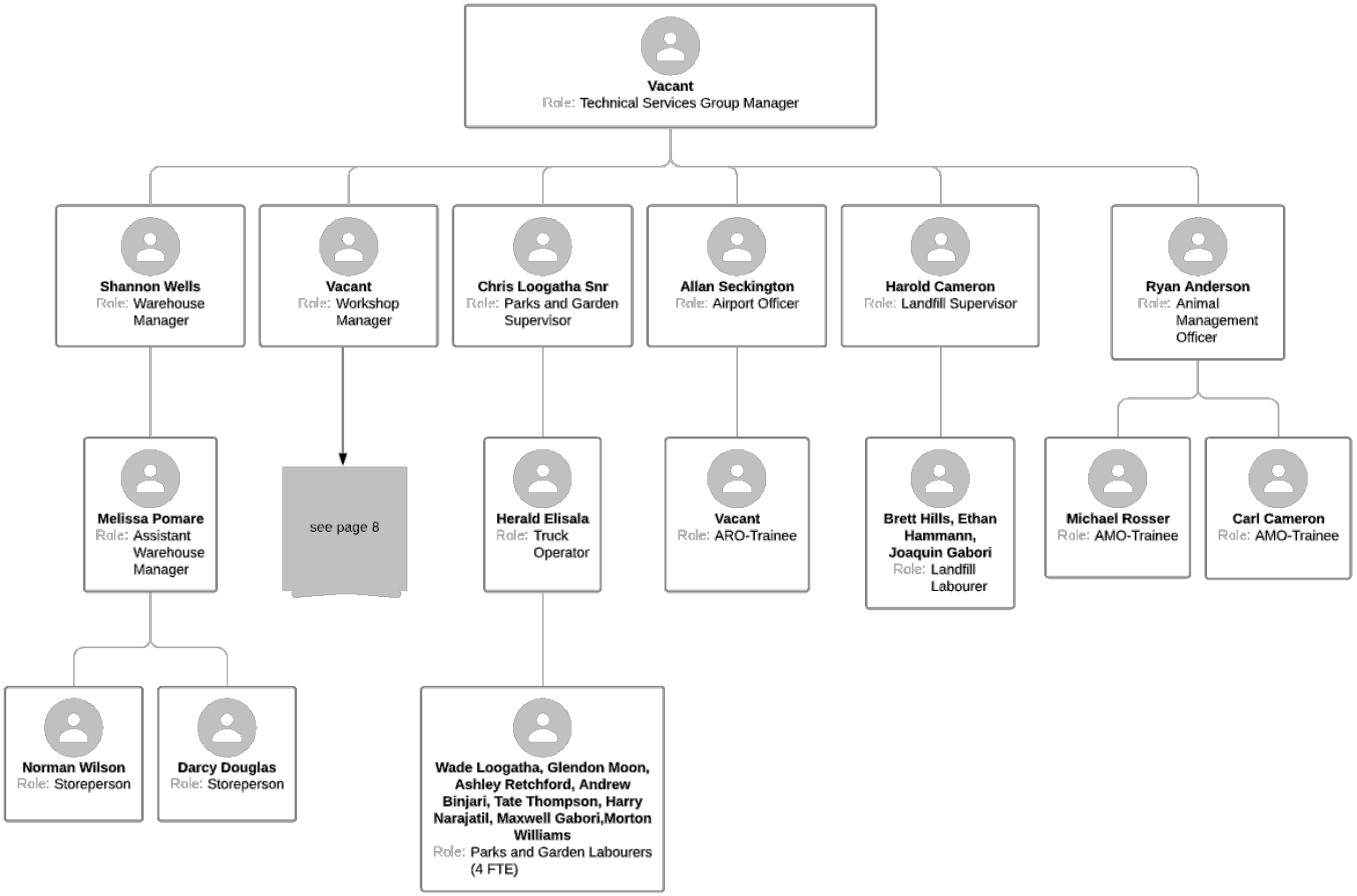

David Torr (Acting)
Role: Exec Manager Infra and Tech Services
Vacant
Role: Technical Services Group Manager
Vacant
Role: Infrastructure and Tech Services Coordinator
Vacant
Role: Infrastructure Services Group Manager
see page 7
Michelle Retchford
Role: Infra and Tech Services Admin Officer
see page 8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Shannon Wells
Role: Warehouse Manager
Vacant
Role: Workshop Manager
Chris Loogatha Snr
Role: Parks and Garden Supervisor
Allan Seckington
Role: Airport Officer
Harold Cameron
Role: Landfill Supervisor
Ryan Anderson
Role: Animal Management Officer
Melissa Pomare
Role: Assistant Warehouse Manager
see page 8
Herald Elisala
Role: Truck Operator
Vacant
Role: ARO-Trainee
Brett Hills, Ethan Hammann, Joaquin Gabori
Role: Landfill Labourer
Michael Rosser
Role: AMO-Trainee
Carl Cameron
Role: AMO-Trainee
Norman Wilson
Role: Storeperson
Darcy Douglas
Role: Storeperson
Wade Loogatha, Glendon Moon, Ashley Retchford, Andrew Binjari, Tate Thompson, Harry Narajatil, Maxwell Gabori,Morton Williams
Role: Parks and Garden Labourers (4 FTE)

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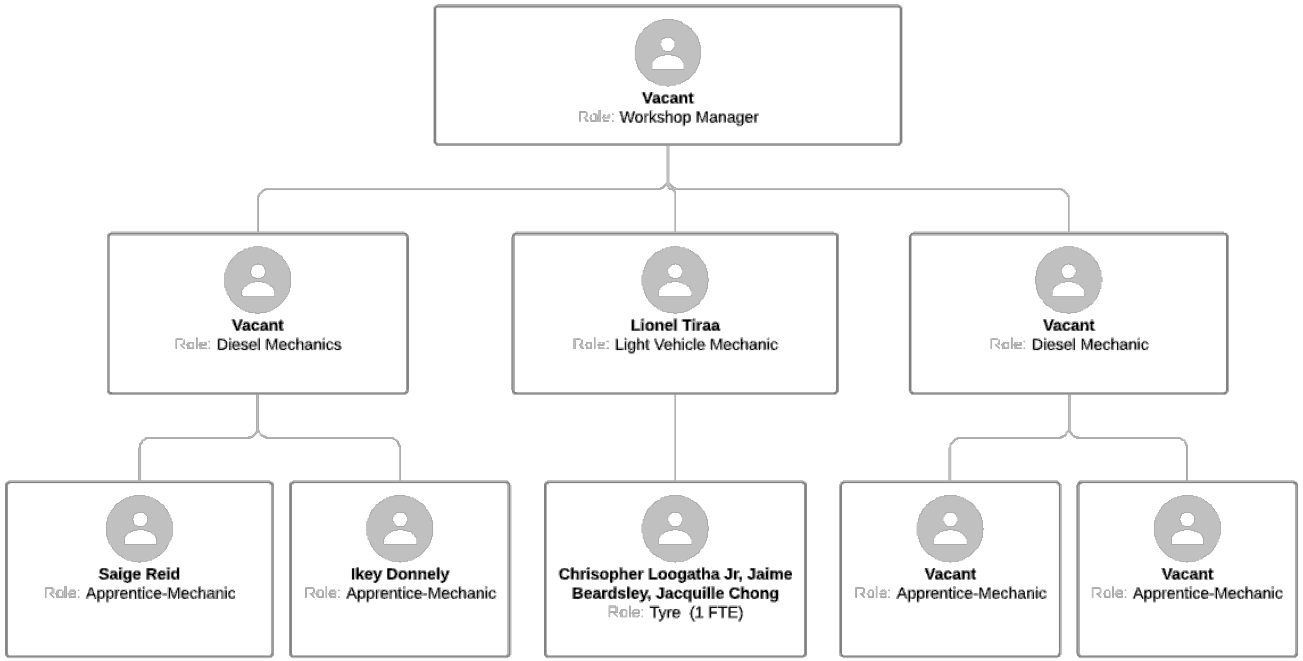
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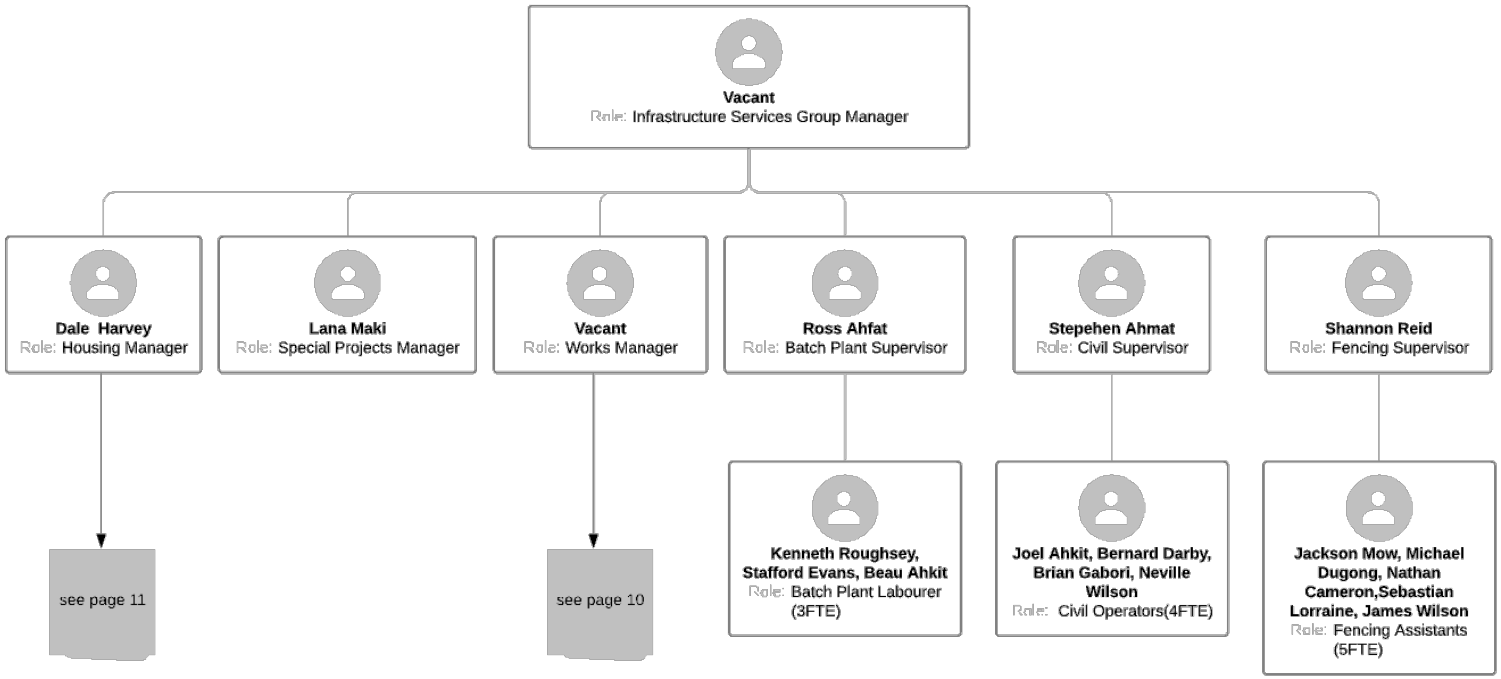
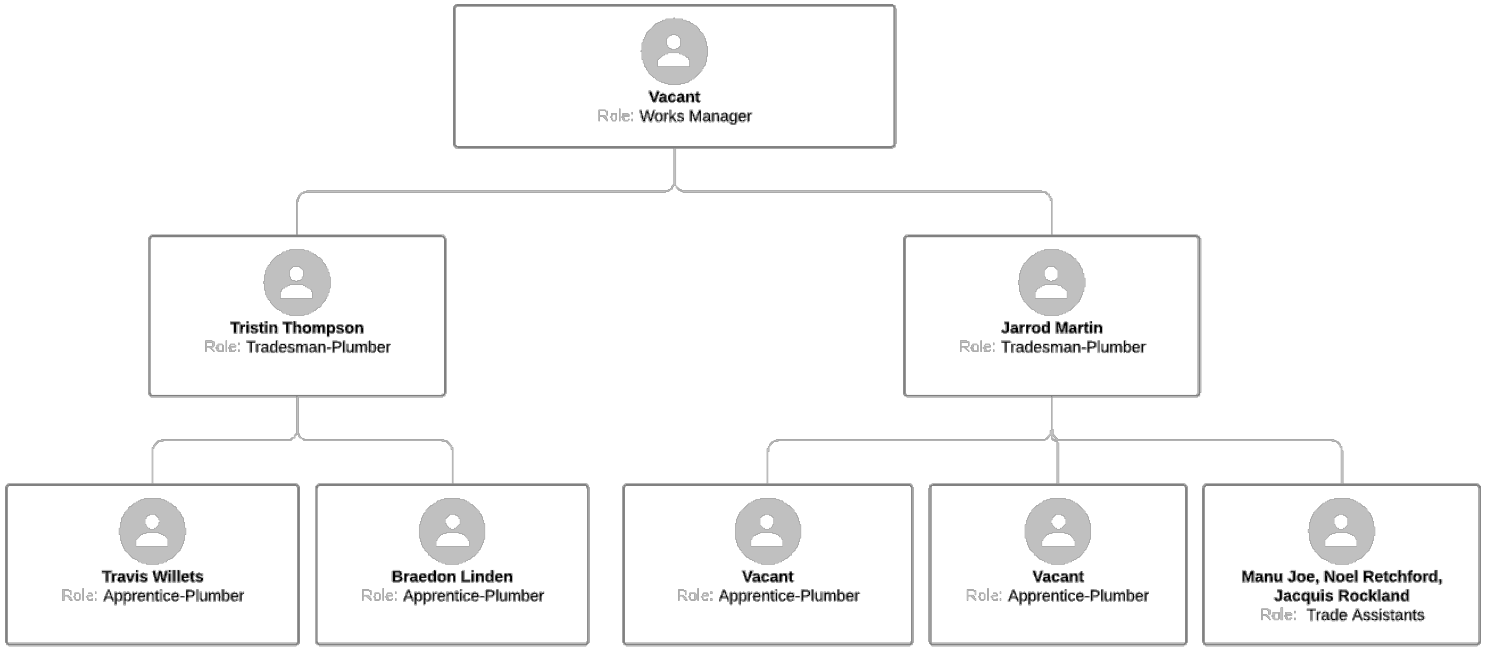
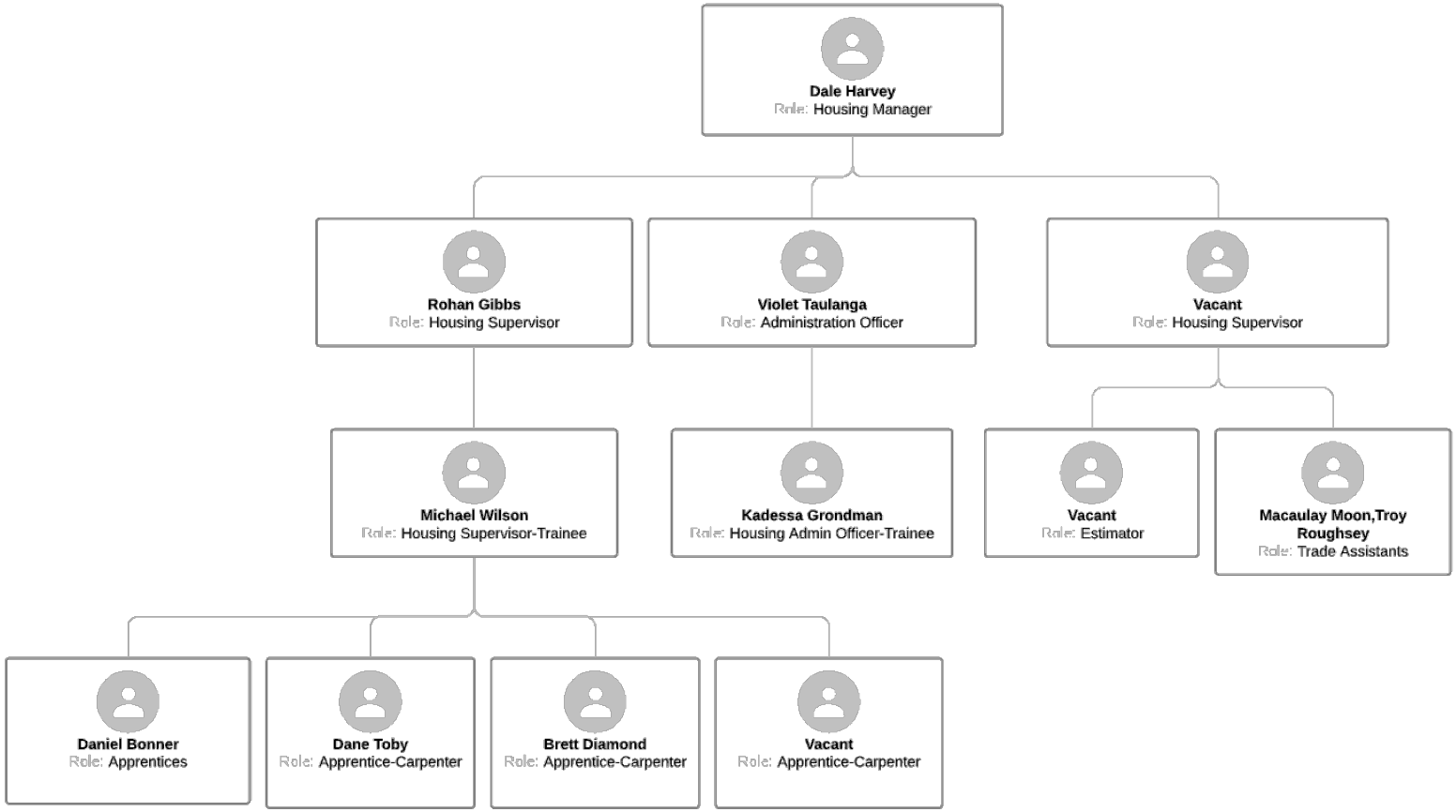
Role: Workshop Manager
Vacant
Role: Diesel Mechanics
Lionel Tiraa
Role: Light Vehicle Mechanic
Vacant
Role: Diesel Mechanic
Saige Reid
Role: Apprentice-Mechanic
Ikey Donnely
Role: Apprentice-Mechanic
Chrisopher Loogatha Jr, Jaime Beardsley, Jacquille Chong
Role: Tyre (1 FTE)
Vacant
Role: Apprentice-Mechanic
Vacant
Role: Apprentice-Mechanic


Vacant
Role: Infrastructure Services Group Manager
Dale Harvey
Role: Housing Manager
Lana Maki
Role: Special Projects Manager
Vacant
Role: Works Manager
Ross Ahfat
Role: Batch Plant Supervisor
Stepehen Ahmat
Role: Civil Supervisor
Shannon Reid
Role: Fencing Supervisor
see page 11
see page 10
Kenneth Roughsey, Stafford Evans, Beau Ahkit
Role: Batch Plant Labourer (3FTE)
Joel Ahkit, Bernard Darby, Brian Gabori, Neville Wilson
Role: Civil Operators(4FTE)
Jackson Mow, Michael Dugong, Nathan Cameron,Sebastian Lorraine, James Wilson
Role: Fencing Assistants (5FTE)


Vacant
Role: Works Manager
Tristin Thompson
Role: Tradesman-Plumber
Jarrod Martin
Role: Tradesman-Plumber
Travis Willets
Role: Apprentice-Plumber
Braedon Linden
Role: Apprentice-Plumber
Vacant
Role: Apprentice-Plumber
Vacant
Role: Apprentice-Plumber
Manu Joe, Noel Retchford, Jacquis Rockland
Role: Trade Assistants


Dale Harvey
Role: Housing Manager
Rohan Gibbs
Role: Housing Supervisor
Violet Taulanga
Role: Administration Officer
Vacant
Role: Housing Supervisor
Michael Wilson
Role: Housing Supervisor-Trainee
Kadessa Grondman
Role: Housing Admin Officer-Trainee
Vacant
Role: Estimator
Macaulay Moon,Troy Roughsey
Role: Trade Assistants
Daniel Bonner
Role: Apprentices
Dane Toby
Role: Apprentice-Carpenter
Brett Diamond
Role: Apprentice-Carpenter
Vacant
Role: Apprentice-Carpenter

13.7 FIT FOR WORK POLICY

Author: **Acting Chief Executive Officer**

Attachments: **1 Fit for Work Policy DRAFT**

PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with a revised and updated Fit for Work Policy for consideration and approval. In particular some revision and amendment has been made in the Process and Procedure during Drug and Alcohol Testing sections.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has in place a Fit for Work Policy to comply with work health and safety legislative and regulatory requirements, and to ensure best practice in providing a safe environment for its employees.

In particular the proposed draft policy makes amendments to the drug and alcohol testing procedure moving to 'mouth swab' testing as opposed to previous urine sample testing. This method is far more efficient and removes the embarrassment some staff felt in providing a urine sample.

In addition the speed of obtaining test results has been an issue with urine sample testing taking two or more days to produce results which then limited the opportunity of re-testing where a non-negative result occurred.

The amended policy also removes the need for a re-test before an employee can recommence work, as quite often the Testing Unit has left the island and is not available to undertake re-testing. And in its place the policy introduces the Standard Field Sobriety Test [SFST] which can be undertaken by a Supervisor.

The SFST is globally recognised as an effective tool to assess impairment in alcohol and drug affected persons.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

That Council adopt the attached draft Fit for Work Policy as its Fit for Work Policy.

MORNINGTON SHIRE COUNCIL

Fit for Work Policy

Policy Name	Fit for Work Policy		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Human Resources Manager		
Decision Number	[Decision Number]	Approval Date	
Records Number	[Records Number]	Next Review Date	

DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	24/10/2016	**2016/190**	**Responsible Officer** Exec Manager Human Services
V1	18/07/2018		**Responsible Officer** Manager Human Resources
V2	18/01/2019	2019/38	**Responsible Officer** Manager Human Resources
V3	10/06/2019	2019/113	**Responsible Officer** **Manager Human Resources**
V4	Draft	tba	**Responsible Officer** **Manager Human Resources**

MORNINGTON SHIRE COUNCIL

Fit for Work Policy

1 Purpose

This policy highlights the absolute importance that Mornington Shire Council (MSC) places on Workplace Health and Safety. This policy aims to prevent alcohol and drug related incidents; prevent or minimise the potential for alcohol and drugs to contribute to work-related injury and to foster safe behaviours at work.

MSC is committed to providing a safe, healthy and productive workplace that encourages all staff to take responsibility for ensuring workplace health and safety. Similarly, MSC is committed to compliance whereby Mornington Island is a 'dry community' with a complete alcohol ban to improve community safety.

2 Application of the Policy

This Policy applies to all workers of MSC and includes all employees, contractors, subcontractors, labour hire workers, apprentices, trainees, work experience students, volunteer and members of the public entering the workplace. There will be no discrimination in the application of this policy.

3 Definitions

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

Term	Definition
Alcohol	Intoxicating liquor of any description, including Home Brew
Authorised Officer	Medical Practitioner, Police Officer, Service Provider nominated by MSC, a person appointed by the Chief Executive Officer who is trained to carry out alcohol testing.
BAC	Blood Alcohol Concentration.
Breach	Violation of a legal obligation, legislation or policy.
Council Premises or Property	Any building or vehicle owned or administered by MSC.
Drugs	Illegal and/or intoxicating substances, other than alcohol that impair the person through the emergence of psychological and/or physiological symptoms. To remove doubt, new psychoactive substances (such as synthetic cannabis) are included within the definition of drugs.
Employees	Holds the same meaning as 'Worker' as defined in the *Work Health and Safety Act 2011*.

Nominated Person:	Is a person who is appointed by the Chief Executive Officer to undertake assessment of impairment and may include a Supervisor, Construction Manager, HR Manager or testing agency.
Prescription Medication	Legal medication prescribed to an individual by a General Practitioner or other suitably qualified professional, for example, a Psychiatrist.
Supervision	Includes MSC Managers, Supervisors (including contracted personnel) and Co-ordinators.
Risk Management	Is the process of identifying hazards and analysing the associated risks, and then deciding on implementing the appropriate control measures in order to minimise these risks, whilst still achieving business goals.
Tester	The nominated person
Worker	An employee, contractor or subcontractor, labour hire, apprentice, trainee, work experience student or volunteer

4 Principles

1. Safe Work Environment

Council has a statutory duty of care to protect workers and other persons against harm to their health, safety and welfare through elimination and minimisation of risks arising from their occupation or workplaces. People entering a workplace while under the influence of alcohol, drugs and / or other intoxicating substances introduces a risk to the health, safety and welfare of workers and other people present at the worksite. To eliminate such risk, Council has implemented the following standards: -

- Presenting for work whilst under the effect of alcohol and or drugs is prohibited;
- Possession and/or consumption of alcohol, drugs and/or intoxicating substances on Council premises or property (including accommodation supplied by Council) is prohibited;
- Possession of, and or use of illegal drugs on Council premises or property including accommodation supplied by Council is strictly prohibited;
- If a worker is consuming prescribed medications which may impair their performance or ability to perform duties, the worker must notify their Supervisor/Manager so that reasonable adjustments or changes can be made to ensure that safety is maintained;
- If it is not possible for reasonable adjustments to be made due to the nature of the job and the situation is short term, then the worker will be directed to go on Personal Leave. If the situation is long term, then MSC will take into consideration alternative duties so that safety is not compromised;
- Any worker who reasonably suspects another worker of being under the influence of alcohol or other drugs is required to tell their Supervisor/Manager immediately. This information is kept confidential.

To fulfil the commitment of a safe work environment, Council has a random testing program that is conducted at all council sites, inclusive of all workers including contractors.

In circumstances where a worker is suspected of being under the influence of alcohol, drugs and / or intoxicating substances, causal testing may be conducted by a nominated person. Causal testing may also apply following a reported workplace incident involving motor vehicles or plant/equipment.

Any worker who admits to or tests positive for alcohol or drugs may face disciplinary action in the form of:

- Formal warning or reprimand;
- Counselling / Referral to ATODS, Wellbeing Centre;
- Demotion and / or redeployment;
- Dismissal

Council shall also refer the worker to an appropriate counselling service (for example: ATODS) and consider any other appropriate interventions as the circumstances require.

5 Process and Procedures During Drug and Alcohol Testing

7.1 Purpose and Application

These procedures outline the MSC policy in relation to the effects of alcohol, drugs and / or intoxicating substances in the workplace.

The objective of MSC's Fitness for Work Procedures is to ensure, as far as is possible, that workers are free from the influence of alcohol, drugs and / or intoxicating substances when reporting for work and whilst at work.

This Policy operates in conjunction with, and compliments, the Mornington Shire Council Safety Management System.

This procedure applies to ***all*** MSC's workers, contractors and any other visitors to a MSC workplace which includes, but is not limited to, service providers, clients/customers and visitors.

7.2 Responsibility

Responsibility for workplace health and safety is the responsibility of everybody in the workplace.

7.2.1 MSC'S general duty of care to its Workers

Under Queensland's *Work Health and Safety Act, 2011,* MSC has a general duty of care towards its workers and others who may be present at the workplace which includes service providers, clients, visitors and customers.

MSC is responsible for:

- Providing a safe workplace and system of work that ensures that workers and others at the workplace are not exposed to hazards;
- Providing workers with information, instructions, training, and supervision to enable its workers to work in a safe manner; and
- Consulting with workers.

7.2.2 Risk management

Alcohol, drugs and / or other intoxicating substances present a hazard in the workplace. MSC is committed to assessing any risks that may arise in the same way as other WHS issues.

This process involves three (3) steps:

- Identification of foreseeable hazards that may arise;
- Assessing risk of injury or harm, arising from each hazard identified; and
- Controlling risks through implementation of control measures to eliminate or reduce such risks.

7.2.3 Mornington Shire Council strategy

MSC recognises that there is not one single way to prevent, or address, health and safety issues arising from alcohol and/or drugs in the workplace. Therefore, the following strategies have been developed by MSC as part of its health and safety obligation to workers:

- Ensure that the Fitness for Work Policy and Procedures are implemented and reviewed biennially;
- Provide education and training for all new, and existing workers in relation to this Policy and Procedure;
- Communicate to all levels of the workplace MSC's policies, procedures and expectations in relation to WHS, including alcohol and/or other drug usage;
- Ensure those in management positions support the Fitness for Work Policy and Procedure;
- Ensure that a copy of the Fitness for Work Policy and Procedure is made available to anyone who is present at the workplace;
- Display a copy of the Fitness for Work Policy at every major work site;
- Provide appropriate training to nominated persons and health & safety representatives in relation to the assessment of workers who may be impaired by alcohol and/or other drugs;
- At work-sponsored functions, provide alcohol in an authorised and responsible manner by ensuring that staff and guests are reminded of their legal obligations in relation to alcohol consumption. Provide alternative non-alcoholic beverages and adequate food and ensure that no pressure to partake in the consumption of alcohol is extended on anyone present;
- In some circumstances MSC will require alcohol and other drug testing of workers and anyone else who is present at the workplace to ensure a safe working environment is provided; and
- Where MSC considers it appropriate, provide counselling and rehabilitation services to workers in relation to alcohol and/or other drug usage using the services available.

7.2.4 Worker responsibilities

- Complying with the Fitness for Work Policy and Procedures.
- Cooperating with employers and following directions in relation to WHS matters.
- Reporting for duty, free of the effects of alcohol, drugs and / or other intoxicating substances.
- Remaining free from the effects of alcohol, drugs and other intoxicating substances at all times while at work.
- Behaving responsibly in relation to the consumption of alcohol when attending a work-sponsored function.
- Behaving responsibly in relation to the consumption of alcohol and prescribed medication when attending a work-relation function.

- Informing a MSC Manager or Supervisor if taking or intending to take any drugs, prescribed or otherwise, that may affect the ability to work safely. In the first instance, workers should approach their immediate Supervisor who will inform them of the appropriate person to whom they should report. MSC will ensure that all relevant privacy and other laws in relation to any such disclosures are respected at all times.

7.3 Indicators of hazards in the workplace

The following hazards may be created by alcohol, drugs and / or intoxicating substances at the workplace:

- Intoxication;
- Impaired work performance or conduct;
- Possession of illegal drugs in the workplace;
- Consumption of illegal drugs in the workplace;
- Distribution of illegal drugs in the workplace;
- Sale of illegal drugs in the workplace;
- Chemicals used legally in the workplace that can impair a person's performance or magnify the effect of alcohol and/or other drugs in persons if exposed.

7.3.1 Assessment of impairment

Identifying whether a particular worker is impaired by alcohol and/or other drugs can be a complex process. For this reason, MSC will ensure that a sufficient number of workers are properly trained in assessment of impairment and are available in circumstances where a person at the workplace is suspected of being impaired. Such persons may include workers acting in the supervisory capacity and safety representatives.

Some indicators that may suggest the presence of alcohol and/or other drugs include:

- 'Near-mis' incidents;
- Violence;
- Habitual lateness;
- Frequent absences;
- Disorientation;
- Slurred speech;
- Neglect of personal grooming;
- interpersonal problems; and
- Worker experiencing poor co-ordination, poor concentration and/or visual disturbance.

Council will use the Standard Field Sobriety Test [Appendix 1 to this policy] as their Assessment of Impairment tool.

7.3.2 Procedure to be followed where impairment is suspected

If any worker is of the opinion that a person who is present at the workplace (which could be a fellow worker, a visitor, or a customer) is impaired by alcohol, drugs and / or intoxicating substances, he/she should;

- Locate a Supervisor as soon as possible to assist in managing the situation; and promptly report the incident to the worker's Supervisor;
- If a Supervisor or other person nominated by MSC is not available and the worker is of the view that the apparently impaired person may present a danger to him/herself or others, they should attempt to isolate that person to reduce the risk of anyone else being harmed;
- Immediately inform a MSC Supervisor or other person nominated by MSC;
- Not approach the person who appears to be impaired directly unless in their view it is safe to do so. This is because it is preferable that only appropriately trained personnel approach a person who may be under the influence of alcohol, drugs and other intoxicating substances as this task requires skill and sensitivity;
- If it is considered necessary to approach the apparently impaired person, non-judgemental language should be used, which focuses on safety rather than on the apparent use of substances;

7.3.3 Procedures to be followed by Supervisors

If a Supervisor forms the opinion that a worker under their supervision may be impaired by alcohol and/or other drugs, they are to:

- Ensure that the worker is not signed on to duty at that time;
- Where the worker has already commenced carrying out his or her duties, take such steps as are reasonable to cause the worker to immediately cease carrying out duties;
- If considered necessary for safety reasons, immediately isolate other workers from the apparently impaired worker;
- Make arrangements for the worker to be immediately assessed by a previously agreed nominated person. If the Supervisor has received training, they can undertake this assessment.
- If the worker is subsequently assessed to be impaired by alcohol and/or other drugs, organise for the safe removal of the worker from the workplace to avoid risk of injury or harm to the worker or other persons at the workplace;
- If considered appropriate, facilitate an alcohol and/or other drug test, in accordance with the relevant Australian Standard; and
- Document the incident in accordance with MSC policies and procedures and report to Human Resources Department.

7.4 Programmed Testing Requirements

7.4.1 Circumstances in which MSC may conduct alcohol and/or drug testing

MSC may undertake alcohol and/or drug testing in the following circumstances:

- Pre-employment testing – may be a requirement of acceptance of an offer of employment with MSC that a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker; dependant on the role.
- Fitness for work – where there is reasonable cause to indicate that a person's fitness for work may be affected;
- Quarterly Random Testing – quarterly test for persons randomly selected to review compliance.

7.4.2 Who can test a Worker?

A worker may be subjected to a breath-test and/or oral swab for the purposes of alcohol and/ or drug detection by any of the following:

- A "Nominate Person" as defined in this policy.
- Medical practitioner
- Police Officer
- Service Provider appointed by MSC
- A person appointed by MSC who is trained to carry out ~~alcohol~~ drug detection testing.

Testing will be carried out using a breathalyser alcohol detection device and/ or by oral swab. If a blood or urine sample is required this will be carried out by Council's trained service provider, medical practitioner, or nurse, at a hospital, clinic or other appropriate place following the procedures outlined in the Standard for:

- Cannabis
- Cocaine
- Ecstasy
- Heroin
- Methadone
- Morphine
- Crystal Methamphetamine (Ice)
- LSD ("acid")

Workers and others at the workplace should be aware that the use or possession of illegal drugs is a police matter and may involve criminal penalties, as well as negative consequences for a worker in relation to their employment.

Legal drugs that a worker may be tested for include but are not limited to:

- Librium
- Transene
- Valium
- Rohypnol
- Mogadon
- Serepax
- Seconal

Smoking is already covered by other MSC policies; however, workers should be aware that smoking is also a drug and may present a hazard in the workplace. Workers and others are therefore expected to comply with all relevant policies and legislative standards in this regard.

7.5 ACTIONS TO BE TAKEN

7.5.1 Alcohol

MSC's prescribed limit 0.00% Blood Alcohol Concentration (BAC)

- In the event of a **positive test [non-negative]** result being obtained, the individual will be re-tested after a 15-minute period has elapsed;
- Should the second breath test result equal or exceed the prescribed limit it shall be recorded as a positive test.
- The Supervisor shall then:
  - Instruct the individual that he/she is required to leave the MSC workplace and sent home or transported home where appropriate.
  - The worker shall be instructed to take 'leave without pay' or access leave entitlements for the remainder of the day;
    - If the worker's BAC exceeds 0.05%, advise the individual that it is illegal to drive with an alcohol concentration that equals or exceeds the legal limit.
    - Should the worker be provided with a company vehicle, they shall surrender the vehicle keys to his/her Supervisor/Manager and shall not be permitted to drive a MSC vehicle until their BAC falls below the legal limit. Individuals shall be responsible for any costs associated with making alternative travel arrangements;
  - The worker may report to work the next day. The worker will be required to submit to testing and produce a negative test result prior to their return to duties [if the 'Tester' remains on island].

If the 'Testers' are NOT on island, before the worker can commence work their Supervisor must conduct an Assessment of Impairment as described in 7.3.1 above.

Should the worker fail consecutive detection tests, the Supervisor is to instruct the worker to take one month's leave, which can be leave without pay or the worker may choose to access their leave entitlements.

The worker is to be provided with written direction on how to access support services as listed at the end of this policy and encouraged as much as possible to access a support service.

The worker can report to work one month [or four weeks] after the last failed test. Before the worker can commence work their Supervisor must conduct an Assessment of Impairment as described in 7.3.1 above.

Only when the Supervisor can satisfy themselves the Assessment of Impairment is positive and there is no element of impairment evident, can the worker recommence duties.

If the Assessment of Impairment is negative and elements of impairment are evident the worker is NOT permitted to commence work and should be sent home.

The Supervisor is to report the worker to Executive Management with a recommendation for dismissal.

7.5.2 Drugs

MSC implements zero tolerance on illicit drug use. The cut-off levels (tolerance levels) for determining drug impairment shall be those contained in the Australian Standard AS4308:2008 "*Procedures for Specimen Collection and the detection and quantitation of drugs of abuse in urine*"

- **Negative test result (nil detection) –** person returns to work.

- **Initial test result – positive (non-negative)** – the individual will be retested after a period of 15-30 minutes.

- **Subsequent test result – positive (non-negative)** – the individual can elect to be re-tested on subsequent days as long as the 'Testers' are on-island. If the subsequent test is negative the worker can return to work.

  If the 'Testers' are NOT on island, before the worker can commence work their Supervisor must conduct an Assessment of Impairment as described in 7.3.1 above

  Should the worker fail consecutive detection tests, the Supervisor is to instruct the worker to take one month's leave, which can be leave without pay or the worker may choose to access their leave entitlements.

  The worker is to be provided with written direction on how to access support services as listed at the end of this policy and encouraged as much as possible to access a support service.

  The worker can report to work one month [or four weeks] after the last failed test. Before the worker can commence work their Supervisor must conduct an Assessment of Impairment as described in 7.3.1 above.

  Only when the Supervisor can satisfy themselves the Assessment of Impairment is positive and there is no element of impairment evident, can the worker recommence duties.

  If the Assessment of Impairment is negative and elements of impairment are evident the worker is NOT permitted to commence work and should be sent home.

  The Supervisor is to report the worker to Executive Management with a recommendation for dismissal.

- **Prescription and over the counter medication** – non-negative results can be produced from prescription and pharmaceutical medication. The person is obligated to declare any medication they are taking to the person conducting the sampling.

- Should a worker return a non-negative test due to prescription medication, they will be permitted to return to work (allowing for reasonable workplace adjustments) while laboratory confirmation is obtained.

- If the laboratory confirms the drug concentrations are consistent with prescribed doses, no further action will be taken.

- If the laboratory confirms the drug concentrations are in-consistent (exceed) prescribed doses, the worker shall be stood down without pay while the matter is investigated. A worker stood down without pay may apply to access leave entitlements.

7.5.3 Common provisions

Once a worker is confirmed to have tested positive for alcohol and / or drugs, Council will commence the disciplinary process outlined in the Local Government Regulation 2012.

The Mornington Shire Council will also ensure that health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act 1998.

7.5.4 Refusal / avoidance or falsification of alcohol or drug tests

Unless medical evidence can be provided to support an individual's inability or refusal to take an alcohol or drug test due to medical reasons, the failure to take a test will be treated as a disciplinary matter and will be dealt with accordingly.

A person refusing or avoiding to participate in a test will be: -

- returned to his / her place of residence;
- placed on leave without pay; and
- be unable to return to work until a negative test result is achieved.

Any attempt to tamper with or falsification of an alcohol or drug sample, test or result in their own or another person's sample will constitute official / serious misconduct and will be dealt with in accordance with Council's disciplinary procedures. Refusal or failure to participate in testing may also constitute a failure of a worker's obligations under the *Work Heath & Safety Act 2011*.

7.5 EDUCATION AND TRAINING

MSC promotes a workplace culture that is drug and alcohol free and is of the view that providing education and information to its workers is an important step in achieving this goal.

MSC will ensure that all new and existing workers are aware of MSC's policy in relation to alcohol and/or other drug use, including any relevant counselling, treatment and rehabilitation services available in the workplace and/or externally.

MSC will ensure that Supervisors are appropriately trained on how to deal with alcohol and/or other drugs in the workplace and that nominated persons are provided additional training in relation to the assessment of impairment and programmed testing.

7.6 REFERENCES MATERIAL AND SUPPORT SERVICES

7.6.2 Legislation, Standards and Guidance Note

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2011
- *Local Government Act 2009*
- Australian Standard AS3547 Australian Standard for Alcohol Breath Testers
- Australian Standard AS4308:2008 '*Procedures for Specimen Collection and the detection and quantitation of drugs of abuse in urine*'.
- Australian Standard AS4760-2006 *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*.
- Guidance Note: Alcohol and drug management policies and procedures. Department of Employment. Office of the Federal Safety Commissioner (URL: www.fsc.gov.au),(Access Date: 13 Oct 2016)

Support Services in Mornington Island

Gidgee Healing Ph: 4442 8500

Alcohol Tobacco and Other Drug Services Ph: 4745 7725
C/- Mornington Island Hospital & Health Service
Lardil Street
Gununa Qld 4892

National Support

Beyond Blue 1300 22 4636
24 hours a day, 7 days a week
Support for depression, anxiety and related disorders.

Counselling Online
24 hours a day, 7 days a week
Free alcohol and drug counselling online.

Cannabis Information and Helpline 1800 30 40 50
11am–7pm, Monday to Friday (including public holidays)

Family Drug Help 1300 660 068
24 hours a day, 7 days a week

Lifeline 13 11 14
24 hours a day, 7 days a week Confidential
telephone counselling.

Queensland

Alcohol and Drug Information Service (ADIS) 1800 177 833
24-hour Alcohol and Drug Information Service Telephone
information, counselling and referral.

APPENDIX 1

Standard Field Sobriety Test

The Supervisor is to use the following guide to undertake a field assessment to determine the level of the impairment, if any of a worker before they commence duties:

Workers Name & Position ..... Date .....

Does the worker look 'fit for work'?	YES / NO
Is the worker disorientated?	YES / NO
Does the worker slur their speech?	YES / NO
Does the worker smell of alcohol or cannabis?	YES / NO
Has the worker passed the Field Sobriety Test?	YES / NO
In your opinion is the worker fit for work?	YES / NO
And in considering their role and duties, Do they pose a threat to the health and safety of themselves and/or other workers.?	YES / NO

Field Sobriety Tests are groups of three tests used by police to determine if a driver is impaired. The tasks assess balance, coordination, and the ability of the driver to divide his attention to more than one task during the field sobriety test.

The Standard Field Sobriety Test (SFST) is a battery of 3 tests that include the horizontal gaze nystagmus s (HGN), the walk-and-turn, and the one-leg stand tests.

These tests have been scientifically proven to validate legal intoxication in persons suspected of drunken driving.

Horizontal Gaze Nystagmus

Horizontal gaze nystagmus is an involuntary "jerking" of the eyeball which happens to everyone when the eyes are rotated at high peripheral angles. When a worker is intoxicated, however, the jerking of the eyes becomes more exaggerated and occurs at lesser angles.

Turning the HGN test, the tester will ask the worker to follow a moving object, such as a pen or flashlight, slowly from side to side. The tester looks to determine:

- If the eye cannot follow the object smoothly
- If jerking is distinct when the eye is at maximum deviation
- If the angle of jerking onset is within 45 degrees

Walk-And-Turn Test

For the walk-and-turn test, the tester asks the worker to take nine steps, heel-to-toe, along a straight line, turn on one foot and return nine steps in the opposite direction.

During the test, the tester looks for seven indicators of impairment:

- If the worker cannot keep balance while listening to the instructions
- Begins before the instructions are finished
- Stops while walking to regain balance
- Does not touch heel-to-toe
- Uses arms to balance
- Loses balance while turning
- Takes an incorrect number of steps

If the worker exhibits two or more of the above indicators during the test, there is a 68% likelihood of at BAC level of 0.10 or higher, according to the NHTSA.[2]

One-Leg Stand Test

For the one-leg stand test, the tester asks the driver to stand with one foot about six inches off the ground and count up from 1,001 (one-thousand-one, one thousand two, etc.) until the officer says to put the foot down.

During the next 30 seconds, the tester looks for these four indicators:

- Swaying while balancing
- Using arms to balance
- Hopping to maintain balance
- Putting the foot down

If the worker exhibits two or more of the above indicators, there is a 65% chance he has a BAC of 0.10 or greater, according to the NHSTA.[2]

If the worker fails any of the above field sobriety tests, the tester may re-do the test but if failed a second time then must determine the worker has failed.

Supervisor's Name and Position ..... Date .....

Supervisor's Signature .....

Worker's Signature & Acknowledgement .....

13.8 MORNINGTON ISLAND A&TSI SERVICE DELIVERY REFORM PROJECT (MIATSISDR)

Author: **Service Delivery Coordinator**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

For the month of July, the following has advanced with the project:

- Meeting held with Family Participation Program and Mornington Island Health Council
- Meeting held with Save the Children Intensive Family Support and Family and Community Care Program
- Child Safety, Youth and Women Funded Programs and Service Delivery Community meeting (first one held on 13th of August 2020, set to continue on every first Tuesday of each month)
- Desktop Analysis Tool Draft completed to put forward to CSYW Service Providers for further consultation and to make final reporting tool template.
- Service Delivery Working Group meetings to be held every third Tuesday of each month (after Council Briefing meeting)
- Further Consultation with Mornington island Health Council (MIHC) to align project deliverables to the Local Implementation Plan. This includes:
    - Action Area 1: Building Strategic Health Partnerships
    - Action Area 2: Community Engagement and Participation
    - Action Area 4: Local Health Priority Areas

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

13.9 SPECIAL PROJECTS REPORT

Author: **Special Projects Manager**

Attachments: **1 Mornington Island Rock Pool Concept**

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

Special Projects team return to the island to recommence projects on Tuesday 11th of August 2020. Ordering of known materials required has commenced in anticipation of the team's return and an on-island materials stock take will be undertaken. Whilst the Tavern is the main priority, a number of small defects and outstanding works on other projects will be undertaken initially and in between to allow for stock take, ordering and delivery of outstanding materials to the island.

CIVIC CENTRE – ADMINISTRATION BUILDING (LGGSP)

The Department of Local Government, Racing and Multicultural Affairs have been followed up on several occasions for updates on the status of the funding for this project. Our understanding is that the request for funding confirmation is with the Minister and we are expecting notification mid-August.

LELKA MURRIN TAVERN REFURBISHMENT

Works are recommencing on the Tavern in August. The works will limit the use of the Tavern as demolition works are required to remodel the toilets and remove existing finishes in preparation for new finishes. The faulty cyclone shutter will be fixed as a priority and external screens completed around existing shutter drums on the motel side.

An arborist will be undertaking works to retain existing large trees adjacent to the Tavern and prevent their root systems from impacting the building - this will provide training opportunities for local people interested in arborist work.

RED SHED DEFECTS

Some remediation works are requires to reinstate the table drain and stabiles the bank to prevent overland stormwater ingress into the shed.

FUNDING PROGRAMS REPORT

The following is an update on funding programs:

LRCI Program – Program budget: $76,418.00 with matching funds from Council for a total budget of $150,000.00. The projects are:

- Sports oval playground
    - Picnic shelter, table and seating
    - Filtered water bubbler with bottle fill and dog bowl
- Basketball court playground
    - Picnic shelter, table and seating
    - Filters water bubbler with bottle fill and dog bowl

QRA Queensland Resilience and Risk Reduction Fund – The following application was submitted to this fund:

- Radio network – disaster management equipment - $117,095.00

Regional Connectivity Program – Projects need to be submitted to a noticeboard where industry sector partners approach Council to tailor solutions and apply for grant fund for the delivery of the project. The following projects are proposed for submission to the noticeboard:

- Mobile phone coverage
- Cost effective internet access, data and upload/download speeds

NAIDOC Week Activities Funding – Council is assisting PCYC in accessing funding for NAIDOC week activities, the following have been suggested:

- Spear and boomerang throwing competition
- Traditional Indigenous Games (Edor)
- BBQ and disco
- Hunting/Fishing excursion
- Car parade
- Dance troupe performance

Arts Funding Opportunities – A number of funding programs are currently open, investigations are underway to determine opportunities to:

- Commission artwork by Mirndiyan Gununa artists for special projects
- Develop performance space in the outdoor area adjacent to the tavern
- Fund opening festival for the tavern and outdoor area

FUNDING PROGRAMS REPORT

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

1. Community Bus
2. Alternative Energy Source

COMMUNITY BUS

Investigations have been undertaken with a number of industry sectors including peak body for community transport, Taxi Council Qld, Department of Transport and Main Roads, ride share peak body. Initial investigations have revealed:

A taxi service appears to have merit and can be operated utilising a small bus with wheelchair access. The service can be run as both a scheduled route and booked service. Fares attract subsidies for people with disabilities or medical conditions. Council can subsidise fares as well. This provides a service for the community that is flexible and adaptable and has some advantages in terms of financial assistance in fare subsidies and could be bailed to an independent driver outside of hours or on weekends who shares in the income from fares rather than pay an employee overtime. TMR Cairns branch are looking into the opportunities for a taxi licence for Mornington Island as the department had stopped issuing licences, but there may be options for handed back licenses from other regions to be reassigned.

Taxi driver requires a BHTX drivers authority which involves criminal history checks and driver to have zero blood alcohol when in possession of the taxi.

CTP insurance for a taxi Hiace type vehicle is approx. $900/annum.

Workers comp already paid to a Council employ will cover them as a driver and a bailee driver would require personal accident insurance of approx. $600/annum.

There is a scheme in place to help taxi licence holders to provide suitable accessible vehicles and will provide dollar for dollar funding.

A booked hire service licence or Community service can apply for NDIS as a subsidy scheme. Further investigations required.

A community bus is a free service and as such attracts no subsidies. This service would require high cost full accessible bus stops to be erected and accessible pathways to them, taxi service does not require this as it can pick up from residential etc.

ALTERNATIVE ENERGY SOURCE

Peak Services Energy Division requested Council sign up to the LGAQ Energy Detective which has been done and provides a dashboard of Council usage per facility. Initial investigations have revealed a number of facilities that are candidates for solar panels.

Ergon has advised that a maximum of 120kVA of solar panels could be installed. This cap negates the ability for a solar farm to be developed. Solar panels on high demand facilities up to a total of 120kVA are the proposed option. Investigations are underway to determine which facilities are most suitable as the majority of demand needs to be during the day and the facility must have a large roof that is vandal proof.

OTHER PROJECTS

Community Safety Plan

The Community Safety Plan development is underway with assistance from the Department of Aboriginal and Torres Strait Islander Partnerships. Initial community consultations are being held in the week of 17th 21st August with key stakeholders in the community to review the previous plan's activities and outcomes as well as discussing current issues and concerns.

Foreshore Protection and Rock Pool

Some initial investigations have been undertaken into the opportunity to protect a part of the foreshore in front of the Council Administration buildings and provide a rockpool for safe year round swimming. An initial concept is attached. The Department of Environment and Science have advised that a Hazard Adaptation Study and Foreshore Management plan would need to be undertaken to determine suitable infrastructure for the protection of the foreshore and a swimming enclosure. As these studies are quite expensive investigations will need to be undertaken into funding opportunities.

FINANCIAL & RESOURCE IMPLICATIONS

As per report

RECOMMENDATION

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

Jetty Road
new sandy beach
new tidal rockpool
new walkway

14 STAFF REPORTS - FINANCIAL SERVICES

14.1 FINANCIAL REPORT AS AT 31ST JULY 2020

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

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

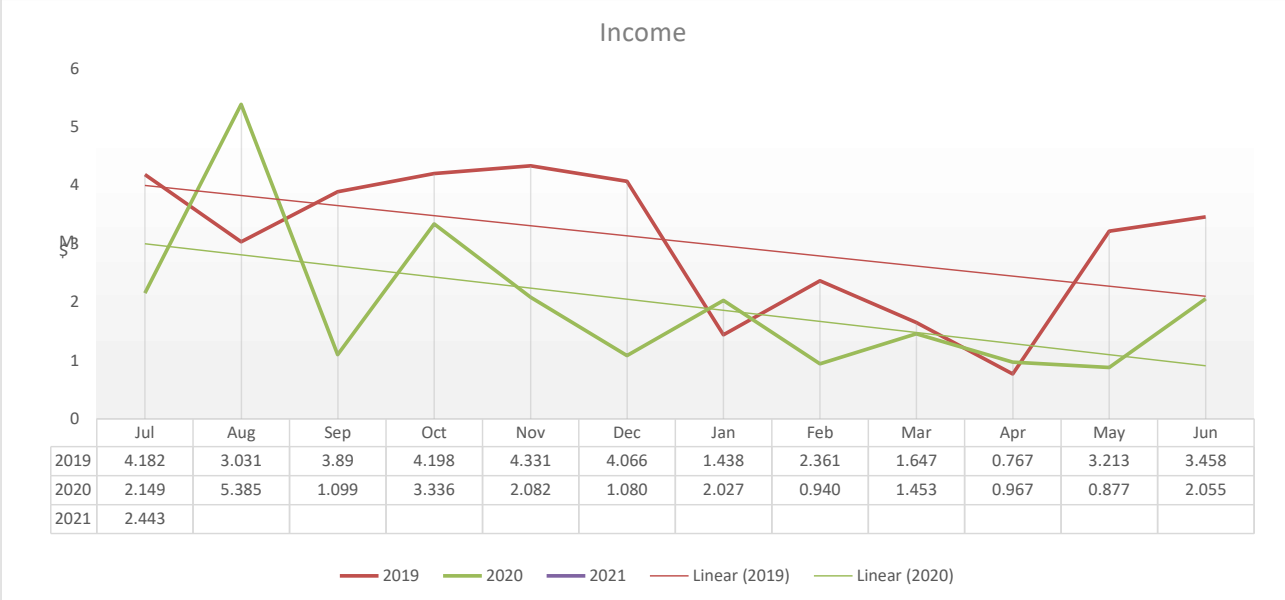
PURPOSE (EXECUTIVE SUMMARY)

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 31st July 2020 (i.e. 8.33% through the financial year);

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

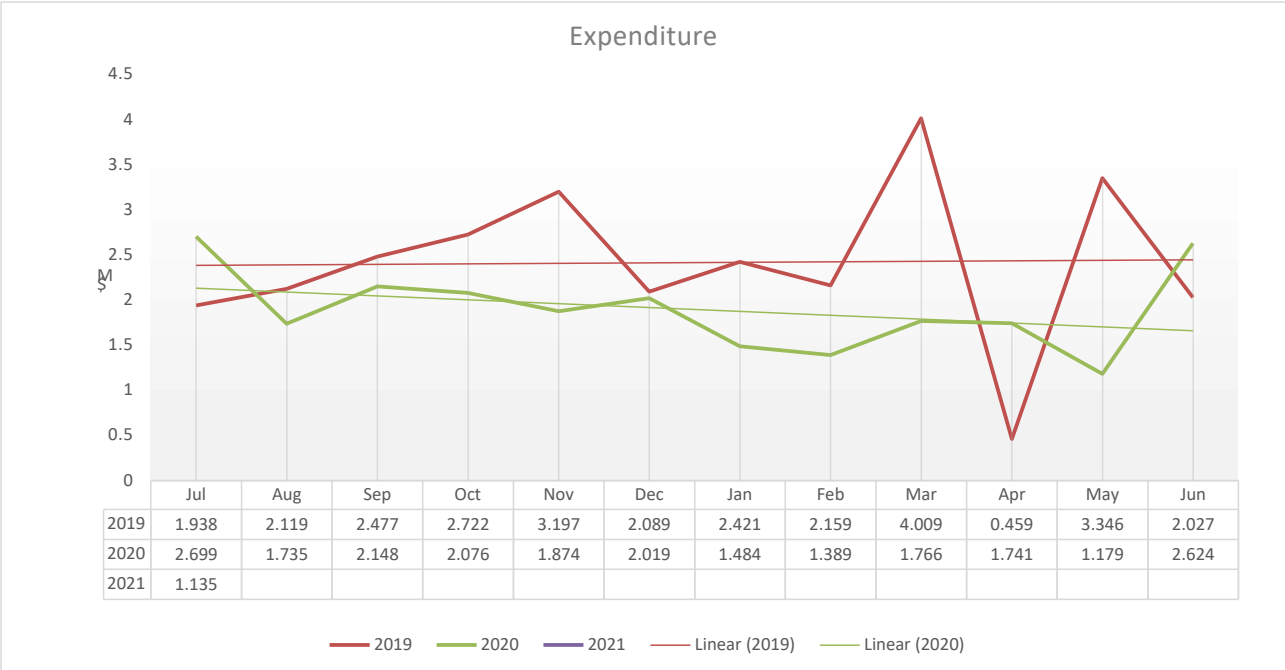
BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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



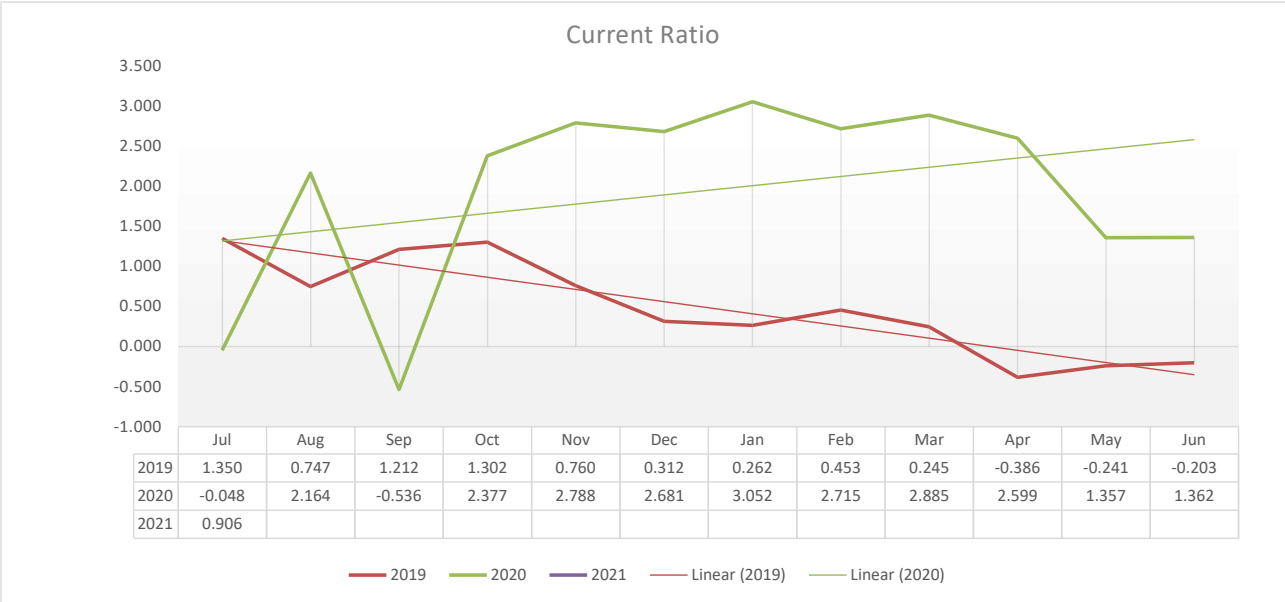
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	4.182	3.031	3.89	4.198	4.331	4.066	1.438	2.361	1.647	0.767	3.213	3.458
2020	2.149	5.385	1.099	3.336	2.082	1.080	2.027	0.940	1.453	0.967	0.877	2.055
2021	2.443											

Comment: Total Income at 8% 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 12% of budget as at 31 July 2020.



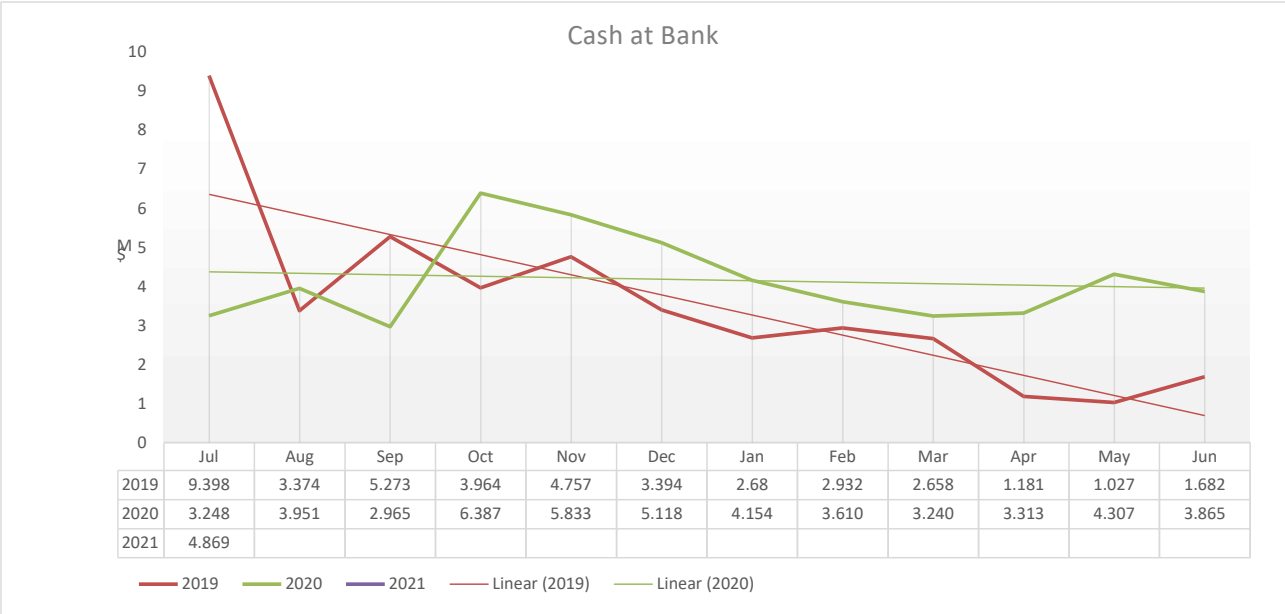
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	1.938	2.119	2.477	2.722	3.197	2.089	2.421	2.159	4.009	0.459	3.346	2.027
2020	2.699	1.735	2.148	2.076	1.874	2.019	1.484	1.389	1.766	1.741	1.179	2.624
2021	1.135											

Comment: Expenditure at 5% of total budget and below the current budget. Employee benefits are currently 6% of budget as at 31 July 2020, materials and services are currently at 6% of budget.



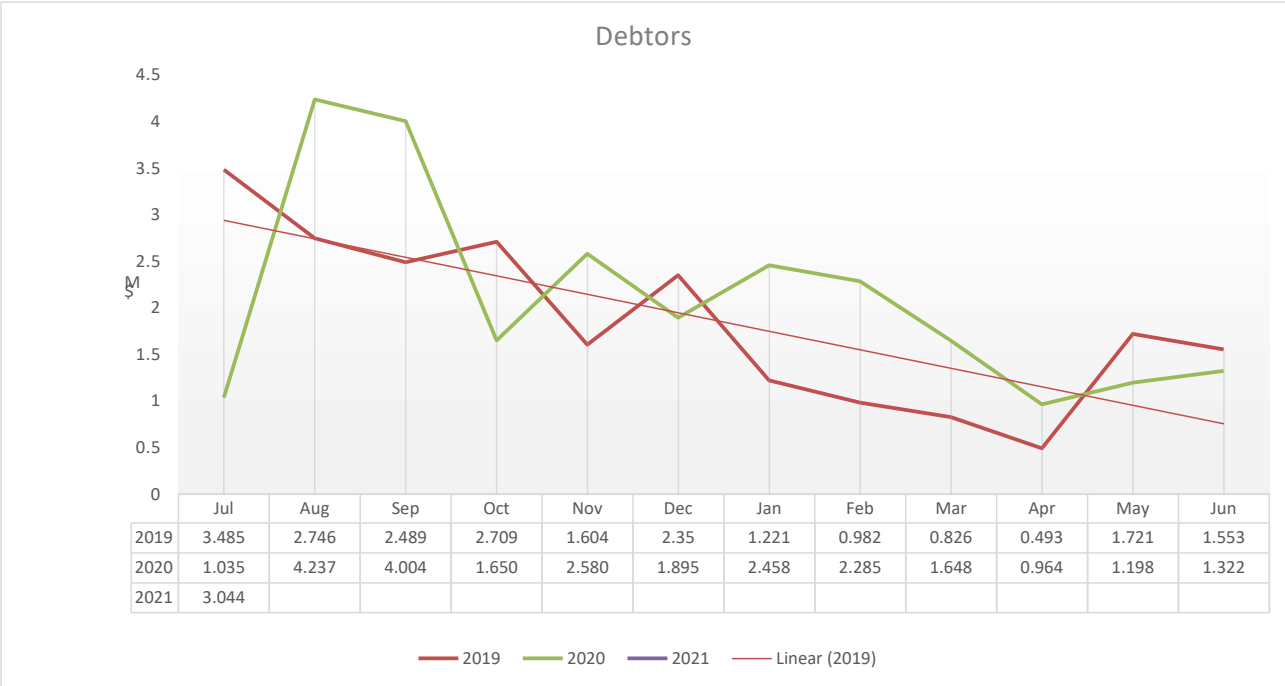
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	1.350	0.747	1.212	1.302	0.760	0.312	0.262	0.453	0.245	-0.386	-0.241	-0.203
2020	-0.048	2.164	-0.536	2.377	2.788	2.681	3.052	2.715	2.885	2.599	1.357	1.362
2021	0.906											

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.



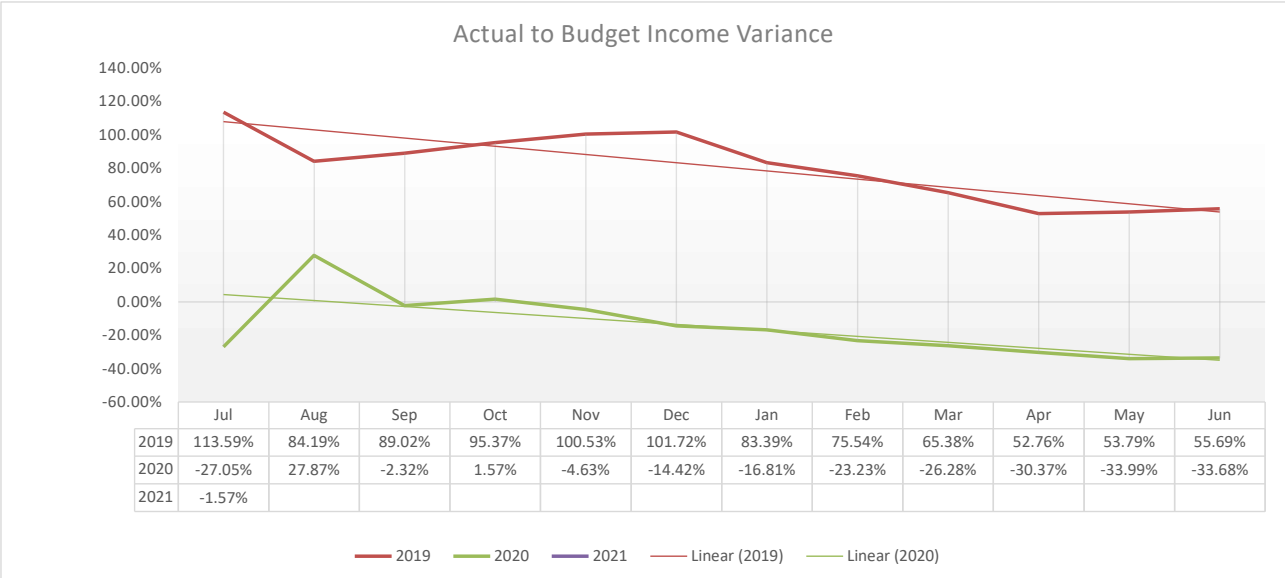
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	9.398	3.374	5.273	3.964	4.757	3.394	2.68	2.932	2.658	1.181	1.027	1.682
2020	3.248	3.951	2.965	6.387	5.833	5.118	4.154	3.610	3.240	3.313	4.307	3.865
2021	4.869											

Comment: This graph provides comfort if it is trending upwards. This has remained at a similar value and increased in July 2020. When unexpended grants are excluded, Council has a positive cash at bank of $2.085m, and improved during the month of July 2020.



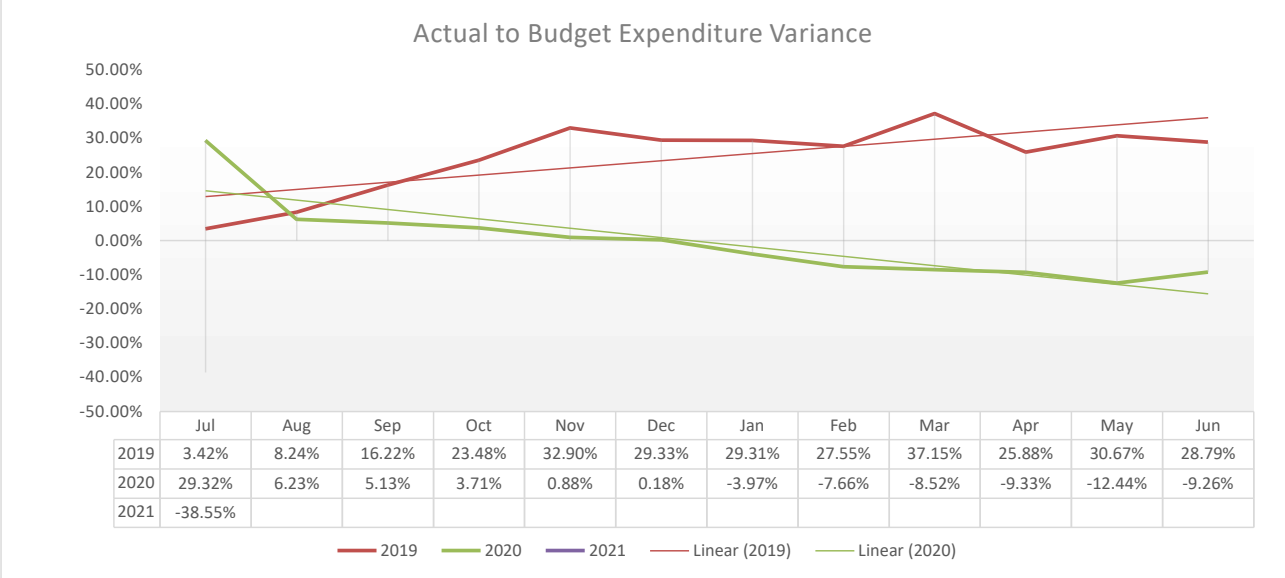
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	3.485	2.746	2.489	2.709	1.604	2.35	1.221	0.982	0.826	0.493	1.721	1.553
2020	1.035	4.237	4.004	1.650	2.580	1.895	2.458	2.285	1.648	0.964	1.198	1.322
2021	3.044											

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.



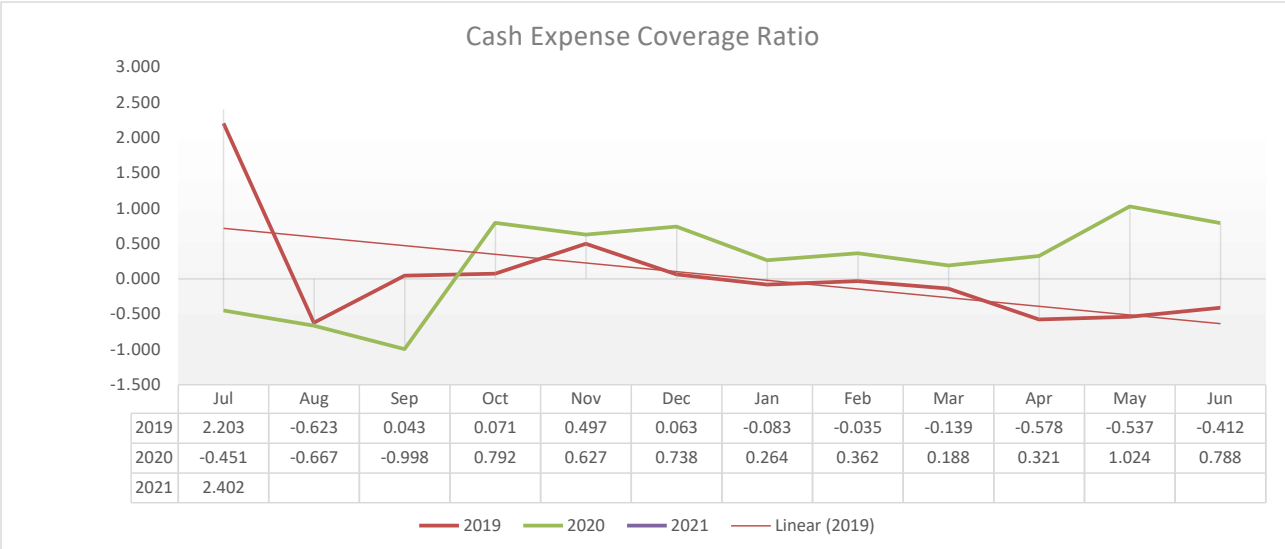
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	113.59%	84.19%	89.02%	95.37%	100.53%	101.72%	83.39%	75.54%	65.38%	52.76%	53.79%	55.69%
2020	-27.05%	27.87%	-2.32%	1.57%	-4.63%	-14.42%	-16.81%	-23.23%	-26.28%	-30.37%	-33.99%	-33.68%
2021	-1.57%											

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 -1.57% in July 2020.



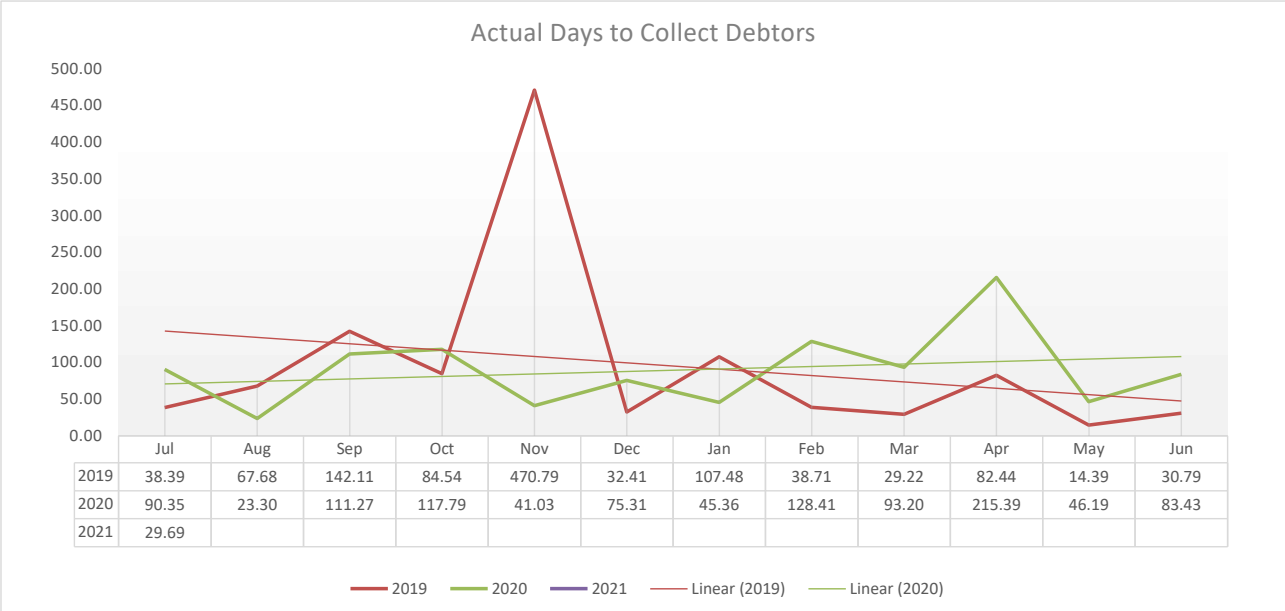
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	3.42%	8.24%	16.22%	23.48%	32.90%	29.33%	29.31%	27.55%	37.15%	25.88%	30.67%	28.79%
2020	29.32%	6.23%	5.13%	3.71%	0.88%	0.18%	-3.97%	-7.66%	-8.52%	-9.33%	-12.44%	-9.26%
2021	-38.55%											

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 at -38.55% at July 2020, and is too early in the year to draw any conclusion into trends at this stage.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	2.203	-0.623	0.043	0.071	0.497	0.063	-0.083	-0.035	-0.139	-0.578	-0.537	-0.412
2020	-0.451	-0.667	-0.998	0.792	0.627	0.738	0.264	0.362	0.188	0.321	1.024	0.788
2021	2.402											

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 has improved to 2.402 months.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	38.39	67.68	142.11	84.54	470.79	32.41	107.48	38.71	29.22	82.44	14.39	30.79
2020	90.35	23.30	111.27	117.79	41.03	75.31	45.36	128.41	93.20	215.39	46.19	83.43
2021	29.69											

Comment: The actual days to collect debtors measures how quickly cash is being collected from debtors. A shorter number of days is preferred, else Council is financing debts of individuals and organisations. Council has implemented an interest charge for overdue debtors. It is hoped this acts as a disincentive for debtors with outstanding debts. The actual number of days to collect debtors improved during the month to an average of 30 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 cash position has improved in July which is evident in the cash expense coverage ratio slightly below three months coverage.

RECOMMENDATION

That Council notes and receives the information in this report.

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

	ACTUALS	ACTUALS/ BUDGET	ORIGINAL BUDGET	ORIGINAL BUDGET
	31-Jul-20	%	31-Jul-20	30-Jun-21
Revenue				
Recurrent revenue				
Local Government Levies	1,701,068	52%	273,458	3,281,500
Fees and Utility Charges	131,656	25%	43,975	527,700
Rental Income	12,317	1%	149,683	1,796,200
Interest Earned	33	0%	5,667	68,000
Sales-Contracts and Recoverable Works	551,329	5%	859,873	10,318,480
Other Recurrent Income	1,538	1%	9,895	118,740
Grants, Subsidies and Contributions	45,485	1%	361,642	4,339,700
Total recurrent revenue	2,443,426	12%	1,704,193	20,450,320
Capital revenue				
Capital Grants, Subsidies, and Contributions	0		759,428	9,113,137
Total capital revenue	0	0%	759,428	9,113,137
Total revenue	2,443,426	8%	2,463,621	29,563,457
Capital Income	0	0%	18,333	220,000
Total income	**2,443,426**	8%	**2,481,955**	**29,783,457**
Expenses				
Recurrent expenses				
Employee Benefits	407,900	6%	603,798	7,245,577
Materials and Services	635,109	6%	847,070	10,164,840
Finance Costs	718	3%	2,000	24,000
Depreciation and Amortisation	91,369	2%	393,884	4,726,605
Total recurrent expenses	1,135,096	5%	1,846,752	22,161,022
Capital Expenses	0		0	0
Total capital expenses	0		0	0
Total expenses	**1,135,096**	5%	**1,846,752**	**22,161,022**
Net surplus	**1,308,330**	17%	**635,203**	**7,622,435**
Operating Capabilities before Depn and Capital Inc.	**1,399,699**		251,325	**3,015,903**
Operating Capabilities before Capital Income	**1,308,330**		**-142,559**	**-1,710,702**

Mornington Shire Council
Statement of Financial Postion
For the month ended 31 July 2020

	ACTUALS	ORIGINAL BUDGET	ACTUALS
	31-Jul-20	30-Jun-21	30-Jun-20
Current Assets			
Cash and cash equivalents	4,868,560	5,161,224	3,860,376
Trade and other receivables	3,043,908	1,671,338	1,308,975
Inventories	462,652	756,761	629,560
Contract Asset	392,793	0	246,151
Leases	208,092	247,187	208,092
Total current assets	**8,976,005**	**7,836,510**	**6,253,154**
Non-current Assets			
Leases	5,084,779	5,731,595	5,303,591
Property, plant and equipment	113,246,905	126,820,334	113,274,147
Total non-current assets	**118,331,684**	**132,551,929**	**118,577,738**
TOTAL ASSETS	**127,307,689**	**140,388,439**	**124,830,892**
Current Liabilities			
Trade and other payables	946,193	286,822	1,500,451
Contract Liability	2,749,432	0	1,489,539
Provisions	487,735	703,514	24,902
Total current liabilities	**4,183,359**	**990,336**	**3,014,892**
Non-current Liabilities			
Provisions	1,549,816	1,219,527	1,549,816
Total non-current liabilities	**1,549,816**	**1,219,527**	**1,549,816**
TOTAL LIABILITIES	**5,733,175**	**2,209,863**	**4,564,708**
NET COMMUNITY ASSETS	**121,574,514**	**138,178,576**	**120,266,184**
Community Equity			
Asset revaluation reserve	99,160,206	107,141,328	99,160,206
Other reserves	0	916,260	0
TOTAL COMMUNITY EQUITY	**121,574,514**	**138,178,576**	**120,266,184**

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

	ACTUALS	ORIGINAL BUDGET
	31-Jul-20	30-Jun-21
Cash flows from operating activities:		
Receipts from Customers	831,628	14,246,420
Payments to Suppliers and Employees	-1,381,768	-17,410,417
	-550,140	**-3,163,997**
Interest Received	33	68,000
Rental Income	36,846	1,796,200
Non-Capital Grants, Subsidies and Contributions	42,985	4,339,700
Borrowing Costs	0	-24,000
Net cash inflow (outflow) from operating activities	**-470,276**	**3,015,902**
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	-245	-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	1,259,893	9,113,137
Net cash inflow (outflow) from investing activities	**1,478,460**	**-159,263**
Cash flows from financing activities	0	0
Repayment of Borrowings	0	0
Net cash inflow (outflow) from financing activities	**0**	**0**
Net increase (decrease) in cash held	1,008,184	2,856,640
Cash at Beginning of Reporting Period	3,860,376	2,304,584
Cash at End of Reporting Period	**4,868,560**	**5,161,224**

Capital Budget Summary
Mornington Shire Council
31/07/2020

	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	Restricte Funds
Project														
4100 Airport Terminal Building (RAAP)	Airport	1,780,000	1,652,401	121,521	-	1,773,921	8,500	-	1,782,421	100%	1,883,000	-	1,883,000	100
4100 Civic Centre (LGGSP)	Administration	5,968,547	22,875	9,920	-	32,795	-	-	32,795	1%	1,562,514	-	1,562,514	1,529
4100 Cyclone Shelter			11,321	-	-	11,321	-	-	11,321		-	-	-	
4100 Dog Pound (W4Q)	Animal Control	472,000	460,334	20,273	-	480,607	-	-	480,607	102%	424,800	-	424,800	
4100 Kiosk Upgrade	Lelka Murrin: Kiosk		1,985	(1,985)	-	0	-	-	0		-	-	-	
4100 Lelka Murrin Tavern Upgrade (BOR)	Lelka Murrin: Tavern	1,202,500	3,828	281,394	-	285,221	2,016	57	287,294	24%	500,000	-	500,000	212
4100 Places of Refuge (W4Q)		1,430,000	80,847	1,155,693	-	1,216,540	20,786	8,373	1,245,699	87%	715,000	-	715,000	
4100 Staff Housing Install (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%	189,000	-	189,000	
4100 RTC Demountable		-	-	-	-	-	-	-	-	100%	-	-	-	
4150 Effluent Outflow Pipe (ICCIP)	Sewerage Management	835,431	278,789	507,252	-	786,040	-	-	786,040	94%	816,067	-	816,067	30
4150 Sewer Pond Desludging (ICCIP)	Sewerage Management			-	-	-	-	46	46		-	-	-	
4150 Sewer Pump Station Upgrade (ICCIP)	Sewerage Management	200,000		410,013	-	410,013	-	-	410,013		-	-	-	
4250 Chlorine Hypo Dosing Upgrade (ICCIP)	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	
Total		**15,756,045**	**5,941,416**	**5,398,807**	**246**	**11,340,468**	**36,638**	**8,980**	**11,386,086**	**72%**	**11,306,127**	**0**	**11,306,127**	**1,87**

1 of 1

14.2 DRAFT ANNUAL FINANCIAL STATEMENTS - FOR THE YEAR ENDED 30TH JUNE 2020

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

Attachments: **1 Draft Financial Statements for the year ended 30 June 2020**

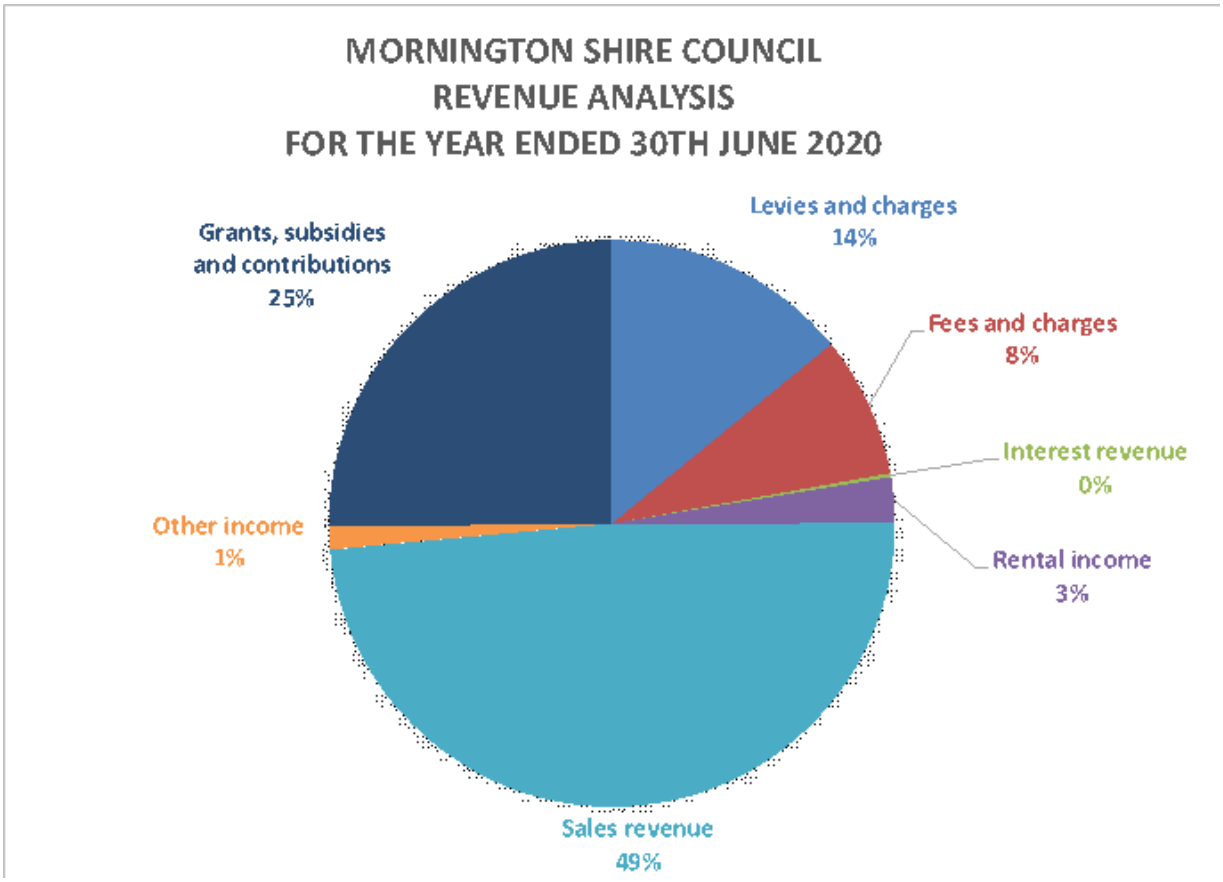
PURPOSE (EXECUTIVE SUMMARY)

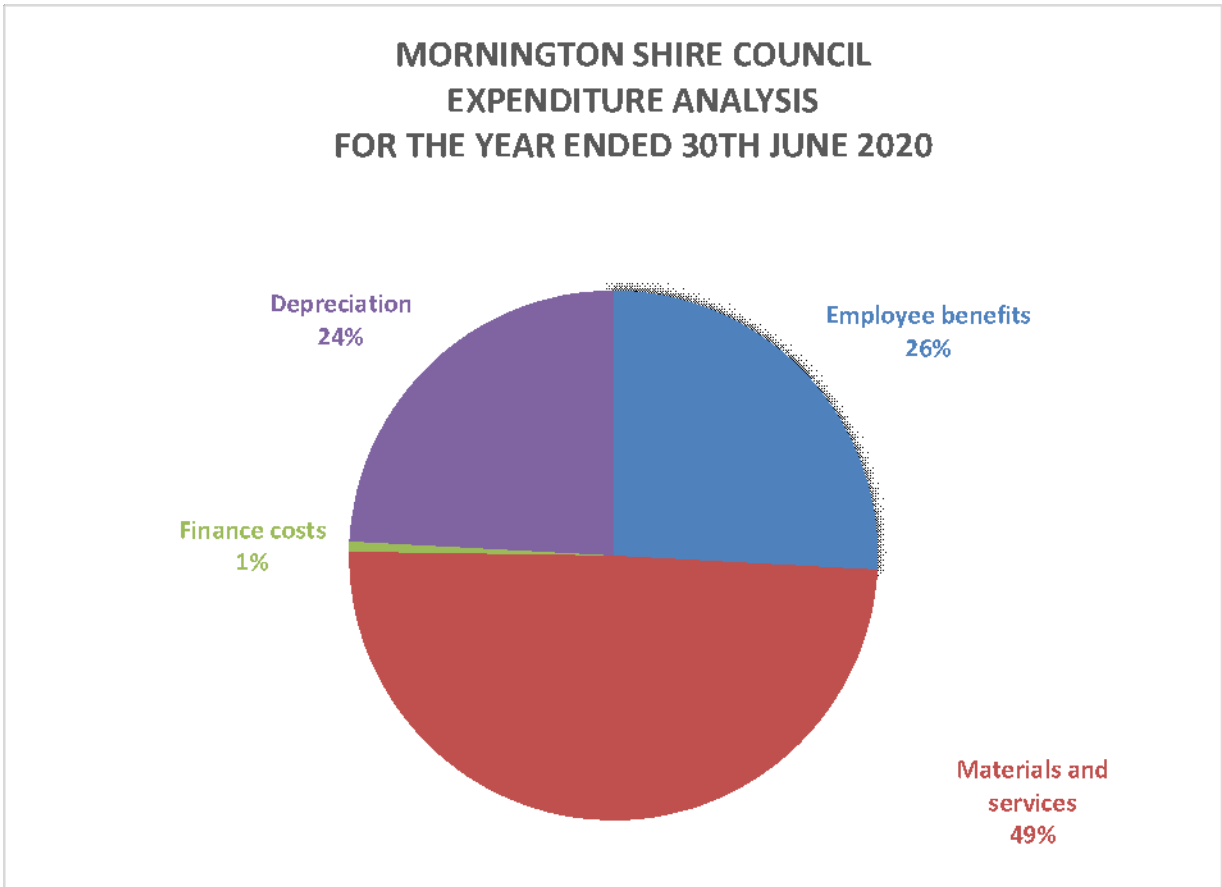
This report provides Council with the draft annual financial statements for the year ended 30th June 2020. These statements are presented for Council's consideration and information that the accounts for the year ended 30th June 2020 are completed and available for external audit.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has had a financial result in 2020 of $201,000 for the year as compared to $6,122,000 for 2019. These results include grants and contributions provided for capital purposes. After considering grants and contributions provided for capital purposes, Council posted a deficit of ($3,616,000), which was an improvement of $5,607,000 on the 2019 deficit of ($9,223,000). The deficit of ($3,616,000) is slightly below the budget target of ($3,390,000) (6.7%).

Total recurrent revenue slightly increased by $26,000 (0.13%). Council continues to work pro-actively towards containing expenditure within operating revenue. There has been a decrease in annual operating expenditure by $5,580,000 (-19.12%), the decrease in expenditure relates predominantly to a decrease in employee benefit costs of $2,773,000 (-31.24%), materials and services of $2,484,000 (-17.56%) and council's depreciation expense has decreased by $409,000 (-6.69%). These cost control measures enabled a significant improvement in the Operating Surplus Ratio from -46.2% down to -18.1%, which was slightly below budget target of -15.6%.





Council's total equity increased to $120,266,000 (2020) from $120,187,000 (2019). Council's unrestricted cash position improved with available funds available after restricting unspent government grants and subsidies from a shortfall of ($495,000) in 2019 to a positive cash position of $1,717,000 in 2020.

With council's emphasis on renewal of assets, council's asset sustainability ratio of 102.7% remains above the industry target of 90%, but below budget for 2019.20 of 119.3%.

The attached draft annual financial statements are presented for Council's consideration, and the accounts are completed and available for external audit.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

1. That the information in this report be received and noted.

Mornington Shire Council

Draft Financial Statements

for the year ended 30 June 2020

Mornington Shire Council
Financial Statements
For the year ended 30 June 2020

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

	Note	Council 2020 $	2019 $
Income			
Revenue			
Recurrent revenue			
Levies and charges	3(a)	2,821,145	2,051,943
Fees and charges	3(b)	1,607,553	1,342,131
Interest revenue	4(b)	46,952	76,304
Rental income	13	517,719	443,226
Sales revenue	3(c)	9,709,264	10,866,027
Other income	4(a)	258,973	61,711
Grants, subsidies and contributions	3(d)(i)	5,033,643	5,127,652
		19,995,249	19,968,994
Capital revenue			
Grants, subsidies and contributions	3(d)(ii)	4,690,661	16,634,018
Capital income	5	(391,263)	375,826
Total capital revenue		4,299,398	17,009,844
Total income		**24,294,647**	**36,978,838**
Expenses			
Recurrent expenses			
Employee benefits	6	(6,102,777)	(8,875,705)
Materials and services	7	(11,658,427)	(14,141,963)
Finance costs	8	(147,224)	(62,480)
Depreciation	14	(5,702,727)	(6,111,477)
		(23,611,155)	(29,191,625)
Capital expenses	9	(482,171)	(1,664,717)
Total expenses		**(24,093,326)**	**(30,856,342)**
Net result		**201,321**	**6,122,496**
Other comprehensive income			
Items that will not be reclassified to net result			
Movement in asset revaluation surplus	18	-	(8,512,693)
Total other comprehensive income for the year		-	(8,512,693)
Total comprehensive income for the year		**201,321**	**(2,390,197)**

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Mornington Shire Council
Statement of Financial Position
as at 30 June 2020

	Note	Council 2020 $	Council 2019 $
Current Assets			
Cash and Cash Equivalents	10	3,860,376	2,181,213
Trade and Other Receivables	11	1,308,961	1,570,189
Inventories		629,564	573,239
Contract Asset	12	246,151	-
Leases	13	208,092	208,092
Total Current Assets		6,253,144	4,532,733
Non-Current Assets			
Leases	13	5,303,591	5,909,712
Property, Plant and Equipment	14	113,274,150	113,117,099
Total Non-Current Assets		118,577,741	119,026,811
Total Assets		124,830,885	123,559,544
Current Liabilities			
Trade and Other Payables	16	1,500,451	2,072,592
Contract Liability	12	1,489,539	-
Provisions	17	24,902	84,208
Total Current Liabilities		3,014,892	2,156,800
Non-Current Liabilities			
Provisions	17	1,549,816	1,215,975
Total Non-Current Liabilities		1,549,816	1,215,975
Total Liabilities		4,564,708	3,372,775
Net Community Assets		**120,266,177**	**120,186,769**
Community Equity			
Asset Revaluation Surplus	18	99,160,205	99,160,205
Retained Surplus		21,105,972	21,026,564
Total Community Equity		**120,266,177**	**120,186,769**

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

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

	Note	Council 2020 $	2019 $
Cash flows from operating activities			
Receipts from customers		14,620,220	14,666,332
Payments to suppliers and employees		(18,758,842)	(22,250,788)
		(4,138,622)	(7,584,456)
Rental Income		431,625	443,226
Interest received		46,952	76,304
Operating grants and contributions		4,948,851	5,127,652
Net cash inflow (outflow) from operating activities	19	1,288,806	(1,937,274)
Cash flows from investing activities			
Payments for property, plant and equipment		(5,467,191)	(20,249,026)
Proceeds from sale of property plant and equipment	9	81,955	-
Lease receipts	13	214,857	329,622
Grants, subsidies, contributions and donations		5,560,736	16,634,018
Net cash inflow (outflow) from investing activities		390,357	(3,285,386)
Net increase (decrease) in cash and cash equivalent held		1,679,163	(5,222,660)
Cash and equivalents at the beginning of the financial year		2,181,213	7,403,873
Cash and equivalents at end of the financial year	10	**3,860,376**	**2,181,213**

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Mornington Shire Council
Statement of Changes in Equity
For the year ended 30 June 2020

	Note	Asset Revaluation Surplus	Retained Surplus	Total
		18		
		$	$	$
Balance as at 1 July 2019		99,160,205	21,026,564	120,186,769
Adjustment on initial application of AASB 15/ AASB 1058			(121,913)	(121,913)
Restated balance at 1 July 2019		99,160,205	20,904,651	120,064,856
Net operating surplus		-	201,321	201,321
Other comprehensive income for the year				
Increase / (decrease) in asset revaluation surplus	18	-	-	-
Balance as at 30 June 2020		**99,160,205**	**21,105,972**	**120,266,177**
Balance as at 1 July 2018		107,672,898	14,904,068	122,576,966
Net operating surplus		-	6,122,496	6,122,496
Other comprehensive income for the year				
Increase / (decrease) in asset revaluation surplus		(8,512,693)	-	(8,512,693)
Balance as at 30 June 2019		**99,160,205**	**21,026,564**	**120,186,769**

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

1 Significant Accounting Policies

1.A Basis of Preparation

Mornington Shire Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2019 to 30 June 2020 and have been prepared in accordance with the Local *Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of non-current assets.

Current/ Non-Current Classification

Assets and liabilities are presented as "current" or "non-current" in the Statement of Financial Position on the following basis:

Current assets and liabilities include financial and non-financial items which are either held primarily for the purpose of trading or is expected to arise and be realised or settled in the normal course of the operating cycle, or does not have an unconditional right to defer settlement for at least 12 months after the reporting period.

Non-current assets and liabilities include financial and non-financial items which are either not expected to be realised or settled in the normal course of the operating cycle, or contain an unconditional right to defer settlement for a period greater than 12 months.

Recurrent/Capital Classification

Revenue and expenditure are presented as "recurrent" or "capital" in the Statement of Comprehensive Income on the following basis:

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers and fair value gains on infrastructure assets or housing leases.

The following transactions are classified as either "Capital Income" or "Capital Expenses" depending on whether they result in accounting gains or losses:
- disposal of non-current assets
- revaluations of infrastructure assets
- revaluation of housing leases

All other revenue and expenses have been classified as "recurrent".

1.B Adoption of New and Revised Accounting Standards

Council has adopted all standards which became manditorily effective for annual reporting periods beginning on 1 July 2019, the standards which had an impact on reported position, performance and cash flows were those relating to revenue and leases.

Refer to the change in accounting policy note 24 for transition disclosures for AASB 15 *Revenue from Contracts with Customers* and *AASB 1058 Income of Not for Profit Entities.*

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

1.C Standards Issued Not Yet Effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2020, these standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for Council then further information has been provided in this note.

Standard and Impact	Date Applicable
AASB 2018-6 Amendments to Australian Accounting Standards - Definition of a Business	1-Jan-20
AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material	1-Jan-20

Other amended Australian Accounting Standards and Interpretations which were issued at the date of authorisation of the financial report, but have future commencement dates are not likely to have a material impact on the financial statements.

1.D Critical Accounting Judgements and Key Sources of Estimation Uncertainty

Councils make a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. These significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

Judgements, Estimates and Assumptions	Note
Valuation and depreciation of property, plant and equipment	14,15
Impairment of property, plant and equipment	14
Provisions	17
Valuation of finance leases	13
Contingent liabilities	22
Financial instruments and financial liabilities	20

1.E Inventories

Stores and raw materials held for resale are valued at the lower of cost and net realisable value. Costs are assigned on the basis of weighted average cost.

1.F National Competition Policy

The Council has reviewed its activities and has identified that there are no business activities to which the code of competitive conduct applies.

1.G Rounding and Comparatives

The financial statements have been rounded to the nearest $1. Comparative information is restated where necessary to be consistent with disclosures in the current reporting period.

1.H Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

2. Analysis of Results by Function

2(a) Components of Council Functions

The activities relating to the Council's components reported on in Note 2(b) are as follows :

Council and Executive Leadership Team

Council's current structure consists of three departments each headed by an Executive Manager, and a Governance Sector. The Executive Managers, along with the Chief Executive Officer form the Executive Leadership Team.

Financial Services

This comprises the support functions for the management of Council's finances, information technology and financial reporting obligations.

Activities performed by Financial Services were previously the responsibility of the Corporate Services Function.

Infrastructure/ Technical Services

To provide and maintain infrastructure such as roads, drainage, footpaths, aerodromes, marine facilities, water supply and services, sewerage, plant and machinery, and the construction and maintenance of community buildings and facilities.

Human Services

The Human Services function includes:
- Administration
- Human Resources and Payroll
- Property Management (Residential and Commercial)
- Grants
- Council Stores
- Sports and Recreation
- Bakery

NOTE - UPDATE IN PROGRESS

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

2 Analysis of Results by Function
(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2020

Functions	Gross program income				Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent		Capital			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2020 $	2020 $	2020 $	2020 $	2020 $	2020 $	2020 $	2020 $	2020 $	2020 $	2020 $
Council and Executive Leadership Team	-	57,509	-	-	57,509	(1,893,943)	-	(1,893,943)	(1,836,434)	(1,836,434)	-
Financial Services	4,603,773	1,118,249	53,794	(391,263)	5,384,553	(3,243,187)	-	(3,243,187)	2,478,835	2,141,366	(205,144)
Governance	114,000	15,791	-	-	129,791	(504,757)	-	(504,757)	(374,965)	(374,965)	267,133
Infrastructure/ Technical Services	315,870	11,893,573	2,920,647	-	15,130,090	(14,653,547)	(482,171)	(15,135,719)	(2,444,104)	(5,629)	3,486,640
Human Services	-	1,876,484	1,716,220	-	3,592,704	(3,315,721)	-	(3,315,721)	(1,439,237)	276,983	909,230
Total Council	5,033,643	14,961,607	4,690,661	(391,263)	24,294,648	(23,611,155)	(482,171)	(24,093,326)	(3,615,905)	201,321	4,457,859
	5,033,643	14,961,606	4,690,661	(391,263)		(23,611,155)	(482,171)	(24,093,326)		201,321	124,830,885
	0	1	(0)	(0)		(0)	(0)	(0)		0	(120,373,026)

Year ended 30 June 2019

Functions	Gross program income				Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent		Capital			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2019 $	2019 $	2019 $	2019 $	2019 $	2019 $	2019 $	2019 $	2019 $	2019 $	2019 $
Council and Executive Leadership Team	3,080	443,225	-	-	446,305	(1,729,230)		(1,729,230)	(1,282,925)	(1,282,925)	10,442,440
Financial Services	4,670,641	89,496	715,000	-	5,475,137	(2,025,451)	375,826	(1,649,625)	2,734,686	3,825,512	-
Infrastructure/ Technical Services	322,173	12,877,036	15,191,818	-	28,391,027	(20,917,213)	(1,664,716)	(22,581,929)	(7,718,004)	5,809,098	86,945,022
Human Services	131,758	1,431,583	727,200	-	2,290,541	(4,519,730)		(4,519,730)	(2,956,389)	(2,229,189)	26,172,075
Total Council	5,127,652	14,841,339	16,634,018	-	36,603,010	(29,191,624)	(1,288,890)	(30,480,514)	(9,222,632)	6,122,496	123,559,537

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

3 Revenue

	Note	AASB 15 $	AASB 1058 $
Revenue recognised at a point in time			
Levies and Charges		-	2,821,145
Fees and Charges		-	481,973
Rental Income		-	-
Grants, subsidies, donations and contributions			7,005,662
Sale of goods and services		1,070,246	2,476,332
Other		-	258,973
		1,070,246	13,044,085
Revenue recognised over time			
Levies and Charges		-	-
Fees and Charges		1,087,427	38,152
Rental Income		517,719	-
Revenue relating to grants for assets controlled by Council		-	2,718,640
Sale of goods and services		1,051,323	5,111,361
Other		-	-
		2,656,469	7,868,153
Total Revenue		3,726,715	20,912,238

(a) Levies and Charges

2020 accounting policy: Levies and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate.

Service charges are levied annually based on the quantity of the specificied unit of measure associated with each property. The charge and corresponding unit of measure are set out in Council's Fees & Charges

2019 accounting policy: Where monies are received prior to the commencement of the levying period, the amount is recognised as revenue in the period in which they are received.

	2020 $	2019 $
Water	1,091,165	908,652
Sewerage	558,070	553,503
Garbage charges	523,910	589,788
General service charges	648,000	-
	2,821,145	2,051,943

(b) Fees and Charges

2020 accounting policy: Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods/ services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payments are within 30 days of the provision of services or in some cases paid upfront. There is no material obligation for Council in relation to refunds or returns.

Airport landing fees are measured based on the number of passengers and recognised net of amounts not expected to be recoverable.

Accommodation fees consists of revenue from bookings at Council run Motel and Visitor Accommodation Centre and other accommodation which is not subject to a commercial leasing arrangement. Revenue is recognised at the time of occupancy of the premises (subject to conditions of cancellation policies) and measured at the prices listed in the Fees and Charges.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

2019 accounting policy: Fees and charges relate to local government levy, levy on staff houses and airport landing fees. Levels of fees and charges are determined by Council at the commencement of each year and recognised as revenue upon receipt.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

	2020 $	2019 $
Airport landing fees	400,443	428,828
Accommodation fees	1,125,580	843,857
Other fees and charges	81,530	69,446
	1,607,553	1,342,131

(c) Sales Revenue

Sale of goods revenue is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

Contract and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. The revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. Council has a number of contracts in progress at year end (2019: nil). The contract work carried out is not subject to retentions.

	2020 $	2019 $
Sale of Services		
Contract works	6,093,008	8,072,578
Other recoverable works	2,546,011	1,746,025
	8,639,019	9,818,603
Sale of goods		
Sale of goods	1,070,245	1,047,424
	1,070,245	1,047,424
	9,709,264	10,866,027

(d) Grants, Subsidies and Contributions

2020 accounting policy:

Grant income under AASB 15
When grant income arises from agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied.

The performance obligations are varied based on the agreement but include reconstruction of discrete road damage utilising the specified treatment type, construction or performance of sufficiently specific activities to a specified building or program. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Grant income under AASB 1058
Assets arising from grants in the scope of AASB 1058 is recognised at the assets fair value when the asset is received. Councils considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

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Capital grants
Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue as and when the obligation to construct or purchase is completed.
For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.
Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

2019 accounting policy:

Grants, subsidies, donations and contributions that are non-reciprocal in nature are recognised as revenue when Council obtains control over them, which is usually upon receipt of funds.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. Council does not currently have any reciprocal grants.

	2020	2019
(i) Recurrent	$	$
Commonwealth government subsidies and grants	-	3,080
General purpose grants	4,553,276	4,777,713
State government subsidies and grants	395,575	325,062
Other	84,792	21,797
	5,033,643	5,127,652

Grants and contributions are to be classified as recurrent or capital depending on the purpose for which they were received and not on the purpose for which they were spent. General purpose grants and contributions are all classified as operating regardless of how they are spent.

(ii) Capital

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets.

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Commonwealth government subsidies and grants	-	900,000
NDRRA funding	2,128,826	12,590,151
State government subsidies and grants	2,010,435	3,143,867
Other contributions - Non cash	551,400	-
	4,690,661	16,634,018

(iii) Conditions over Grants
Contributions recognised as income during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:

Grants for expenditure on services	84,768	
Grants for expenditure on infrastructure	568,707	2,676,245
	653,475	2,676,245

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4 Interest and Other Income

	Note	2020 $	2019 $
(a) Other Income			
Other Income		258,973	61,711
		258,973	61,711
(b) Interest Revenue			
Interest received from term deposits is accrued over the term of the investment.			
Interest received on deposits		46,952	76,304
		46,952	76,304

5 Capital Income

		2020 $	2019 $
Gain on revaluation of finance leases	13	(391,263)	375,826
Fair value of newly recognised controlled assets		-	-
Total Capital Income		(391,263)	375,826

6 Employee Benefits

		2020 $	2019 $
Total staff wages and salaries		4,347,481	5,825,158
Councillors' remuneration		113,598	321,512
Annual, sick and long service leave entitlements		482,558	1,293,549
Superannuation	23	607,125	845,175
		5,550,762	8,285,394
Other employee related expenses		586,050	1,011,432
		6,136,812	9,296,826
Less: Capitalised employee expenses		(34,035)	(421,121)
		6,102,777	8,875,705

Councillor remuneration represents salary, other allowances, costs and training paid in respect of carrying out their duties.

Total Council employees at the reporting date:	2020	2019
Elected members	5	5
Administration staff	17	22
Depot and outdoors staff	62	84
Total full time equivalent employees	84	111

7 Materials and Services

	2020 $	2019 $
Administration expenses	1,513,443	1,504,261
Audit of annual financial statements *	76,991	99,075
Community and civic expenses	153,266	194,955
Contract works	2,251,521	5,315,984
Contractors and consultants	4,131,165	2,518,818
Cost of goods sold	1,579,796	440,782
Management fees and subscriptions	380,705	340,275
Motor vehicle expenses	388,725	843,217
Other materials and services	682,155	1,039,382
Other recoverable works	299,566	625,769
Repairs and maintenance	201,094	1,219,445
	11,658,427	14,141,963

* Total estimated audit fees by the QAO relating to the 2020 annual financial statements are $78,750 (2019: Actual

$77,000).

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8 Finance Costs

	2020 $	2019 $
Bank charges	13,968	21,749
Impairment of receivables	124,088	40,731
Unwinding of discount on provisions	9,168	-
	147,224	62,480

9 Capital Expenses

	2020 $	2019 $
Gain / (loss) on disposal of non-current assets		
Proceeds from the sale of property, plant and equipment	81,955	-
Less: Book value of property, plant and equipment disposed	(278,939)	(569,900)
Total Gain/ (loss) on disposal of non-current assets	(196,984)	(569,900)
Provision for restoration of landfill		
Initial recognition of landfill restoration provision	-	(1,094,817)
Discount rate adjustment to landfill restoration provision	(285,187)	-
	(285,187)	(1,094,817)
Total Capital Expenses	(482,171)	(1,664,717)

10 Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

	2020 $	2019 $
Cash at bank and on hand	3,860,376	2,181,213
Deposits at call	-	-
Balance per Statement of Cash Flows	3,860,376	2,181,213

Councils cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:		
Unspent government grants and subsidies	2,143,014	2,676,245
Total unspent restricted cash	2,143,014	2,676,245

	2020 $	2019 $
Trust funds held for outside parties		

The Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	80	80
	80	80

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11 Trade and Other Receivables

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income.

	2020 $	2019 $
Current		
Trade debtors	1,210,548	1,703,261
Other debtors	82,444	13,725
Less: Impairment	(157,096)	(216,502)
GST recoverable	173,065	69,705
	1,308,961	1,570,189

No interest is charged on debtors. There is no concentration of credit risk for service charges, fees and other debtors receivable.

Movement in accumulated impairment provisions is as follows:	2020 $	2019 $
Opening balance at 1 July	216,502	176,394
Impairment debts written off during the year	(56,213)	-
Additional impairments recognised	124,087	40,108
Impairments reversed	(127,280)	-
Closing balance at 30 June	157,096	216,502

12 Contract Balances

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer/ fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

		2020 $
a	**Contract assets**	246,151
b	**Contract liabilities**	
	Funds received upfront to construct Council controlled assets	1,469,539
	Deposits received in advance of services provided (e.g accommodation fees, hire fees)	20,000
		1,489,539

c **Significant changes in contract balances**

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The contract assets and liabilities have arisen on adoption of AASB 15 and AASB 1058. Previously the revenue was recognised on receipt and therefore there was no effect on the statement of financial position. Refer to the change in accounting policy note 24 for transition disclosures for *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not for Profit Entities*.

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13 Leases

Council as a Lessor

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains lease and non-lease components then the non-lease components are accounted for in accordance with AASB 15 Revenue from Contracts with Customers.

The lease income is recognised on a straight-line basis over the lease term.

Finance leases:
Council has leased 230 dwellings as lessor to the Queensland Government for 40 years. The total lease payment per dwelling in the current year is between $800 - $907.60. These lease payments are required to be adjusted each year by the change in the Consumer Price Index (All Groups) for Brisbane. As the gross lease payments are insufficient to cover the fair value (current replacement cost) of the leased properties, there is no interest rate implicit in the leases and therefore no finance income will arise from the leases. Consequently, the leases are recognised at the present value of the expected future lease payments receivable (fair value). Gains on revaluation of finance lease assets are recognised as other income.

There are no unearned finance income, unguaranteed residual values accruing to the benefit of Council, accumulated allowance for uncollectible minimum lease payments receivable or contingent rents recognised as income applicable to the leases.

	2020	2019
Current	$	$
Finance leases	208,092	208,092
	208,092	208,092
Non-Current		
Finance leases	5,303,591	5,909,712
	5,303,591	5,909,712
A reconciliation between the gross investment in the lease and the fair value of lease payments is as follows:		
Gross minimum lease payments receivable:		
Not later than one year	208,092	208,091
Later than one year but not later than five years	832,368	832,368
Later than five years	5,376,941	5,587,002
	6,417,401	6,627,461
Add: Estimated contingent rent	2,632,138	3,327,843
Less: Present value adjustment	(3,537,856)	(3,837,501)
Fair value of lease payments	5,511,683	6,117,803
The fair value of lease payments are receivable as follows:		
Not later than one year	208,092	208,091
Later than one year but not later than five years	806,557	789,687
Later than five years	4,497,034	5,120,025
	5,511,683	6,117,803
Movements in finance leases were as follows:		
Opening balance	6,117,803	6,071,600
Add: Initial recognition of new leases	-	-
Less: Lease receipts	(214,857)	(329,622)
Add: Gain/ (loss) on revaluation	(391,263)	375,826

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Closing balance	5,511,683	6,117,803

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Key estimates and assumptions		
Consumer Price Index (CPI)	2.2% : 2019/20	2.5% : 2018/19
Any increase in the consumer price index would result in an increase in actual lease receipts due not later than one year, an increase in estimated contingent rent and a corresponding increase in the revaluation gain (net of discounting). A decrease in CPI would result in a reduction in the estimated contingent rent		
Discount Rate	3.5% : 2019/20	3.5% : 2018/19
An increase in the discount rate would result in a reduction in the fair value of lease payments and a corresponding decrease or loss on revaluation. A decrease in the discount rate would result in an increase in fair value of lease payments and a corresponding gain on revaluation.		

Operating leases:

Where Council retains the risks and rewards relating to a lease, they are classified as operating leases and related to several buildings held as property, plant and equipment in the statement of financial position for strategic purpose and to provide a social service.

Rent from investment and other property is recognised as income on a periodic straight line basis over the lease term

	2020 $	2019 $
Investment property income (excluding variable lease payments not dependent on an index or rate)	517,719	443,226
Investment property income relating to variable lease payments not dependent on an index or rate	-	-

There is nil unearned finance income, unguaranteed residual values accruing to the benefit of Council, accumulated allowance for uncollectible minimum lease payments receivable or contingent rents recognised as income applicable to

The Council has entered into commercial property leases on some of its buildings.

The minimum leases receipts are as follows:	2020 $	2019 $
Not later than one year	351,170	441,622
One to five years	1,091,810	1,236,638
Later than five years	3,539,323	3,745,666
	4,982,303	5,423,926

Key estimates and assumptions		
Consumer Price Index (CPI)	1.8% : 2019/20	2.5% : 2018/19
Any increase in the consumer price index would result in an increase in lease revenue due, with any decrease in CPI reducing the lease revenue expected over the term of the lease, limited by the contractual minimum lease payable.		

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14 Property, Plant and Equipment

	Note	Buildings	Plant and Equipment	Road and Drainage Network	Water	Sewerage	Other Infrastructure Assets	Work in Progress	Total
Council - 30 June 2020									
Basis of Measurement		Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
Asset Values		$	$	$	$	$	$	$	$
Opening gross value as at 1 July 2019		45,147,443	6,289,973	60,874,535	33,374,706	14,044,498	22,939,946	5,924,259	188,595,360
Additions		1,254,403	110,351				281,598	5,490,992	7,137,344
Disposals		(865,458)	(160,514)				(12,946)	(14,026)	(1,052,944)
Revaluation adjustment to other comprehensive income (asset revaluation surplus)	18								-
Transfers between classes		807,067	211,026					(1,018,093)	-
Closing gross value as at 30 June 2020		46,343,455	6,450,836	60,874,535	33,374,706	14,044,498	23,208,598	10,383,132	194,679,760
Accumulated depreciation and impairment									
Opening balance as at 1 July 2019		21,917,244	3,932,095	24,296,242	12,668,207	8,304,366	4,360,107	-	75,478,261
Depreciation provided in period		1,096,428	262,650	3,002,635	491,058	256,885	593,071		5,702,727
Depreciation on disposals		(670,799)	(78,175)				(11,004)		(759,978)
Fair value adjustment on recognition of property, plant and equipment		984,600							984,600
Revaluation adjustment to asset revaluation surplus	18								-
Transfers between classes									-
Accumulated depreciation as at 30 June 2020		23,327,473	4,116,570	27,298,877	13,159,265	8,561,251	4,942,174	-	81,405,610
Total written down value as at 30 June 2020		23,015,982	2,334,266	33,575,658	20,215,441	5,483,247	18,266,424	10,383,132	113,274,150
Residual Value		-	-	-	-	-	-	-	
Range of estimated useful life in years		15-60	5-40	5-50	10-100	15-100	1-50	-	
Additions Comprise:		$	$	$	$	$	$	$	$
Renewals		1,531,526	321,377	-	-	-	281,598	3,773,168	5,907,669
Other additions		529,944						699,731	1,229,675
Total additions		2,061,470	321,377	-	-	-	281,598	4,472,899	7,137,344

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14 Property, Plant and Equipment

Council - 30 June 2019	Note	Buildings	Plant and Equipment	Road and Drainage Network	Water	Sewerage	Other Infrastructure Assets	Work in Progress	Total
Basis of Measurement		Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
Asset Values		$	$	$	$	$	$		$
Opening gross value as at 1 July 2018		44,048,998	5,401,106	59,249,770	32,560,689	13,473,737	22,138,117	12,934,599	189,807,016
Additions		-		-	-	-		15,720,201	15,720,201
Disposals		(1,605,000)	(56,363)				(273,686)	(390,095)	(2,325,144)
Revaluation adjustment to other comprehensive income (asset revaluation surplus)		976,212		(17,389,718)	814,017	336,843	655,933	-	(14,606,713)
Transfers between classes		1,727,233	945,230	19,014,483	-	233,918	419,582	(22,340,446)	-
Closing gross value as at 30 June 2019		45,147,443	6,289,973	60,874,535	33,374,706	14,044,498	22,939,946	5,924,259	188,595,360
Accumulated depreciation and impairment									
Opening balance as at 1 July 2018		21,368,118	3,570,409	28,583,450	11,985,399	7,900,509	3,418,068	-	76,825,953
Depreciation provided in period		1,125,935	384,610	2,935,918	373,827	201,855	1,089,332	-	6,111,477
Depreciation on disposals		(1,068,539)	(22,924)	-	-	-	(273,686)	-	(1,365,149)
Revaluation adjustment to asset revaluation surplus		491,730	-	(7,223,126)	308,981	202,002	126,393	-	(6,094,020)
Transfers between classes		-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2019		21,917,244	3,932,095	24,296,242	12,668,207	8,304,366	4,360,107	-	75,478,261
Total written down value as at 30 June 2019		23,230,199	2,357,878	36,578,293	20,706,499	5,740,132	18,579,839	5,924,259	113,117,099
Residual value		-	-	-	-	-	-	-	
Range of estimated useful life in years		15-60	5-40	5-50	10-100	15-100	1-50	-	

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14 Property, Plant and Equipment (Continued)

a) Recognition

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than $5,000, and infrastructure assets and buildings with a total value of less than $10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Capital and Operating Expenditure
Wage and materials expenditure incurred for the acquisition or construction of assets are treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Deed of Grant in Trust Land
Council is located on land assigned to it under a Deed of Grant in Trust (DOGIT) under Section 34I of the Land Act 1994.

The land is administered by the Department of Natural Resources and Mines and the Council has restricted use of this land for the benefit of shire inhabitants. The DOGIT land has not been taken up in the Council's assets as it cannot be reliably measured.

b) Measurement

Acquisition of assets
Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

Capital Work in Progress
The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

c) Depreciation

Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The

condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

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14 Property, Plant and Equipment (Continued)

Key judgements and estimates:

Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the Council.

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical obsolescence that may change the utility of certain software and IT equipment.

d) Impairment

The recoverable amount of specialised non-current assets held for continuing use of their service capacity is considered to be materially equivalent to its fair value.

Other non-specialised non-current physical asset and group of assets are assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Key judgements and estimates:

In assessing impairment, management estimates the recoverable amount of each asset, based on expected future cash flows and uses an interest rate to discount them. Estimation uncertainty relates to assumptions about future operating results and the determination of a suitable discount rate.

e) Valuation

Key judgements and estimates:

Some of the Council's assets and liabilities are measured at fair value for financial reporting purposes.

In estimating the fair value of an asset or a liability, the Council uses market-observable data to the extent it is available. Where Level 1 inputs are not available, the Council engages third party qualified valuers to perform the valuation. The Council works closely with the qualified external valuers to establish the appropriate valuation techniques and inputs to the model. Information about the valuation techniques and inputs used in determining the fair value of various assets and liabilities are disclosed within this note.

f) Valuation Processes

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 3 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection. Desktop valuations are conducted in intervening years and, where material, are applied to the asset values.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Key judgements and estimates:
At 30 June 2020, alternative procedures were performed to consider and assess indicators or factors which may materially impact the measurement of fair value. These procedures included the consideration of recent projects,

movement in current indices and recent events. Alternative procedures did not identify any indicators or factors which would significantly impact the fair value.

Mornington Shire Council
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15 Fair Value Measurements

(i) Recognised Fair Value Measurements

Council measures and recognises the following assets at fair value on a recurring basis:

Property, plant and equipment
- Buildings
- Road and Drainage
- Water
- Sewerage

- Other Infrastructure Assets

In accordance with AASB 13 fair value measurements are categorised on the following basis:
- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (Level 2)
- Fair value based on unobservable inputs for the asset and liability (Level 3)

Council does not have any assets measured at fair value which meet the criteria for categorisation as level 1 or level 2.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. There are no level 2 items recognised by Council. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

(ii) Valuation techniques used to derive fair values for level 3 valuations

Buildings (Level 3)

The last full valuation of Council's building assets was performed effective 30 June 2018 by AssetVal Pty Ltd with reference to detailed condition assessments performed by CT Management. The desktop indexation assessments are based on inputs from producer price data, construction indices and recent cost guides (2019: +2.3%). Due to the nature of Mornington Island, there is neither an active market for the assets or the Council buildings are of a specialist nature. Therefore the determination of fair value has been performed using the Cost approach valuation technique.

The valuer has determined the fair value of building infrastructure through the following process:

* Where there is no market for an asset (consideration of either a principal market or most advantageous), the net current value of the asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset.

* Published/ available market data for recent projects, and/or published cost guides were utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. The replacement cost of the assets was determined by applying unit rates to each component of the asset.
The unit rates applied include all materials, labour and overheads. These unit rates are estimated using information collated from similar recent project costs, direct quotations from suppliers, unit rate databases, indices and Rawlinson's' Construction Handbook.

* A condition assessment was applied, based on factors such as the age of the asset, overall condition as noted through physical inspection, economic and/or functional obsolescence. The condition assessment was utilised to calculate and reflect the current serviceability level of the asset.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

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Notes to the Financial Statements
For the year ended 30 June 2020

15 Fair Value Measurements (Continued)

In determining the level of accumulated depreciation for building assets, the assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives).

The assessment of remaining useful life was made by the valuer taking into consideration the current physical condition of assets, construction date, evidence of recent repairs or capital works and the surrounding environmental factors.

Infrastructure Assets (Level 3)

All Council infrastructure assets were valued using written down current replacement cost. There is no market for Council's roads, water, sewerage and drainage assets and other infrastructure assets as these are held to provide essential services to the community. The fair value comprises the estimated current cost of replacement of the asset with a similar asset which is not necessarily an exact reproduction but which has similar service potential and function (plus where applicable an amount for installation), less an amount for depreciation in the form of accrued physical wear and tear, economic and functional obsolescence.

Current replacement cost was calculated by reference to the assets linear and width characteristics, overhead allocations and service costs. Where construction is outsourced, current replacement cost was based on the average of similar projects over the last few years. Reference was also made to recent costs for construction works within the similar remote locations and Rawlinson's Construction Cost Guide.

The last full valuation of Council's water, sewer and other infrastructure was undertaken by AssetVal Pty Ltd effective 30 June 2017. The desktop indexation assesessments are based on using a composite utilities index developed by combining the Electrical Equipment Manufacturing Index, the Engineering Design and Management Index, the Metal Product Manufacturing Index and the Concrete Product Manufacturing Index from the ABS Producer Price Index. The weighting of each index is based on an estimated project cost breakdown at 10%, 40%, 10% and 40% respectively (2019: +2.5%).

The last full valuation of Council road infrastructure was undertaken by AssetVal Pty Ltd effective 30 June 2017. The desktop indexation assessments are based on ABS Producers' Price Index "Roads and Bridges Construction" (2019:+ 2.8%).

A desktop road condition assessment was performed by CT Management for the year ended 30 June 2019. The assessment of condition was performed with reference to completion photos of restoration works for damage incurred during declared weather events in 2017 and 2018. The condition ratings of roads damaged during declared weather events in March 2019 and February 2020 were subsequently reassessed based on the nature and extent of damage with consideration of required restoration methods. Road assets which had not been damaged since the last comprehensive revaluation have been revised based on deterioration assumptions and overall asset lives.

Componentisation

Council categorises the road infrastructure into urban and rural roads with further sub categories of sealed and unsealed roads. Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

Calculating Remaining Useful Lives

The remaining useful lives used in the depreciation calculations are estimated using the following methods:

* Condition;
* Known Age; and
* Estimated Age

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

15 Fair Value Measurements (Continued)

In determining total useful life, remaining life and accumulated depreciation, assets were generally subject to an inspection or an assessment to determine remaining life. Where site inspections were conducted, (I.e. for active assets, buildings and roads), the assets were allocated a condition assessment, which was used to estimate remaining life.

Where water and sewer assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date.

Where detailed condition is not available or the age of the asset is known, the remaining life is estimated using the current age of the assets, adjusted for obsolescence after visual inspection.

In determining the level of accumulated depreciation for infrastructure assets, the assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives). Annual depreciation is calculated on a straight line basis over the remaining life of the asset.

Mornington Shire Council
Notes to the Financial Statements
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16 Trade and Other Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

The fair value of trade payables is assumed to approximate the value of the original transaction.

A liability for annual leave is recognised. All amounts have been recognised as current due to the entitlement of staff to take their leave at any time, subject to operational requirements.

Sick leave taken in the future will be met by future entitlements and hence no recognition of sick leave has been made in these financial statements.

	2020	2019
Current	$	$
Creditors and accruals	962,782	1,358,726
Annual leave	462,832	619,306
Other payables	74,837	94,560
	1,500,451	2,072,592

17 Provisions

Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

Key estimates and assumptions		
Wage Price Index	3% : 2019/20	1.5% : 2018/19
Any increase in the wage price index would result in an increase in estimated gross liability and increase the corresponding employee entitlement expense.		
Discount Rate	1.75% : 2019/20	2.75% : 2018/19
An increase in the discount rate would result in a reduction in the gross liability and a corresponding decrease in the corresponding employee entitlement expense. A decrease in the discount rate would result in an increase in the net liability and a corresponding increase in the employee entitlement expense.		

Refuse dump restoration

A provision is made for the cost of restoring refuse dumps where it is probable the Council will be liable, or required, to do this when the use of the facilities is complete.

Key estimates and assumptions

Mornington Shire Council
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For the year ended 30 June 2020

The provision for refuse restoration is calculated as the present value of anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current trenches will close in 2030 and that the restoration and monitoring will occur progressively over the subsequent 30 years.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

17 Provisions

	2020	2019
Current	$	$
Long service leave	24,902	84,208
	24,902	84,208
Non-current		
Long service leave	160,644	121,158
Refuse restoration	1,389,172	1,094,817
	1,549,816	1,215,975

Details of movements in provisions:	2020 $	2019 $
Long service leave		
Balance at beginning of financial year	205,366	132,010
Long service leave entitlement arising	102,425	77,949
Long Service entitlement extinguished	(49,035)	(4,472)
Long Service entitlement paid	(73,210)	(121)
Balance at end of financial year	185,546	205,366
Refuse restoration		
Balance at beginning of financial year	1,094,816	-
Initial recognition of restoration costs	-	1,094,816
Increase in provision due to unwinding of discount	9,168	-
Increase (decrease) in provision due to change in discount rate	285,187	-
Balance at end of financial year	1,389,171	1,094,816

18 Asset Revaluation Surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the revaluation surplus.

When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the revaluation surplus and not transferred to retained surplus.

Movements in the asset revaluation surplus were as follows:	2020 $	2019 $
Balance at beginning of financial year	99,160,205	107,672,898
Net adjustment to non-current assets at end of period to reflect a		
- Buildings	-	484,482
- Road and drainage network	-	(10,166,592)
- Water	-	505,036
- Sewerage	-	134,841
- Other structures	-	529,540
Balance at end of financial year	99,160,205	99,160,205

Asset revaluation surplus analysis
The closing balance of the asset revaluation surplus comprises the following asset categories:

	2020 $	2019 $
Buildings	64,411,045	64,411,045
Road and drainage network	7,933,732	7,933,732
Water	16,299,706	16,299,706
Sewerage	3,463,235	3,463,235
Other structures	7,052,487	7,052,487
	99,160,205	99,160,205

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19 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

	Note	2020 $	2019 $
Net result		201,321	6,122,496
Non-cash items:			
Depreciation and amortisation	14	5,702,727	6,111,477
Other contributions - Non Cash	14	(551,400)	
Initial recognition of landfill restoration provision	5	285,187	1,094,816
Brought forward work in progress expensed in current year	4	14,026	390,095
(Gain)/ loss on revaluation of finance leases		391,263	(375,826)
		5,841,803	7,220,562
Investing and development activities:	9		
Net (profit)/loss on disposal of non-current assets		196,984	569,900
Changes in accounting policy		-	
Capital grants and contributions		(4,139,261)	(16,634,018)
		(3,942,278)	(16,064,118)
Changes in operating assets and liabilities:			
(Increase)/ decrease in receivables		261,228	454,526
(Increase)/ decrease in contract assets		(246,151)	-
(Increase)/decrease in inventory		(56,325)	(73,505)
Increase/(decrease) in payables		(572,141)	329,408
Increase/(decrease) in contract liabilities		1,489,539	-
Increase/(decrease) in other provisions		274,535	73,356
		1,150,685	783,786
Net cash inflow from operating activities		3,251,531	(1,937,274)

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

20 Financial Instruments

Mornington Shire Council has exposure to the following risks arising from financial instruments:
- credit risk
- liquidity risk
- market risk

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Risk Management Framework

Mornington Shire Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's risk management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Mornington Shire Council does not enter into derivatives.

Credit Risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations.

No collateral is held as security relating to the financial assets held by Mornington Shire Council.

The carrying amount of financial assets at the end of the reporting period represent the maximum exposure to credit risk for the Council.

Cash and cash equivalents
The Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Trade and other receivables
The Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of the Councils operations, there is a geographical concentration of risk in the Council's area. This is due to economic issues e.g. low employment and various cultural issues all of which have a general economic impact.

Mornington Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

20 Financial Instruments

At 30 June 2020, the exposure to credit risk for trade receivables by type of counterparty was as follows:

	2020 $	2019 $
Property charges	397,931	38,004
GST recoverable	173,065	69,704
Community organisations	200,044	1,159,759
Other	695,017	519,222
	1,466,057	1,786,690

A summary of the Council's exposure to credit risk for trade receivables is as follows:

	2020 Not credit-impaired $	2020 Credit-impaired $	2019 Not credit-impaired $	2019 Credit-impaired $
Not past due	821,964	-	1,383,648	11,025
Past due 31-60 days	20,611	-	113,588	9,736
Past due 61-90 days	13,062	-	(4,602)	16,271
More than 90 days	610,419	157,096	77,554	179,470
Total gross carrying amount	1,466,057	157,096	1,570,188	216,502
Loss allowance	-	(157,096)	-	(216,502)
	1,466,057	-	1,570,188	-

For impaired financial assets the factors the Council considered when impairing the asset included the ageing of receivables, historical collection rates and specific knowledge of the debtors financial position.

The fair value of trade and other receivables is assumed to approximate the value of the original transaction, less any allowance for impairment.

Liquidity Risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

Council manages it exposure to liquidity risk by maintaining sufficient cash deposits to cater for volatility in cash flows.

All of Council's payables will mature within 12 months.

Mornington Shire Council
Notes to the Financial Statements
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20 Financial Instruments

Market Risk

Council is not exposed to foreign exchange and price risk.

Interest rate risk
Mornington Shire Council is exposed to interest rate risk through investments with financial institutions.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity
Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The Council does not account for any fixed-rate financial assets or financial liabilities at Fair Value through Profit or Loss, therefore a change in interest rates at the reporting date would not affect profit or loss.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net carrying	Effect on Net Result		Effect on Equity	
		1% increase	1% decrease	1% increase	1% decrease
	$	$	$	$	$
2020					
Other Deposits	3,860,376	38,604	(38,604)	38,604	(38,604)
Net total	3,860,376	38,604	(38,604)	38,604	(38,604)
2019					
Other Deposits	2,181,211	21,812	(21,812)	21,812	(21,812)
Net total	2,181,211	21,812	(21,812)	21,812	(21,812)

Mornington Shire Council
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21 Commitments for Expenditure

Council has not entered into any contractual arrangements at year end which are not recognised in the financial statements.

22 Contingent Liabilities

Local Government Mutual
The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

The latest audited financial statements for LGM Queensland are as at 30 June 2019 and show accumulated member funds (equity) of $76,992,954.

Local Government Workcare
The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is $190,275.34.

The latest audited financial statements for Local Government Workcare are as at 30 June 2019 and show accumulated member funds of $49,217,850. It is not anticipated that any liability will arise.

23 Superannuation

Council contributes to the LGIAsuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIAsuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB 119 because LGIAsuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIAsuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2021.

Mornington Shire Council
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The most significant risks that may result in LGIAsuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

	Note	2020 $	2019 $
Superannuation contributions made to the Regional Defined Benefits Fund		544,767	789,941
Other superannuation contributions for employees		62,358	55,234
Total superannuation contributions paid by Council for employees:	6	607,125	845,175

	2021 $	2020 $
Contributions council expects to make to the Regional Defined Benefits Fund for 2020-21	727,000	700,000

24 Changes in Accounting Policy

During the year ended 30 June 2020, Council has adopted AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of NFP Entities using the modified retrospective (cumulative catch-up) method and therefore the comparative information for the year ended 30 June 2019 has not been restated and continues to comply with AASB 111 Construction Contracts, AASB 118 Revenue, AASB 1004 Contributions and associated Accounting Interpretations.

All adjustments on adoption of AASB 15 and AASB 1058 have been taken to retained earnings at 1 July 2019.

The impacts of adopting these standards and associated transition disclosures are provided below:

Revenue Standards - AASB 15 and AASB 1058

The following options have been applied on transition to AASB 15 and AASB 1058:
- Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements
- Council has not retrospectively restated contracts for modifications that occurred before 1 July 2019 unless such contract modification were minor.

Changes in accounting policy on adoption of AASB 15 and AASB 1058

Opening contract balances on transition at 1 July 2019

	Balance at 1 July 2019 $
Contract Assets	
- Under AASB 15	-
- Under AASB 1058	414,026
Total contract assets	414,026
Contract Liabilities	
- Under AASB 15	-
- Under AASB 1058	535,940
Total contract liabilities	535,940

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For the year ended 30 June 2020

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Comparison of affected financial statements lines between AASB 15 / 1058 and previous revenue standards

The following table shows the amount by which the financial statement line item is affected by the application of AASB 15 and AASB 1058 as compared to the previous revenue standards.

Statement of financial position at 30 June 2020

	Carrying amount per Statement of Financial Position Dr/ (Cr) $	Adjustments Dr/ (Cr) $	Carrying amount if previous standards has been applied $
Contract assets	246,151	(246,151)	-
Other assets		-	-
Contract liabilities - current	(1,489,539)	1,489,539	-
Contract liabilities - non-current		-	-
Retained earnings	(21,105,972)	(1,243,388)	(22,349,360)
	(22,349,360)	-	(22,349,360)

Statement of comprehensive income for the year ended 30 June 2020

	Carrying amount per Statement of Comprehensive Income Dr/ (Cr) $	Adjustments Dr/ (Cr) $	Carrying amount if previous standards has been applied
Revenue - Operating			-
Grants	(5,033,643)	(20,000)	(5,053,643)
Fees and charges			-
Revenue - Capital	(4,690,661)	(550,075)	(5,240,736)
Expenses - Materials and Services			
	(9,724,304)	(570,075)	(10,294,379)

The adjustments above relate to the recognition of contract assets and contract liabilities for revenue streams where the revenue is recognised over time rather than on receipt of funding under AASB 1004.

Statement of cash flows for the year ended 30 June 2020

The adoption of AASB 15 and AASB 1058 has not caused a material change to the Statement of Cash Flows for the year ended 30 June 2020.

25 Events after the reporting period

There were no material adjusting events after the balance date.

Mornington Shire Council
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26 Transactions With Related Parties

a) Key Management Personnel Compensation

Key management personnel (KMP) are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether Executive or otherwise) of that entity.

KMP include the Mayor, Councillors, Council's Chief Executive Officer and Executive Managers. The compensation paid to KMP for 2019/20 comprises:

	2020 $	2019 $
Short-term employee benefits	1,424,772	1,023,460
Post-employment benefits	136,591	90,353
Termination benefits	-	30,000
Total	1,561,363	1,143,813

Detailed remuneration disclosures are provided in Council's Annual Report.

b) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties are

	Additional information	2020 $	2019 $
Employee expenses for close family members of key management personnel	b) i)	199,992	344,679
Purchase of materials and services from entities controlled by key management personnel	b) ii)	362,859	-
			-

i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

The council employs 84 staff of which 5 are close family members of key management personnel.

ii) During the year Council purchased the following materials and services from entities that are controlled by key management personnel and/or close family members of key management personnel:

	2020 $	2019 $
Security services	142,925	-
Electrical services	219,934	-
	362,859	-

Included in the above are securities services provided by Bilby Security, a company controlled by former Mayor, Councillor Bradley Wilson. The services were rendered in accordance with the services contract awarded as part of a commercial, arms-length tender process. At 30 June 2020 there were no amounts owed by Council to the company.

Included in the above are electrical services provided by Gulf Lynx Dynamic (trading as Carpentaria Electrical), a company controlled by close family of Executive Manager Tatiana Ah Mat and former Councillor Maureen Ah Kit. All services are provided at arms-length and are incurred according to the Council endorsed service agreement. At 30 June 2020 there were no amounts owed by Council to the company.

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c) Other related entities

On the 18th of June 2019 a beneficial entity comprising three KMP was registered with ASIC. The entity, Mundalbe Enterprises Limited is a public company limited by guarantee and was established as an entity to undertake a range of services in and around the Mornington Shire Council local government area. The first service that Mundalbe will be involved with is a joint venture with Bynoe CACs Ltd to undertake the Community Development Program (CDP) funded by the Commonwealth. Mundalbe Enterprises Limited had not traded in the financial year ended 30 June 2020.
No transactions have occurred between Council and Mundalbe Enterprises Limited for the year ended 30 June 2020.

d) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

	2020 $	2019 $
Receivables		
Amounts owed by entities controlled by key management personnel and close family members of key management personnel		
Current	30,868	-
Past due 31 - 60 days	4,249	-
Total Owing	35,117	-

Gulf Lynx Dynamic (trading as Carpentaria Electrical), a company controlled by a related party owed $35,117 in property related charges. These transactions were conducted at arms-length and were levied in accordance with the schedule of fees and charges and commercial lease agreement. All amounts outstanding have now been received.

e) Loans and guarantees to/from related parties

Council does not have any loans to/from related parties. No guarantees have been provided.

During the financial year it was identified that the dissection of Councillor remuneration had not been calculated in accordance with the Remuneration Tribunal Report 2019, resulting in the overpayment of the meeting fee to former Councillors. Arrangements for repayment have been entered into with each of the individuals affected.

f) Commitments to/from other related parties

Council has no outstanding commitments to/from other related parties.

g) Transactions with related parties that have not been disclosed

Most of the entities and individuals that are related parties of council live and work within the Mornington Shire Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:
- Purchase of fuel and other workshop services
- Purchase of gas bottles and other general stores items
- Payment of barge handling and other fees

Council has not included these types of transactions in its disclosure, where they are made on the same terms and conditions available to the general public.

Due to the size and location of Mornington Shire, Council is one of the primary employers. Therefore staff members may be identified as close family members of key management personnel.

Mornington Shire Council
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Management Certificate
For the year ended 30 June 2020

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

(i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and

(ii) the general purpose financial statements as set out on pages xx to xx present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.

Mayor	**Acting Chief Executive Officer**
Kyle Yanner	**Lyndon Prior**
Date: _____/_____/_____	Date:_____/_____/_____

14.3 INSURANCE 2020/2021

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

Attachments: **1 Marsh Advantage Insurance Industrial Special Risks Tax Invoice**

PURPOSE (EXECUTIVE SUMMARY)

This report is to provide a summary of the insurance premiums for 2020/2021.

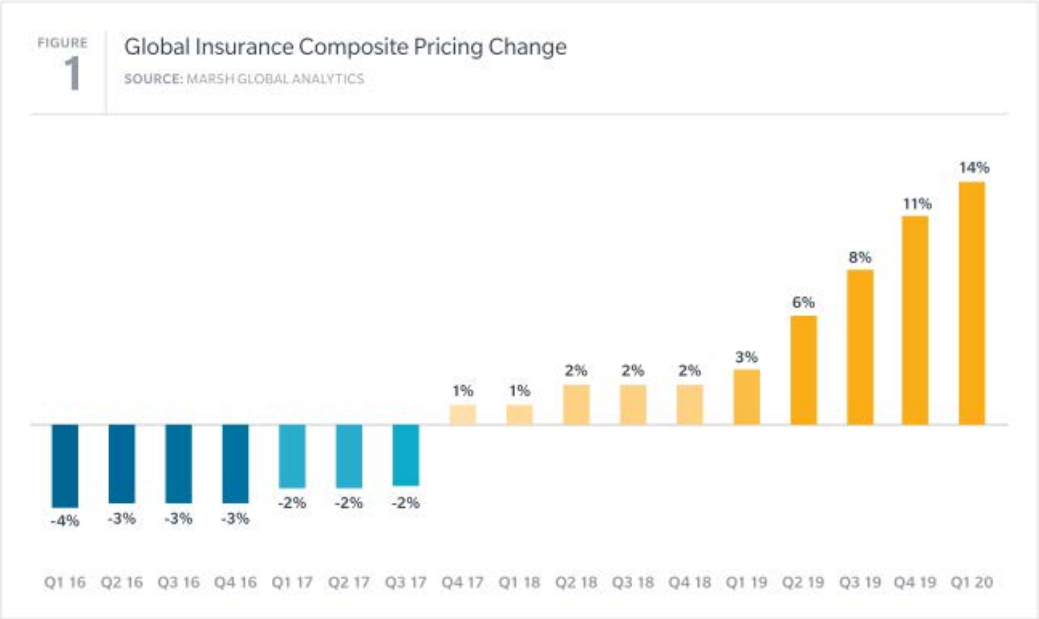
BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

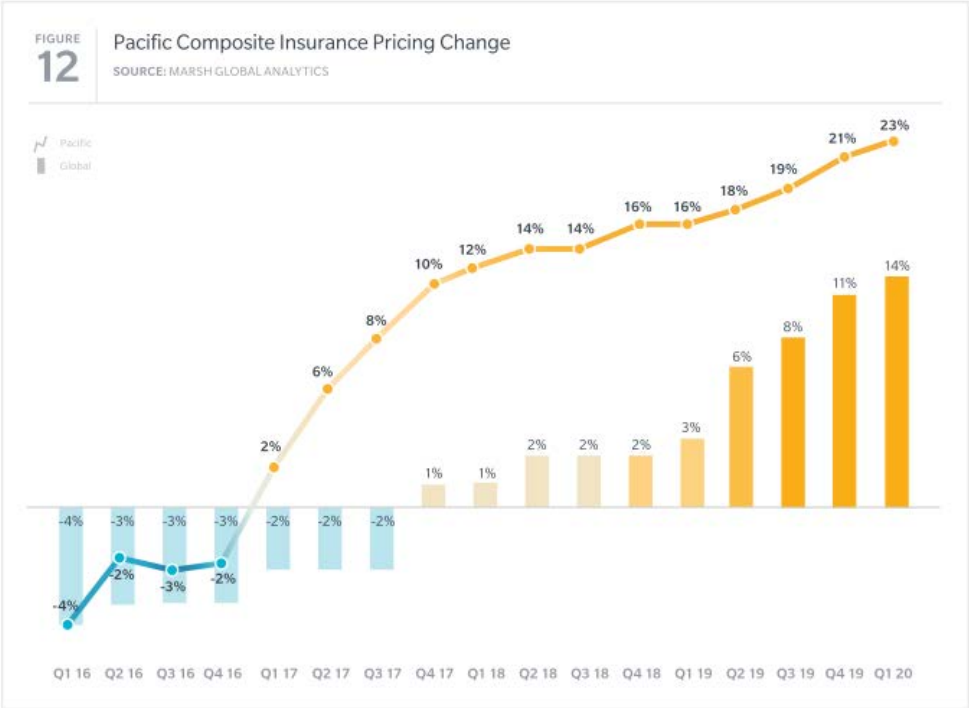
SUMMARY OF COSTS

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

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



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



As the value of the 2020/21 Industrial Special Risks insurance premium is $451,983.96 is above the delegation level of the Acting Chief Financial Officer, management seeks that Council endorses the approval of this payment.

FINANCIAL & RESOURCE IMPLICATIONS

Industrial Special Risks $451,983.97

Motor Vehicle $ 44,668.27

Marine Cargo $ 4,785.00

Marine Hull Commercial $9,809.53

Personal Accident $ 652.68

Total Insurance Costs 2020/21 $ 511,899.44

RECOMMENDATION

1. That the information in this report be received and noted.
2. That Council approve the payment of the Industrial Special Risks insurance premium for 2020/21 totalling $451,983.97.

MARSH ADVANTAGE INSURANCE

21 July 2020

Mornington Shire Council
1 Mission Road
GUNUNA QLD 4892

Marsh Advantage Insurance Pty Ltd
ABN 31 081 358 303

Level 12
15 Lake Street
CAIRNS QLD 4870
PO Box 115
CAIRNS QLD 4870

Tel +61 7 4035 8600
Fax +61 7 4035 8699

www.marshadvantage.com.au

Tax Invoice

YOUR SERVICE CONTACTS ARE JOHN HALL (+61 7 4035 8601) & TEGAN BUCKLEY (+61 7 4035 8600)

Invoice #	046-245026	**Client Code**	046-MORSHI	**Premium**	376,814.00
Our Ref	000825	**Policy No**	Various	**FSL/Levy**	0.00
Class	Industrial Special Risks			**Fee**	167.25
Insured	Mornington Shire Council			**GST**	37,698.13
Situation	Gununa, QLD 4871			**Stamp Duty**	37,304.59
Insurer	As per schedule				
Inception	30/06/2020 **To**	30/06/2021	Renewal	**Total Due**	$451,983.97

Insurance has been arranged subject to payment and to the policy terms and conditions. Please read the important information included with this invoice and ensure that you review your sums insured at least annually.

Underwriters

XL Insurance Company SE Sydney NSW Chubb Insurance Australia Limited Sydney NSW Insurance Australia Ltd t/as CGU Sydney NSW QBE Insurance (Australia) Ltd Sydney NSW through Key Underwriting Pty Ltd Sydney Policy No: MK2NIB04782ISR	65.000%
Chubb Insurance Australia Limited Brisbane Qld Policy No: 02FX023312	10.000%
Insurance Australia Ltd t/as CGU Brisbane Qld Policy No: 01R3831051	10.000%
XL Insurance Company SE Brisbane QLD Policy No: AU00009536PR18A	15.000%

Payment Options

Please pay to:
Marsh Advantage Insurance Pty Ltd
PO Box 115
CAIRNS QLD 4870

Invoice #	046-245026
Client Code	046-MORSHI
Payment Due	04/08/2020
Total Due	$451,983.97

Pay Monthly

Pay by instalment. Benefits of premium funding include...

- Improved cash flow.
- Interest repayments may be tax deductible.
- You can pay multiple insurance policies with one easy monthly payment.

Call your broker to discuss the options.

BPAY Biller Code: **3269** Ref: **880 003 0531**

Telephone & Internet Banking - BPAY ®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More information at www.bpay.com.au.

Pay by Visa/MasterCard. Visit our web site at www.au.jlt.com/client-support/payment-options and enter your online account reference 880 003 0531. A surcharge applies to debit/credit card payments based on card type.

Pay by cheque.
Detach this remittance advice and return together with your payment.

Printed 21/07/2020 Policy 000825, Team 011, BUCKT, BUCKT

MARSH ADVANTAGE INSURANCE

Invoice # 046-245026

Mornington Shire Council

IMPORTANT INFORMATION

DUTY OF DISCLOSURE
Before you enter into an insurance contract, you have a duty of disclosure under the Insurance Contracts Act 1984. You have a duty to tell us anything that you know, or could reasonably be expected to know, may affect the insurer's decision to insure you and on what terms. You have this duty until the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.
If we ask you questions that are relevant to the insurer's decision to insure you and on what terms, you must tell us anything that you know and that a reasonable person in the circumstances would include in answering the questions.
Also, we may give you a copy of anything you have previously told us and ask you to tell us if it has changed. If we do this, you must tell us about any change or tell us that there is no change. If you do not tell us about a change to something you have previously told us, you will be taken to have told us that there is no change.
You do not need to tell us anything that reduces the risk insured, is common knowledge, the insurer knows or should know as an insurer or the insurer waives your duty to tell them about.
If you do not tell us something
If you do not tell us anything you are required to, the insurer may cancel your contract or reduce the amount it will pay you if you make a claim, or both. If your failure to tell us is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.
CHANGE OF RISK OR CIRCUMSTANCES
Please tell us about any changes to your circumstances or business, such as any alteration of risk, location changes, new or changed business activities, as they could affect your insurances.
AVERAGE CLAUSE – UNDER INSURANCE
Home buildings and contents, fire, business interruption, industrial special risks and other policies often contain an average clause. This means that you should insure for full value which may be replacement, indemnity or market value depending on the type of insurance cover arranged. If you are under insured your claim may be reduced in proportion to the amount of under-insurance.
UNREPORTED LOSSES
Please let us know whether there are any losses which have occurred that have not been reported to us/insurers, whether you intend making a claim or not.
NEW CLAIMS
Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience between the date insurers quoted their terms and the inception date of the cover. If claims do occur during this period, insurers have the right to revise the terms quoted or even withdraw their quotation.
HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION RIGHTS
You may prejudice your rights to a claim if, without prior agreement from your insurer, you make any agreement that could prevent the insurer from recovering the loss from a third party. These 'hold harmless' clauses are often found in leases, licences and contracts for maintenance, supply, construction and repair.
INSURING THE INTEREST OF OTHER PARTIES
If you require the interest of another party to be covered by the policy, you MUST request this. Most policies will attempt to exclude indemnity to other parties (e.g. mortgagees, lessors, principals etc.) unless their interest is expressly noted on the policy.
SEVERAL LIABILITY
Where your policy cover is provided by more than one insurer it is important to note that each insurer is only responsible to the extent of their individual subscription and there is no obligation for that insurer to make up the shortfall of any other subscribing insurer in a claim or return premium payment.
CONFIRMATION OF TRANSACTION
You may contact us by telephone or in writing to confirm any transaction under your policy, such as renewals and endorsements. If necessary, we will obtain the information for you from the insurer.
COOLING OFF PERIOD FOR RETAIL CLIENTS
If you are a retail client as defined in the Corporations Act 2001 as amended (the 'Act'), you may be entitled to a minimum 14 day cooling-off period during which you may return the insurance policy and receive a refund of the insurance premium paid (less amounts lawfully deducted), subject to the requirements of the Act and the terms and conditions of your policy. This does not affect any other cancellation rights you may have under your policy. Please check your policy and schedule upon receipt to be sure you have the cover you require. If the cover does not meet your needs, please contact your Marsh Pty Ltd (Marsh) representative for advice as to your rights.
REMUNERATION AND OTHER INCOME
Our principal remuneration for arranging insurance on your behalf is either by way of commission paid by the Insurer and/or a fee including a service fee and an administration fee to be paid by you. In the event of a mid-term broker appointment, Marsh reserves the right to retain all commission, fees and charges. **In addition to** the above Marsh and companies within the Marsh group of companies may receive income from insurers as follows: interest earned on insurance monies passing through our bank accounts, profit commissions or profit shares paid by insurers on specific classes of business; administrative service fees or expense reimbursements for limited specific services we provide to insurers as part of the placing or claims process. We will disclose any potential conflict of interest not included above which may occur and affect our relationship.
REFUND of PREMIUMS
In the event of any refund premium being allowed for the cancellation or adjustment of this insurance policy, Marsh reserves the right to retain all brokerage, fees and charges.
RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES
Marsh may, from time to time, offer you information about products and services which may be of interest to you. Please notify us if you do not wish to receive such additional information
PRIVACY POLICY
Marsh is committed to the protection of your privacy and is bound by the Australian Privacy Principles for the handling of your information.
Marsh's Privacy Policy can be examined by accessing our website www.marsh.com.au or by obtaining a copy from your Marsh representative or the Marsh Privacy Officer (email: privacy.australia@marsh.com or on telephone number +61 2 8864 7688).
SERVICE DIFFICULTIES
We would like to know if you are not satisfied with our services. If you have any difficulties please contact your Marsh representative or our Complaints Manager. Marsh subscribes to the Australian Financial Complaints Authority (AFCA) (1800 931 678), which is a free consumer service, and the General Insurance Broker's Code of Practice. Additional information is available from your local Marsh office
FINANCIAL SERVICES GUIDE (FSG)
Please refer to Marsh's FSG here for information on the services offered by Marsh. It is designed to assist you in making a decision whether to use any of the services offered.
IF THERE IS ANY PART OF THE ABOVE THAT YOU DO NOT UNDERSTAND OR YOU REQUIRE FURTHER EXPLANATION, PLEASE CONTACT US IMMEDIATELY

MARSH ADVANTAGE INSURANCE

Invoice # 046-245026

Mornington Shire Council

INSURED	Mornington Shire Council including subsidiary or controlled companies now or previously existing or hereafter formed or acquired. Including mortgagees, lessors and other interested parties for their respective rights and interests.
ABN AND ITC DETAILS	ABN 42 971 949 286 ITC 100.00%
BUSINESS	Principally Local Government Organisation including that of Council Resource Centre, Stores and other activities as such would be normally associated with these Organisations which include Social and Sports Clubs and the like including property owners/occupiers and any other incidental occupations.
SITUATION AND/OR PREMISES	Anywhere in Australia where Property Insured may be located either permanently or temporarily.
GOVERNING LAW OF CONTRACT	Australian
PERIOD OF INSURANCE	From: 30 June 2020 at 4 PM Local Time (QLD). To: 30 June 2021 at 4 PM Local Time (QLD).
SCOPE OF COVER	**Section 1** Insured risks of physical loss, destruction or damage to property not specifically excluded in the policy wording; or **Section 2** Resultant Consequential Loss (Business Interruption)

DECLARED VALUES IN ACCORDANCE WITH THE BASIS OF SETTLEMENT

Section 1	
Property Insured	$52,580,689
Section 2	
Gross Profit/Loss of Rent	Not Insured
Additional Expenditure/Additional Increased Costs of Working	$500,000
Claims Preparation and Proving Costs	$100,000
TOTAL	**$53,180,689**

MARSH ADVANTAGE INSURANCE

Invoice # 046-245026

Mornington Shire Council

INTEREST INSURED

Section 1 - Material Loss or Damage
All real and personal property of every kind and description (except as specifically excluded) belonging to the Insured or for which the Insured is responsible or has assumed responsibility prior to the occurrence of any damage, including all such property in which the Insured may acquire an insurable interest during the Period of Insurance.

Section 2 - Consequential Loss
Item 1 Gross Profit/Loss of Rent
Item 2 Claims Preparation Costs
Item 4 Additional Increased Cost of Working

LIMIT(S) OF LIABILITY

The amounts set out hereunder represent the Insurer(s) maximum Limit(s) of Liability any one claim or series of claims arising out of any one event subject to any lesser Limit(s) of Liability specified elsewhere in this Policy, but the Limit(s) or any lesser Limit(s) of Liability shall only be applied in excess of the relevant deductible/excess.

Sections 1 and 2 Combined:	$65,000,000
Acquired Companies (as defined)	$2,000,000

SUB-LIMIT(S) OF LIABILITY

The liability of the Insurer(s) shall be further limited in respect of any one claim or series of claims arising out of any one event as set out hereunder subject to the following conditions:

1. Such Sub-Limit(s) shall apply cumulatively to any one event.
2. The Sub-Limit(s) shall only apply to any direct loss or damage to the Property Insured and shall not include any subsequent, consequential or indirect losses which may result therefrom.
3. It is understood and agreed that such Sub-Limit(s) shall not increase the liability of the Insurer(s) beyond the Limit(s) of Liability expressed above.

Section 1 - Material Loss or Damage

Accidental Damage (loss or damage caused other than from fire, lightning, thunderbolt, explosion, implosion, smoke and/or steam, earthquake, subterranean fire, volcanic eruption, impact, aircraft and/or other aerial devices and/or articles dropped therefrom, sonic boom, breakage of glass, the acts of persons taking part in riots or civil commotions or of strikers or locked-out workers or of persons taking part in labour disturbances or of malicious persons or the acts of any lawfully constituted authority in connection with the foregoing acts or in connection with any conflagration or other catastrophe, storm and/or tempest and/or flood and/or rainwater and/or wind and/or hail, water or other liquids or substances discharged, overflowing or leaking from apparatus, appliances, pipes or any other system at the premises or elsewhere or any other peril specifically described, insured or excluded by this Policy)	$500,000
Burglary and/or Theft (other than Money)	$50,000
Money (including whilst in transit)	$200,000
Directors' and/or Employees' Property (limit per person)	$20,000
Removal of Debris	$1,000,000
Extra Cost of Reinstatement	
i. Dwellings/Home Units/Flats	$50,000
Aggregate limit any one period of insurance	$1,000,000

MARSH ADVANTAGE INSURANCE

Invoice # 046-245026

Mornington Shire Council

ii. All other properties	$500,000
Expediting Costs	$50,000
Fusion	$20,000
Loss of Land Value	$100,000
Customs Duty	$50,000
Rewriting of Records	$50,000
Landscaping	$10,000
Curios/Works of Art (incl. on consignment)	$200,000
Professional Fees	$100,000
Clearing of Drains, Pipes, Filters & Pumps	$50,000
Fidelity Guarantee	$100,000
Temporary Accommodation Expense	10% of the sum insured
Clean Up Costs	$100,000
Extinguishment/Prevention Costs	$100,000
Consulting Fees	$100,000
Temporary Protection	$100,000
Replacing Locks and Keys	$100,000
Inventory/Unpacking Expenses	$10,000
Statutory Inquiries	$50,000
Minimising Losses	$50,000
Liability to Make Enquiries	$50,000
Exploratory Costs	$25,000
Security Systems and/or Alarms	$50,000
Property in Open Air	$50,000
Theft in Open Air	$25,000
Acquired Property	$2,000,000
Data Processing Equipment & Media Breakdown	$50,000
Pressure Vessel Explosion	Not Insured
Section 2 - Consequential Loss	
Additional Increased Cost of Working (Section, Item 4)	$500,000
Severance Pay	Not Insured
Unspecified Suppliers/Customers	Not Insured
Specified Suppliers/Customers	Not Insured
Accounts Receivable	Not Insured
Rent Receivable	Not Insured
Rent Payable	Not Insured
Goodwill	Not Insured
Port Blockage	Not Insured
Third Party Strikes and Lock Outs	Not Insured
Royalties Receivable	Not Insured
Trade Exhibitions	Not Insured
Infectious or Contagious Diseases; Vermin, Pests or Defective Sanitary Arrangements; Food or Drink Poisoning; Murder, Suicide	Not Insured
Fines or Damages	Not Insured
Sections 1 & 2 Combined	
Claims Preparation Costs (Section 1 & 2)	$100,000
Flood (as defined by the policy)	Not Insured
Machinery Breakdown	$50,000
Deterioration of Stock	$7,500

MARSH ADVANTAGE INSURANCE

Invoice # 046-245026

Mornington Shire Council

UNINSURED WORKING EXPENSES	Those working expenses that reduce as a consequence of the reduction in Turnover but only to the extent that such working expenses are in fact reduced.
MAXIMUM INDEMNITY PERIOD	12 months
DEDUCTIBLE OR EXCESSES	The Insured shall bear the following amount(s) in respect of each loss or series of losses arising out of any one event.

1. Earthquake, Subterranean Fire or Volcanic Eruption
   a) $20,000
   b) an amount equal to 1% of the total declared values at the situation where the damage occurs, whichever Is the lesser.
2. All Fire Claims $25,000
3. Named Cyclones $100,000
4. All Other Claims $5,000

POLICY WORDING AND CONDITIONS

NIBU ISR Mark IV Wording V1.0 300611 Plus Agreed Endorsements

Sub Delegation of Authority
Please note there is NO – Sub Delegation of Authority by Key Underwriting Ltd Marsh Advantage Pty Ltd and all Risks must be referred by Marsh Advantage to Key for Individual acceptance.

Renewal Clause Deleted

Governing Law Clause Deleted and Replaced with Standard Australian Law Clause

Endorsement: Co-Insurance Limited to 80%

Amendments Clause Deleted

Electronic Data Exclusion

Terrorism Exclusion Endorsement

Cancellation Endorsement

Special Endorsement

MARSH ADVANTAGE INSURANCE

Invoice # 046-245026

Mornington Shire Council

Mornington Shire Council - Declared Asset Values

SECTION I	VALUE
Council Housing incl. Contents Council Buildings Other incl. Contents Office/Furniture/Equipment	$44,048,998
Outstations	Nil
Stock	$440,000
Kanymari Equipment	$800,000
Bakery Contents and Equipment	$150,000
Bush Lights	$800,000
Jetty / Ramp Etc	$985,318
Infrastructure – Roads	Nil
Infrastructure – Water	$2,627,316
Infrastructure – Sewerage	$1,888,948
Other Structures	$840,109
Sub Total	**$52,580,689**
SECTION II	**VALUE**
Claims Preparation and Proving Costs (Sections 1 & 2)	$100,000
Additional Expenditure/Additional ICOW	$500,000
Sub Total	**$600,000**
COMBINED TOTAL	**$53,180,689**

14.4 INSURANCE SETTLEMENT - HOUSE FIRE 162 NGERRAWURN STREET

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

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

This report is to provide information to Council regarding the settlement offer in respect to the Insurance Claim for the house fire at 162 Ngerrawurn Street.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The council house located at 162 Ngerrawurn Street was burnt on 05/11/2018, and the settlement of the insurance claim has been a long outstanding matter. Following discussions with Council's Insurance broker, and the underwriters, Council has received and accepted a cash settlement offer of $454,217.00 (Excl-Gst).

This offer is comprised as follows:

Description	Settlement Value (Excl-Gst)
Demolition	$ 20,000
Reinstatement	$ 414,717
Contents ($12,950 Plus Freight)	$ 20,000
Less Excess Deductible	($500)
Total Cash Settlement Offer	$ 454,217

This amount is based on the cost of replacing this dwelling with a like for like structure per Council's insurance policy. To optimise the number of residents that a single land parcel can accommodate, it has been decided that a cash settlement offer was more advantageous as Council can investigate other options to achieve this in the replacement dwellings.

FINANCIAL & RESOURCE IMPLICATIONS

Insurance Claim Recoveries - $454,217

RECOMMENDATION

1. That Council receives and notes the information in this report.
2. That Council endorses the actions of the executive manager in negotiation of a cash settlement for this claim.

14.5 INTERIM AUDIT REPORT JUNE 2020

Author: Acting Executive Manager Finance and Human Services

Attachments: 1 2020 Interim Audit Report to the Mayor

PURPOSE (EXECUTIVE SUMMARY)

This report is to present the findings from the 2020 interim external audit.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Auditors-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. Attached is the interim report for Mornington Shire Council for the financial year ending 30 June 2020. This report details the results of the auditors interim work performed to date. In this interim phase the auditors assess the design and implementation of our internal controls and whether they are operating effectively. To date their work has not identified any significant deficiencies in our 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 following table summarises their reporting on deficiencies in internal controls:

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	
Control environment Structures, policies, attitudes and values that influence daily operations	-	-	1	1	
Risk assessment Processes for identifying, assessing and managing risk	1	-	-	-	
Control activities Implementation of policies and procedures to prevent or detect errors and safeguard assets	1	1	3	1	
Information and communication Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
Monitoring activities Oversight of internal controls for existence and effectiveness	-	-	-	-	
Total issues	**2**	**1**	**4**	**2**	

The following table summarises the status of financial reporting issues identified through audit testing conducted to date:

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.

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

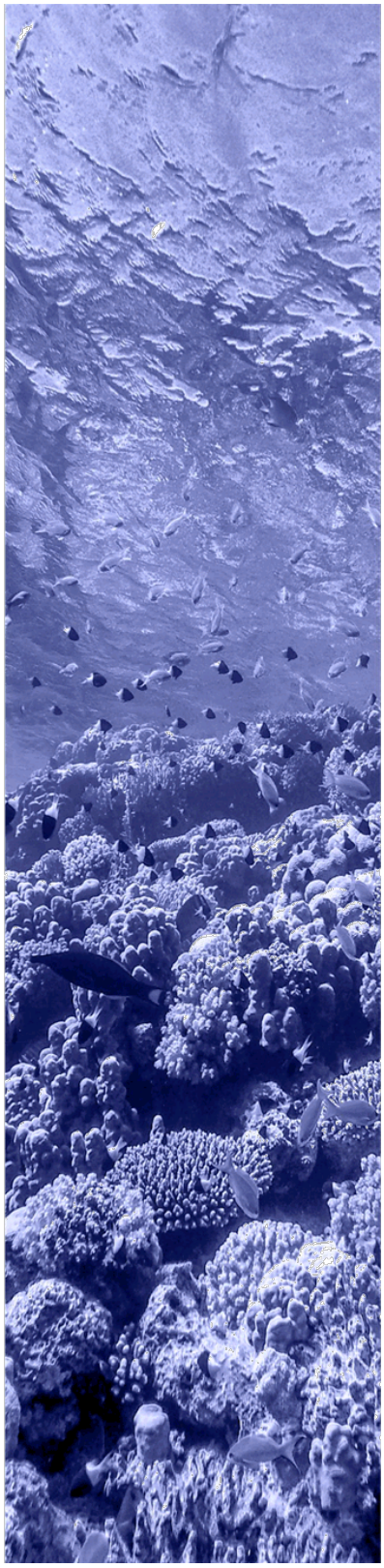
Attached is a copy of the 2020 Interim Audit Report to the Mayor received. Management responses to specific issues raised will be provided back to Council.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council receives and notes the information in this report.



Mornington Shire Council

2020 Interim report to the Mayor

6 August 2020

Queensland Audit Office
Better public services

Queensland Audit Office
Better public services

Our ref: 100334

6 August 2020

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

Dear Mayor

2020 Interim report

We present to you our interim report for Mornington 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

G Mitchell

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 qao@qao.qld.gov.au
Web www.qao.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.

SENSITVE – until tabled in Council

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
Going concern 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. 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.	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. We have recently issued a blog on how to manage your cash reserves in uncertain times on our website.
'Everyday' internal controls 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.	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. We have recently issued a blog on impact of operational controls under new working arrangements on our website.
Information technology and cyber security 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.	Entities will need to periodically remind everyone of the increased cyber security risks in these times so their staff remain vigilant. Multi-factor authentication, if not already in place, should be activated immediately. 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.
Valuation of property, plant and equipment 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.	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. Refer to Appendix C - Valuation considerations for detailed guidance. We have also released a blog on this issue on our website.
Financial statement disclosure Several disclosures in the financial statements will be impacted	• Revisit the going concern assessment disclosed in the financial statements. • Consider the appropriateness of the classification of debts between current and non-current. • Consider disclosing additional information about significant judgement and estimates.

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.

SENSITVE – until tabled in 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	
Control environment Structures, policies, attitudes and values that influence daily operations	-	-	1	1	
Risk assessment Processes for identifying, assessing and managing risk	1	-	-	-	
Control activities Implementation of policies and procedures to prevent or detect errors and safeguard assets	1	1	3	1	
Information and communication Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
Monitoring activities Oversight of internal controls for existence and effectiveness	-	-	-	-	
Total issues	**2**	**1**	**4**	**2**	

Our ratings

Effective
No significant deficiencies identified

Partially effective
One significant deficiency identified

Ineffective
More than one significant deficiency identified

SENSITVE – until tabled in Council

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

Responsible officer:

Status:

Action date:

20IR-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

Responsible officer:

Status:

Action date:

SENSITVE – until tabled in Council

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

Responsible officer:

Status:

Action date:

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 regard 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.

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.

3. Internal control issues (continued)

Management response

Responsible officer:

Status:

Action date:

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

Responsible officer:

Status:

Action date:

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

Responsible officer:

Status:

Action date:

SENSITVE – until tabled in Council

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

20IR-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

Responsible officer:

Status:

Action date:

SENSITVE – until tabled in Council

4. Financial reporting issues and other matters (continued)

20IR-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

Responsible officer:

Status:

Action date:

SENSITVE – until tabled in Council

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

SENSITVE – until tabled in Council

6. Appendix A – Our rating definitions

Our rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency	A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action. Also, we increase the rating from a deficiency to a significant deficiency based on: • the risk of material misstatement in the financial statements • the risk to reputation • the significance of non-compliance with policies and applicable laws and regulations • the potential to cause financial loss including fraud, or • where management has not taken appropriate timely action to resolve the deficiency.	This requires immediate management action to resolve.
Deficiency	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.	We expect management action will be taken in a timely manner to resolve deficiencies.
Other matter	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.	Our recommendation may be implemented at management's discretion.

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High	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.	This requires immediate management action to resolve.
Medium	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.	We expect management action will be taken in a timely manner.
Low	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.

SENSITVE – until tabled in Council

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.

SENSITVE – until tabled in Council

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	• 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. • Condition and useful lives of these long-term assets are also unlikely to be impacted as a result of COVID-19.
Income based valuation	• Discount rates are expected to be impacted, particularly post February 2020. • Cash flow forecast would need to be revisited due to: – economic and financial announcements and directions, including ministerial directions are likely to impact cash flows – re-prioritisation in deploying resources.

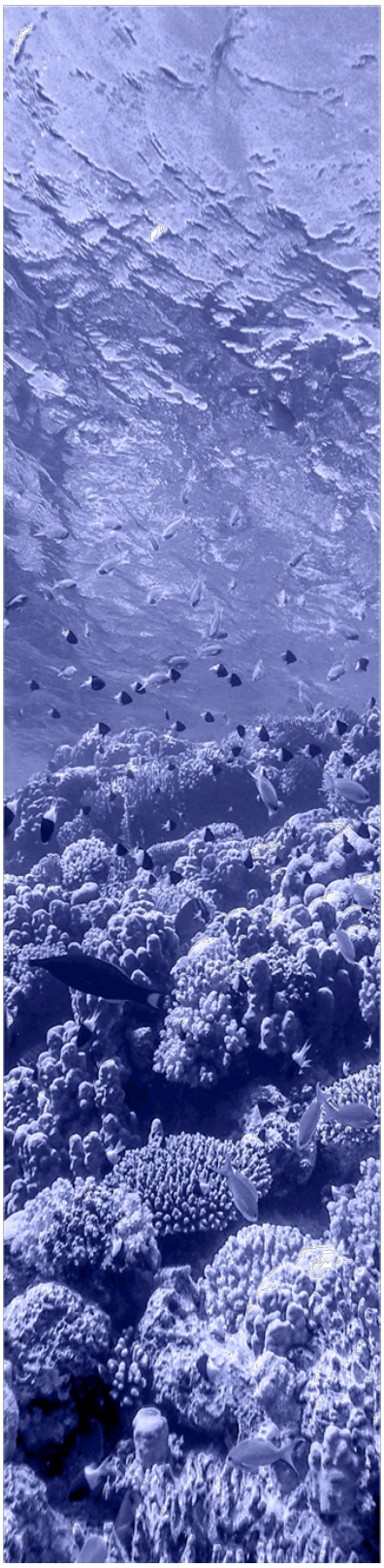
In addition to the economic downturn, entities will have to consider the impact of restrictions that have been posed that prevent site visits by external valuers. This will impact local governments that are located in rural, remote and indigenous locations where some Councils have restricted access to 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	• Using internal models (for internally constructed assets) or recent purchase price (assets acquired externally) to support unit rates. • Where internal models are not workable, indexation is often enough for gross replacement cost. However, before relying on an index consider whether: – there have been any significant changes in unit rate categories since acquisition or the last detailed revaluation – there has been a notable change in the modern substitute asset since the last detailed revaluation – 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.
Useful lives	• Review the standard useful lives for each component and document the reasonableness of these useful lives. • Review for individual assets whose useful lives are deviating from the standard life and adjust, as necessary.

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.

SENSITVE – until tabled in Council



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14.6 GENERAL SERVICE CHARGE CONCESSION POLICY

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

Attachments: **1 General Service Charge Concession Policy**

PURPOSE (EXECUTIVE SUMMARY)

Council considered a report on this item at the November 2019 Council meeting and discussed the inclusion of the following matter:

- Inclusion of 100% local concessions in the public benefit test section

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Accordingly some additional commentary has been included in the general services charge concession policy and is highlighted for Council's ease in perusing the changes.

This matter had been brought to Council on the 11 December 2019, but due to insufficient number of Councillors in attendance, the meeting quorum was not met, and subsequently resolutions were considered not enforceable.

This report is resubmitted for Council's consideration to affect amendments to the General Service Charge Concession Policy.

FINANCIAL & RESOURCE IMPLICATIONS

The financial effect of this inclusion will be a 100% reduction in general service charge revenue for each successful application.

It is anticipated, that Council may receive applications to the value of $54,000 per annum.

RECOMMENDATION

That Council adopt the General Service Charge Concession Policy as amended, as its General Service Charge Concession Policy.

MORNINGTON SHIRE COUNCIL

General Service Charge Concession Policy

Policy Name	General Service Charge Concession Policy		
Type	Council Policy		
Owner			
Responsible Officer			
Decision Number	[Decision Number]	Approval Date	20/10/2019
Records Number	[Records Number]	Next Review Date	15/10/2022

1 Purpose

The Policy sets out the circumstances under which consideration will be given to granting a general service charge concession (that is, a reduced or deferred payment). It provides guidelines for Council Officers in the exercise of delegated authority. Concessions may be granted in instances of financial hardship or to correct anomalies in the rating system or where there is some public benefit.

2 Scope

This policy applies to all requests from individuals or organisation for financial consideration on any type of concession which may be requested of Council towards the general services charge.

3 Objectives

To establish the circumstances under which applications for concession or exemption from general services charges may be granted. The authority to levy general service charges on property is vested in the Council by the Local Government Act. In some circumstances it may be considered appropriate for the payment of general services charges to be deferred or for a general service charge concession to be granted. Efficient administration of the Council's charging system requires that officers have the authority to act on Council's behalf and this policy sets out the framework under which this delegated authority may be exercised.

4 Definitions

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

Term	Definition
General Services Charge	A charge on properties that are not part of the social housing program

5 Policy Statement

Council may grant a concession unconditionally or on conditions determined by the Council. This concession may be in the form of **a waiver** of all or part of charges **payable** or in the form of deferment.

A concession may be granted:

- On the grounds of financial hardship, on application by a person who establishes to the Council's satisfaction that the person will suffer financial hardship if the concession is not granted.
- To correct anomalies in the operation of the general service charge system. The Council may grant a concession to an applicant or applicants of a particular class if satisfied that it is necessary to do so in order to correct anomalies. A concession of this type may be granted on the Council's own initiative or on application by an affected debtor/s.
- For the purpose of public benefit Council may grant a concession under this section on its own initiative or on application by an applicant if satisfied that the concession will advance one or more of the following purposes:
    - securing the proper development of its area,
    - reserving buildings or places of historical interest,
    - protecting the environment,
    - encouraging cultural activities,
    - promoting community health or welfare,
    - encouraging agriculture,
    - providing recreation or amusement of the public.

Council may grant a concession unconditionally *or* on conditions determined by the Council. Discretionary rebates are reviewed on a case-by-case basis and may only be granted where applicants meet at least one of the prescribed eligibility criteria. Any concession is a once off concession in response to circumstances presented at the time, unless the Council decision resolves otherwise. If the applicant fails to comply with a condition, the council may by notice to the applicant withdraw the concession and require the applicant to pay an amount, on or before a date specified in the notice, to neutralise any benefit to the applicant of the concession.

Applications must be made in writing, explaining the need for financial assistance. Sufficient information and supporting documentary evidence so as to satisfy the statutory and assessment criteria must be Included.

Financial Hardship

Mornington Shire Council recognises that individuals can experience difficulty in meeting their responsibilities for the payment of general service charges and that it may be appropriate where financial hardship has been demonstrated to grant a concession in respect to the payment of general services charges. The concession granted can be either a waiving of the charge, a refund (abandonment), or a deferment (for recovery at a later time).

Financial hardship is defined as a situation where a debtor is found to be unable because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Mornington Shire Council. Financial hardship can be of limited or long-term duration. Financial hardship basically involves an inability of the debtor to pay the charge rather than an unwillingness to do so. Situations where an applicant is simply experiencing temporary employment difficulties would not necessarily be addressed by this policy. Financial hardship shall be proven by providing evidence from an approved financial counsellor of such circumstances.

Relief from payment of service charges on the grounds of financial hardship will not apply to:

- Businesses
- Clubs or organisations

The concession granted will be either be a waiving of charges or a deferment.

- Charges waived will not be recovered at a future time
- Charges deferred will be recovered at a future time – for example; when the debtor's financial circumstances change. Until paid, deferred charges remain a charge against the debtor account.
- Where it is considered that a concession in respect of financial hardship is not warranted the Council *may* allow debtors who are unable to pay their account by the due date to enter into an arrangement to pay by instalments according to an agreed schedule, with no interest being charged or recovery action being undertaken while the arrangement is being maintained.

Charging Anomalies

Mornington Shire Council may grant a concession to a debtor if satisfied that it is necessary to do so in order to correct anomalies. A concession of this type may be granted on the Council's own initiative or on application by an affected debtor.

Charges waived will not be recovered at a future time.

Public Benefit

Mornington Shire Council will give consideration to granting a charge concession on its own initiative or on application by a debtor if satisfied that:

The debtor is a *community services organisation* defined as an organisation that

- Is incorporated on a not-for-profit basis for the benefit of the public; and
- Provides community services; without charge or for a charge that is below the cost to the body of providing the services; and
- Does not restrict its services to persons who are members of the body.

The concession will advance one or more of the following purposes:

- Securing the proper development of its area;
- Preserving buildings or places of historical interest;
- Protecting the environment;
- Encouraging cultural activities;
- Promoting community health or welfare;
- Encouraging agriculture;
- Providing recreation or amusement for the public.

The quantum of any concession will be decided on a case-by-case basis depending on the circumstances of the organisation with the maximum concession to be 100% of the applicable charge.

Where it has been decided that a concession would be appropriate this will be achieved in the following manner;

Category 1 – organisations that are local can apply for up to 100% concession

Category 2 - organisations that undertake activities that rely on participant fees and community fundraising only can apply for up to 75% concession

Category 3 - organisations that undertake activities that rely on participant fees, community fundraising and other government revenue can apply for up to 50% concession

Category 4 - organisations that undertake activities that rely on participant fees, community fundraising, other government revenue and any other forms of revenue can apply for up to 25% concession.

The debtor will pay the charges before the due date and upon receipt the Council will donate to the organisation the concession amount as a community grant. The intent of this procedure is to provide transparency. To be eligible for a concession the account must be paid before the due date.

The organisation must provide with their application a copy of the most recent audited financial statements, a copy of the constitution of the organisation *and* a copy of the most recent corporate plan. Any Information provided to Council will be treated as strictly confidential and will be presented to- Council for consideration in a confidential report. Applications are to be submitted in writing.

Fees and Charges

Waste Management (Garbage), Water and Sewerage and other charges are essentially a fee for service provided and are not subject to this concession policy.

6 Responsibilities

The CEO has delegated authority to implement this policy and to make decisions in relation to general service charges concessions, deferred payments and the waiver of interest and other penalties which maybe applicable. However all first time applications under this policy should be reported to Council to ensure the Council's views are included for concession requests.

7 Related Documents

Mornington Shire Council Revenue Policy
Mornington Shire Council Budget

15 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

15.1 TECHNICAL SERVICES MONTHLY REPORT

Author: **Acting Executive Manager Technical Services**

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.

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**		**Nov**	
March	25,368 KL	**June**	28,152 KL	**Sept**		**Dec**	
Total	**74,104 KL**	**Total**	**81,890 KL**	**Total**		**Total**	

Table 2: Monthly rainfall

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

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

Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity
Jan	75%	**April**	100%	**July**	87%	**Oct**	
Feb	101%	**May**	96%	**Aug**		**Nov**	
March	100%	**June**	94%	**Sept**		**Dec**	

PARKS AND GARDENS

Maintenance works has been carried out throughout the community with rubbish remove along fence lines, Also B.A.S work with mow & tidy jobs 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.

SEWERAGE PUMP STATION

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

FINANCIAL & IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

15.2 HOUSING REPORT JULY 2020

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 July 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2019/20 QBuild Do & Charge Program

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

1. Plumbing – 8
2. Electrical – 1
3. Carpentry – 18
4. Fencing Repairs – 4

2020/21 QBuild Do & Charge Program

29 jobs out of a total of 107 current jobs issued remain outstanding and detailed below:

1. Plumbing – 22
2. Carpentry – 7

QBuild Do & Charge Jobs Summary 2019/20 to 2020/21 at 12.08.2020:

Total number of jobs issued at 11.08.20	101
Less: Total completed closed off jobs / ready for billing	18
Equals: Total open jobs on the QBuild Portal at 12.08.20	83
Total jobs attributed to Tech Services (Mow/Tidy, Trees)	23
Actual Total jobs outstanding/attributed to Housing	60

2018/19 QBuild Purchase Orders Program

The remaining 3 outstanding PO jobs for the financial year at July 2020 comprised of Res 4/503 Lardil, Res 5A/264 Lardil & Res 5B/264 Lardil have now been completed and fully billed.

2019/20 QBuild Purchase Orders Program

QBuild had released a total of 115 jobs to date valued at $6.5 million (GST-inclusive). 109 jobs valued at $3.6 million have been completed and paid. A remainder 10 jobs valued at $2.8 million are yet to be completed.

Below shows a summary of the 8 jobs valued at $2.8 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) – currently under review and pending delivery process;

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 to be continued down to Maarn Maarn Katha Street.

1x Disability modification project (valued at $33K) – all works completed except delivery and installation of mirror and threshold ramp;

1x Veranda Rectification jobs (valued at $165.5K) – 50% of materials have arrived on island, the remaining is scheduled for delivery on the next barge;

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;

1x Garage Install job (valued at $29.7K) – works completed pending delivery of replacement set of hinges that were initially incorrectly supplied;

1x Wheelchair Access Ramps (valued at $345.5K) – materials ordered with F Block expected delivery date is 19/08/20 and D Block to arrive 09/09/20;

2020/21 QBuild Purchase Orders Program

QBuild has released a total of 5 jobs to date valued at $194,000 (GST-inclusive).

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

1x Door & Awning (valued at $25K) – materials have been ordered and awaiting delivery;

2x Dismods (valued at $62K) – QBuild Purchase Orders have been received, 230B Dunlyu materials being ordered, 67 Lardil to commence 12/08/20, expected completion 21/08/20;

1x Repair/Treat steel Posts (valued at $15K) – works yet to commence;

1x Combined Maintenance (valued at $92K) – works is scheduled to follow on from completion of 230B Dunlyu dismod.

STAFFING REPORT

Andrew Campbell has been engaged to fill the final carpentry position with-in the ORG chart and commenced 08/07/20.

Kim Kersh (Contractor Supervisor) and Farshad Jalili (Contractor Estimator) cease contracting with MSC on 09/07/20 and 14/07/20 and respectively.

Housing Department is currently sourcing a Housing Supervisor.

FINANCIAL & RESOURCE IMPLICATIONS

FINANCIAL REPORTING

1. Plug Ins x10 Project – Outstanding		
Sep19 Claim (Variation) - Submitted	$527,893.72	Yet to receive approval from QBuild
TOTAL	**$527,893.72**	

Commentary: The Progress Claim 12 (Variation Claim) for this project worth approximately $527,894 was raised and submitted in the September 2019. Received Quantity Surveyor Assessment values on walkways and doorway variations assessment. MSC are disputing the quantity surveyors' thermal variation assessment for a fair and reasonable claim.

2. QBuild PO Jobs				
	Apr20	**May20**	**Jun20**	**Jul20**
Total Revenue ($)	$131,269	$439,208	$1,498,452	$333,099
Invoice Quantity	9 Invoices	25 Invoices	39 Invoices	16 Invoices
Average $/invoice	$14,585	$17,568	$38,422	$20,818

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

3. QBuild D&C Jobs				
	Apr20	**May20**	**Jun20**	**Jul20**

Total Revenue ($)	$186,547	$158,802	$187,733	$112,808
Invoice Quantity	124 Invoices	121 Invoices	116 Invoices	66 Invoices
Average $/invoice	$1,504	$1,312	$1,618	$1,709

Commentary: The table above showed revenue figures remained relative to previous months. Much of the aged cards have been closed off. Some work has been affected due to COVID-19 and associated travel restriction, however a shift in direction has ensured and secured a constant work and revenue flow for Council.

4. MSC Private Works Jobs			
Jul20 Invoices	$1,755	4 Invoices	N/A
TOTAL	**$1,755**		

Commentary: 4x Private Works jobs undertaken in the month have been billed.

RECOMMENDATION

That Council receive and note this report.

15.3 ANIMAL MANAGEMENT REPORT - JULY 2020

Author: **Animal Control Officer**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to inform Council of the current objectives and engagements in relation to Animal Management.

VET VISIT

During the week a total of 32 surgeries were performed by Dr. Hannah Burton which was more than double the tally from the last vet trip, including 17 female dog spays. Many of the females were on heat or pregnant, so it is great to see these animals being de-sexed and having a real impact on the population control on the island.

LOCAL LAWS

Local and Subordinate Local Laws are being addressed after several inconstancies were found with the hopes of council engaging the assistance of Preston Law in order to correct these issues. Preston Law has also been instrumental in the assistance of council in creating Legal Directions/Compliance Notices in order to achieve desirable outcomes to legally enforce these abovementioned local laws. Furthermore, it was noted that these Local Laws were not easily accessible to the general public and steps have been taken to make these available once amended on the council website.

POPULATION CENSUS

A population census has been commenced by the animal management officers in order to ascertain correct numbers of the animal population on Mornington Island. Whilst conducting door to door visits, education is also being provided on animal/human health and responsible pet ownership along with parasitic treatment for those animals who did not receive treatment during the most recent vet visit. It is imperative that all animals on island receive parasitic treatment at regular intervals throughout the year to maximise both animal and human health. This is an ongoing endeavour and council will be working closely with the Wellesley Island Rangers to complete this task.

LIVESTOCK IN DESIGNATED TOWN AREA

Livestock is continuing to be an issue within the town and is a concern for human health and safety. Animal management officers have issued two compliance notices to the owners of the pigs and with the assistance of the Wellesley Island Rangers, the owners have agreed to relocate the pigs out on country. In order to not divert the issue outside of the town, both the rangers and council have assisted the owners with the supply of fencing to contain the animals and will assist with the transportation of said animals.

The horses remain an ongoing concern and steps have been taken to explore options in order to rectify this problem. There are three main family groups amongst these animals with the number currently sitting at 22 horses however there are a handful of pregnant mares.
Ownership of these animals remains an issue from a legal perspective however after consultation with many of the known owners, most of the animals have been accounted for.
Solutions include, these animals being contained by way of secure fencing, moved off island or humanly euthanised.

All three of these options pose several issues within themselves;

- If paddocked, the fencing will need to be secure, hard feed will need to be provided at quite some cost and the animals will need to be separated into different paddocks to prevent fighting amongst stallions/colts and continual breeding.

- To be moved off island they will need to have been handled and desensitised to being floated/crated and in order to do this, they will need to be contained thus posing the abovementioned problems of paddocking.

- Humane euthanasia would be the final resort and only achievable through owners' consent or legal enforcement (I strongly advise against the latter).

My recommendations would be a public notice advising that all livestock will need to be removed from the town by the owners within a certain time frame and any animals remaining after the specified date will be forfeited to council. During this amnesty period council and rangers can erect fencing in an approved area to contain the animals or similarly utilise the paddocks located at the slaughter yards if permission is granted to do so. If individuals would like to contain these animals out on their outstations, council was donated 200+ cattle panels that would provide adequate and secure fencing should council decide to issue these out.

The Davin Lorraine Horsemanship program would be a great use of these animals once they are contained and also great asset to the community and every effort should be made to bring this program into fruition.

EDUCATION

Animal Management officers have approached the school in order to present and provide basic education. The topics will include responsible pet ownership along with animal and human health advice with the school agreeing to have the officers present during parade.

ANIMAL MANAGEMENT TRAINEES

Council hired two local animal management trainees who are eager to learn and will be a great asset to the position, bringing with them local knowledge and excellent animal handling skills.

FINANCIAL & RESOURCE IMPLICATIONS

Information only

RECOMMENDATION

That Council receive and note this report.

15.4 WATER QUALITY ANALYSIS

Author: **Acting Executive Manager Technical Services**

Attachments: **1 Mornington Shire Council Water Quality Analysis Results**

PURPOSE (EXECUTIVE SUMMARY)

To assure the safety and reliability of the water supply to Gununa Community, Given the nature of the unprotected dam catchment (accessible to people and animals) there is considered to be a risk of microbial contamination, including potential contamination from bacteria, viruses and protozoa like Cryptosporidium and Giardia. In line with the ADWG, a multi-barrier approach is recommended to address this risk including effective filtration (including utilization of the existing alum dosing system where appropriate) and potentially U.V. for inactivation of Cryptosporidium.

- Turbity- the variable turbidity (particularly following heavy rainfall) is not only an aesthetic issue for the community but may also compromise the effectiveness of the disinfection system. As above, effective filtration will be critical in assuring the safety of the water supply. The most appropriate filtration technology will need to be determined through more detailed analysis.
- Hardness – the total hardness is very low which may be an aesthetic concern for the community, as well as lead to increased corrosion of pipes and fittings. It is recommended that hardness is raised using a calcite filter or similar technology.
- pH – pH in the 2020 raw water sample was at the lower end of acceptability (slightly acidic). This should be monitored and corrected using the existing dosing system. Further ongoing monitoring of raw water pH is recommended to understand seasonal variability.
- Colour, organics and disinfection by-products – Color (true) is at the higher range of aesthetic acceptability. This may indicate a high organic content, presenting risks of disinfection by-products (e.g. trihalomethanes) following disinfection with sodium hypochlorite. High color can also impact on the effectiveness of UV (should this be adopted as a barrier Cryptosporidium risk). Further testing of color, organics and UVT int the raw water and disinfection by-products in the treated water is recommended to confirm the risks and determine suitable management measures. Aeration or chlorination upstream of the proposed filtration system may be suitable options to break up the organics/colour and facilitate better coagulation.
- Metals- Elevated levels of iron and manganese were detected in the 2020 Raw water sample, with iron exceeding the ADWG aesthetic value. These parameters should be monitored to confirm the extent of the risk and determine suitable management measures. Aeration or chlorination upstream of the proposed filtration system may be one affective option.
- Algae/algal toxins – Although no data has been provided by Council, given the nature of the dam source, there is considered to be some risk of intermittent algae issues in the raw water supply, and potential for algal toxin release. It tis recommended that further investigation is undertaken (including discussing with long-term operators if this has been an issue in the past), in order to confirm the extent of the risk and determine suitable management measures.

FINANCIAL & RESOURCE IMPLICATIONS

Information only

RECOMMENDATION

That Council note and receive this report.

Cairns Regional Council
Water and Waste

Client: Mornington Shire Council

Project No: 087219
Report ID: 24202
Date Issued: 12-Sep-2017
Page 2 of 4
Chemical testing of Drinking water

LRN: 522926
Raw Water

Date Sampled: 06-09-2017 7:40am
Received at Lab: 06-09-2017 04:35pm

Method	Analyte	Result		LOR	Guideline	Date Started
Metals						
18hr	ICPOES Metals - Total	ICPOES Silicon	7.8 mg/L SiO2	<0.10		
	ICPOES Metals - Total	Calcium	<1.0 mg/L	<0.20		
	ICPOES Metals - Total	Magnesium	1.0 mg/L	<0.10		
	ICPOES Metals - Total	Potassium	<1.0 mg/L	<0.10		
	ICPOES Metals - Total	Sodium	12 mg/L	<1		
	ICPOES Metals - Total	Total Hardness	6.6 mg CaCO3/L	<1		
General Chemistry						
24hr	SAR by Calculation	Sodium Absorption Ratio	2.6 Units	0		
24hr	Salinity		0.0367 psu			
48hr	Solids - Total Dissolved	Total Dissolved Solids	45 mg/L	<1		08-09-2017
24hr	Langelier Index	pHs @ 25 deg C	5.9			
	Langelier Index	Langlier Index	1.3			
Physical Properties						
72hr	EC, pH, Alkalinity, Turbidity	Electrical Conductance	67 µS/cm	<1		08-09-2017
	EC, pH, Alkalinity, Turbidity	pH	7.2	<0.1		08-09-2017
	EC, pH, Alkalinity, Turbidity	Total Alkalinity	5.5 mg CaCO3/L	<1.5		08-09-2017
	EC, pH, Alkalinity, Turbidity	Turbidity	1.3 NTU	<0.1		08-09-2017
24hr	Colour	Apparent Colour	12 PtCo units	<1		07-09-2017
Nutrients and Anions						
14day	Anions - Fluoride	Fluoride	0.02 mg/L	<0.02		07-09-2017
72hr	Anions	Sulphate	1.4 mg/L	<1		07-09-2017
	Anions	Chloride	17 mg/L	<0.1		07-09-2017

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Cairns Regional Council
Water and Waste

Client: Mareeba Shire Council

Project No: 087219
Report ID: 24202
Date Issued: 12-Sep-2017
Page 3 of 4

Chemical testing of Drinking water

LRN: 522927
Clear Water Outflow

Date Sampled: 05-09-2017 7:50am
Received at Lab: 06-09-2017 04:39pm

Method	Analyte	Result		LOR	Guideline	Date Started
Metals						
ICPOES Metals - Total	ICPOES Silicon	7.8	mg/L SiO2	<0.10		
ICPOES Metals - Total	Calcium	<1.0	mg/L	<0.20		
ICPOES Metals - Total	Magnesium	1.0	mg/L	<0.10		
ICPOES Metals - Total	Potassium	<1.0	mg/L	<0.10		
ICPOES Metals - Total	Sodium	11	mg/L	<1		
ICPOES Metals - Total	Total Hardness	6.6	mg CaCO3 /L	<1		
General Chemistry						
SAR by Calculation	Sodium Absorption Ratio	2.4	Units	0		
Salinity		0.0375	psu			
Solids - Total Dissolved	Total Dissolved Solids	49	mg/L	<1		08-09-2017
Langelier Index	pHs @ 25 deg C	6.3				
Langelier Index	Langliers Index	0.29				
Physical Properties						
EC, pH, Alkalinity, Turbidity	Electrical Conductance	68	µS/cm	<1		06-09-2017
EC, pH, Alkalinity, Turbidity	pH	6.9		<0.1		06-09-2017
EC, pH, Alkalinity, Turbidity	Total Alkalinity	2.3	mg CaCO3/L	<1.5		06-09-2017
EC, pH, Alkalinity, Turbidity	Turbidity	9.4	NTU	<0.1		06-09-2017
Colour	Apparent Colour	39	PtCo units	<1		07-09-2017
Nutrients and Anions						
Anions - Fluoride	Fluoride	0.02	mg/L	<0.02	≤ 1.5 mg/L	07-09-2017
Anions	Sulphate	1.5	mg/L	<1	≤ 500.0 mg/L	07-09-2017
Anions	Chloride	18	mg/L	<0.1		07-09-2017

Guideline Compliance Comment:
This sample meets the NHMRC (2011 v3.3) HEALTH guidelines for drinking water for the parameters tested.

Explanatory Notes for this Project

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

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Cairns REGIONAL COUNCIL

Client: Mornington Shire Council

Project No: 102169
Report ID: 38685
Date Issued: 11-Feb-2020
Page 1 of 3
Mornington Island DW

LRN: 809196
Mornington - Dam

Date Sampled: 30-01-2020
Received at Lab: 31-01-2020 09:39am

Method	Analyte	Result	Guideline	LOR	Date Started
APHA	SAR by Calculation	Sodium Adsorption Ratio 2.9 Units		0	
APHA	Langelier Index:	pHs @ 25 deg C 7.1 ..			
	Langelier Index:	Langliers Index -4.3 .			
APHA	Salinity	0.0780 psu			
	Physical Properties				
APHA	EC, pH, Alkalinity, Turbidity	Electrical Conductance 160 µS/cm		<1	31-01-2020
	EC, pH, Alkalinity, Turbidity	pH 6.9 ..		<0.1	31-01-2020
	EC, pH, Alkalinity, Turbidity	Total Alkalinity 2.7 mg CaCO3 /L		<1.5	31-01-2020
	EC, pH, Alkalinity, Turbidity	Turbidity 18 NTU		<0.1	31-01-2020
APHA	Colour	Apparent Colour 57 PtCo units		<1	31-01-2020
	Colour	True Colour 15 PtCo units		<1	31-01-2020
	Nutrients and Anions				
APHA	Anions - Fluoride	Fluoride 0.02 mg/L		<0.02	07-02-2020
APHA	Anions	Sulphate 5.0 mg/L		<1	07-02-2020
	Anions	Chloride 43 mg/L		<0.5	07-02-2020

Explanatory Notes for this Project

Abbreviations Used
LRN = Laboratory Reference Number LOR = Limit of Reporting
Responsibility for sampling lies with the CUSTOMER. Samples analysed as received.

Samples/Container non-compliances:
None

Holding time breaches:
If applicable, samples for pH and/or chlorine that are not received within 15 minutes of sampling exceed holding times specified in the APHA (2017), which states these analyses should be analysed immediately, within 15 minutes.
Sampling time not provided. No judgement can be made if the recommended 24 hour interval between sampling and receipt was met.

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Cairns REGIONAL COUNCIL

Client: Mornington Shire Council

Project No: 102169
Report ID: 36885
Date Issued: 11-Feb-2020
Page 2 of 3
Mornington Island DW

LRN: 809196
Mornington - Dam

Date Sampled: 30-01-2020
Received at Lab: 31-01-2020 09:39am

Method	Analyte	Result	Guideline	LOR	Date Started
Metals					
809197 ICPOES Metals - Total	ICPOES Silicon	9.9 mg/L SiO2		<0.2	31-01-2020
ICPOES Metals - Total	Calcium	0.97 mg/L		<0.1	31-01-2020
ICPOES Metals - Total	Magnesium	2.4 mg/L		<0.05	31-01-2020
ICPOES Metals - Total	Potassium	0.90 mg/L		<0.015	31-01-2020
ICPOES Metals - Total	Sodium	23 mg/L		<0.05	31-01-2020
ICPOES Metals - Total	Total Hardness	12 mg CaCO3/L		<1	31-01-2020
809196 ICPMS Metals - Total	ICPMS Aluminium	0.087 mg/L		<0.015	06-02-2020
ICPMS Metals - Total	ICPMS Antimony	<0.001 mg/L		<0.001	06-02-2020
ICPMS Metals - Total	ICPMS Arsenic	0.0003 mg/L		<0.0002	06-02-2020
ICPMS Metals - Total	ICPMS Barium	0.064 mg/L		<0.002	06-02-2020
ICPMS Metals - Total	ICPMS Beryllium	<0.0001 mg/L		<0.0001	06-02-2020
ICPMS Metals - Total	ICPMS Boron	<0.05 mg/L		<0.05	06-02-2020
ICPMS Metals - Total	ICPMS Cadmium	<0.0001 mg/L		<0.0001	06-02-2020
ICPMS Metals - Total	ICPMS Chromium	0.0003 mg/L		<0.0002	06-02-2020
ICPMS Metals - Total	ICPMS Cobalt	0.0011 mg/L		<0.0005	06-02-2020
ICPMS Metals - Total	ICPMS Copper	0.001 mg/L		<0.001	06-02-2020
ICPMS Metals - Total	ICPMS Iron	0.448 mg/L		<0.008	06-02-2020
ICPMS Metals - Total	ICPMS Lead	<0.0005 mg/L		<0.0005	06-02-2020
ICPMS Metals - Total	ICPMS Manganese	0.0680 mg/L		<0.0002	06-02-2020
ICPMS Metals - Total	ICPMS Molybdenum	<0.0005 mg/L		<0.0005	06-02-2020
ICPMS Metals - Total	ICPMS Nickel	<0.0005 mg/L		<0.0005	06-02-2020
ICPMS Metals - Total	ICPMS Selenium	<0.002 mg/L		<0.002	06-02-2020
ICPMS Metals - Total	ICPMS Silver	<0.0002 mg/L		<0.0002	06-02-2020
ICPMS Metals - Total	ICPMS Thallium	<0.0005 mg/L		<0.0005	06-02-2020
ICPMS Metals - Total	ICPMS Thorium	<0.002 mg/L		<0.002	06-02-2020
ICPMS Metals - Total	ICPMS Tin	<0.001 mg/L		<0.001	06-02-2020
ICPMS Metals - Total	ICPMS Titanium	<0.001 mg/L		<0.001	06-02-2020
ICPMS Metals - Total	ICPMS Uranium	<0.0001 mg/L		<0.0001	06-02-2020
ICPMS Metals - Total	ICPMS Vanadium	0.0007 mg/L		<0.0001	06-02-2020
ICPMS Metals - Total	ICPMS Zinc	<0.008 mg/L		<0.008	06-02-2020
General Chemistry					
809197 Solids - Total Dissolved	Total Dissolved Solids	100 mg/L		<1	31-01-2020

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16 STAFF REPORTS - HUMAN SERVICES

16.1 ACTING EXECUTIVE MANAGER FINANCE AND HUMAN SERVICES

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

Attachments: **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 31st July, 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 currently being installed.
- Similar business plans are also being undertaken for the Motel and VAC. The VAC plan will incorporate the idea of a caravan park on the vacant land adjacent to the VAC which has been used to store contractor equipment in recent times.
- The kiosk has been temporarily closed due to insufficient staffing availability, and its operations impacting on other facilities management programs.
- Expressions of Interest (EOI) are being developed for the kiosk, tavern and airport kiosk. EOI's at a local level have previously not secured a suitable solution, however Council should insist on local involvement with any chosen solution.

Finance Program

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

Finance is currently progressing on developing a business plan for the feasibility of operating the Market Gardens on Mornington Island. There has been much interest in the development of this project and a report will be prepared and provided for Council's consideration.

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 2020/21 budgeted projects and grant application concepts are being entered within the PMC module for review.

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

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

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

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

- Picnic shelter, tables and chairs – playground near sports oval
- Water Bubbler – playground near sports oval
- Picnic shelter, tables and chairs – playground near basketball courts
- Water bubbler – playground near basketball courts
- Picnic shelter, tables and chairs – Post Office grounds
- Water bubbler – Post Office Grounds

Acceptance of this agreement has been forwarded, and Council awaits confirmation of the above projects being accepted in the program of works.

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.

- 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

- 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 including:
    - Playground near basketball courts – metal spikes/reo bars in the ground pointing up through the sand. Metal spikes removed
    - Broken rope buckle on the swing leaving a sharp edge – swing was removed.
- 5 Incident reports received
- Site Visits/Inspections conducted in July included:
    - Safety Inspection conducted of the School fencing project
    - Conducted the Annual WHS Safety Audit of the following 26 sites – report and recommendations to be submitted in August 2020
        - Main Council offices
        - Housing/construction offices
        - Painters shed
        - Plumbers shed
        - Carpenters shed
        - Warehouse sheds
        - Red shed
        - Maintenance sheds
        - Parks and Gardens shed
        - Barge shed
        - Gym and storerooms
        - Kiosk
        - Laundry & Archives storage
        - Motel
        - Tech Services office
        - Animal control pound
        - Dam (Pumps)
        - Sewerage plant clear water
        - Water treatment plant
        - Batching plant
        - Refuse tip
        - VAC and containers
        - Baker

- Training room
- Council chambers
- Children's playgrounds

General Matters – External Audit

Council has its final end of financial year external audit scheduled from 10th to 14th August 2020. This will be conducted remotely by contract auditor's BDO for the Queensland Audit Office. The ability to access our financial system remotely has been possible due to the upgrade to a 'Cloud 'version of Council's financial information system in 2019/20.

FINANCIAL & RESOURCE IMPLICATIONS

As outlined within the report

RECOMMENDATION

That the information in this report be received and noted.

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 Sea Swift - Jetty Damage

This matter is considered to be confidential under Section 275(f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with starting or defending legal proceedings involving Mornington Shire Council.

18.2 Council Powers to Provide Visitor Permissions

This matter is considered to be confidential under Section 275(f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with starting or defending legal proceedings involving Mornington Shire Council.

18.3 Bluewater Marine - Contract Progress Payment No. 5

This matter is considered to be confidential under Section 275(c) 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 local government budget.

19 NEXT MEETING

20 CLOSURE