MORNINGTON SHIRE COUNCIL

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

Date:	**Wednesday, 19 February 2020**
Time:	
Location:	**Council Chamber**
	Mission Road
	Gununa

BUSINESS PAPER

Ordinary Council Meeting

19 February 2020

Frank Mills

Chief Executive Officer

To empower our Community – Our people

To feel solid and strong like the rock in Mundalbe

To taste and hear the breaking waves of change

To establish clean, safe, healthy lifestyles togetherness

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

To see and smell the compassion and peacefulness of our community

Order Of Business

1 Opening of Meeting 5
2 Present 5
3 Apologies 5
4 Disclosure of Interest – Councillors and Staff 5
5 Condolences and Memorials 5
6 Confirmation of Minutes 5
7 Business Arising 5
8 Action Schedule 6
8.1 Action Items as of January 2020 6
9 Call for Items of General Business 63
Reception & Consideration of Committee Reports 63
10 Committee Reports 63
Nil
Reception & Consideration of Officers Reports 63
11 Mayor and Councillors Reports 63
Nil
12 Chief Executive Officer's Reports 64
12.1 Chief Executive Officer Report for the month of February 2020. 64
12.2 Disaster Recovery Funding Arrangements - Koppens Developments Pty Ltd - 2019 contracted gravel and water supply test results. 169
12.3 Mornington Shire Council - Organisational Structure - second quarter review 214
12.4 Mornington Shire Council - Strategic - Operational Plan - 2019 - 2020 second quarter review 243
12.5 Corporate Governance and Communications Monthly Report 294
13 Staff Reports - Financial Services 297
13.1 Quarterly Budget Review (As at 31 December 2019) 297
13.2 Executive Manager Finance and Human Services Monthly Report 303
13.3 Financial Report as at 31st January 2020 306
14 Staff Reports - Infrastructure & Technical Services 317
14.1 Housing Monthly Report - January 2020 317
15 Staff Reports - Human Services 321
15.1 Facilities Management Quarterly Report to December 2019 321
15.2 Junkuri Laka - Accommodation at the Visitors Accommodation Complex (VAC) 324
16 General Business 325
17 Confidential Reports 326
17.1 Disaster Recovery Funding Arrangements - Koppens Developments Pty Ltd - 2019 Claim number 3 for approval. 326
18 Next Meeting 327
19 Closure 327

1 OPENING OF MEETING

2 PRESENT

3 APOLOGIES

4 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

5 CONDOLENCES AND MEMORIALS

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 22 January 2020

7 BUSINESS ARISING

8 ACTION SCHEDULE

8.1 ACTION ITEMS AS OF JANUARY 2020

Author: **Executive Manager of Corporate Governance and Communications**

Attachments: **1 As of January 2020.docx**

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

FINANCIAL & RESOURCE IMPLICATIONS

As per resolutions

RECOMMENDATION

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

Completed	Task Name	Assigned To	Resolution Number	Resolution Date	Resolution	Updates	Due Date
FALSE	Animal Management	David Torr;	2015/11			01.03.2017 Discussions held with Executive Manager of I&TS, an education program to be developed and tabled at April Council Meeting. 10.05.2017 Animal Control Officer gathering data from the community about how many animals each household has, whilst also informing residents of local laws. 17.05.17 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 Continuing to collect data regarding	

						animal data. 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 put up in public places. 13.02.18 EHO and ACO liaising with the school on an education program and for the removal of animals in the school grounds. 14.03.18 We are currently advertising for a new ACO, in the meantime we are continuing to promote the introduction of local animal laws 09.10.2018 Two fulltime positions have been filled and are undergoing animal	

						control and EHO training 06.12.2018 Change of structure to utilise the Vet for home visits and communication with owners around Laws and animal welfare New Vet service February 2019 06.02.2019 Burton Veterinary Contracting commenced veterinary services to the Island for week 21-25 January 2019. Future visits will include more community engagement as well as bringing in 'PetPep' to the school. 05.04.2019 Next visit is in April. Also training with the AMW on the importance of an animal register 08/07/2019 Next visit is on the 8/7/19. Report to be submitted at the August council meeting regarding Council direction for	

						animal management. 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, will provide a PowerPoint presentation on Animal Management Strategy and directions with a view of finalising a report for early new year 07.01.2020 The current ACO has put in his resignation as of February but has left on the 30 December. The next Vet visit to be on February 10-14 2020	

FALSE	Mornington Island Company	Kerry Whiting;#15	2018/138		That Council endorse MacDonnell's Law to commence drafting a constitution and incorporated paperwork to set up that company. That Council provide the proposed company name, registered office of the company, and the full names, addresses and dates and places of birth of all proposed Directors and the Secretary as well as details of other Directorships they may hold in other public companies to MacDonnells Law as soon as is practicable	10.08.2018 Direction to be received from Council and MIACSED for matter to be finalised at Council meeting on 15.08.2018. 12.09.2018 Awaiting advice from Minister Scullions Office on structure. 09.10.2018 Further request sent to Department of Prime Minister and Cabinet for advice previously agreed to be presented to Council. 15.11.2018 Report to November Council meeting for information 6/12/18 Awaiting confirmation from ML that setup of company with ASIC has been finalised and any associated new company requirements have been completed 10.01.2019 Advice from MacDonnells Law, company has been registered, details to be provided to Council within 7 working days. 25.04.2019 MacDonnells Law attending to the	

						registration of the Entity once Director details have been compiled. Directors duties and checklist has been provided by MacDonnells Law. 4.7.2019 Still awaiting confirmation from Macdonnells Law that Mundalbe Enterprises has been incorporated. In the meantime, discussions are being held in regards to independent Directors being recruited. 08.08.2019 Awaiting clarification from the Integrity Commissioner regarding Conflict of Interest for Directors 11.09.2019 Meeting set for Council to meet with the Integrity Commissioner and Independent Assessor on 17.10.2019 at the LGAQ Annual Meeting in Cairns. 04.12.2019 Report included in January Council meeting Agenda 07.02.2020 Council resolved at the January 2020 Ordinary Council meeting to defer this item	

						until post 2020 Local Government Elections.	

FALSE	Traffic Management Plan	David Torr;#25				06.02.2019 Regulatory speed signs stop signs and give way signs have been located. Required brackets and posts have been ordered. In mean time some suitable posts have been located and installation will commence this week. Other works in accordance with the agreed Traffic Management Plan to be implemented over the next month. In addition some further traffic management planning will be done regarding parking areas. 05.04.2019 Erection of posts are underway, had a late start due to materials being missed placed, timeframe surrounding the works 31st May 2019 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 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 further option may be to include the English translation of the tribal word looking into year	

FALSE	Ergon Energy - Lights on Basketball Courts and Playgrounds	David Torr;#25				16/07/19 waiting on report from Ergon 02.10.2019 Ergon conducting works on Mornington Island 15.10.2019 to 21.10.2019 07.01.2020 Investigation of lighting type that won't disturb surrounding residents. Still Investigating	

FALSE	Town Planning - Access to Fire Hydrant	David Torr;#25				08/07/2019 Report will be put to the August council meeting 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff 04.12.2019 Investigated current access to fire hydrants, additional hydrants will be installed in 2020	

FALSE	Naming of Oval	Frank Mills;#23				To be discussed further at the May ordinary Council Meeting 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff 07.01.2020 Matter referred to Mirndiyan Gununa 17.02.2020 This matter has been referred to Mirndiyan Gununa for advice and direction to Council - COMPLETE	

FALSE	Proposed Road Closures - PCYC	David Torr;#25	2019/109		That Council request a road closure policy be investigated and brought back to July Council meeting for approval.	08/07/2019 This will be brought to the August meeting for approval. 02.10.2019 Matter deferred to November Council meeting due to unavailability of staff 04.12.2019 Report and Policy to be tabled in the new Deferred to next meeting. year	

FALSE	Sorry Business	Frank Mills;#23	2019/166		That Council advise organisations delivering services to Mornington Island to respect mandatory sorry business closures, all but emergency and legislative service	11.09.2019 Meeting held with Susan Sewter acting on behalf of Mirndiyan, Mirndiyan Board to develop and distribute protocols to Council once complete 02.10.2019 Mirndiyan Board yet to develop and document protocol. 07.01.2020 This matter has been referred to Mirndiyan for development of an appropriate protocol. 17.02.2020 A community protocol has been developed and circulated to all agencies by Mirnidyan Gununa - COMPLETE	

FALSE	Human Resource Policy - Work From Home	Tatiana Ahmat;#16	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	

TRUE	Finance Policy - General Service Concession	Kerry Whiting;#15	2019/194			04.12.2019 That Council defer this matter to allow the inclusion of a 100% local concession I the public benefit section 07.02.2020 Council resolved at the January 2020 Ordinary Council meeting to approve the General Service Charge Concession Policy.	

FALSE	Barge Sale - Engagement of Valuer	David Torr;#25	2019/195		That Council engage an evaluator to conduct an investigation and develop a report of the value of the barge.	07.01.2020 Report to January 2020 Ordinary Meeting of Council for decision.	

FALSE	Special Projects - Further Information	David Torr;#25	2019/198		That Council request further information regarding the BOR Round 5 funding application for the Tavern outdoor Upgrade That Council request more information before approving the proposed POR Training Centre wheelchair ramp from the car park to the Council Chambers. Consideration needs to be given to restricting horse access to the ramp.	07.01.2020 Report to be tabled aat the January Ordinary Council Meeting	

TRUE	TORRES CAPE INDIGENOUS COUNCIL ALLIANCE (TCICA) - FORMATION OF A REGIONAL ROADS AND TRANSPORT GROUP (RRTG)	Frank Mills;#23	2020/21	24/01/2020	That CEO 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. 05.02.2020 TCICA advised of Council decision 17.02.2020 Acting Executive Manager Technical Services MSC to submit two proposal to TMR for ATSI TIDS funding.		

FALSE	DECEMBER 2019 ORIDNARY MEETING OF COUNCIL AGENDA ITEMS FOR RESOLUTION	Frank Mills;#23	2020/23	24/01/2020	That Council resolve each of the agenda items as tabled and attached to this report. a) Council note and receive Report – Conflict of Interest Guidelines- Councillor Bobby Thompson declared he may have a perceived Conflict of interest in this matter, after discussion Councillor Thompson participated in discussion and decision making. b) Council approve Report – Proposed Ordinary Council Meeting Schedule 2020 c) Council note and receive Report – Mornington Shire Council Service Delivery Update d) Council note and receive Report - Arrangements for the Caretaker Period and amendments affecting councillor discretionary funds from 1 January — 2020 Local Government Quadrennial Elections e) Council note and receive Report - Torres Cape Indigenous Council Alliance (TCICA) Canberra advocacy report & November meeting minutes f) Council note and receive Report - Cultural Awareness Training g) Council approve as amended Report - General Service Charge Concession Policy h) Council note and receive Report - Financial Report as at 30th November 2019 i) Council note and receive Report - Infrastructure Services Report for the month of December j) Council note and receive Report - Housing Report k) Council note and receive Report - Special Projects - Lelka Murrin Upgrade l) Council note and		

					receive Report - Civic Centre - Administration Building (LGGSP) m) Council defer Report - Bynoe Cacs and CDP Arrangements, to post 2020 Local Government Elections n) Council note and receive Report- Information and Communication Technology Quarterly Report o) Council note and receive Report - Mornington Shire Council - Tender for Security and Patrol Services- Mayor Bradley Wilson declares a conflict of interest in this matter and leaves the discussion p) Council note and receive Report - ICT Secondary Support & Council-wise Investigation q) Council note and receive Report - Facilities Quarterly Report- July to September- CEO to tabled a report to February Council meeting regarding outcome and process of the EOI for the Lelka Murrin Kiosk r) Council note and receive Report - Community Liquor Permit, application by Gununamanda for consideration of Council endorsement 19.02.2020 Minutes of meeting confirmed, action COMPLETE		

FALSE	STATE GOVERNMENT FUNDING - $2.35 MILLION FOR COMMUNITY HOUSING	Frank Mills;#23	2020/24	24/02/2020	That the CEO 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 TWG meeting confirmed details required for submission of components of application to HPW for funding. Application to be submitted within 7 days of 19.02.2020		

FALSE	CIVIC CENTRE - ADMINISTRATION BUILDING (LGGSP)	Tatiana Ahmat;#16	2020/28	24/01/2020	1. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for the funding amount of $5,317,692.00 to be able to be utilised as 100% of stage one of this project, with no additional co-contribution from Council. 2. That Council request approval from Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs for the approval for an extension of time to complete this project from the 30th June 2021 to 30th December 2021		

FALSE	CUSTOMER STANDARD & DRINKING WATER QUALITY MANAGEMENT PLAN - FOR COUNCIL APPROVAL	David Torr;#25	2020/31	24/01/2020	1. That Council endorse and approve the Customer Service Standards Policy as tabled, 2. That Council endorse and approve the Customer Standard and Drinking Water Quality Management Plan as tabled.		

FALSE	MANAGING THE SUSTAINABILITY OF LOCAL GOVERNMENT SERVICES	Kerry Whiting;#15	2020/34	24/01/2020	That Council adjourn this matter until post 2020 Local Government Elections		
FALSE	BOAT SAFETY EQUIPMENT	Kerry Whiting;#15	2020/38	24/01/2020	That Council approve Boat Safety Equipment being held at the Warehouse		

FALSE	TECHNICAL SERVICES MONTHLY REPORT- gaseous chlorine dosing system	David Torr;#25	2020/40	24/01/2020	1. That, subject to funding, Council approves a change to the existing gaseous chlorine dosing system to liquid chlorine including building works as outlined in this report. 2. That, subject to funding, Council approves the upgrade pump stations to including where necessary, supply and install pumps, gantry trollies valves, pedestal, guide rails, riser pipes with in the well, installation of a flow meter and a upgrade of the electrical component's and connection to council SCADA system as outlined in this report.		

FALSE	NEW YEARS EVE EVENT	Kerry Whiting;#15	2020/41	24/01/2020	That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider inline with their budget		

FALSE	VISITORS ACCOMMODATION COMPLEX - ONGOING SECURITY & VISITOR DISTURBANCES	Kerry Whiting;#15	2020/43		1. That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider inline with their budget 2. That Council investigate the opportunity to appoint a 'night watchman' to the Visitor Accommodation Centre, inline with the Facilities Department budget		

9 CALL FOR ITEMS OF GENERAL BUSINESS

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

10 COMMITTEE REPORTS

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

11 MAYOR AND COUNCILLORS REPORTS

Nil

12 CHIEF EXECUTIVE OFFICER'S REPORTS

12.1 CHIEF EXECUTIVE OFFICER REPORT FOR THE MONTH OF FEBRUARY 2020.

Author: **Chief Executive Officer**

Attachments:
1. **HPW 06.02.2020 meeting outcomes**
2. **TCICA Meeting Papers - Feb 2020**
3. **Barge Landing Incident Report Feb 2020**
4. **DRFA activation Feb 2020**

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Since the last Chief Executive Officer report to Council, tabled at the January 2020 Ordinary Council meeting, the Chief Executive Officer has focussed on forward planning and quarterly reviews of Council operations and prior to this meeting has related to ensuring disaster management processes are in place for the wet season, executive management, staffing and organisational performance, project management and meeting with community, stakeholders and relevant government agencies which include:

MACDONNELLS LAW:

Seaswift Jetty collision court action, the latest advice being –

1. The amended claim has been filed;
2. Sea Swift has been served with the amended claim, and had until Tuesday 11 February 2020 in which to file any amended Defence and no amended defence was filed;
3. Ben Meredith (MACDONNELLS) requested that Council's Barrister, Mr Douglas Campbell QC meet with him on 17 February 2020 at 10:00 to make arrangements for evidence in the matter.
4. It will take up between 4 to 6 weeks to finalise lay evidence, which will mostly depend on:
    a. The availability of witnesses to discuss the matter with me, and to finalise their statements; and
    b. Whether any of the witnesses who are employed by Sea Swift (or ex-employees) wish to speak with us.
5. If we require further expert evidence, it will not take any longer than the 4 to 6 weeks for lay evidence above and obtaining that evidence can occur at the same time.
6. Following completion, the parties would likely seek a trial date after May from the Court, and attend a mediation before trial.

Queensland Industrial Relations Commission - Jardine Lloyd Thompson P/L and Wotton Kearney Legal – Riikka Challinor and Matt O'Donnell (staff disciplinary matters),

Container Exchange Program (COEX) - Bradley Luders and Allen Cunneen – meetings regarding COEX roll out for Mornington Island and grant application process to support scheme rollout.

Ministerial & Government Champion Office – Kathy Brown, Vanessa Clements, discussion regarding - Stephanie Saal's replacement as she is no longer the principal advisor for Minister Crawford, Service Delivery/AMP reform, Telstra funding announcement and current Telstra issues, the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) announcement and

formalisation of a Government Champion for Mornington Shire Council that is proposed to be the new Director General for Health, John Wakefield.

Department of Local Government Racing and Multi-Cultural Affairs – Jim Evans visit to Mornington Island with Council's new representative for the Department, Kristy Nau, to discuss projects, budgets, planning and for them to deliver the "so you want to be a councillor face to face sessions.

Department of Housing and Public Works (HPW) & National Indigenous Australians Agency (NIAA) – conference in Cairns regarding the Commonwealth funded 105 million social housing programs for the 2020 and 2021 financial years (see attached).

Torres Cape Indigenous Council's Alliance (TCICA) – final term of local government meeting for current Council's and Local Government Association of Queensland (LGAQ) agenda and meeting papers as attached.

Queensland Police Service – Officer in Charge Mornington Island Police Station involved in discussions and arrangements made for search for missing person, community unrest and individuals involved. Discussion regarding statistics involved with Alcohol Management Plan and best way forward to capture the statistics required.

AECOM – Discussions with Michael Arri regarding design and damage being done to fender poles during barge landings and the recent incident with Seaswift colliding with the barge landing structure (see attached). Further evaluation regarding damage and process for repair to be considered and report provided to Council by AECOM. The damage caused to the barge landing was also discussed with MACDONNELLS Law to investigate best process for repair/replacement of damaged fenders and poles as well as a bond/deposit type process that the likes of Seaswift must enter into prior to using the barge landing. Advice will be provided in time for March 2020 Council meeting.

DRFA – Disaster Recovery Funding Agreements, Council requested and achieved activation and approval for restoration of essential public assets as a result of the Monsoonal Flooding 23 January to 3 February 2020 (see attached). Preliminary pickup and estimation of additional damage to road network to be up to $4,000,000.00. Assessment and approvals being carried out by SBSM in conjunction with current project management role for 2019 works under way. 2019 works at standstill until road network dries out sufficiently for Koppens Developments Pty Ltd to return to Mornington Island and recommence works.

Far North Investigations – Meeting with Tony Walsh of Far North Investigations relating to staff complaints and grievances. Clarification of issues, emails and correspondence involved in complaint and process for complaint resolution and time frames. Report to be provided to the Mayor and Chief Executive Officer as soon as possible.

Koppens Developments Pty Ltd – formalisation and signing of contracts for 2019 and discussions regarding time frames and expectations for remaining works to be complete. Discussions also held regarding barge landing fender poles, cost source and process for placement as Koppens have carried out this work previously for Council.

Hobsons Bay City Council – Further discussions held with Marg Scanlon of Hobsons Bay City Council regarding the sourcing and provision of suitable project management and human resource staff to assist Mornington Shire Council.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

Aboriginal and Torres Strait Islander Council Planning Workshop Outcomes

On 6 February 2020, Mayors and Chief Executive Officers of Aboriginal and Torres Strait Islander Councils and the Torres Shire Council gathered in Cairns to discuss future funding for remote housing in Queensland. Councils were joined by officers of the Queensland Department of Housing and Public Works (DHPW) and the Australian Government National Indigenous Australians Agency (NIAA). The workshop focussed on the Australian Government's 2019 election commitment of $105 million for Aboriginal and Torres Strait Islander remote housing in Queensland.

Summary

Motions

Aboriginal and Torres Strait Islander Councils:

1. **Noted** the funding allocation methodology proposed by Queensland Department of Housing and Public Works (DHPW) and the National Indigenous Australians Agency (NIAA);
2. **Agreed** that the methodology balances the need for equitable distribution of funds through relative population shares, the need for funding allocation to address overcrowding and homelessness and the need for funding allocation to reflect differences in the cost of construction between Local Council areas;
3. **Agreed** that the methodology be used to distribute funding among 17 Aboriginal and Torres Strait Islander Local Council areas based on the following weightings:
    a. population (60%) using population bands,
    b. overcrowding (30%)
    c. homelessness (10%), and
    d. Build cost index.
4. **Noted** limitations in data collected by the 2016 Census (Australian Bureau of Statistics), in relation to the populations of remote and discrete communities, and the DHPW, in relation to dwelling utilisation
5. **Agreed** that the Torres Cape Indigenous Council Alliance (TCICA) will write on behalf of all Councils to the Queensland and Australian Governments requesting support to improve the collection and quality of data about remote and discrete Aboriginal and Torres Strait Islander communities;
6. **Agreed** to prioritise advocacy for ongoing Australian Government funding for remote housing
7. **Noted** concerns among remote and discrete communities about the need for greater transparency from the Queensland Government about State Budget allocations to housing services in remote and discrete communities
8. **Noted** that the DHPW will call for nominations for the Mayors' Working Group following the March 2020 Local Councils Elections
9. **Agreed** that the Torres Cape Indigenous Council Alliance will communicate meeting outcomes to the Queensland Minister for Housing and Public Works on behalf of all Councils.

Attendance List

Council Representatives

Mayor Arnold Murray, Cherbourg Aboriginal Shire Council
Chatzur Zula, CEO Cherbourg Aboriginal Shire Council
Garry Jeffries, CEO Doomadgee Aboriginal Shire Council
Acting Mayor June Pearson, Hope Vale Aboriginal Shire Council
Mark Kelleher, CEO Hope Vale Aboriginal Shire Council
Mayor Michael Yam, Kowanyama Aboriginal Shire Council
Gary Uhlmann, CEO Kowanyama Aboriginal Shire Council
Councillor Brendan Brown, Mapoon Aboriginal Shire Council
Naseem Chetty, CEO Mapoon Aboriginal Shire Council
Mayor Bradley Wilson, Mornington Shire Council
Frank Mills, Mornington Shire Council
Mayor Rex Burke, Napranum Aboriginal Shire Council
Ilario Sabatino, CEO Napranum Aboriginal Shire Council
Mayor Eddie Newman, Northern Peninsula Area Regional Council

Graeme Gillam, CEO Northern Peninsula Area Regional Council
Mayor Ralph Kendall, Pormpuraaw Aboriginal Shire Council
Mayor Alf Lacey, Palm Island Aboriginal Shire Council
Ross Higgins, CEO Palm Island Aboriginal Shire Council
Mayor Vonda Malone, Torres Shire Council
Dalassa Yorkston, CEO, Torres Shire Council
Mayor Fred Gela, Torres Strait Island Regional Council
Deputy Mayor Keith Fell, Torres Strait Island Regional Council
Jan Pool, Acting CEO Torres Strait Island Regional Council
Mayor Desmond, Wujal Wujal Aboriginal Shire Council
Stephen Wilton CEO Wujal Wujal Aboriginal Shire Council
Mayor Ross Andrews, Yarrabah Aboriginal Shire Council
Deputy Mayor Michael Sands, Yarrabah Aboriginal Shire Council
Colin Cedric, Councillor Yarrabah Aboriginal Shire Council
Leon Yeatman, CEO Yarrabah Aboriginal Shire Council
Vicki Jones, Director of Community Services, Yarrabah Aboriginal Shire Council
Mayor Wayne Butcher, Lockhart River Aboriginal Shire Council
Dave Clarke, CEO Lockhart River Aboriginal Shire Council
Melinda Eades, Torres and Cape Indigenous Council Alliance

Government representatives
Ryan Bulman, Group Manager, Economic Policy and Programs Division, National Indigenous Australians Agency
Jane Christie, Branch Manager Housing, Economic Policy and Programs Division, National Indigenous Australians Agency

Nathan Boyle, Senior Advisor, Housing Branch, Economic Policy and Programs Division, National Indigenous Australians Agency

Harriet Horsfall, National Housing Policy, Economic Policy and Programs Division, National Indigenous Australians Agency

Mick Gooda, First Nations Housing Advisor

Trish Woolley, Deputy Director-General, Housing Homelessness and Sport, Department of Housing and Public Works

Kirstine Harvie, Executive Director, Strategic Policy and Legislation, Department of Housing and Public Works

Kate Connors, Executive Director, Aboriginal and Torres Strait Islander Housing, Department of Housing and Public Works

Aaron Hoffman, Director, Strategy, Policy and Performance, Aboriginal and Torres Strait Islander Housing, Department of Housing and Public Works

Alison Bannah, Principal Policy Advisor, Aboriginal and Torres Strait Islander Housing, Department of Housing and Public Works

Bernie Keenan, Manager, Engagement and Partnerships Team, Aboriginal and Torres Strait Islander Housing, Department of Housing and Public Works

BJ Thompson, Principal Project Officer, Remote Home Ownership Team, Aboriginal and Torres Strait Islander Housing, Department of Housing and Public Works

Tim Poole, A/Director, Engagement and Partnerships Team, Aboriginal and Torres Strait Islander Housing, Department of Housing and Public Works

Ngaio Toombes, A/Manager, Cabinet Policy and Intergovernmental Relations, Department of Housing and Public Works

David Thompson, A/Principal Policy Advisor, Cabinet Policy and Intergovernmental Relations, Department of Housing and Public Works

Observers
Linda Cardew, CEO Cook Shire Council
Mayor Peter Scott, Cook Shire Council
Michael Rowland, Weipa Town Authority

Apologies
Mayor Jason Ned, Doomadgee Aboriginal Shire Council
Acting Mayor Phillip Alberts, Woorabinda Aboriginal Shire Council
Mayor Derek Walpo, Aurukun Shire Council
Bernie McCarthy, CEO Aurukun Shire Council
Edward Natera, CEO Pormpuraaw Aboriginal Shire Council

TCICA
Torres Cape Indigenous Council Alliance Inc.

ORDINARY MEETING AGENDA

Meeting date:	Wednesday 5 February 2020
Venue:	The Boland Centre
	14 Spence Street, Cairns
Time:	12.30pm – 5.00pm
	NOTE: light lunch served from 12.00pm

TIME	No.	TOPIC
		OPENING PRAYER
12.30pm	1.0	1.1 Chair's Welcome 1.2 Attendance and apologies noted 1.3 Confirmation of Previous Meeting Minutes and Actions Arising 1.4 Conflicts of Interest 1.5 Executive Officer's Report, including correspondence in/out 1.6 Financial Reports 1.7 Chair's update
1.00pm	2.0	Indigenous Housing workshop on 6 February with State and Commonwealth Open discussion
2.00pm	3.0	TCICA Regional Roads and Transport Group – final TCICA position
2.15pm	4.0	TCICA 2020 Strategic Plan – for endorsement
2.30pm		*Afternoon tea break*
2.45pm	5.0	Cape, Torres and Gulf Opportunities Plan – for endorsement
3.15pm	6.0	Remote Area Board program – 2020 project proposal
3.45pm	7.0	LGAQ Update, including local government insurance
4.15pm	8.0	General Business 8.1 Bertiehaugh Road (Weipa Town Authority)
4.50pm	9.0	Proposed TCICA meeting dates and locations for 2020 • APRIL/MAY – Wed 29 & Thurs 30 April **or** Wed 13 & Thurs 14 May, Cairns • JULY – Wed 1& Thurs 2 July in Cooktown to coincide with Laura Dance Festival (3-5 July) **or** Wed 8 & Thurs 9 July, Cairns • SEPTEMBER – Wed 9 & Thurs 10 September (incl AGM) on Thursday Island to coincide with Winds of Zenadth Festival (11-14 September) • NOVEMBER - Wed 11 & Thurs 12 November, in Cairns
5.00pm		**Meeting Close**

TCICA
Torres Cape Indigenous Council Alliance Inc.

MINUTES OF ORDINARY MEETING
Wednesday 6 and Thursday 7 November 2019
Conference Room 5, The Bolands Centre, Cairns

Attendees and Apologies:

Name	Council	Position	Day 1	Day 2
Dereck Walpo	Aurukun Shire Council	Mayor	Yes	Yes
Bernie McCarthy	Aurukun Shire Council	CEO	Yes	Yes
Peter Scott	Cook Shire Council	Mayor	Yes Arrived 3.45pm	Yes
Linda Cardew	Cook Shire Council	CEO	Yes Arrived 3.45pm	No
June Pearson	Hope Vale Aboriginal Shire Council	Acting Mayor	Yes	Yes
Steve Linnane	Hope Vale Aboriginal Shire Council	CEO	Yes	Yes
Michael Yam	Kowanyama Aboriginal Shire Council	Mayor	Yes	Yes
Gary Uhlmann	Kowanyama Aboriginal Shire Council	CEO	Yes	Yes
Aileen Addo	Mapoon Aboriginal Shire Council	Mayor	No	No
Naseem Chetty	Mapoon Aboriginal Shire Council	CEO	No	No
Wayne Butcher	Lockhart Aboriginal Shire Council	Mayor	No	No
Dave Clarke	Lockhart Aboriginal Shire Council	CEO	No	No
Bradley Wilson	Mornington Shire Council	Mayor	No	No
Frank Mills	Mornington Shire Council	CEO	Yes	Yes
Rex Burke	Napranum Aboriginal Shire Council	Mayor	No	No
Ilario Sabatino	Napranum Aboriginal Shire Council	CEO	No	No
Eddie Newman	Northern Peninsula Area Regional Council	Mayor	Yes Arrived 1.30pm	Yes
Graeme Gillam	Northern Peninsula Area Regional Council	CEO	Yes Arrived 1.30pm	Yes
Ralph Kendall	Pormpuraaw Aboriginal Shire Council	Mayor	No	No
Edward Natera	Pormpuraaw Aboriginal Shire Council	CEO	No	By phone for session with Minister de-Brenni
Vonda Malone	Torres Shire Council	Mayor	Yes Arrived 12.50pm	Yes
Dalassa Yorkston	Torres Shire Council	CEO	Yes	Yes
Cr Yen Loban	Torres Shire Council	Councilor	Yes	Yes
Fred Gela	Torres Strait Island Regional Council	Mayor	Yes	Yes
Jan Pool	Torres Strait Island Regional Council	Acting CEO	Yes	Yes
Stretch Noonan	Weipa Town Authority	Deputy Chairman	Yes	Yes
Desmond Tayley	Wujal Wujal Aboriginal Shire Council	Mayor	No	No
Steve Wilton	Wujal Wujal Aboriginal Shire Council	CEO	Yes	Yes
OBSERVERS				
Tony Goode	Local Government Association of Qld	Workforce Strategy	Yes	Yes

DAY 1

1.1 Chair's welcome and acknowledgement of Traditional Owners

The meeting commenced at 12.15pm with Mayor Fred Gela assuming the role of Chair due to the delayed arrival of Mayor Vonda Malone. The Chair acknowledged the Traditional Owners of the land on which the meeting took place and throughout the country, paying respects to Elders past, present and future.

Mayor Walpo delivered an opening Prayer.

1.2 Attendance and apologies noted.

Attendance and apologies noted above. A quorum was present, and the meeting proceeded.

1.3 Confirmation of Previous Minutes and Actions Arising

The minutes of the Ordinary Meeting held on 6 and 7 August 2019 were accepted as read.

Mayor Gela advised Members TSIRC has responded directly to Warren Entsch in relation to Mr Entsch's letter to TCICA.

Members discussed the minutes and noted that:

- An engagement strategy needs be developed for TCICA engagement with the Northern Australia Indigenous Reference Group.
- TCICA needs to consider how it will make best use of the Cape, Torres and Gulf Opportunities Plan.
- A performance review process needs to be formalised for future Executive Officer performance reviews.
- TCICA needs to agree on a logical methodology for determining the allocation of future housing money, including the $105 million Commonwealth funding.

The Executive Officer briefed Members on the status of actions arriving from previous meeting. Actions 1.4, 1.5, 2.0, 3.0, 4.0, and 6.0 were closed. Actions 7.0, 9.0 and 15.3 remain open. See Attachment A for detail.

Resolution: That the Minutes of the Ordinary Meeting held on 6 and 6 August 2019 are endorsed.

Moved: Mayor Yam
Seconded: Mayor Walpo
CARRIED.

1.4 Conflicts of Interest

Mayor Gela declared his role as a member of LGAQ's Policy Executive.

1.5 Executive Officer's Report

The Executive Officer gave a brief overview of key items in the report.

Resolution: That the Executive Officer's report is endorsed.

Moved: Steve Wilton
Seconded: Mayor Yam
CARRIED.

1.6 Financial Reports

The Executive Officer briefed members on the current financial status of TCICA in the Treasurer's absence. No issues arising.

Mayor Vonda Malone arrived at 12.50pm and assumed the role of Chair.

1.7 Chair's Update

The Chair briefed Members on recent declarations by councils around Australia of a climate change emergency. Members agreed that climate change is an issue that needs to be taken seriously, regardless of the cause. All levels of government need to take action based on the real facts.

LGAQ has not adopted a formal position as their view is that it is up to each individual council to determine its own position. They will however support councils that want to make declarations and can provide fact-based information on climate change to help inform council decision-making.

Members agreed that each Council should consider its own position on this matter and decide whether to make a declaration of a climate change emergency.

The Chair briefed Members on NBN Co's recent announcement that they are establishing a new NBN regional Australia business unit and launching a business satellite service to help support regional and remote customers. NBN Co's local manager Melissa Mallet is available to respond to questions or provide more information to councils.

Melissa Mallet
nbn™ local Manager – North QLD, Far North & North-West
M +61 438 831 951 | E melissamallet@nbnco.com.au
Unit 6, 508-518 Woolcock St, Townsville QLD 4814

Action(s): Executive Officer to obtain fact-based information on climate change from LGAQ and pass it onto TCICA Members for their consideration.

Mayor Newman and Graeme Gillam arrived at 1.30pm

2.0 Review of State Emergency Services funding and governance arrangements

The Chair welcomed LGAQ Manager of Advisory Services Mike Lollback and SES Regional Director Wayne Coutts to the meeting to brief Members on the review underway into the funding and governance arrangements of the SES.

Councils are encouraged to contribute to the review process and provide their thoughts and concerns about the current arrangements so that these can be included in the report to the Minister.

The SES understands that a one-size-fits-all approach will not work in all communities and that they need to recognise the diversity of communities across the state. Councils were assured that there is no intention to amalgamate the Rural Fire Brigade and SES with QFES.

3.0 Overview of Army Reserve in Cape York, Torres Strait and Gulf region

The Chair welcomed Lt Col Mick O'Sullivan, Regimental Sergeant Major Simon Foley, and Captain Adam Fairhurst to the meeting to brief Members on the presence of the 51st Battalion Far North Queensland Regiment in the TCICA region.

51FNQR has locations right across the region, including Company HQs at Thursday Island, Weipa, and Cairns and patrol bases in the Torres Strait, NPA region, western Cape, Lockhart River and Cooktown. There is nearly 100 army reservist soldiers in the NPA and Torres Strait region, 50 in the Western Cape and total of 29 in Weipa, Hope Vale and Wujal Wujal. Their goal is to grow each community to 30 soldiers by 31 December 2024. Councils who employ reservists can access financial assistance under the Employer Support Payment Scheme to help offset the costs of releasing employees for Australian Defence Force service.

51FNQR would like to work with TCICA Members to support army reservists in communities through training and skilling in communities and on country to help build a skilled workforce.

The Chair thanked 51FNQR for their interest in engaging with TCICA and for attending the meeting.

4.0 Regional Roads and Transport Group workshop

The Chair welcomed workshop facilitator Simone Talbot, DTRM Executive Director Michelle Connolly, DTMR Regional Director Sanjam Ram, DTRM District Director Ross Hodgman, and DTMR Project Planning Manager Darryl Jones to the meeting to workshop the potential formation of a TCICA Regional Roads and Transport Group (RRTG).

TCICA Members agreed at the end of the workshop that further information and time was needed to properly assess the value of forming a TCICA RRTG. This decision was made on the basis:

- That some members felt TCICA's role should be focused on advocacy with the aim of increasing the overall quantum of ATSI TIDS;
- Of concern expressed over the potential administrative costs associated with the operations of a TCICA RRTG;
- That the transition to a RRTG model did not appear to offer significant benefits over the current arrangements for the distribution of ATSI TIDS;
- That members of TCICA may find it difficult to prioritise funding on a regional basis;
- That any capability development initiatives could be pursued through direct representations to the Minister for Transport and Main Roads; and
- That a TCICA RRTG would not be able to access Roads and Transport Alliance TIDS funding in addition to ATSI TIDS.

Noting the above, TCICA agreed that

A further discussion paper be prepared:

1. Describing the advantages and disadvantages of participating in the Roads and Transport Alliance, and further still, forming a TCICA RRTG;
    a. Providing a comparative analysis of current funding arrangements vs. future funding arrangements under a TCICA RRTG; and
    b. Outlining possible scenarios for RRTG configurations should it be decided that not all TCICA members will participate in the Alliance.

2. This discussion paper is to be prepared in time for Council meetings in December 2019, where each Council will resolve its individual position and communicate this to TCICA for further consideration and final decision by TCICA before the end of February 2020.

The Chair thanked Ms Talbot and DTMR officials for their work to support TCICA through this process.

Action(s): 1. Executive Officer to work with DTMR on a discussion paper as outlined above, to be circulated to Members in late November or early December.
2. TCICA Members to present the discussion paper at their respective Ordinary Council Meetings in December and provide their Councils' position to the Executive Officer following the meeting.

Day 1 Meeting closed at 4.45pm, with Mayor Gela performing a closing Prayer.

DAY 2

5.0 Chair's welcome and acknowledgement of Traditional Owners

The meeting commenced at 9.10am.

The Chair acknowledged the Traditional Owners of the land on which the meeting took place, paying respects to Elders past, present and future.

A formal Vote of Thanks was recorded to acknowledge the generous contribution by Preston Law of $300 towards TCICA's end of year gathering with key stakeholders the prior evening.

Attendance and apologies were noted. A quorum was present and the meeting proceeded.

6.0 Minister for Housing and Public Works Minister Mick de Brenni MP

Minister de Brenni updated Councils on the progress of the Aboriginal and Torres Strait Islander Housing Action Plan and the establishment of Queensland's first Aboriginal and Torres Strait Islander housing body, which is in the final stages of contract negotiations.

Minister de Brenni advised TCICA that he supports direct funding of Councils for the delivery of Indigenous housing. He has been trying to negotiate with the Commonwealth on a new housing agreement however they have refused to respond. The Minister committed to providing the Queensland Government's correspondence on the issue to TCICA to support TCICA addressing this matter directly with Minister for Indigenous Australians Ken Wyatt MP. Minister de Brenni advised he also has a meeting secured with Minister Ken Wyatt for 5 December.

Other discussion points:

- The Housing Action Plan puts local people at the centre of the decision-making about housing in their communities.
- Mick Gooda was engaged as a specialist advisor to Minister de Brenni to lead this process and to make sound recommendations to the Minister
- 'Local housing plans' are a new initiative – the $40M housing commitment will in part be a pilot to test how these plans will work.
- The role of the housing body is to assist in the development and delivery of local housing plans.
- What communities want to achieve from the plans is a matter for them to decide.
- The Queensland Government has committed $10.8 billion over 10 years under its Queensland Housing Strategy.
- Communities can decide whether funds should be allocated towards repairs and maintenance, or to capital expenditure for new housing.
- Minister de Brenni is very supportive of home ownership and understands the issues including land tenure, access to finance. Matters for individual communities should be addressed through the local housing plans – he is not going to dictate from Brisbane how communities should work through these issues.

Members acknowledged the commitment by the Minister to ongoing engagement and thanked him, his staff and senior officials from his Department for attending.

Action: Executive Officer to circulate Queensland Government's correspondence to the Commonwealth on receipt of same from DHPW.

7.0 Canberra Advocacy Visit

The Executive Officer updated Members on the progress of planning for the visit to Canberra from 25 – 28 November.

Members discussed the draft TCICA Federal Priorities document and agreed that:

- The housing priority needs to reflect TCICAs knowledge of the negotiations between the State and Commonwealth, and TCICA's acceptance of Minister de Brenni's commitment to making funds under the Housing Action Plan available for capital works, if that is what is needed in communities;
- A review into the true cost of delivering local government services in rural, remote and discrete Aboriginal and Torres Strait Islander communities is needed, as well as seeking to grow the FAGs program to 1 per cent of Commonwealth taxation revenue;
- Work is underway by councils and LGAQ to help manage insurance costs so this is less of a priority for now;
- Commitments have been made by the Commonwealth to support Indigenous tourism so this priority can be put aside for the time being;
- A review of Commonwealth service delivery is unlikely to happen as the National Indigenous Australians Agency has flagged it is not going to take part in service delivery reform; and
- Data should be included where possible to better support the priorities and commitments sought.

Action(s): 1. Executive Officer to revise the Federal Priorities document based on discussion and recirculate to Members for feedback before the Canberra visit.
2. Members to advise the Executive Officer of their participation as soon as possible if they haven't already done so.

8.0 LGAQ Update

Tony Goode updated Members on LGAQ activities and referred to LGAQ's Briefing Note for TCICA which was circulated to Members by email and tabled for discussion.

Mr Goode further briefed Members on:

- LGAQ's upcoming meeting with Queensland Investment Corporation (QIC) to discuss their purchase of Sea Swift and what this might mean going forward;
- LGAQ's planned visit to Canberra in November or early December. On their agenda to meet with Minister Ken Wyatt and opposition spokesperson Linda Burney;
- Planning for a Budget bid to increase State Government Financial Assistance program by 10 per cent;
- Ongoing work to advocate for the continuation of s 24JAA in the Native Title Act. Is a matter that needs for than a Queensland push. That is why LGAQ has written to all other local government associations in Australia to push for change. Also seeking to have this matter included as a motion for ALGA congress.

Members discussed concerns regarding the level of financial assistance for local governments through programs like SGFA and FAGs, and again raised the need to review grant arrangements so that in future they better recognise the true cost of service delivery.

Mr Goode encouraged TCICA Members to review the KPMG report that was done as a result of the DLGRMA's grant reform process. There are some good recommendations in the report that have not been taken up.

9.0 Warren Entsch MP, Member for Leichhardt

The Chair welcomed Warren Entsch to the meeting for an open discussion.

Mr Entsch outlined his recent travels around the Cape York and Torres Strait region and his work with the Joint Standing Committee on Northern Australia to inquiry into the engagement of Traditional Owners in the economic development of northern Australia. The inquiry will run until June next year and the committee is very keen for Councils to participate in public hearings, particularly around the issue of Native Title and the conflicts between local governments and RNTBCs, land trusts and other title holders.

Mr Entsch assured Members that the Commonwealth is ready to sign off on an agreement with the State on funding for housing. He restated the need for communities to understand what their future housing needs will be and that TCICA should determine the criteria or methodology for allocation of funding. It needs to be flexible so that it can respond to need.

An agreement is in place to accelerate the bringing forward of funding for the Peninsula Development Road once the State has provided costings. Mayor Newman raised the need for border protection and biosecurity issues to be taken into account in this current program and future sealing programs.

The Chair thanked Mr Entsch for his attendance and for his support during this term of local government.

10.0 TCICA Strategic Operational Plan

The Executive Officer gave Members a brief overview of the draft strategic plan and sought feedback.

Members agreed that there should be two overarching objectives relating to the identity and positioning of TCICA and the advocacy role TCICA plays. Individual strategies and then actions can sit under each of these objectives.

There was general agreement that key priorities should include housing, education, health, and infrastructure, but that as an advocacy body TCICA needs to be careful not to take on a service delivery role.

CEOs Gary Uhlmann and Steve Linnane agreed to work with the Executive Officer to refine the plan over the coming weeks.

Action: Executive Officer to work with CEOs to refine plan and bring it back to TCICA for endorsement at a later date.

11.0 General Business

11.1 Local Thriving Communities

Members briefly discussed Local Thriving Communities. DATSIP has produced a 'Pathway to Local Decision Making' map which was tabled for the information of Members.

11.2 Minister Wyatt's 'Voice to Parliament' process

Members agreed that TCICA needs to position itself up front with Minister Wyatt and make it clear that the Government must involve TCICA as a partner in the Voice to Parliament process and not non-elected third parties like Noel Pearson and Pama Futures.

15.4 Forward meeting schedule

No meeting dates set for 2020.

16.0 Meeting Close

The Chair thanked Members for their attendance and contribution to discussions over the past two days and together with the Deputy Chair, thanked Members for their commitment to TCICA over this term of local government. The Chair noted that TCICA Members have 'sat as one' and that the new relationships created are respectful and show the comraderie of Members. The TCICA has many opportunities in front of it and will be a powerful tool going forward.

The Deputy Chair noted that the right leadership has been around the table and thanked Mayor Malone and Mayor Gela for the coming together of Cape and Torres communities.

The Chair wished all Members good luck for the coming election.

Mayor Gela gave the closing Prayer.

Meeting closed at 2.35pm.

_____
Mayor Vonda Malone
Chair

Summary of Material Resolutions and Actions Arising

Agenda Item Number	Actions
1.7 Chair's Update	• Executive Officer to obtain fact-based information on climate change from LGAQ and pass it onto TCICA Members for their consideration.
4.0 Regional Roads and Transport Group	• Executive Officer to work with DTMR on a discussion paper as outlined above, to be circulated to Members in late November or early December. • TCICA Members to present the discussion paper at their respective Ordinary Council Meetings in December and provide their Councils' position to the Executive Officer following the meeting.
6.0 Minister for Housing and Public Works Mick de Brenni	• Executive Officer to circulate Queensland Government's correspondence to the Commonwealth on receipt of same from DHPW.
7.0 Canberra Advocacy Visit	• Executive Officer to revise the Federal Priorities document based on discussion and recirculate to Members for feedback before the Canberra visit. • Members to advise the Executive Officer of their participation as soon as possible if they haven't already done so.
10.0 TCICA Strategic Operational Plan	• Executive Officer to work with CEOs to refine plan and bring it back to TCICA for endorsement at a later date.

ATTACHMENT A: Status of Actions from Previous Meetings

Agenda Item Number	Actions	Status
ACTIONS FROM AUGUST 19 MEETING		
1.4 Conflicts of Interest	Executive Officer to seek advice in relation to voting and conflicts of interest for Mayors and CEOs.	Closed. DLGRMA brief provided in EO's report
1.5 Executive Officer's Report	TCICA to respond to Warren Entsch and invite him to attend the November meeting.	Closed.
2.0 Cape York Regional Package Stage 2 briefing	Executive Officer to coordinate date for TCICA workshop to agree road funding split in the near future. Once funding split is determined, councils will need to engage DTMR to coordinate a workshop with Engineering Directors to determine road lengths and work scopes before the end of October.	Closed.
3.0 ATSI-TIDS and Regional Roads and Transport Group	Executive Officer to draft letter to Roads and Transport Alliance seeking funding for a workshop, and identify suitable dates before the end of the year for the workshop to be held, with the support of DTMR and LGAQ.	Closed. Workshop to be held on 6 Nov.
4.0 Remote Area Board Project – Cape, Torres and Gulf Opportunities Plan	• Executive Officer to circulate proposed consultation schedule for Members' feedback. • Members to authorise Executive Officer to approach DATSIP to access to Community Master Plans for Arup to review. TSIRC to provide Torres Strait shipping data shipping data, including number of ships, origin-destination etc	Closed.
6.0 Canberra Advocacy Proposal	Executive Officer to re-circulate Federal Priorities document for review by Members, and work through Warren Entsch's office to coordinate meetings with Morrison Government Ministers. Executive Officer to work through Senator Nita Green, Senator Murray Watt and Warren Snowdon MP to coordinate meetings with the Opposition.	Closed.
7.0 TCICA Draft Strategic Operational Plan	Executive Officer to re-circulate draft strategic operational plan for feedback from Members.	Ongoing.
9.0 Expiry of s 24JAA	Executive Officer to work with Mr Kerr to coordinate TCICA response to Commonwealth discussion paper.	Ongoing. Noted that both Minister Lynam and Minister Hinchliffe have written to the Cth seeking a 10 year extension.
15.3 Bertiehaugh Road	Executive Officer to work with WTA, Mapoon and Cook to put forward a strong position to Australia Zoo about the road reserve staying open.	Ongoing. Meeting with key parties to be held in Mapoon on 3 Dec.

Executive Officer's Report

February 2020

This report provides a brief overview of Executive Officer activities and highlights current significant issues for the information of TCICA members. Some of these items also appear as specific agenda items for further discussion.

Remote Area Board project – Cape, Torres & Gulf Opportunities Plan

Arup delivered the final version of the Cape, Torres and Gulf Opportunities Plan on 20 December. Following some minor corrections, the Plan was emailed to all Members on 9 January.

Overall I believe the quality and content of the plan is very good. It has captured the many issues and opportunities raised during discussions and consultations and presents a different approach to economic development of the region. Feedback to date from the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) has been very positive, and they are committed to supporting and working with TCICA to implement the plan.

Once the Plan has been endorsed (a brief is on the agenda for the 5 February meeting), I will distribute copies of the Plan to all Ministerial and Government Champions, key Federal Government ministers and shadow ministers, senior officers in local and regional contacts in Government agencies via the Regional Managers Coordination Network, and stakeholders who can play a role in delivering projects and initiatives.

I am proposing that the next Remote Area Board project focusses on implementation planning and delivery of projects and initiatives in the Opportunities Plan. A brief on this matter is also on the agenda for the 5 February meeting.

Drive North Queensland Tourism Campaign

Tourism Tropical North Queensland (TTNQ) is re-establishing the Drive NQ website to encourage more tourists to drive around the North Queensland region. TTNQ in partnership with Tourism Events Queensland is developing a $100,000 Drive NQ marketing campaign, which will run before June 30. The campaign will include a website, drive itineraries, tourism product listings and trip planning information, television commercials and video content.

TTNQ is seeking a contribution from Local Tourism Organisations (LTO) to support the campaign. In the absence of a LTO in Cape York and Torres Strait, Cook Shire is working with TTNQ and will play a lead role in coordinating with local governments to buy into the campaign.

The **attached memo** from Cook Shire Council outlines the opportunity in detail and recommends a TCICA contribution of $20,000. The contribution would go towards website content and video content.

Canberra Advocacy Visit – 26-27 November 2019

A small delegation of TCICA Members participated in a successful advocacy visit to Canberra in late November to meet with key Ministers and Shadow Ministers. A Canberra Advocacy Report following the visit was emailed to all members on 3 December.

Follow up letters have been sent to all of the Ministers and Shadow Ministers we met with. These are attached in Correspondence Out. I will continue to work through the remaining action items following the visit, which include:

- Providing a detailed briefing paper to Local Government Minister Mark Coulton MP on the need for more targeted financial support for small rural and remote councils, and provide a detailed analysis of the issues with financial assistance grants program.
- Continuing engagement with Communications Minister Paul Fletcher's office to explore potential telehealth pilot in conjunction with TCHHS.

Upcoming meetings, advocacy, events and key dates to note

Western Cape Economic Meeting

DSDMIP is coordinating a Western Cape Economic Meeting in Weipa on 25 February. I understand that this is an initiative of Cynthia Lui MP, although it is a matter DSDMIP has had on its agenda for some time. The purpose of the meeting is to bring key stakeholders together to identify and discuss strategies for economic and social development of the Western Cape region.

DSDMIP understands the importance of aligning activity with the Opportunities Plan and believes that the plan will be a catalyst to open discussions and promote thoughtful discussion during the meeting. I am planning to attend the meeting and present an overview of the plan to meeting participants.

Regional Community Forum

The State Government is hosting the second Far North Queensland Regional Community Forum in Weipa on Monday 24 February, hosted by the Department of Premier and Cabinet and Chaired by Cynthia Lui, MP.

Members of the Far North Queensland Regional Community Forum are:

Michael Healy MP Cynthia Lui MP Curtis Pitt MP Alfred Joyce Allan Dale, James Cook University Anita Veivers, Chief Executive of Centacare Benjamin Keast, ARC Disability Services Christopher Zilm, Executive Principal of Cairns State High School Elizabeth Carney Ian Lydiard, Cairns community member Jodie Duignan-George, Associate Vice Chancellor of CQUniversity Lucy Graham, Executive Officer of the Cairns and Far North Environment Centre	Margaret Yandell, Kuranda Neighbourhood Centre Michelle Wollaston Millicent Darby, JUTE Theatre Nikki Huddy, Town planner Patricia Yusia, Torres Strait community member/TSRA Portfolio Member for Bamaga Ranjit Singh, Holding Redlich Rhiannon Simcocks, Cairns Young Chamber of Commerce Robert Davidson, Surf Life Saving Queensland Sarah Grainer Tara Bennett, Port Douglas Daintree Tourism Trevor Meldrum, Cape York Weeds & Feral Animals

Members were selected through an Expression of Interest process advertised in regional media during the second half of 2019. More information on these forums can be found here: https://campaigns.premiers.qld.gov.au/advancing-qld-regions/

Whilst not a member of the forum, I will attend as an observer as I will be in Weipa anyway for the Western Cape Economic Meeting. The Department of Premier and Cabinet is covering the cost of a one way airfare to Weipa, as well as accommodation for one night.

6 – 7 May 2020 – proposed Indigenous Leaders Forum
19 – 21 October 2020 – LGAQ Annual Conference

Meetings attended by the Executive Officer between 1 November and 28 January 2019

When	Who	Discussion topics
1 November	Teleconference with Michelle Cottrell and Sara Golingi, Arup	Cape, Torres and Gulf Opportunities Plan
5 November	Andrew Clarkson, Glencorp	Overview of Glencore's Aurukun bauxite project
5 November	Teleconference with Michelle Connolly, DTMR & Simone Talbot	RRTG proposal for TCICA meeting
6 – 7 November	TCICA Meeting	
11 November	Regional Arts Services Network Steering Committee Meeting	Assessment of RASN project proposals

14 November	Lino Bruno, Seaswift	Update on Seaswift activities and acquisition by QIC
18 November	Cape York Regional Package Sub Working Group meeting	Update on progress of CYRP Stage 1 and 2.
19 November	Mark Olsen, CEO of Tourism Tropical North Queensland	Introduction to TCICA, tourism matters, relationship building
25 – 27 November	Canberra Advocacy Visit	
28 November	Michelle Cottrell and Tim Williams, Arup	Cape, Torres and Gulf Opportunities Plan
29 November	Teleconference with Mick de Brenni	Indigenous housing, follow up to Ken Wyatt meeting
3 December	Bertihaugh Road meeting, Mapoon	Discussion with Australia Zoo on Bertiehaugh road
5 December	Milly Darby, JUTE Theatre	Meet and greet, JUTE activities in remote communities, relationship building
5 December	Chris Bradley, DTMR	Local Fare Scheme
9 December	Kelsey Ormsby, Dept of State Development	Cape, Torres and Gulf Opportunities Plan and Remote Area Board program
12 December	Regional Managers Coordination Network meeting	Sharing awareness of cross-sectoral and whole-of-government policy issues; improved cross agency coordination.
16 December	Jann Crase, Northern Australia Infrastructure Facility	NAIF activity update
16 December	Teleconference with Michelle Cottrell and Sara Golingi, Arup	Final feedback on Cape, Torres and Gulf Opportunities Plan
18 December	Belinda Down and Claire Putt, Department of Premier and Cabinet	TCICA activity update
14 January	Regional Tourism Marketing Meeting	Update on TTNQ's regional marketing initiatives and brand refresh
22 January	Sara Golingi, Arup	Cape, Torres and Gulf Opportunities Plan wrap up meeting
28 January	Qld Indigenous Waste Management Strategy	Overview of strategy

Not captured in this list is informal phone calls and/or meetings with TCICA Chair, Deputy Chair and Treasurer/Secretary, TCICA Mayors and CEOs, and other stakeholders.

Incoming correspondence

- Neil Scales, Director-General of Department of Transport and Main Roads re Regional Transport Plans, 16 December.

Outgoing correspondence

- Letters to Ministers and Shadow Ministers in follow up to Canberra Advocacy visit, 18 December.
- Michael Rowland, Chair of Weipa Town Authority re support for Weipa 'normalisation', 10 January.
- TCICA Submission to Northern Australia inquiry, 16 January.
- Neil Scales, Director-General of Department of Transport and Main Roads re TCICA involvement in delivery of Regional Transport Plan actions, 22 January.
- Hon Kate Jones MP, Minister for Innovation and Tourism Industry Development re support for an Indigenous tourism development strategy, cc'd to Cynthia Lui MP, 22 January.
- Hon Jackie Trad MP, Deputy Premier re ongoing operational support for TCICA, cc'd to all Ministerial Champions including the Premier, and Cynthia Lui MP, 22 January.

Copies of incoming and outgoing correspondence are available on request.

Information for Noting

Social Ventures Australia – funerals and financial hardship initiative

SVA is working with the Indigenous Consumer Assistance Network (ICAN) to provide consumers with information regarding the new Funerals Financial Hardship initiative. The initiative is designed to lower the cost of funerals for low income families and help them navigate the financial options available to them.

Attached is a presentation that provides more information on the project. SVA and ICAN would be very happy to talk to TCICA at a future meeting, if Members would like more information.

Cape York United # 1 Claim

Attached is a One Claim Newsletter for information. Note that CYLC will be in Cape York in February to meet with Traditional Owners.

Cook Shire COUNCIL

COOK SHIRE COUNCIL

Memo

To: TORRES CAPE INDIGENOUS COUNCIL ALLIANCE

From: LAWRENCE BOOTH, DIRECTOR COMMUNITY ECONOMY AND INNOVATION

cc: CR PETER SCOTT, MAYOR; LINDA CARDEW, CEO

Date: 28 JANUARY 2020

Re: **TOURISM TROPICAL NORTH QUEENSLAND – *DRIVE NORTH QUEENSLAND* TOURSIM PARTNERSHIP OPPORTUNITY**

1. PURPOSE

To recommend to the Torres Cape Indigenous Council Alliance that it participates in the Tourism Tropical North Queensland (TTNQ) *Drive North Queensland* tourism partnership initiative.

2. BACKGROUND

The ground-breaking Arup study recently commissioned by TCICA, The Cape, Torres and Gulf Opportunities Plan dated 20 December 2019, notes "That the remote and largely undisturbed environment, and large areas of outstanding biodiversity and cultural value of the Cape, Torres and Gulf region is a great strength of the region, presenting significant opportunities for sustainable and experiential tourism."[1]

The report further notes that "The natural environment of the Wet Tropics World Heritage Area, the Great Barrier Reef and wider region provide a major draw for visitors and the region is popular with four-wheel drivers and more adventurous tourists."

However, the report goes on to state that in spite of the region's extraordinary tourism assets, in comparison to other regions within Australia, tourism in the region is underperforming.

[1] Cape, Torres and Gulf Opportunities Plan 20 December 2019, p.45

"The lack of growth in the region's tourism sector may attributed to the lack of awareness in the tourism market of what the region has to offer … and limited ability of communities to engage in the tourism economy."[2]

The TTNQ Drive North Queensland Partnership provides TCICA member councils with the opportunity to invest in a tourism campaign which will assist in addressing some of the limitations to tourism development identified by Arup. Investment in the campaign will assist TCICA member councils to attract HVTs (High Value Tourists) to the region during this landmark Year of Indigenous Tourism, when there a number of notable tourism events planned, including the 2020 Laura Dance Festival and the Cooktown Expo 2020.

3. THE DRIVE NORTH QUEENSLAND PARTNERSHIP

TTNQ and its partners have identified 2020 as the ideal year to relaunch the Drive North Queensland partnership, with a domestic tourism market expected to stay closer to home, resulting in a stronger drive market over the course of the year.

Tourism Tropical North Queensland (TTNQ) is the peak regional visitor destination and marketing organisation for Tropical North Queensland (TNQ). It is a membership-based, industry funded, incorporated private company, limited by guarantee.

The TNQ region encompasses the Cape York Peninsula and Torres Strait in the north, Cooktown, Port Douglas, Daintree and Cape Tribulation, the Cairns region, Gulf Savannah, Kuranda, Atherton Tablelands, Mission Beach and south to Cardwell.

TTNQ has recently appointed Mark Olsen a highly experienced tourism industry professional as its new CEO, who is bringing a renewed focus on Indigenous tourism development in the Cape, Torres and Gulf region.

Tourism is the main economic driver in the TNQ region, contributing $2.8 billion to the economy annually[3] and the number one employer, with one in five people employed in the tourism industry. The largest international market is the growing Chinese market.

TTNQ is re-launching the Drive North Queensland initiative to encourage the drive market to choose the Tropical North Queensland region in 2020 and is keen to partner with TCICA in this venture. TTNQ has committed $50,000 for 2019/20 financial year, which together with matching funding from Tourism and Events Queensland (TEQ), is seeking support to build a campaign that can get cut through in the crowded drive tourism marketplace. TTNQ is:

- Entering into a three year IP agreement with Savannah Way Ltd (SWL), as owners of the brand and URL 'Drive North Queensland', to re-establish the Drive North Queensland partnership.

[2] Cape, Torres and Gulf Opportunities Plan 20 December 2019, p.45
[3] Cape, Torres and Gulf Opportunities Plan 20 December 2019, p.45

- Seeking the support of the Outback Queensland Tourism Authority (OQTA) and Townsville Enterprise Limited (TEL) for a three year commitment, funding to be agreed.
- Seeking a financial contribution from each Local Tourism Organisation (LTO), to be confirmed in an MOU. Each LTO would manage its local tourism and Local Government funding and stakeholder relationships independently.
- TTNQ has approached Avis to be a major sponsor and partner.

TTNQ is proposing to convene a Steering Committee of funding partners to guide the project and agree on the approach.

4. REGIONAL TOURISM ORGANISATIONS (RTOs) AND LOCAL TOURISM ORGANISATIONS (LTOs) EXPLAINED

An RTO is an organisation responsible for implementing marketing strategies to promote a region within Queensland as a travel destination. In Queensland, there are 13 RTOs:

- Brisbane Marketing
- Bundaberg Tourism
- Capricorn Enterprise
- Fraser Coast Tourism and Events
- Gladstone Area Promotion & Development Ltd
- Destination Gold Coast
- Mackay Tourism Ltd
- Outback Queensland Tourism Association
- Southern Queensland Country Tourism
- Visit Sunshine Coast
- Townsville Enterprise
- TTNQ
- Tourism Whitsundays

An LTO is an organisation which markets and promotes sub-regions within Queensland as travel destination. They target grass roots industry development, in-region trade and media support and collaborative marketing investment.

Currently, there is no LTO serving the Torres and Cape Region, however, TTNQ has approached Cook Shire Council and the Cooktown Chamber of Commerce and Tourism with a view to these organisations jointly fulfilling the role of an LTO on an interim basis, until a longer term solution can be developed.

5. KEY ELEMENTS OF THE DRIVE NORTH QUEENSLAND PARTNERSHIP

The key elements of the partnership will be a joint consumer website:

(www.drivenorthqueensland.com.au)

The website will feature itineraries, product listings from the Australian Tourism Data Warehouse (ATDW) and trip planning information. The ATDW is the national platform for digital tourism data, providing content for tourism operators and distributors.

The website will be supported by campaign activity including print ads, postcards, regional TV and digital promotional activity. The level of funding provided by each region will determine which touring routes are featured most often in these campaigns.

It should be noted that Touring Routes, Regions and Sub-regions not participating in the partnership would still have their main touring route identified on the website (e.g. Matilda Way), but itineraries and product listings would be switched off.

6. INVESTMENT INTO THE PARTNERSHIP

Buy in to the campaign is through the LTOs and each LTO will coordinate their region's input across three levels of buy-in:

Level 1: Base Level Buy-In and Website Content ($5,000)

This level of buy-in provides the LTO and its partner Councils with the ability to switch on their ATDW listed content for their region on drivenorthqueensland.com including paid attractions, events and up to three regional itineraries. This is the minimum buy-in to the campaign and is required to access the Level 2 and 3 packages.

Level 2: Add Video Content (+$15,000)

By adding this campaign component, LTOs can work with TTNQ to co-create a piece of video content and have input to the publicity program to share the region's story both on drivenorthqueensland.com.au (on the home page), as well as through TTNQ and TEQ's youtube channels. This content will be a 60-90 second video story vignette, rather than a television commercial. By developing our own video, we will be able to clearly differentiate ourselves from other parts of the TNQ region.

Level 3: Television Advertising (+$30,000)

The creation and placement of a television commercial (TVC) is the highest level of contribution, this option is exclusive of the Level 2 offer so those that take up this option would create a 30 second TVC and have it run on regional television in partnership with TTNQ.

LTOs must commit to the $5,000 minimum buy-in, and can then access either (or both) the $15,000 video vignette or $30,000 television commercial placements. The maximum buy-in cost is therefore $50,000 to access the full package.

Marketing agreements need to be signed by 14 February to access the campaign, with activities set to commence in March and run through June 2020.

Tourism Port Douglas and Daintree, Tropical Tablelands Tourism, Tropical Coast Tourism and Savannah Way Ltd have all entered into partnership agreement with TTNQ.

7. SUMMARY

It is recommended that TCICA considers investing in the Drive North Queensland Partnership at Level 2 as way to test the market and the effectiveness of TTNQ's marketing efforts. If approved, Cook Shire Council will coordinate with TCICA member councils and TTNQ to develop video content to market the region as part of the broader drive campaign.

8. RECOMMENDATION

THAT:

The Torres Cape Indigenous Council Alliance invests $20,000 in TTNQ's 2020 Drive North Queensland Partnership.

Lawrence Booth
Director Community Economy and Innovation
Cook Shire Council

ONE CLAIM NEWSLETTER

2019 – Issue 1

RECENT SUCCESSES

In 2019 a number of agreements were progressed because of the claim:

Indigenous land use agreements in the Hopevale Area, Coen Area, Cooktown Area, Aurukun Area and Lockhart River Area

Objections to exploration permits in the Central Cape, Northern Peninsual Area, Mapoon Area and Aurukun Area

120 future act notices received and sent out to Traditional

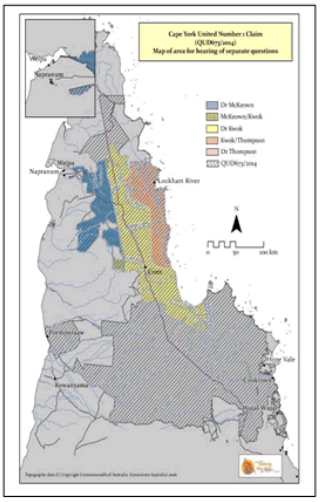
WHAT HAS HAPPENED IN 2019?

In November 2018 the Court made orders requiring the native title claim group to file witness statements and further anthropological reports to show Traditional Owners' connection to the claim area. Eleven anthropological reports had already been filed in 2017 and 2018.

From **January to April 2019** the CYLC team worked with Traditional Owners to record their connection to their country in witness statements. 29 witness statements were finalised. Supplementary anthropological reports were also finalised.

In **May 2019** the State of Queensland (the State) responded to the witness statements and additional material and accepted Traditional Owners' connection to country for a large part of the claim area.

From **June to September 2019** the CYLC team engaged anthropologists to undertake further research in the areas where the state has not accepted connection, continued to work on witness statements, prepared documents as required by the Court, attended Court ordered meetings and hearings and consulted with Traditional Owners in relation to the progress of the claim.



The Court made orders about hearings on country to take place in **August 2020**. This is not a full trial but is still important for the native title claim. The Court also set out dates for filing of witness statements and further anthropological reports. The are for the hearing is a "Test Area" shown on the map to the right (coloured area).

From **September 2019 to December 2019** the CYLC team worked with Traditional Owners on witness statements which set out the connection of Traditional Owners to country in the "Test Area" and consulted in relation to progress of the claim.

WHY ISN'T THERE A CONSENT DETERMINATION YET?

It is the native title claim group's case that it is for Traditional Owners to decide who speaks for country and to sort out boundaries, not the Court. The State does not agree that the way the case has been set out means that it can be left to Traditional Owners to sort out their own boundaries or that there can be more than one PBC nominated for each 'communal' or group area within the determination area.

The State also does not agree with the native title claim group's argument about their native title rights and interests in relation to:

- How rights in relation to water should be treated
- The right to remain (live) in country vs camping or temporarily living
- The right to burn country, including for the purposes of clearing
- The right to take any resources for any purpose
- The right to protect and maintain places, areas and things of traditional significance from non-physical (i.e. spiritual or cultural) harm

WHAT WILL HAPPEN IN 2020?

The CYLC team will be in Cape York in February 2020 for the first meetings with Traditional Owners for 2020. We are working with the CYLC board and our Community Relations team to plan these meetings, but we would like to hear from you about when and how you would like us to meet with you in 2020.

The team will also be working on all of the documents that the Court requires for the hearing.

If you have any questions or would like us to meet with you, your family, your PBC or your land trust, please call the Principal Legal Officer, Kirstin Malyon or Jayd Copelin on **1800 623 548**.

Our Mission is to:
"Consult with, and according to their directions, effectively represent, the Aboriginal peoples of Cape York to regain rights to land and sea so we can preserve our culture and make our own decisions to achieve a better future"

Contact Us

Cape York Land Council
32 Florence Street
PO Box 2496
Cairns Qld 4870
07 4053 9222
Freecall – 1800 623 548
Email: info@cylc.org.au

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Tender FUNERALS
A COMMUNITY UNDERTAKING

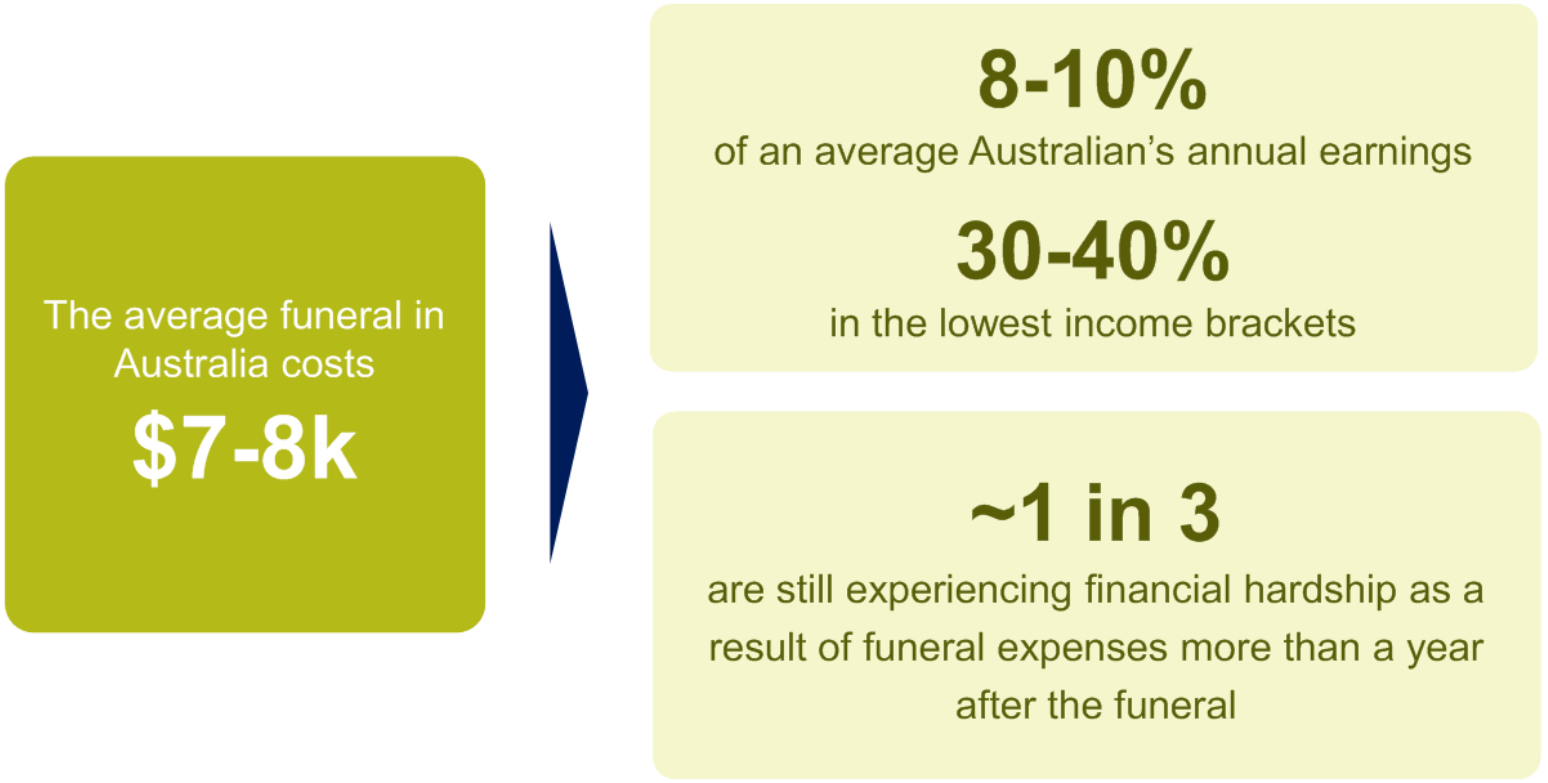
Funerals and financial hardship initiative

Presentation to North Queensland Mayors Network

5 February 2020

SVA Social Ventures Australia

There is a 'burning platform' for change to address financial hardship as a result of funeral expenses



Source: APIA Cost of Dying report 2019; https://www.budgetdirect.com.au; ABS

SVA Consulting

There are major concerns for consumers within both the funerals financial services market as well as the funerals markets

6 major concerns with the funerals and financial services markets

Financial services market

a ***Day-to-day*** **and** ***lifetime*** **affordability & value-for money of insurance products**
Many low income families struggle to afford weekly payments for financial products – and some end up paying-in *far more* in insurance premiums than their benefit.

b **Awareness about how insurance financial products work**
Many consumers may not understand insurance and cancellation penalties, believing that if they cease contributing, they will 'get back' what they've paid in.

c **Young customer base of one provider***
50% of one provider's customers are <20yrs. Given mortality risk for young people, insurance is unsuitable and children are high profit customers to such providers.

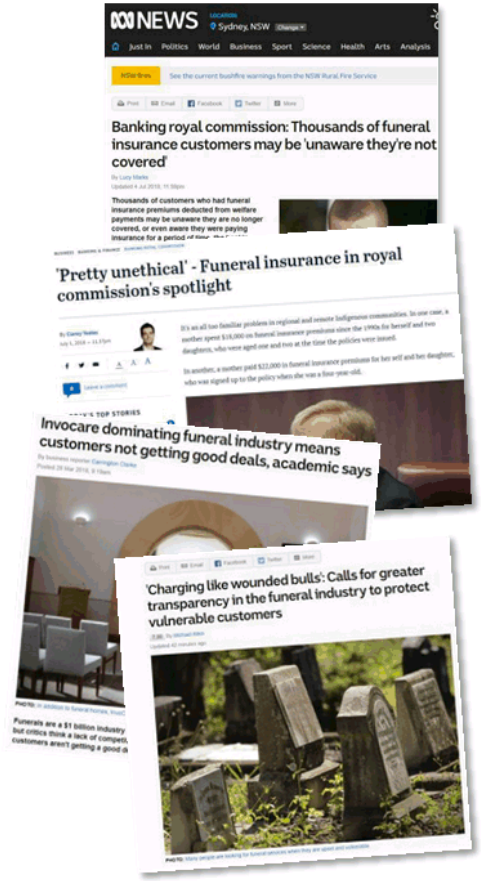
Funerals market

d **High, non-transparent cost of funerals**
Dominance of two listed, for-profit companies reinforces rising costs of bundled funeral services – consumers can't easily disaggregate to reduce costs.

e **Long-term indebtedness is becoming common place**
There are an increasing number of families going into debt for prolonged periods in order to pay for funerals of loved ones.

f **'Double-paying' for funerals by indigenous communities**
Aboriginal families pay for mainstream services they don't always need, nor are culturally appropriate. They often 'pay again' for other indigenous ceremonies.

*Note: Aboriginal Community Benefit Fund (ACBF) which has now renamed to Youpla



3 |

The intent to confront the issue of funeral financial hardship has been in train since at least 2017, supported by a wide range of stakeholders

The origin of the Funerals Financial Hardship initiative

- In late 2017,a broad coalition of government, consumer organisations, and financial services companies (Good Shepherd Microfinance FIAP group) raised a collective concern around the mis-selling of funeral insurance, particularly in Aboriginal communities
- This group identified a potential solution – to develop a new, fairer financial product
- SVA was engaged to review the funerals landscape – the resulting recommendation was to tackle the high cost of funerals as well as introduce a new way for people to prepare financially.

A broad range of stakeholders have been involved in this initiative, including…

Financial services institutions

Community organisations

Government bodies

Pro-bono support

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Solving funerals financial hardship

1 The issue of funerals financial hardship

2 Addressing the issue – The Funerals Financial Hardship Initiative

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What if...

Instead of costing $7,500 - $15,000…





Families pay $15/week in insurance for their lifetime – often starting as young as 20

funerals could cost $3,000 - $5,000?





Families set aside just $10/week in savings, and can stop contributing after ~5 years

Instead of impersonal, mainstream funerals…

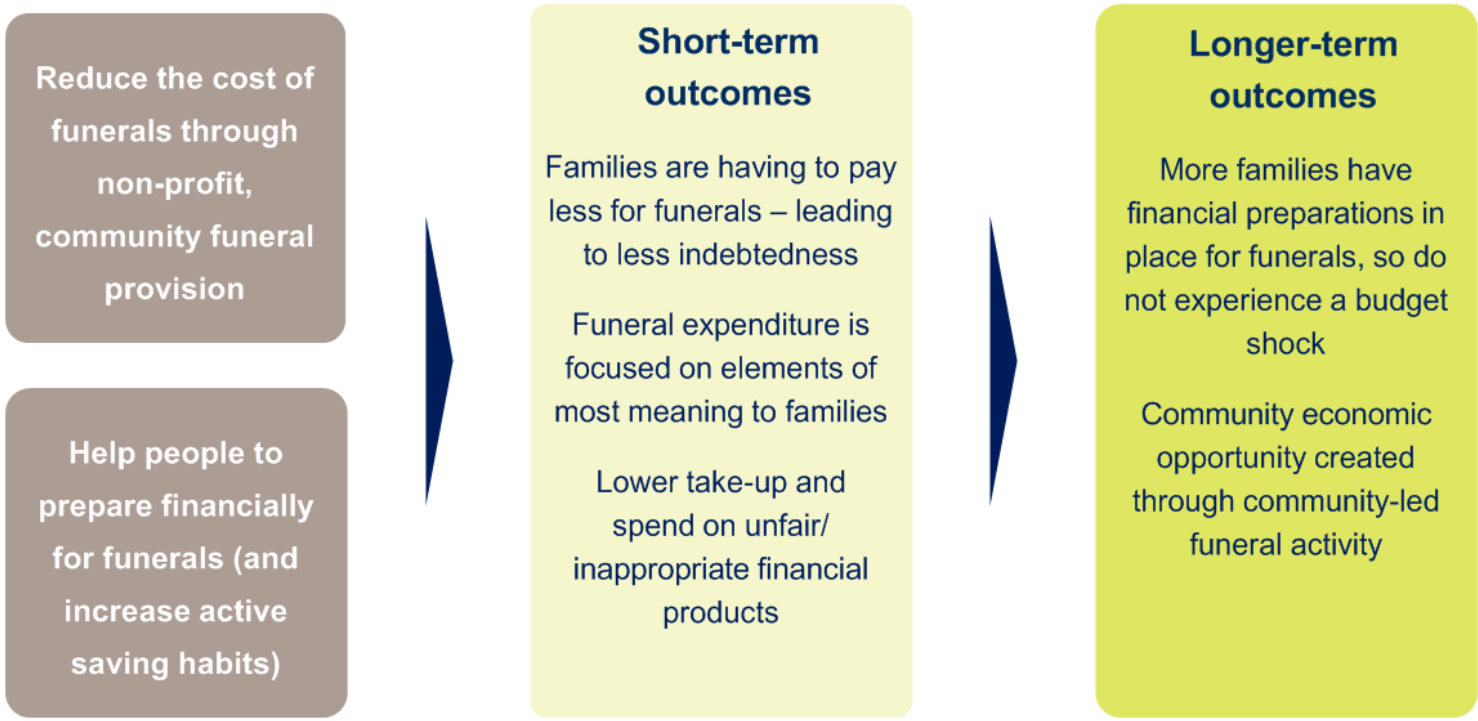


communities could hold funerals with meaning?



6

Our proposed solution attempts to tackle the high cost of funerals as well as introduce an option to help people prepare financially



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So by 2025, the aspiration is...



~10 Tender funerals sites across Australia



10,000-12,000 customers of the new financial product



The Tender network has educated communities on how to prepare financially for funerals

An Australia where families and communities are able to farewell loved ones in a meaningful way, without experiencing financial hardship or distress.

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In order to achieve this aspiration, it is critical that we drive financial awareness and education at the community level (in large part through Tender Funerals)

The following is required to achieve true systems change and disruption:

- **Reducing crisis costs at the outset** – driving down funeral costs by as much as 50% (by delivering at cost and also communal aspect of delivery)
- Enlarging the social **network or connections** for a bereaved family/individual (or someone planning their own end-of-life)
- Bringing **financial or end-of-life conversations into a community setting**
- Support to **navigate different funding sources**
- **Alternative financial product** pathway that responds to need

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To reduce the cost of funerals, the project partnered with Tender Funerals based on a number of factors, including financial sustainability of the model

Rational for selecting the Tender model

- **Proof of concept** - The model has already been proven in Port Kembla. Tender Illawarra and Sydney has been in operation since 2016.
- **Financial viability** – After initial philanthropic funding to set-up, Tender Illawarra and Sydney has been able to cover it's operating costs with its fee-for-service activities, including covering the loan for the building.
- **Culturally appropriate funerals** – The Tender model is a whole-of-community service, available to all cultural and religious groups. Tender allows community members to use their service and facilities in a way that is most appropriate for that family/community group (e.g. allowing Aboriginal families to use the facilities and transport to ceremony in their own way.
- **Ready to scale** – The found of Tender Funerals, Jennifer Briscoe-Hough, was willing and interested to consider replication.
- **Well-known brand** – The Tender brand is well known across Australia, especially in the end-of-life space; therefore, communities across the country had already expressed interest in establishing their own Tender.

Jennifer Briscoe-Hough
Founder Tender Funerals



Tender Funerals Illawarra and Sydney



SVA Consulting

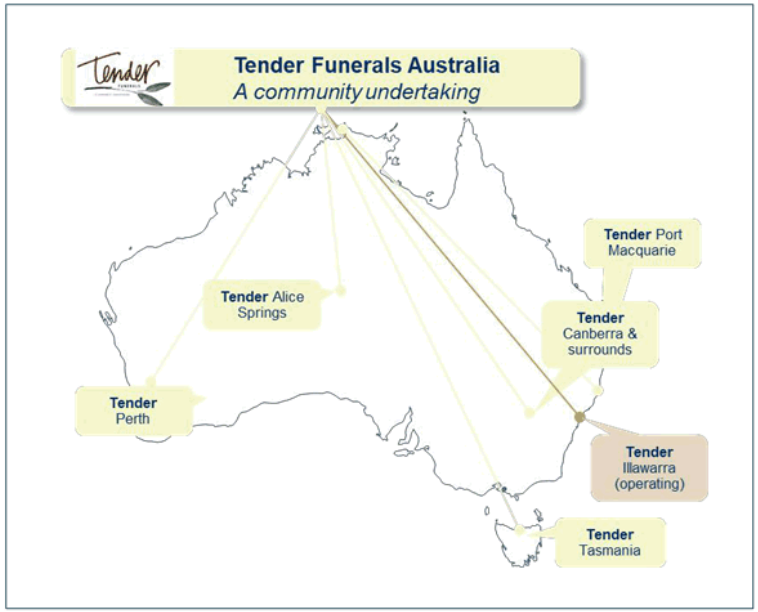
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Communities across Australia have reached out, wishing to develop a Tender funeral service in their area

To become a replication site, the community must invite Tender in...

Other community criteria:

- Experiencing need
- Viable size
- Whole-of-community model
- Aligned with Tender values
- Activated community members with capacity to undertake initiative



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To support replication of the Tender model, a national not-for-profit, Tender Funerals Australia, has been established to support the local sites

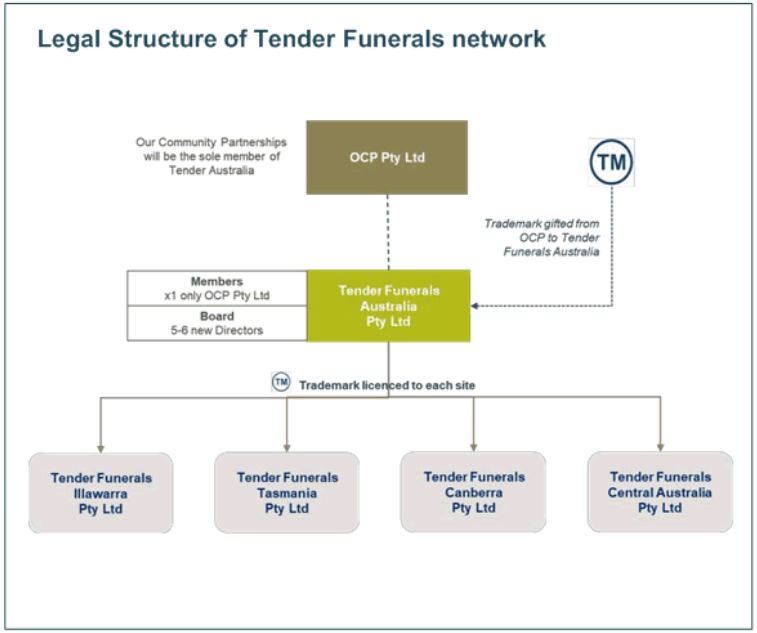
Common challenges communities face around establishing a funeral service that meets their needs

- **Lack of familiarity with the industry** – Community members often express concern with their lack of understanding of the funerals industry and what it takes to deliver quality funeral services.
- **Time and energy to develop resources** – Developing the necessary materials to own and operate a business can be time and resource intensive (*it took Tender Port Kembla nearly 7 years to navigate the space and get set-up*).
- **Challenges raising necessary capital** – Setting up a community funeral service often requires the purchase of a building and the necessary equipment. Raising funds for this can be an intimidating task.

In response to these common challenges, Tender Funerals Australia was established and will provide the following support to local sites:

- Critical intellectual property
- Ongoing capacity building support
- Training and fundraising support
- Managing a network of support across the nation

Legal Structure of Tender Funerals network

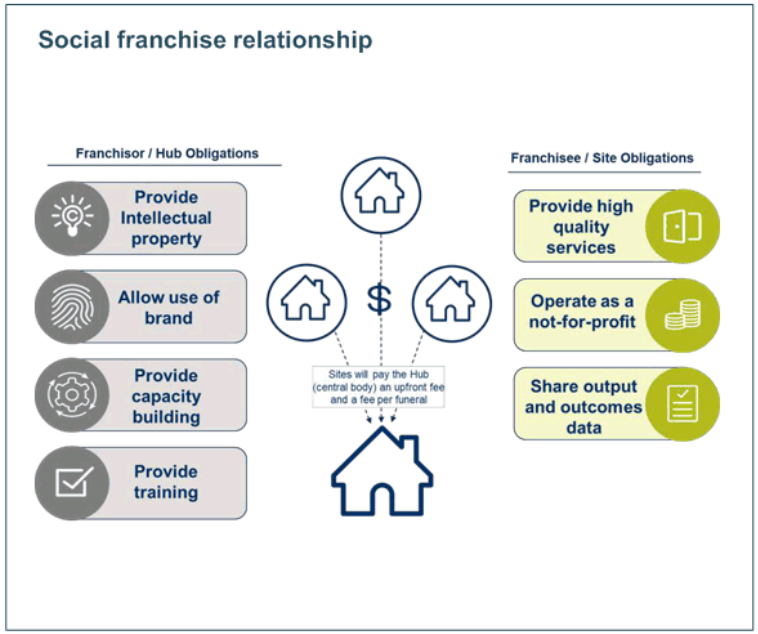


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A social franchise arrangement sets out requirements for both Tender Funerals Australia and the local sites

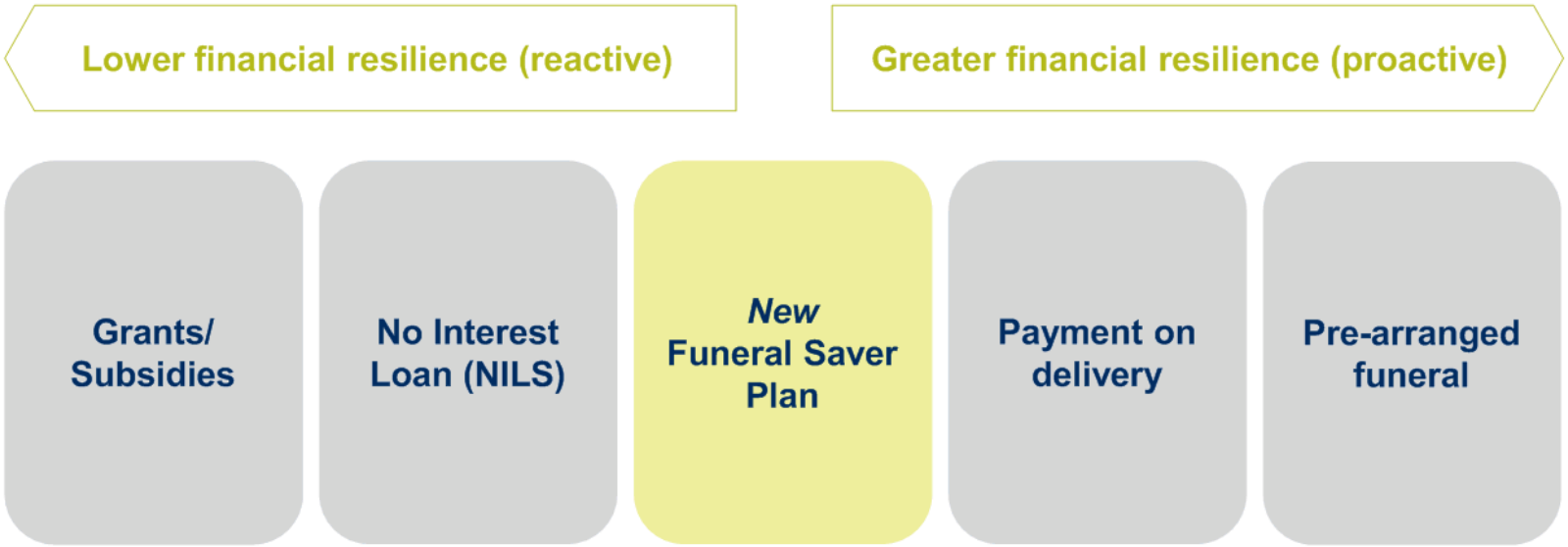
Key elements of the social franchising agreement

- **Structure and naming convention** – The franchising agreement specifies that all franchisees must be not-for-profit and use the Tender name
- **Franchisees get access to IP** – All franchisees will receive intellectual property including but not limited to financial model template, budget template, social media and brand guides, policies manual, etc.
- **Franchisees get ongoing capacity building** – All franchisees get ongoing capacity building support including fundraising and marketing support as well as training
- **Franchisees must adhere to quality standards** – All franchisees must adhere to the quality standards as outlined by the policies and procedures manual
- **Franchisees must adhere to reporting requirements** – All franchisees are required to provide outcomes data on a quarterly basis and high-level financial data on a semi-annual basis (*to confirm solvency*)
- **Upfront and ongoing franchising fees** – Communities will pay an upfront franchising fee as well as a small per funeral fee



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As part of service delivery, Tender Funerals will work with community bodies to support families to navigate the financial options available to them



The Tender Funeral sites will help clients and families understand the financial options available, and help them navigate different sources in order to assemble funds.

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The *Funeral Saver Plan* is designed to help individuals save for a funeral in fair and practical way (1/2)

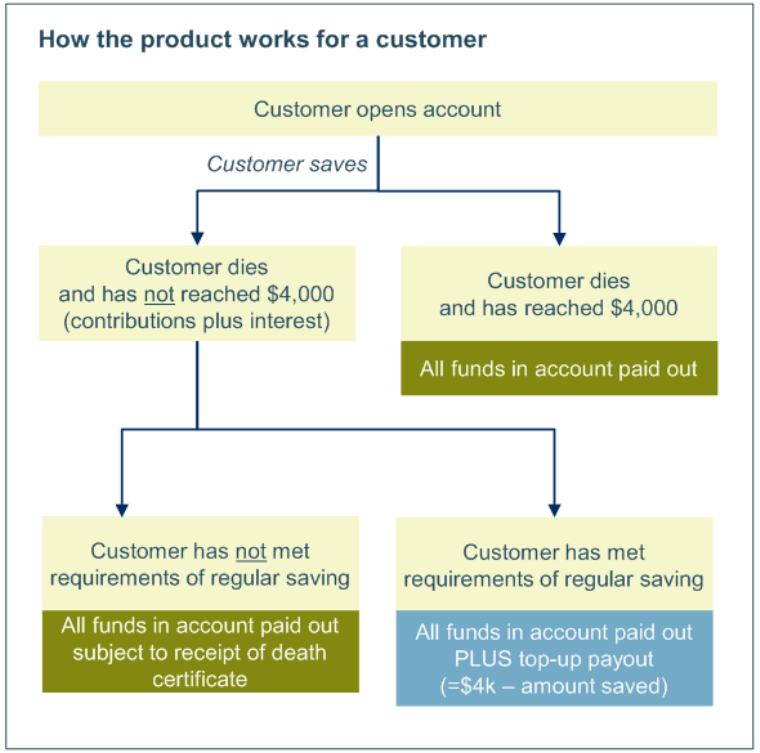
- The ***Funeral Saver Plan*** has been developed for individuals to start saving for their funeral, including individuals from lower socio- economic backgrounds.
- If a customer dies before reaching $4000 in savings, the customer's family may be eligible for a **top-up payment** to cover the gap.
- To be eligible, the customer should have been saving regularly for a year.
- $4000 won't cover all types of funerals, but will provide a significant contribution.
- The funds are **protected till the person's death** (accessed with a death certificate).
- If a **customer's child** dies, the customer can receive a payment to contribute to the funeral expenses – there is no need for the child to have a financial product.

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The *Funeral Saver Plan* is designed to help individuals save for a funeral in fair and practical way (2/2)

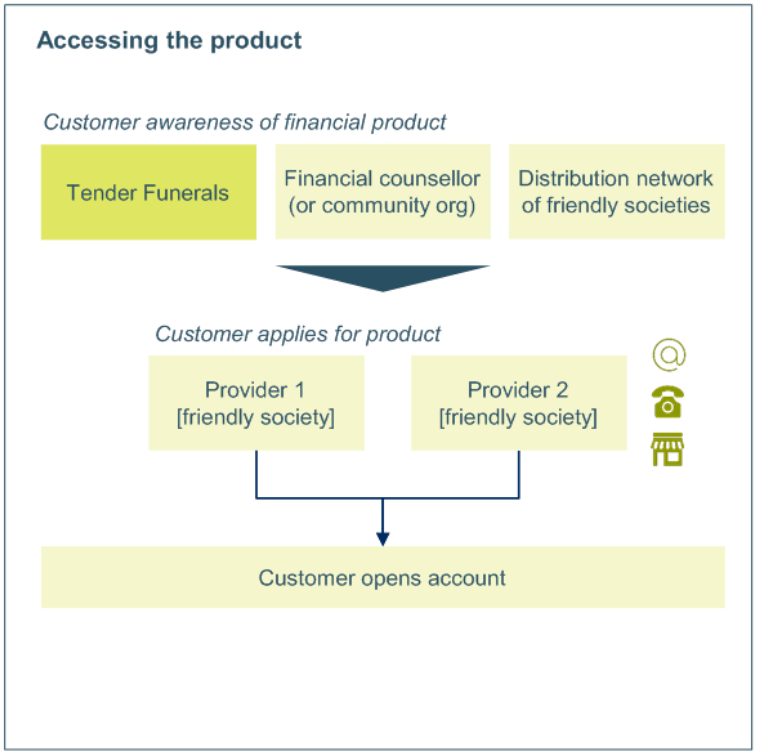
- The ***Funeral Saver Plan*** has been developed for individuals to plan fairly for their funeral
- It will be distributed (at the outset) by two friendly societies, with aligned values
- Characteristics of potential customers include:
  - Have had poor experiences engaging with some funeral insurance products or providers
  - Are under-served by financial services providers
  - Not yet started funeral financial preparation
  - Are part of a Tender Funeral community
  - Have shown a preference for insurance
- If a **customer's child** dies, the customer can receive a payment to contribute to the funeral expenses.
- The funds are **protected till the person's death** (accessed with a death certificate).



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The product will be distributed by two friendly societies – awareness and distribution will be driven at the community level



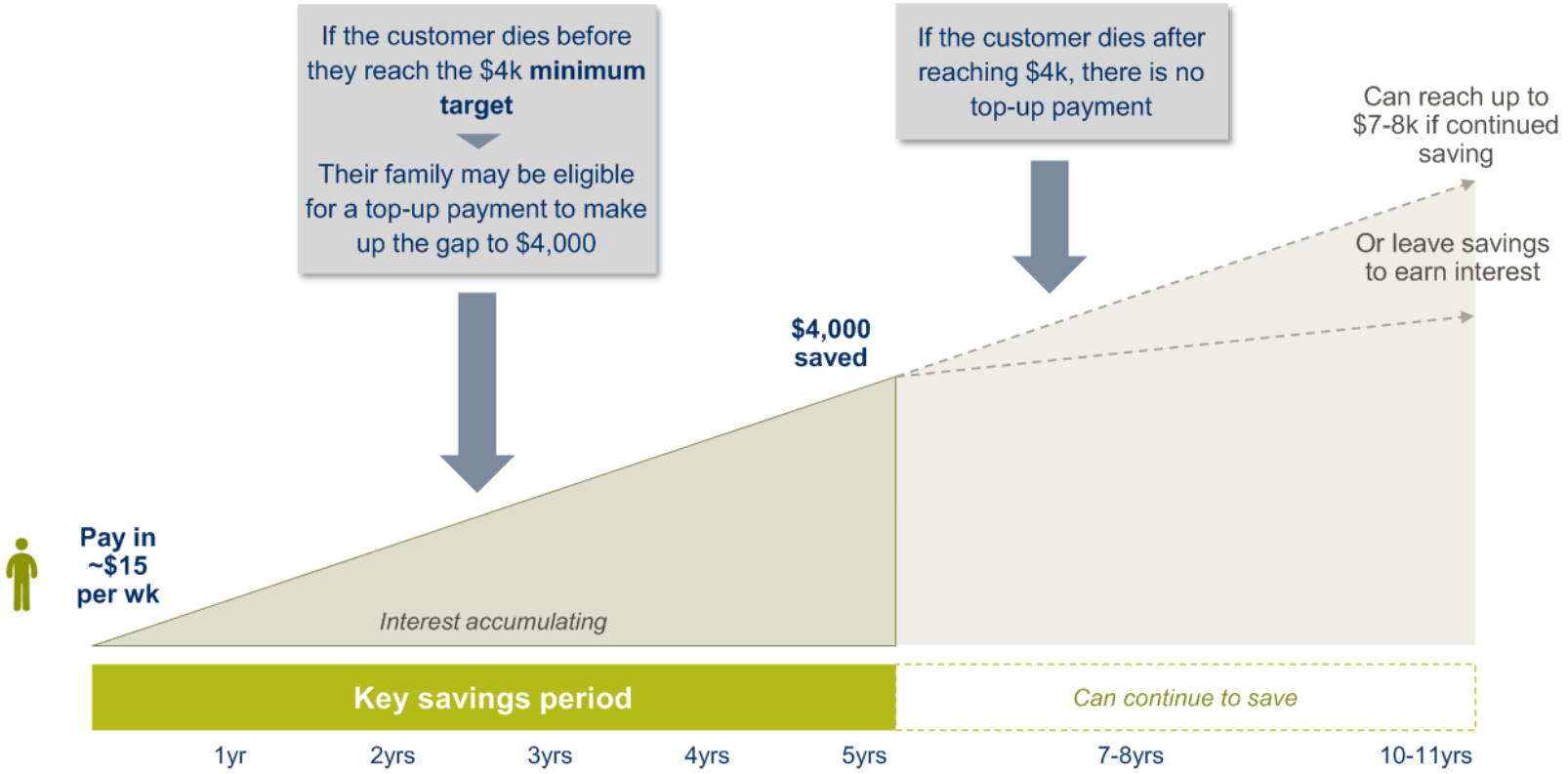
Community driven awareness of funeral cost and financial preparation will be driven by:

- Tender funeral sites – funeral providers are key source of information about funerals financial products for consumers
- Tender Australia website (to complement other websites such as ASIC MoneySmart)
- Financial councillors and capability workers
- Community legal centres (eg Legal Aid)
- Other community bodies (eg Aboriginal Health Centres)
- The friendly societies themselves

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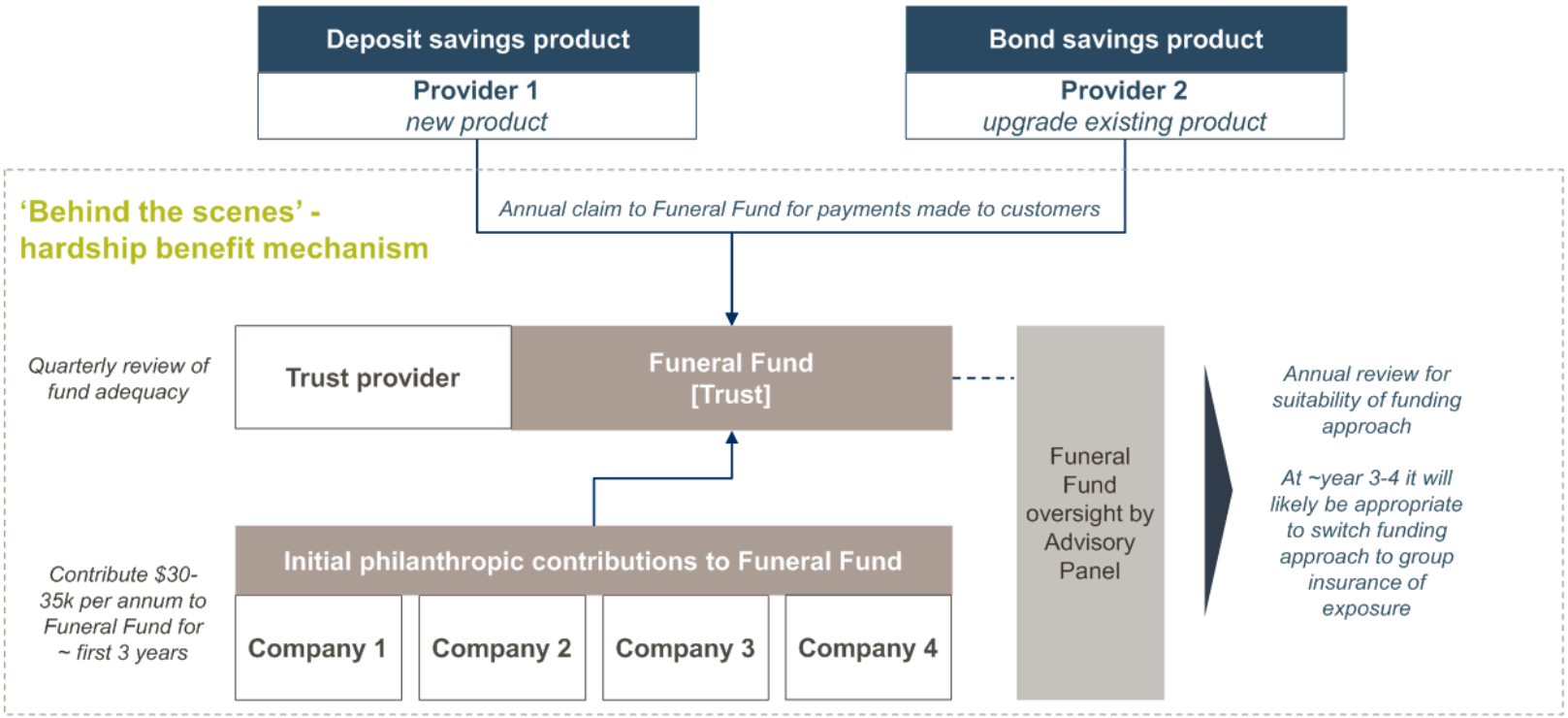
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From the customer's perspective, if they die before reaching the savings target, their family may be eligible for a top-up payment to cover the gap



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Management of the Funeral Fund takes place 'behind the scenes.' It may evolve over time from a philanthropic model



A number of financial institutions have pledged to manufacture and distribute these products. The Funeral Fund will be covered by philanthropic contributions from other financial institutions.

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Our market engagement identified six providers likely to play a role – AFS, Australian Unity, TAL, Hollard & Swiss Re

In discussions with:

Australian Unity	AUSTRALIAN FRIENDLY SOCIETY / Bendigo Bank	TAL	GREENSTONE	Swiss Re
To develop a new funeral bond product.	To tailor newly released Funeral Bond product	Part of group to donate to Funeral Fund	Part of group to donate to Funeral Fund	Part of group to donate to Funeral Fund

HERBERT SMITH FREEHILLS

Providing pro-bono support to the initiative

MACQUARIE

Providing pro-bono financial modelling for Tender replication (FMG leadership program)

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For more information, please contact:

Lou Campbell
Principal, SVA Consulting
lcampbell@socialventures.com.au

SVA Consulting

Notes to Financial Statements – 31 January 2020

- Remaining claim of $56,100 (inc GST) to be submitted to Department of State Development, Manufacturing, Infrastructure and Planning upon endorsement of Cape, Torres and Gulf Opportunities Plan in February.
- Final payment for Indigenous Local Government Disaster Resilience forum has been claimed (approximately $2,300), awaiting assessment by Queensland Reconstruction Authority.
- Awaiting invoicing of approximately $33,000 from NPARC for EO salary, superannuation and office costs for December quarter.

Balance Sheet

Torres Cape Indigenous Council Alliance (TCICA) Inc
As at 31 January 2020

	31 Jan 2020	31 Jan 2019
Assets		
Bank		
TCICA Cash Mgmt Acct	178,317	226,912
TCICA Chq Acct	-	(51)
Total Bank	**178,317**	**226,860**
Current Assets		
Accounts Receivable	11,000	56,429
Total Current Assets	**11,000**	**56,429**
Total Assets	**189,317**	**283,289**
Liabilities		
Current Liabilities		
Accounts Payable	-	16,743
GST	(5,754)	24,231
Total Current Liabilities	**(5,754)**	**40,974**
Total Liabilities	**(5,754)**	**40,974**
Net Assets	**195,071**	**242,315**
Equity		
Current Year Earnings	(7,319)	242,315
Retained Earnings	202,390	-
Total Equity	**195,071**	**242,315**

Aged Receivables

Torres Cape Indigenous Council Alliance (TCICA) Inc
January 2020

	Current	December	November	October	Older	Total
Receivables						
Napranum Aboriginal Shire Council	-	-	-	-	11,000	11,000
Total Receivables	**-**	**-**	**-**	**-**	**11,000**	**11,000**
	0.0%	0.0%	0.0%	0.0%	100.0%	

Aged Payables

Torres Cape Indigenous Council Alliance (TCICA) Inc
January 2020

	Current	December	November	October	Older	Total
Total Payables	-	-	-	-	-	-

	Current	December	November	October	Older	Total
Total Expense Claims	-	-	-	-	-	-
Total	-	-	-	-	-	-

Profit and Loss

Torres Cape Indigenous Council Alliance (TCICA) Inc
For the month ended 31 January 2020

	Jan-20	Dec-19	Nov-19	Oct-19	YTD
Income					
Grants	-	-	-	-	3,960
Interest Income	-	19	17	22	139
RAB Project Grant	-	-	49,500	-	99,000
TCICA Membership fees	-	-	-	-	140,000
Total Income	**-**	**19**	**49,517**	**22**	**243,099**
Gross Profit	**-**	**19**	**49,517**	**22**	**243,099**
Less Operating Expenses					
Advertising	-	-	2,307	-	4,307
Bank Fees	-	-	4	1	14
Conferences and Seminars	-	-	1,400	-	1,400
Consulting & Accounting	-	2,645	-	-	4,605
General Expenses	-	72	-	-	72
Legal expenses	-	-	-	-	2,016
Meeting Expenses	-	727	2,346	-	5,289
Printing & Stationery	-	132	698	-	830
Project Costs - Disaster Forum	-	-	-	7,299	8,464
RAB consultants	-	-	27,538	42,989	150,000
Superannuation	-	-	3,929	-	8,657
Travel - National	-	4,403	-	-	4,403
Wages and Salaries	-	-	32,739	-	60,226
Website hosting	-	-	136	-	136
Total Operating Expenses	**-**	**7,979**	**71,098**	**50,289**	**250,418**
Net Profit	**-**	**(7,960)**	**(21,580)**	**(50,266)**	**(7,319)**

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Cash Management Account

Account Name	Account Number	Current Balance	Available Funds
Cash Management Account	014538 468453558	$178,316.50	$178,316.50

Processed

Processed	Description	Debit	Credit	Balance
14/01/2020	ANZ INTERNET BANKING PAYMENT 204639 TO Arup Australia Services Pty Ltd Paid to: Arup Australia Services Pty Ltd Message: Inv 4245	$30,291.75		$178,316.50
31/12/2019	CREDIT INTEREST PAID		$18.51	$208,608.25
18/12/2019	ANZ INTERNET BANKING PAYMENT 816938 TO Desiderata Advisory Pty Ltd Paid to: Desiderata Advisory Pty Ltd Message: Inv0019	$2,659.01		$208,589.74
05/12/2019	TRANSFER FROM NPARC GENERAL FU NORTHE RN PENINSULA		$540.00	$211,248.75
02/12/2019	ANZ INTERNET BANKING PAYMENT 358121 TO Dion and Melinda Eades Paid to: Dion and Melinda Eades Message: reimbursements	$6,657.83		$210,708.75
02/12/2019	ANZ INTERNET BANKING PAYMENT 357801 TO Christie Corporate Pty Ltd Paid to: Christie Corporate Pty Ltd Message: BOL0853	$2,581.10		$217,366.58
02/12/2019	ANZ INTERNET BANKING PAYMENT 357457 TO LGAQ Imprest Account Paid to: LGAQ Imprest Account Message: LG0073590	$1,540.00		$219,947.68
29/11/2019	5 EXCESS INTERNET/ONLINE TRANSACTIONS - FEE	$3.00		$221,487.68
29/11/2019	2 EXCESS EFTPOS, PHONE BANKING, AUTOMA TIC TRANSACTIONS - FEE	$1.20		$221,490.68
29/11/2019	CREDIT INTEREST PAID		$17.20	$221,491.88
15/11/2019	ANZ INTERNET BANKING PAYMENT 877607 TO NPARC Paid to: NPARC Message: Inv 4062386	$16,091.03		$221,474.68
15/11/2019	ANZ INTERNET BANKING PAYMENT 878396 TO NPARC Paid to: NPARC Message: Inv 4062387	$10,678.97		$237,565.71
15/11/2019	ANZ INTERNET BANKING PAYMENT 877302 TO NPARC Paid to: NPARC Message: Inv 4062388	$10,595.57		$248,244.68
15/11/2019	ANZ INTERNET BANKING PAYMENT 878157 TO BrightIT Paid to: BrightIT Message: INV7024	$2,538.00		$258,840.25
15/11/2019	ANZ INTERNET BANKING PAYMENT 877917 TO MahiWeb Paid to: MahiWeb Message: Inv7017	$149.70		$261,378.25
13/11/2019	TRANSFER FROM INV-0035 DSDC700079365		$54,450.00	$261,527.95

13/11/2019	TRANSFER FROM TORRES STRAIT IS 039638		$11,000.00	$207,077.95
04/11/2019	TRANSFER FROM LRASC EFT1070		$11,000.00	$196,077.95
04/11/2019	ANZ INTERNET BANKING PAYMENT 636609 TO Arup Australia Services Pty Ltd Paid to: Arup Australia Services Pty Ltd Message: 3827	$47,287.63		$185,077.95
01/11/2019	ANZ INTERNET BANKING PAYMENT 981604 TO Christie Corporate Pty Ltd Paid to: Christie Corporate Pty Ltd Message: BOL0680	$3,626.71		$232,365.58
01/11/2019	ANZ INTERNET BANKING PAYMENT 987022 TO James Cook University Paid to: James Cook University Message: TORCA100 00093180	$3,000.00		$235,992.29
01/11/2019	ANZ INTERNET BANKING PAYMENT 981021 TO Meryl Slater Paid to: Meryl Slater Message: 19-023	$120.00		$238,992.29
31/10/2019	1 EXCESS INTERNET/ONLINE TRANSACTIONS - FEE	$0.60		$239,112.29
31/10/2019	CREDIT INTEREST PAID		$22.24	$239,112.89

IMPORTANT INFORMATION

Current balance, available funds and transaction records may not show transactions that have not been processed or cleared by ANZ, other ANZ Group companies, other financial institutions, billers, merchants or other parties.

If ANZ allows you to overdraw your account or to draw on uncleared funds then a fee may be charged in accordance with the Terms and Conditions of your account.

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TCICA MEETING: 1/2020

TCICA Torres Cape Indigenous Council Alliance Inc.

AGENDA ITEM 4.0 *TCICA 2020 Strategic Plan*

RECOMMENDATION:

That TCICA:

1. **Endorses the TCICA 2020 Strategic Plan.**

SUMMARY:

- A Strategic Plan is needed to provide clear direction for TCICA throughout 2020 and to ensure the Executive Officer is accountable to a set of agreed deliverables.

COMMENTARY:

- The draft Strategic Plan outlines the activities TCICA will carry out in order to achieve each of the 13 objectives set out in the TCICA Charter.
- Each objective is aligned to one of four overarching themes: collaboration and cooperation; advocacy and engagement; regional growth and economic development; and a strong and sustainable TCICA.

CONSIDERATIONS:

- Nil.

ATTACHMENTS:

Draft TCICA 2020 Strategic Plan

TCICA
Torres Cape Indigenous Council Alliance Inc.

2020 STRATEGIC PLAN

VISION

Regional prosperity through interactive and collaborative planning and advocacy.

MISSION STATEMENT

Our Mission is to foster cooperation and resource sharing between member councils and effectively advocate on agreed regional positions and priorities.

Purpose of this plan

This Strategic Plan is intended to provide a clear direction for TCICA throughout 2020. It outlines the activities that TCICA will carry out in order to achieve each of the 13 Objectives set out in the TCICA Charter:

1. *Provide a forum for Member Councils to meet regularly in an atmosphere of goodwill and trust.*
2. *Support and advance the local interests of its Members and their constituencies in a regional context.*
3. *Formulate policies and strategies from which all Member Councils may act collaboratively in determining complementary plans for the co-ordination and regional growth and management of change.*
4. *Foster cooperation amongst Members on issues of mutual concern or to further joint interests.*
5. *Work together to proactively promote sustainable growth so as to retain the region's natural assets and the cultural diversity of the people.*
6. *Act as an advocate to State and Commonwealth Governments or public bodies on issues of concern to Members.*
7. *Address cross boundary issues and develop strong partnerships.*

8. *Take forward the collective interests of councils in the region and influence senior decision-makers within government and agencies.*
9. *Facilitate the sharing of resources and information between councils to achieve economies of scale and to improve the region.*
10. *Facilitate regional economic development and co-operation of mutual benefit to Member councils, communities and businesses.*
11. *Develop strategies for doing more with less.*
12. *Build effective partnerships with State and Federal agencies which make decisions that affect our region.*
13. *Facilitate cooperation with community, business and academic organisations for the benefit of the region.*

Each of the Objectives is aligned to one of four overarching themes in this Strategic Plan:

- Collaboration and Cooperation
- Advocacy and Engagement
- Regional Growth and Economic Development
- A Strong and Sustainable TCICA

The operationalisation of this plan will directly observe the Principles outlined in the TCICA Charter:

Liaison and collaboration

- *Maintain close liaison with the Local Government Association of Queensland Inc., other local government networks and peak regional organisations to ensure as far as possible the pursuit of common objectives and strengthening Local Government representation.*
- *Work in close collaboration with all departments serving the TCICA region to support implementation of regional priorities.*

Engagement and Advocacy

- *Build effective apolitical working relationships with key State and Federal Government Ministers, Shadow Ministers and cross-bench members based on identified regional priorities.*
- *Participate in coordinated advocacy visits to Brisbane and Canberra to represent the common interests and priorities of TCICA members.*
- *Collectively build the profile of the TCICA and reinforce at every opportunity the strength of the TCICA as a regional leader.*

Decisions

- *Positions adopted and decisions taken shall acknowledge minority or dissenting viewpoints at a member's request.*
- *Resolution of regional matters shall promote the collective interest of the members in association without adversely affecting the interest of any member Council.*

Confidentiality

- *Members' representatives are free to discuss items or issues in a frank and honest manner without fear or favour, and as such shall maintain the confidentiality of such discussions.*

Communications

- *The Chairperson is the official spokesperson for the TCICA on matters of public interest and will represent the TCICA in the media in the first instance.*
- *No communication on behalf of the TCICA, including media releases and communiques, will be issued to the public without the authorisation of the Chairperson.*

Operations

- *Identifying, planning, prioritising and lobbying for regionally significant assets.*
- *Seeking to secure, through forward commitments, State and Commonwealth investment in major regional assets.*
- *Thoroughly examining State and Commonwealth legislation and policy to ensure that the region will not be disadvantaged, and that maximum benefit is obtained.*
- *Developing effective networks and alliances with the key stakeholders.*
- *Dealing with other issues of significance as determined from time to time by the participating Councils.*
- *Ensuring that the Executive Officer effectively and efficiently manages the secretariat of TCICA within the budget parameters and delegations agreed to.*

Regional Coordination and Co-operation in relation to but not limited to:

- *Statutory Planning*
- *Roads*
- *Development*
- *Transport and Communications*
- *Water Supply*
- *Waste Water Treatment*
- *Solid and Liquid Waste Management and Disposal*
- *Environmental Issues and Management*
- *Economic Development*
- *Social Justice and Equity*
- *Non-Urban Lands*
- *Management of Data*
- *Electricity Supply and Distribution*

And any other issue of a regional nature that an absolute majority of members may wish to include.

Key Theme 1: Collaboration and Cooperation			
Objectives	**Action(s)**	**Timeframe**	**Measures of success**
Provide a forum for Member Councils to meet regularly in an atmosphere of goodwill and trust.	EO: Schedule at least 4 TCICA meetings. EO: Schedule TCICA Annual General Meeting in September.	As agreed. September	TCICA Meetings are held at least four (4) times each year. AMG is held
Support and advance the local interests of TCICA Members and their constituencies in a regional context.	Members: raise issues and opportunities for collaborative action for discussion during TCICA meetings.	Ongoing	Local matters of regional importance are addressed and advanced.
Formulate policies and strategies from which all Member Councils may act collaboratively in determining complementary plans for the co-ordination and regional growth and management of change.	Members: identify and agree key issues impacting the region that TCICA can and should influence. EO: Develop regional policy positions. EO: Develop strategic priorities plan.	At each meeting.	The development of regional policy positions to benefit Members and the TCICA region. The development of an annual strategic priorities plan.
Foster cooperation amongst Members on issues of mutual concern or to further joint interests. Address cross boundary issues and develop strong partnerships.	EO/ Members: explore opportunities with DTMR and LGAQ to establish TCICA Regional Roads and Transport Group. EO/Members: explore opportunities to establish TCICA Regional Waste Management Group to support the implementation of the Indigenous Waste Management Strategy.	First Quarter 2020. By July 2020.	A position reached on establishing at RRTG. A position reached on establishing at Waste Management Group.

	EO/Members: explore opportunities to establish Natural Asset Management Group. Members: Continue to progress the Cape York Regional Package community access roads component.	By July 2020. Ongoing	A position reached on establishing a Natural Asset Management Group. Community access roads and progressively sealed.
Facilitate the sharing of resources and information between councils to achieve economies of scale and to improve the region.	EO: work with Members and key stakeholders to identify regional procurement opportunities and other resource sharing arrangements to benefit Members.	Ongoing	All Members aware of regional procurement and resource sharing opportunities and participating when appropriate.
Facilitate cooperation with community, business, industry and academic organisations for the benefit of the region.	EO: with the approval of the Chair, invite guests to participate in discussions with TCICA. EO: Establish partnerships with key stakeholders to support delivery of TCICA priorities. EO: Identify key partners in delivery of the Cape, Torres and Gulf Opportunities Plan and development stakeholder engagement plan. EO: Ensure regular communication on TCICA activities to stakeholders through distribution of communiques and media releases. EO: Develop and implement proactive media management and community	Ongoing Ongoing Ongoing Ongoing First quarter 2020	Guests invited to participate in relevant discussion during each TCICA meeting. Number of key partners engaged in delivery of TCICA priorities. Number of key partners engaged in delivery of relevant actions in the plan. Greater public awareness of TCICA throughout Cape York, the Torres Strait and Gulf region.

	engagement strategy to promote TCICA's work throughout the region. EO: Develop social media resources to support community engagement.	 First quarter 2020	
Key Theme 2: Advocacy and Engagement			
Objectives	**Action(s)**	**Timeframe**	**Measures of success**
Act as an advocate to State and Commonwealth Governments or public bodies on issues of concern to Members. Build effective partnerships with State and Federal agencies which make decisions that affect our region. Take forward the collective interests of councils in the region and influence senior decision-makers within government and agencies.	EO: Work with Members to develop State Priorities document to support advocacy efforts in the lead up to the October 2020 State Election. EO/Members: use Federal Priorities documents to support ongoing advocacy efforts. EO/Members: continue to build relationships with Ministers, Shadow Ministers, cross-bench members and senior government officials through regular communications. EO/Members: plan and undertake advocacy visit to Brisbane EO/Members: plan and undertake advocacy visit to Canberra	First half 2020. Ongoing. Ongoing Propose June or July 2020. Propose November 2020	Election commitments made or issues addressed by Government and/or candidates. Commitments made. Strong awareness of TCICA issues within all levels of Government. At least one advocacy visit to Brisbane during 2020. At least one advocacy visit to Canberra during 2020.

	EO: Involve Ministerial and Government Champions in TCICA meetings to keep Champions informed of TCICA business, issues and concerns.	Ongoing	Invitations issued to Ministerial and Government Champions prior to each meeting.
	EO/Members: Identify and participate in all relevant Government inquiries, committees, legislative reviews, discussion papers and public hearings to ensure TCICA has a strong voice.	As required.	Number of submissions made and Public Hearings attended.
Key Theme 3: Regional Growth and Economic Development			
Objectives	**Action(s)**	**Timeframe**	**Measures of success**
Facilitate regional economic development and co-operation of mutual benefit to Member councils, communities and businesses.	EO/Members: explore opportunities to establish TCICA Economic Development Group to help deliver and monitor actions identified in the Cape, Torres and Gulf Opportunities Plan	First half 2020.	A position reached on establishing an Economic Development Group.
Work together to proactively promote sustainable growth so as to retain the region's natural assets and the cultural diversity of the people.	EO/Members: prioritise and implement the recommendations, strategies and actions identified in the Cape, Torres and Gulf Opportunities Plan.	First quarter 2020.	Implementation Plan developed and on track.

Key Theme 4: A Strong and Sustainable TCICA			
Objectives	**Action(s)**	**Timeframe**	**Measures of success**
Develop strategies for doing more with less.	EO: Seek ongoing operational support from the State and Commonwealth Governments for TCICA to help build its presence and to develop well-researched policy positions.	During February 2020.	Additional resourcing in place to support policy development.
	EO/Members: continue to participate in the Remote Area Board program and use the Cape, Torres and Gulf Opportunities Plan to inform future RAB projects.	New project concepts submitted by February 2020.	Additional resourcing in place to support implementation of Cape, Torres and Gulf Opportunities Plan.
	EO: Submit grant applications to relevant programs and use the Strategic Operational Plan and Cape, Torres and Gulf Opportunities Plan to make a case for funding.	As required.	Number of grant applications submitted during the course of the year.
	EO: Develop policies for the effective operation of TCICA. • Communications policy. • Operations policy. • Financial delegations policy. • Grant funding and project governance arrangements policy. • Procurement policy.	First quarter 2020.	Operational policies in place.

TCICA MEETING: 1/2020

AGENDA ITEM 5.0 *Cape, Torres and Gulf Opportunities Plan*

RECOMMENDATION:

That TCICA:

1. **Resolves to endorses the Cape, Torres and Gulf Opportunities Plan; and**
2. **Resolves to support implementation of the six projects and initiatives outlined below during 2020; and**
3. **Notes that TCICA's Executive Officer will pursue opportunities to increase resourcing to deliver the projects and initiatives outlined below; and**
4. **Notes that a full implementation plan will be developed following the local government elections in March.**

SUMMARY:

- TCICA was funded by the Department of State Development, Manufacturing Infrastructure and Planning under the Remote Area Board program to develop an opportunities plan for the Cape, Torres and Gulf region.
- The final plan, developed by Arup Australia, has now been delivered to TCICA. Once endorsed by TCICA, the next step is to work towards implementing the plan.
- A number of non-controversial projects and initiatives have been identified that align with existing TCICA priorities and could be delivered during 2020, although some additional resourcing within TCICA will be required.
- A more detailed implementation plan will be needed to fully implement the Opportunities Plan.

COMMENTARY:

- The Cape, Torres and Gulf Opportunities Plan (Opportunities Plan) sets out a long term vision for sustainable economic, social and cultural development of the TCICA region. It focusses on five overarching regional development objectives in order to achieve this growth. These are:
    - To be renowned for experiential tourism.
    - To be known as an Australian leader in the curation and promotion of Aboriginal and Torres Strait Islander art and culture.
    - To be recognised as a 'resilient region'.
    - To be a leader in grass-roots education, learning from Aboriginal and Torres Strait Islander people.
    - To be the place of choice for environmental studies, research and management.
- The Opportunities Plan is intended to guide public and private sector investment in our region, and can form a basis for discussion on a regional deal or similar tripartite-type agreement with the Queensland and Australian Governments.

- The Opportunities Plan can also underpin TCICA's advocacy to the Queensland Government in the lead up to the State Election in October, and ongoing advocacy with the Commonwealth, providing a base case for investment in the region.
- The Opportunities Plan is not intended to replace efforts already underway in the region. It recognises that there are a range of existing economic strategies, plans and programs at the community and sub-regional level; therefore it seeks to leverage these activities and identify region-wide projects and initiatives that address common challenges and opportunities.
- The five RDOs outlined above are underpinned by a number of transformational strategies (TS) and supporting projects and initiatives. The projects and initiatives range from immediate or short term 'quick wins' to projects that will require a commitment to action over a much longer term, up to 10 years.
- A number of 'quick wins' have been identified that could be implemented in during 2020 due to their alignment with existing TCICA priorities. These are:
    - *RDO 1 (tourism), TS1 (tourism development) – page 65*
        - Obtain and allocate funding towards a person / body to lead the development of the strategy which leverages State and Commonwealth commitments to Indigenous tourism and regional tourism planning. The strategy would identify:
            - Training and education opportunities to upskill local people to participate in tourism in the region;
            - Infrastructure needs (e.g. tourist accommodation, passenger transport, public toilets, etc).
    - *RDO1, TS2 (events) – page 66*
        - Establish the baseline – map out all events happening across the region, including dates, number of visitors, activities held etc. and identify where information on each festival and event can be obtained (e.g. internet website, community newspaper etc.).
    - *RDO3 (resilience), TS8 (food production) – page 78*
        - Investigate suitable locations and potential forms of food production hubs including community gardens, aquaculture ponds, cyclone proof greenhouses, etc (refer to case studies: Edible Gardens Project and Food Ladder, and Sundrop Farms). The investigations should consider use of solar power, recycled water, etc, and the human capital required to run the hub.
    - *RDO3, TS9 (renewable energy) – page 81*
        - Investigate and document all barriers to transitioning to renewable energy and identify key stakeholders who could form the taskforce.
    - *RDO3, TS10 (resilience framework) – page 84*
        - Host a series of interviews, focussed discussions and workshops to agree indicators for the framework. It will be important for the framework to have backing and buy-in from a variety of stakeholders and most importantly the communities.
    - *RDO3, TS11 (digital communications) – page 86*
        - Undertake a mobile coverage assessment and identify a roadmap to address priority blackspots.

- Full implementation of the Opportunities Plan will require the development of an implementation plan to identify how the Opportunities Plan will be delivered, including key actions, milestones, performance indicators and the identification of key delivery partners.

- It is recommended that this be developed after the local government elections in March, as the nature of some of the projects and initiatives in the Opportunities Plan may require a resolution to proceed by individual Councils (for example, and agreement to implement an entry fee arrangement to manage tourism and conservation – see RDO1, TS4 on page 70).

CONSIDERATIONS:

- Due to their alignment with existing TCICA priorities and non-controversial nature, the projects and initiatives identified above are not expected to require a resolution by each individual Council to proceed.
- The implementation of some of these projects and initiatives will however require new resources within TCICA as well as the support of individual Councils to ensure their effective implementation.
- TCICA has written to the Deputy Premier seeking ongoing operational funding for TCICA, and to Minister Kate Jones seeking funding for an Indigenous Tourism development strategy and action plan, and if successful, some of the need for additional resourcing could be met. This will however require consideration of TCICA's future accommodation needs.
- The next round of the Remote Area Board (RAB) program provides opportunities for delivery of these projects, as well as the development of an implementation plan. A further brief to TCICA provides a recommendation on a project proposal for the next round, which closes on 28 February.

ATTACHMENTS:

Cape, Torres and Gulf Opportunities Plan (as emailed to TCICA Members on 9 January).

TCICA MEETING: 1/2020

TCICA Torres Cape Indigenous Council Alliance Inc.

AGENDA ITEM 6.0 ***Remote Area Board program – 2020 project proposal***

RECOMMENDATION:

That TCICA:

1. **Endorse the project proposal "*Implementation of the Cape, Torres and Gulf Opportunities Plan*".**

2. **Direct the Executive Officer to submit the project proposal to the Department of State Development, Manufacturing, Infrastructure and Planning by 28 February.**

SUMMARY:

- The Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) is seeking a project proposal of up to $300,000 from TCICA for consideration under the next round of the Remote Area Board (RAB) program.
- Project(s) submitted need to be aligned to the Cape, Torres and Gulf Opportunities Plan, and can include implementation of the actions within the Plan as well as specific projects that may include the contracting of specialist contractors.
- TCICA will need to agree to a project concept during the 5 February meeting in order to meet the 28 February deadline for project proposals.
- *"Implementation of the Cape, Torres and Gulf Opportunities Plan"* is the proposed project.

COMMENTARY:

- DSDMIP has designated TCICA the Remote Area Board for the Far North Queensland region, following discussions with TCICA during 2018.
- RABs undertake development activities in remote regions of Queensland and bring together key economic development stakeholders to provide a single voice on strategic issues, and act as a community forum to decide economic priorities. They are recognised as playing a strong enabling role in delivering economic projects and collaborating on strategic priorities in remote areas with limited resources.
- The final round of RAB funding of up to $300,000 is now open for project submissions, with project proposals due to DSDMIP by 28 February.
- It is a key requirement that TCICA's next RAB project is aligned to the priorities and actions identified in the Cape, Torres and Gulf Opportunities Plan. Projects also need to align with the *Queensland Government's Our Future State: Advancing Queensland's Priorities* agenda.
- Under the funding guidelines, a project must be a "project" or "activity", however funds will not be provided for ongoing operating costs such as rent or capital.
- Project management costs including remuneration of technical, professional and/or administrative staff for time directly related to managing the approved project activities but excluding executive duties and overhead charges, are eligible.

- A project proposal has been developed for TCICA's consideration "*Implementation of the Cape, Torres and Gulf Opportunities Plan*".

Implementation of the Cape, Torres and Gulf Opportunities Plan – project proposal

Project scope, deliverables, constraints and assumptions:

- Employment, by way of a fixed-term contract of up to two years, of a project officer to:
    - In conjunction with the Executive Officer, coordinate and manage the implementation of the six projects and initiatives identified in the brief Cape, Torres and Gulf Opportunities Plan (pending resolution).
    - Develop an implementation plan for the Cape, Torres and Gulf Opportunities Plan that incorporates:
        - The key actions, milestones and responsibilities associated with the delivery of the plan, including the prioritisation of projects and initiatives as agreed to by TCICA;
        - The overarching governance strategy for delivery;
        - A Stakeholder Management Plan that details how stakeholders will be engaged with over the course of the delivery;
        - Identification of delivery tools and frameworks, eg regional deal, key partnerships, funding opportunities; and
        - Identification of key performance indicators and measures.
    - Implement the Cape, Torres and Gulf Opportunities Plan according to the Implementation Plan (including the Stakeholder Management Plan), which may include the contracting of consultants within the envelope of RAB funding available.
- The project, including employment of a project officer and possible contracting of consultants to undertake specialised project work, will not exceed $300,000 (ex GST). The salary for a FTE project officer is proposed to be around $80,000 to $90,000 (+ superannuation).
- The project assumes that:
    - TCICA Members will endorse the Cape, Torres and Gulf Opportunities Plan during the 5 February meeting;
    - A majority of TCICA Members will remain committed to financial support of TCICA as an organisation by way of membership fees; and
    - TCICA's Executive Officer will be responsible for overall project management of the project.

CONSIDERATIONS:

- The closing date for project proposals is 28 February, therefore decisions need to be made before local governments go into caretaker on 22 February.
- There is a risk that a differently-constituted TCICA post the elections could withdraw support for the Opportunities Plan, however this can be managed through an ongoing process of re-evaluation of priorities and development objectives as implementation progresses.
- An additional human resource will require consideration of TCICA's future accommodation and HR support needs. Should the project proposal be accepted, the Executive Officer will work with NPARC and/or other Members to explore options.

Australian Government
Australian Maritime Safety Authority

INCIDENT REPORT

MO 31/15

NOTE: This form must be forwarded within 72 hours of a marine incident to:
General Manager, Ship Safety Division, AMSA
GPO Box 2181 Canberra ACT 2601 Australia
Fax: +61 2 6279 5058
E-mail: Reports@amsa.gov.au
For further information please call 1800 021 098
Do not use this form to report pollution incidents under the MARPOL convention. For pollution incidents use the reporting format from IMO Resolution 851(20) as amended for harmful substances or marine pollutant reports (POLREPS, AMSA Forms 197 or 196).

HOW TO USE THIS FORM

Enter ship details
If the incident involves:
- Breakage of gear or injury to any person during cargo work? – Complete Part 1
- Damage or defect to ship, machinery or equipment – Complete Parts 2, 5, 6 & 8
- Peril or a close quarters situation – Complete Parts 2, 5, 6 & 8
- Stranding or disappearance – Complete Parts 2, 5, 6 & 8
- Death, serious injury, dangerous occurrence or danger to navigation – Complete Parts 2, 4, 5, 6, 7 & 8
- A birth – Complete Parts 3 & 8

Ship's name: NORMAN RIVER	
IMO number: 9547984	Official or unique number:
Call sign: VJN 3927	Flag: AUSTRALIAN
Propulsion: 2 x PROPS.	Satcom number: +870773492022
Master: BRIAN ROBERT WATTERS.	
Gross tonnage: 158	Class society:
Operator's name and address: SEASWIFT TINGARA ST CAIRNS	
Agents and P&I Club:	
Date and time of incident: 19.1.2020 / 0725 HRS	Ship's location (eg port, at sea, lat, long): MORNINGTON BARGE RAMP

PART 1 - To be completed if reporting under Marine Order Part 32

Person-in-charge:

Employer of person-in-charge:

Incident
- ☐ Injury → If injury, complete parts 4 - 8
- ☐ Gear failure → If gear failure, complete parts 5 - 8
- ☐ Dangerous goods → If dangerous goods, complete parts 5 - 8

PART 2 - To be completed if reporting under section 185/186 or 312 of the Navigation Act (other than births) and s.19 of the *Transport Safety Investigation Act 2003*

Voyage
To MORNINGTON ISL From KARUMBA.

Incident description

☐ Grounding	☐ Foundering	☐ Stranding
☒ Collision	☐ Capsize	☐ Flooding
☐ Fire	☐ Explosion	☐ Machinery failure
☐ Structural failure	☐ Close quarters	☐ Disappearance
☐ Loss	☐ Presumed lost	☐ Injury
☐ Death	☐ Dangerous occurrence	
☐ Illness	☐ Other (specify).	

Place of Incident

☐ Machinery spaces	☐ Accommodation block	☐ Galley
☒ Deck/cargo spaces	☐ Gangway/pilot ladder	☐ Wharf
☐ Other (specify) DOLPHIN		

Crew numbers	Passenger numbers	Cargo
5	–	ROAD BASE

PART 3 - To be completed if reporting under section 312 of the Navigation Act - Births

Child's name	Gender
Date of birth / Place	
Mother's full name	
Town & country of birth	Australian resident
Father's full name	
Town & country of birth	Australian resident

PART 4 - To be completed if reporting under section 107 of the *Occupational Health & Safety (Maritime Industry) Act 1993*

Name of affected person

Date of birth	Gender	PIN

Home address

Australian resident ☐ Yes ☐ No	Town & country of birth

Capacity
- ☐ Crew ☐ Contractor ☐ Waterside worker ☐ Supplier
- ☐ Watchkeeper ☐ Other (specify)

show watch period: from to Time since last rest period

Logbook entry date	Rank
Hours of duty Time on: Time off:	Hours before duty

Affected area

☐ Head (1)	☐ Eyes (1)	☐ Trunk (3)	☐ Arms (4)
☐ Hands (4)	☐ Legs (5)	☐ Internal (7)	☐ Back (3)
☐ Neck (2)	☐ Fingers (4)	☐ Feet (5)	☐ Toes (5)
☐ Other (specify)			

Type of injury

☐ Drowning (150)	☐ Crushing (100)	☐ Laceration (060/080)
☐ Burns & scalds (120)	☐ Hernia (450)	☐ Fracture (020/010)
☐ Electric shock (150)	☐ Amputation (070)	☐ Foreign Body (110/0
☐ Abrasion (090)	☐ Bruising (100)	☐ Asphyxia (110/150/140)
☐ Strain & sprain (040)	☐ None	
☐ Other (specify)		

Results of incident

☐ Death	☐ Serious Injury	☐ Minor Injury
☐ Near miss	☐ Temporary disability	☐ Partial disability
☐ Permanent disability	☐ Disappearance	☐ Time off work
☐ None	☐ Other (specify)	

Incident factors
- ☐ Machinery and (mainly) fixed plant (1)
- ☐ Mobile plant and transport (2)
- ☐ Powered equipment, tools and appliances (3)
- ☐ Non-powered hand tools, appliances and equipment (4)
- ☐ Chemicals and chemical products (5)
- ☐ Materials and substances (6)
- ☐ Environmental agencies (7)
- ☐ Animal, human and biological agencies (8)
- ☐ Other and unspecified agencies (9)

AMSA 19 (09/13)

Cause of injury/illness	
Date left ship	Expected period of incapacity
Treatment given on board ship	

NOTE: Part 4 relates to personal injury. If more than one person is affected complete Part 4 on a separate form for each person.

PART 5 - Explanation and Description
State Cause and give names and addresses of any witnesses
Attach additional pages if necessary

Misjudgement of ELEMENTS IN FRONT OF RAMP.
B WATTERS
S RULE
C BLACKHAUL
T COOPER
C/o SEASWIFT.
CAIRNS

PART 6 - Incident Narrative
Attach additional pages if necessary

ON APPROACH TO RAMP All WAS going AS Expected UNTIL 20 metres out FROM Dolphin when current FLOW increased AND effected Tug.

See ATTACHED

PART 7 - Action taken to prevent similar occurrences
Attach additional pages if necessary

Better STudy of ELEMENTS FOR EACH ENTRY KNOWING NOW THAT NWest Winds HAVE changed Tidal behavior AT RAMP FACE.

See Attached

PART 8 - Details of person completing report

Name	BRIAN WATTERS	
Position	MASTER	Contact number 0427 679 518.
Signature	B Watters.	/ /

REQUIREMENTS FOR REPORTING

This is a summary of the principal requirements under applicable legislation. This form can be used to meet these reporting requirements. Consult the legislation for full details.

Section 18 of the *Transport Safety Investigation Act 2003* Requires the responsible person to report matters that are prescribed (Reg 3.3 TSI Regulations).

A responsible person is defined by regulation as the Master or person in charge of the ship, the owner or operator or the agent, or a pilot who has duties on board the ship. A nominated official includes a member of the staff of AMSA.

Application: See legislation for specific requirements.

Sections 185 and 186 of the *Navigation Act 2012* A report of marine incidents (defined in s14) must be made by the Master or Owner where:

- the vessel is involved in a marine incident that has affected, or is likely to affect, the safety, operation or seaworthiness of the vessel;
- the vessel is involved in, or causes, a marine incident that involves:
  - i. the death of a person; or
  - ii. serious injury to a person; or
  - iii. the loss of a vessel; or
  - iv. the loss of a person from the vessel; or
  - v. significant damage to a vessel; or
  - vi. loss of cargo of a vessel.

Application: All ships in Australian waters, Australian ships anywhere.

Section 187of the *Navigation Act 2012* A report of dangers to navigation must be made by the Master where;

- the master meets with, or is informed of, any serious danger to navigation on or near his or her course.

A serious danger to navigation includes, but is not limited to, any of the following:

(a) dangerous ice;
(b) a dangerous derelict;
(c) a dangerous derelict;
(d) a tropical storm;
(e) sub-freezing air temperature associated with gale force winds causing severe ice accretion on superstructures;
(f) winds of force 10 on the Beaufort scale for which no storm warning has been received.

Application: All ships in Australian waters, Australian ships anywhere.

Section 312 of the *Navigation Act 2012* Whenever a person carried on the vessel gives birth, dies or disappears or a seafarer is injured or contracts an illness that incapacitates him or her from the performance of his or her duty;

- the master must record the occurrence in the vessel's official logbook; AND
- as soon as practicable, give a report in writing.

Application: Regulated Australian Vessels anywhere.

Marine Order 32 (Cargo Handling Equipment) A report under this Marine Order must be submitted for any incident involving failure of ship's material handling equipment or injury to any person on an Australian ship or on any other ship in Australian waters when engaged in cargo work.

Application: All ships in Australian waters and Australian ships anywhere.

***Section 107 of the Occupational* Health and Safety (Maritime Industry) Act 1993** Requires the notification and reporting of:

- any accident that results in the death of, or serious personal injury to any person;
- any accident that results in an employee being incapacitated from performing work for a period of five successive days or more;
- a dangerous occurrence (ie: a near miss) which occurs at or near a workplace at which an undertaking is being conducted by the operator.

Application: See legislation for specific requirements.

Australian legislation provides significant penalties for failing to comply with any of the above.

AMSA 19 (09/13)

SeaSwift	Incident Statement Form	IMS-FRM-014.1 Revision: 1.2 Date: 8th June 2017

Was there any indication that there was something wrong with the machinery that you were operating; method of work; or the task that you were performing prior to the incident occurring?

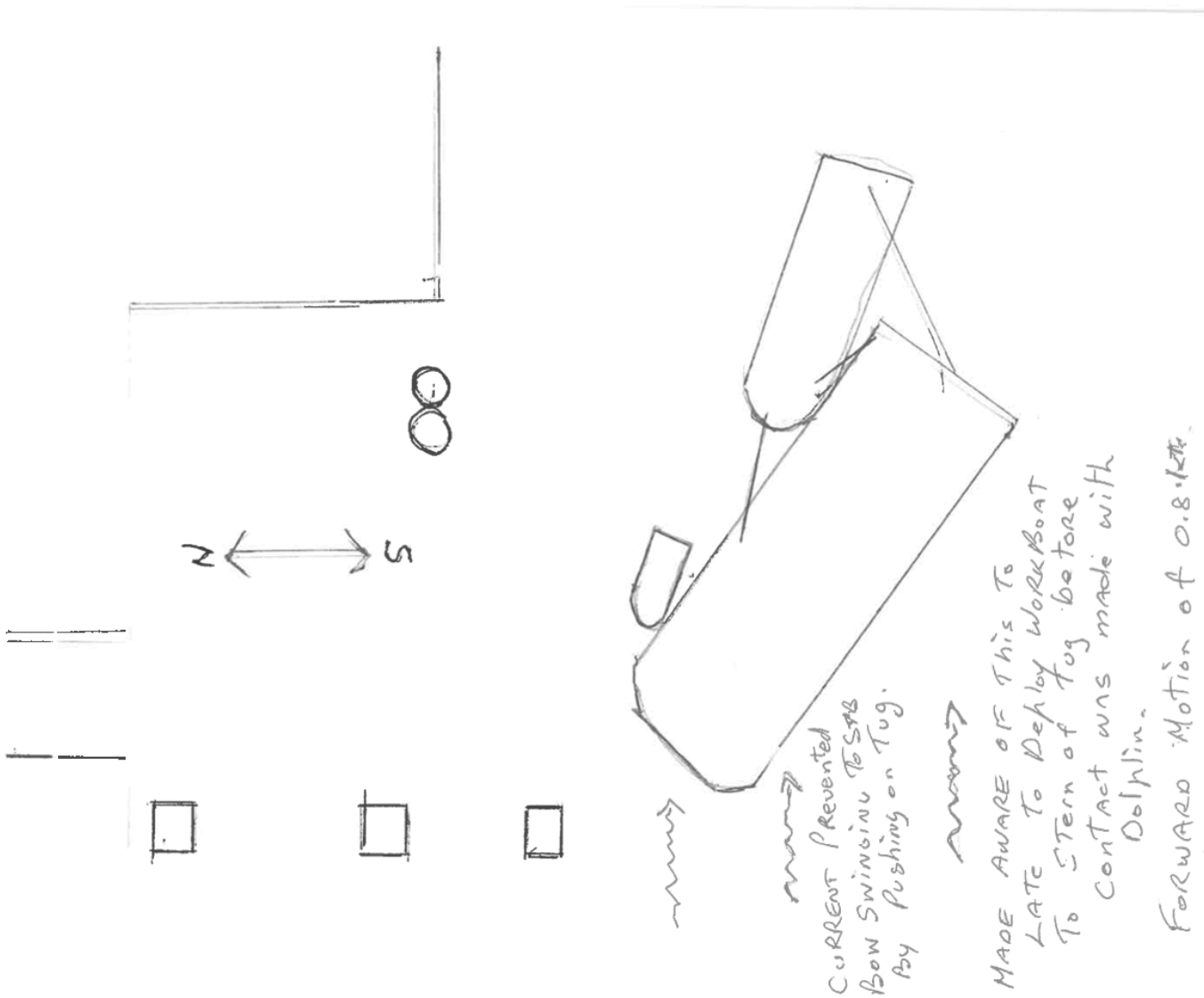
NO.

What were the environmental / operating conditions at the time of incident (Eg: road conditions, lighting, sea conditions etc)?

Predicted Slack WATER. aT 7AM To 9AM with 5cm drop between These Times. NW WINDS Expected To Push us To STB. CURRENT Found to be running To our STB 20 metres out From RAMP.

In your opinion what could be done to prevent this incident from happening again?

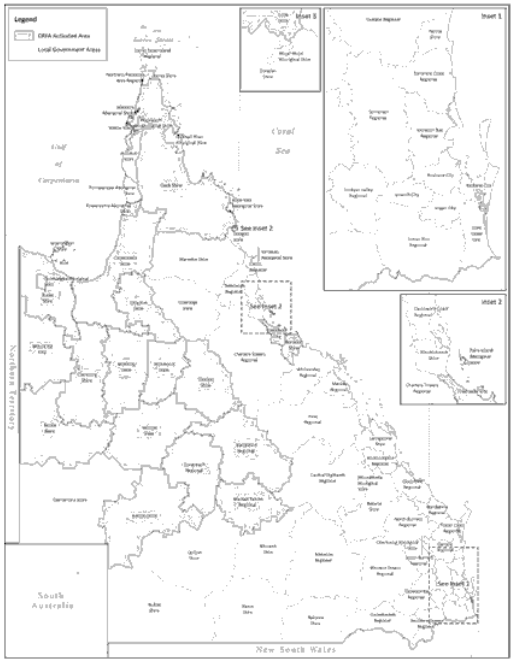
Knowing That the Pattern of currents change a lot once NW winds come in, AWARENESS of previous ENTries will not Apply in NW Winds.


N
S
CURRENT PREVENTED BOW SWINGING TO STB BY PUSHING ON TUG.
MADE AWARE OF THIS TO LATE TO DEPLOY WORKBOAT TO STERN OF TUG BEFORE CONTACT WAS MADE WITH DOLPHIN.
FORWARD MOTION OF 0.8 KTS

Queensland Government
Queensland Reconstruction Authority
Australian Government

Disaster Recovery Funding Arrangements event

Queensland Monsoonal Flooding, 23 January – 3 February 2020



The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and state and territory (state) governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs.

Assistance has been activated for the area formally defined as:

"*Communities in Queensland affected by heavy rainfall and flooding, 23 January – 3 February 2020"*

DRFA assistance measures (as activated by the Queensland Government)

- Counter Disaster Operations
- Reconstruction of Essential Public Assets

Version 4
Current as at 14 February 2020

Further information:
Ph: 1800 110 841
Email: info@qra.qld.gov.au
Website: www.qra.qld.gov.au

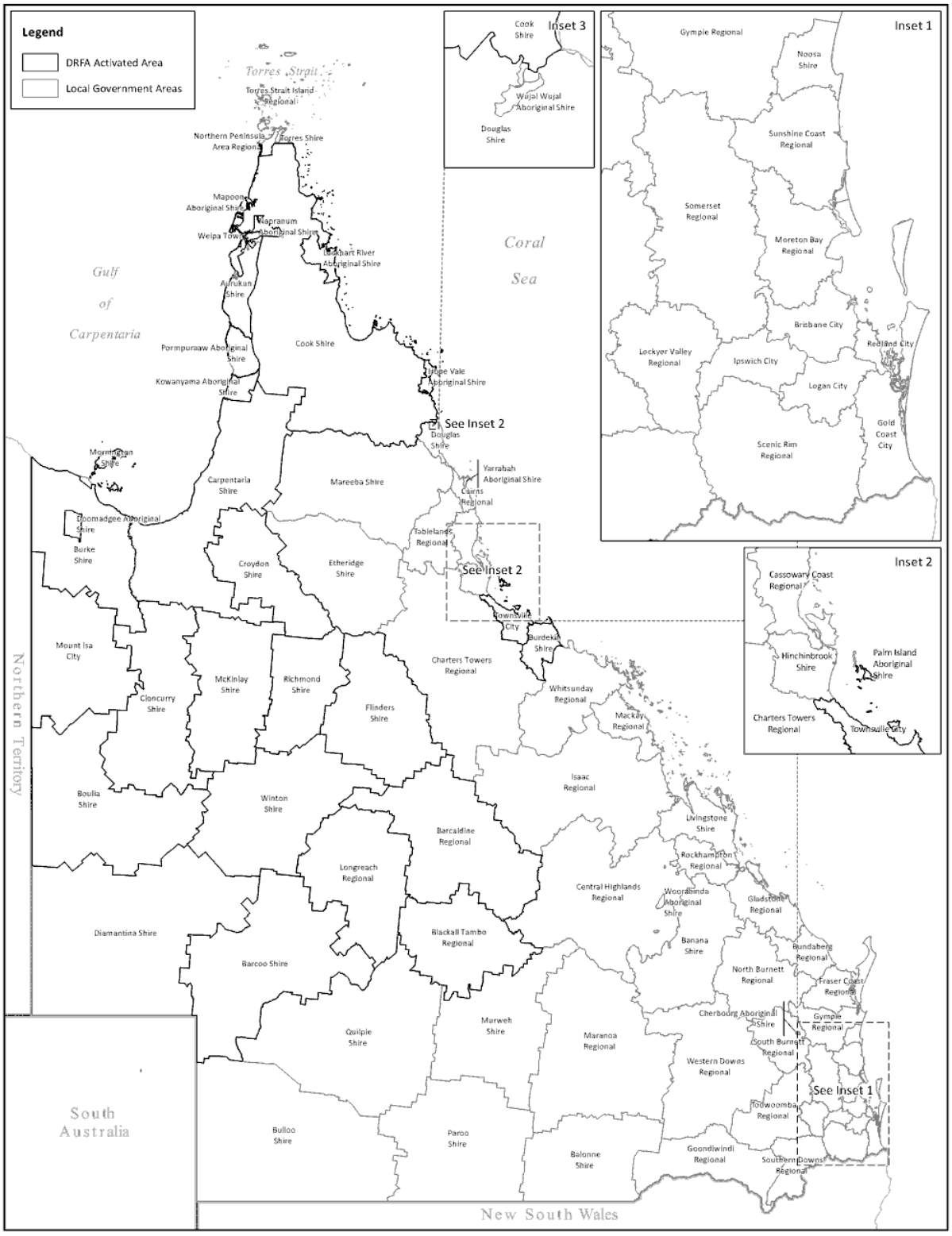
Queensland Government
Queensland Reconstruction Authority
Australian Government

Activated areas and assistance measures

Local Government Area	Counter Disaster Operations	Reconstruction of Essential Public Assets
Barcaldine Regional Council	✓ activated 29/01/20	✓ activated 29/01/20
Barcoo Shire Council	✓ activated 29/01/20	✓ activated 29/01/20
Blackall-Tambo Regional Council	✓ activated 29/01/20	✓ activated 29/01/20
Boulia Shire Council	✓ activated 06/02/20	✓ activated 06/02/20
Burdekin Shire Council	✓ activated 29/01/20	✓ activated 29/01/20
Burke Shire Council	✓ activated 13/02/20	✓ activated 13/02/20
Carpentaria Shire Council	✓ activated 04/02/20	✓ activated 04/02/20
Cloncurry Shire Council	✓ activated 06/02/20	✓ activated 06/02/20
Cook Shire Council	✓ activated 06/02/20	✓ activated 06/02/20
Croydon Shire Council	✓ activated 13/02/20	✓ activated 13/02/20
Flinders Shire Council	✓ activated 04/02/20	✓ activated 04/02/20
Kowanyama Aboriginal Shire Council	✓ activated 13/02/20	✓ activated 13/02/20
Longreach Regional Council	✓ activated 29/01/20	✓ activated 29/01/20
McKinlay Shire Council	✓ activated 13/02/20	✓ activated 13/02/20
Mornington Shire Council	✓ activated 13/02/20	✓ activated 13/02/20
Mount Isa City Council	✓ activated 06/02/20	✓ activated 06/02/20
Palm Island Aboriginal Shire Council	✓ activated 06/02/20	✓ activated 06/02/20
Richmond Shire Council	✓ activated 06/02/20	✓ activated 06/02/20
Townsville City Council	✓ activated 29/01/20	✓ activated 29/01/20
Winton Shire Council	✓ activated 04/02/20	✓ activated 04/02/20

Version 4
Current as at 14 February 2020

Further information:
Ph: 1800 110 841
Email: info@qra.qld.gov.au
Website: www.qra.qld.gov.au


Legend
DRFA Activated Area
Local Government Areas
Inset 1
Inset 2
Inset 3
See Inset 1
See Inset 2
Torres Strait
Coral Sea
Gulf of Carpentaria
Northern Territory
South Australia
New South Wales
Torres Strait Island Regional
Torres Shire
Northern Peninsula Area Regional
Mapoon Aboriginal Shire
Napranum Aboriginal Shire
Weipa Town
Lockhart River Aboriginal Shire
Aurukun Shire
Pormpuraaw Aboriginal Shire
Kowanyama Aboriginal Shire
Cook Shire
Wujal Wujal Aboriginal Shire
Douglas Shire
Mornington Shire
Carpentaria Shire
Mareeba Shire
Yarrabah Aboriginal Shire
Cairns Regional
Tablelands Regional
Doomadgee Aboriginal Shire
Burke Shire
Croydon Shire
Etheridge Shire
Mount Isa City
McKinlay Shire
Richmond Shire
Cloncurry Shire
Flinders Shire
Townsville City
Burdekin Shire
Charters Towers Regional
Whitsunday Regional
Mackay Regional
Isaac Regional
Boulia Shire
Winton Shire
Barcaldine Regional
Livingstone Shire
Rockhampton Regional
Longreach Regional
Central Highlands Regional
Woorabinda Aboriginal Shire
Gladstone Regional
Diamantina Shire
Blackall Tambo Regional
Banana Shire
Bundaberg Regional
Barcoo Shire
North Burnett Regional
Fraser Coast Regional
Cherbourg Aboriginal Shire
Gympie Regional
Quilpie Shire
Murweh Shire
Maranoa Regional
South Burnett Regional
Western Downs Regional
Toowoomba Regional
Bulloo Shire
Paroo Shire
Balonne Shire
Goondiwindi Regional
Southern Downs Regional
Gympie Regional
Noosa Shire
Sunshine Coast Regional
Somerset Regional
Moreton Bay Regional
Brisbane City
Redland City
Lockyer Valley Regional
Ipswich City
Logan City
Gold Coast City
Scenic Rim Regional
Cassowary Coast Regional
Hinchinbrook Shire
Palm Island Aboriginal Shire
Charters Towers Regional
Townsville City
QRA QUEENSLAND RECONSTRUCTION AUTHORITY
DRFA Activation Summary (V4)
Queensland Monsoonal Flooding, 23 January - 3 February 2020
N
0 50 100 150 200 250
Kilometres
Scale - 1:6,750,000 (at A3)

Queensland Government
Queensland Reconstruction Authority
Australian Government

DRFA ASSISTANCE MEASURE ACTIVATED

Assistance for state and local governments:

Counter Disaster Operations

To assist local governments and state agencies to undertake activities that alleviate personal hardship and distress, address the immediate needs of individuals and protect the general public, immediately prior to, during or immediately after an eligible disaster.

Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)

- Emergency Works

To assist local and state governments to undertake urgent activities necessary following an eligible disaster to temporarily restore an eligible essential public asset to enable it to operate/be operated at an acceptable level of efficiency to support the immediate recovery of a community.

- Immediate Reconstruction Works

To assist local and state governments to immediately and permanently reconstruct damaged essential public assets to pre-disaster function immediately after the eligible disaster.

- Reconstruction of Essential Public Assets:

To assist local and state governments to reconstruct damaged essential public assets to pre-disaster function.

Contact Queensland Reconstruction Authority on 1800 110 841or www.qra.qld.gov.au

Version 4
Current as at 14 February 2020

Further information:
Ph: 1800 110 841
Email: info@qra.qld.gov.au
Website: www.qra.qld.gov.au

12.2 DISASTER RECOVERY FUNDING ARRANGEMENTS - KOPPENS DEVELOPMENTS PTY LTD - 2019 CONTRACTED GRAVEL AND WATER SUPPLY TEST RESULTS.

Author: **Chief Executive Officer**

Attachments:
1. **Koppens Gravel Test report**
2. **Koppens Gravel Test Certificate**
3. **Dithery Creek Dam Water Analysis**

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with the results of testing done on gravel being supplied to Mornington Island by Koppens Developments Pty Ltd for use in the 2019 Disaster Recovery Funding Arrangements (DRFA) approved works. The results provided also include water run off into Dithery Creek Dam (Mornington Island town water supply) to outline any concerns from the Koppens Developments Pty Ltd supplied gravel and previous gravel supplied by Spence Contracting for the 2018 DRFA approved works.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Concerns have been raised by some residents of Mornington Island regarding the toxicity of gravel being brought to Mornington Island by Koppens Developments Pty Ltd for use in the 2019 DRFA approved works.

Concerns have also been raised by some residents of Mornington Island regarding the toxicity of gravel previously brought to Mornington Island by Spence Contracting for use in the 2018 DRFA approved works.

To address the concerns, two testing methods were undertaken and the results are as follows:

Gravel - On the 3rd of February 2020, Alpha Concepts received gravel samples from Oaka Constructions so as to determine if there were any contaminants presents.

This report (see attached) contains the results of all laboratory testing performed by a NATA certified Laboratory and provides an assessment of whether the gravel being utilised poses any risk in regards to contaminants.

It should be noted that the source gravel, as identified in the photograph below is from the same source rock from ‘Wells’ quarry near Normanton.

Six samples were analysed for the follows:

- pH
- Electrical Conductivity
- Asbestos
- 14 Metals
- Mercury
- Nitrogen
- Phosphorous
- Aromatic Hydrocarbons
- Oxygenated compounds
- Sulphonated compounds
- Fumigants
- Halogenated Aliphatic Compounds
- Halogenated Aromatic Compounds
- Total Petroleum Compounds
- Benzene and Toluene Compounds

In summary, the results and discussion presented in this report do not indicate that the gravel exceeds any parameters and as a result **does not present any appreciable risk to individuals or the environment**.

Water – Council as part of its management of water flow into and catchment in Dithery Creek Dam regularly monitors and analyses the water in the dam. In summary, results of analyses from 2017 to the most recent report in 2020 (see attached) have consistently shown that the "raw water" coming into the dam does not exceed any parameters and as a result **does not present any appreciable risk to individuals or the environment.**

FINANCIAL & RESOURCE IMPLICATIONS

Cost of testing only which is covered by the DRFA funding for 2019 approved works.

RECOMMENDATION

That Council note and receive this report.

Alpha Concepts
innovation . implementation

ACN: 108 153 242

Process Engineering, Process Management, Project Management and Environmental Management Solutions

PO Box 2055, Gladstone Qld 4680 Telephone: 07 4979 4001 Facsimile: 07 4979 3009

Gravel Testing

Mornington Island Project

February 2020

Document History

Details

Project no.	OKA-GRVL-02.20	**Document ID**	MR	**Document no.**	1
Document title	Gravel Testing Mornington Island Project				
Site Address	Mornington Island				
Prepared for	Oaka Constructions QLD				
File	Gravel Testing Report February 2020				

Status and review

Revision	Prepared by	Reviewed by	Date issued
A	J Lukac	D Marxsen	11/2/20

Distribution

Revision	Electronic	Paper	Issued to
A	1	0	Kelly Barbarich - Superintendent

Executive Summary

On the 3rd of February 2020, Alpha Concepts received gravel samples from Oaka Constructions so as to determine if there were any contaminants presents.

This report contains the results of all laboratory testing performed by a NATA certified Laboratory and provides an assessment of whether the gravel being utilised poses any risk in regards to contaminants.

It should be noted that the source gravel, as identified in the photograph below is from the same source rock from 'Wells' quarry near Normanton.



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- pH
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- Nitrogen
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- Benzene and Toluene Compounds

In summary, the results and discussion presented in this report do not indicate that the gravel exceeds any parameters and as a result **does not present any appreciable risk**.

Table of Contents

Table of Contents i
1 Introduction 1
2 Scope of Works 1
2.1 Field Duplicates 1
2.2 Analyte Selection and Rationale 2
2.3 Adopted Assessment Criteria 2
3 Laboratory Results 3
3.1 RPD Results 5
3.2 Discussion of Soil Results 5
4 Conclusions 5

Attachment A – ALS Results

1 Introduction

Oaka Construction QLD has contracted Alpha Concepts to prepare the delivered soil samples and analyse for a variety of characteristics. The analyses performed will allow to interpret if the gravel being used on site poses risk to the environment.

Sample collection from the stockpile performed by Oaka Construction is stated as being representative of the whole stockpile.

This report documents the laboratory results as well as the analysis of the duplicate sample and comparison against contamination standards.

2 Scope of Works

The following scope of work was conducted to prepare this report:

- Gravel samples were collected on the 31/01/2020.
- Preparation and dispatch of samples was completed on the 3/02/2020.
- Laboratory analysis of:
    - Six samples of gravel from stockpile, extracted from samples provided.
    - All field quality control samples collected: one replicate of Sample 5 (QA).

2.1 Field Duplicates

In addition to the six primary soil samples, one intra-laboratory duplicate (QA) was collected to provide an indication of the repeatability of results. This is required by Australian Standard 5667.1:1998 to assess whether the soil results are suitable for interpretive use.

A relative percentage difference (RPD) calculation of primary and duplicate samples is used to measure the representativeness and/or precision of duplicate samples. The RPD is calculated as the absolute difference between results of the duplicate pair divided by the mean value of the duplicate pair:

$$RPD\ (\%) = 100 \times (P-D)/ ((P+D)/2))$$

Where P = primary sample analytical result, D= duplicate sample analytical result

The typical RPD which can be expected from acceptable groundwater field duplicates is less than ±50% (per AS 5667.1:1998), where the analytic result is greater than ten times the laboratory's limit of reporting (LOR). When the RPD for selected analytes is greater than or equal to 50%, the representativeness of the sample results must be considered. For low concentrations of analytes (close to the LOR) the recommended RPD range of 0% to 50% is not applicable: it would be considered less indicative of methodological problems, as the small values magnify the difference, so a wider range of RPD values may be considered acceptable.

2.2 Analyte Selection and Rationale

Soil samples from all six locations were collected and submitted to ALS for analysis. ALS is NATA accredited for the testing requested. Soils from 1 – 6 and the QA sample were laboratory tested for the following analytes:

- 14 total metals.
- Mercury.
- Hydrocarbons.
- Volatile Organic Carbons.
- Nitrogen.
- Phosphorus.
- Asbestos.
- Acidity and Alkalinity.

These analytes were selected to target a wide range of parameters, to assess any potential impact when utilising the gravel. The selection of analyses is based on the fact that the source material is from the same quarry and extracted from uncontaminated earth.

2.3 Adopted Assessment Criteria

The National Environment Protection Measure (1999) Schedule B1 has been adopted for Health Investigation Levels (HILs) for the assessment of the gravel on site. The PAHs and Phenols are being assessed under the Schedule B7 of the National Environment Protection Measure.

3 Laboratory Results

The following table represents a summary of results. For further detail please refer to Attachment A, "ALS Results".

Table 1: Results

Parameters	Unit	LOR	Contamination Trigger Limit**	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5	Sample 6	QA
pH		0.1	Nil	6.2	5.8	5.8	5.8	5.7	5.7	5.8
Electrical Conductivity	uS/cm	1	Nil	16	15	15	15	16	16	14
All Asbestos	g/kg	0.1	Nil	None Present	None Present	None Present	None Present	None Present	None Present	None Present
Arsenic	mg/kg	5	100	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Barium	mg/kg	10	300*	80	80	80	70	80	70	80
Beryllium	mg/kg	1	70	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Boron	mg/kg	50	5000	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Cadmium	mg/kg	1	20	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Chromium	mg/kg	2	100	6	5	5	4	4	5	5
Cobalt	mg/kg	2	100	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Copper	mg/kg	5	7000	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Lead	mg/kg	5	300	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Manganese	mg/kg	5	3000	<LOR	<LOR	<LOR	<LOR	21	<LOR	<LOR
Nickel	mg/kg	2	400	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Selenium	mg/kg	5	200	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Vanadium	mg/kg	5	50*	25	22	47	27	18	25	20
Zinc	mg/kg	5	8000	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Mercury	mg/kg	0.1	15	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Ammonia	mg/kg	20	Nil	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Nitrite + Nitrate (Sol)	mg/kg	0.1	Nil	2.8	2.4	2.2	2.3	2.2	2.8	1.9
TKN	mg/kg	20	Nil	80	60	70	40	70	70	80
Total Nitrogen as N	mg/kg	20	Nil	80	60	70	40	70	70	80

Parameters	Unit	LOR	Contamination Trigger Limit**	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5	Sample 6	QA
Total Phosphorous as P	mg/kg	2	2000*	41	56	42	24	44	47	59
All Monocyclic Aromatic Hydrocarbons	mg/kg	See Attachment A	90	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Carbon disulphide	mg/kg	0.5	nil	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All Fumigants	mg/kg	See Attachment A	nil	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All Halogenated Aliphatic Compounds	mg/kg	See Attachment A	5600	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All Halogenated Aromatic Compounds	mg/kg	See Attachment A	90	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All Trihalomethanes	mg/kg	See Attachment A	nil	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All Polynuclear Aromatic Hydrocarbons	mg/kg	See Attachment A	20	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
Benzo(a)pyrene TEQ (half LOR)	mg/kg	See Attachment A	40	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Benzo(a)pyrene TEQ (LOR)	mg/kg	See Attachment A	40	1.2	1.2	1.2	1.2	1.2	1.2	1.2
All Total Petroleum Hydrocarbons	mg/kg	See Attachment A	90	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All Total Recoverable Hydrocarbons	mg/kg	See Attachment A	90	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR
All BTEXN	mg/kg	See Attachment A		<LOR	<LOR	<LOR	<LOR	<LOR	<LOR	<LOR

Note that a result of "<LOR" indicates "limit of reporting", i.e. the concentration is below the laboratory's detectible range.
** Health Investigation Levels
* Ecological Investigation Levels

3.1 RPD Results

RPD calculations were completed for the one replicate soil sample collected (QA). RPD results are presented in Table 2.

Table 2: Summary of Quality Control RPD Results (Groundwater)

Sample ID	Date	pH	Electrical Conductivity	Moisture Content	Barium	Chromium	Vanadium	TN	TP
			uS/cm	%	mg/kg	mg/kg	mg/kg	mg/kg	mg/kg
Sample 5	3/02/2020	5.7	16	8.1	80	4	18	70	44
QA	3/02/2020	5.8	14	8.3	80	5	20	80	59
RPD (%)		**1.74**	**13.33**	**2.44**	**0.00**	**22.22**	**10.53**	**13.33**	**28.9**

An RPD of 0% to 50% is generally considered acceptable.

All the calculated RPD results range from 0% to 28.9% which are all within the acceptable range. This indicates the soil sampling methodology was acceptable from a repeatability of results perspective, and that the soil sampled and analysed was representative of the conditions encountered at the site.

3.2 Discussion of Soil Results

The concentration of barium and vanadium are above LOR, however under the National Environmental Protection Measure, there is no limit prescribed for these two metals. These metals are considered to be in low concentration. All other results show no parameters exceed the limit by the National Environmental Protection Measure (1999).

4 Conclusions

This report represents the six samples collected from the gravel stockpile as well as a quality assurance sample.

All results are below the limit under the National Environmental Protection Measure and is therefore not considered to represent any significant risk in regards to utilising this material.

Please direct any queries regarding this report to Darrin Marxsen, Principal Resource, Alpha Concepts by phone (0409 761 922) or email d.marxsen@alphaconcepts.net.au

ALPHA CONCEPTS PTY LTD

Prepared by: Reviewed by:

Jan Lukac Process Engineer

Darrin Marxsen Principal Resource

ALS Environmental

CERTIFICATE OF ANALYSIS

Work Order	: **EB2002718**	Page	: 1 of 15
Client	: **ALPHA CONCEPTS PTY LTD**	Laboratory	: Environmental Division Brisbane
Contact	: MR DARRIN MARXSEN	Contact	: Customer Services EB
Address	: 55 CAIRNCROSS STREET GLADSTONE QLD, AUSTRALIA 4680	Address	: 2 Byth Street Stafford QLD Australia 4053
Telephone	: +61 4979 4001	Telephone	: +61-7-3243 7222
Project	: Gravel Testing	Date Samples Received	: 04-Feb-2020 09:35
Order number	: ----	Date Analysis Commenced	: 04-Feb-2020
C-O-C number	: ----	Issue Date	: 11-Feb-2020 13:28
Sampler	: JAN LUKAC		
Site	: ----		
Quote number	: BN/274/16		
No. of samples received	: 7		
No. of samples analysed	: 7		

Accreditation No. 825
Accredited for compliance with
ISO/IEC 17025 - Testing

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Descriptive Results
- Surrogate Control Limits

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QA/QC Compliance Assessment to assist with Quality Review and Sample Receipt Notification.

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is carried out in compliance with procedures specified in 21 CFR Part 11.

Signatories	*Position*	*Accreditation Category*
Alana Smylie	Asbestos Identifier	Newcastle - Asbestos, Mayfield West, NSW
Dave Gitsham	Metals Instrument Chemist	Brisbane Inorganics, Stafford, QLD
Diana Mesa	2IC Organic Chemist	Brisbane Inorganics, Stafford, QLD
Diana Mesa	2IC Organic Chemist	Brisbane Organics, Stafford, QLD
Kim McCabe	Senior Inorganic Chemist	Brisbane Acid Sulphate Soils, Stafford, QLD
Kim McCabe	Senior Inorganic Chemist	Brisbane Inorganics, Stafford, QLD
Satishkumar Trivedi	Senior Acid Sulfate Soil Chemist	Brisbane Acid Sulphate Soils, Stafford, QLD

Page	: 2 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

General Comments

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the USEPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request.

Where moisture determination has been performed, results are reported on a dry weight basis.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Where a result is required to meet compliance limits the associated uncertainty must be considered. Refer to the ALS Contact for details.

Key : CAS Number = CAS registry number from database maintained by Chemical Abstracts Services. The Chemical Abstracts Service is a division of the American Chemical Society.
LOR = Limit of reporting
^ = This result is computed from individual analyte detections at or above the level of reporting
ø = ALS is not NATA accredited for these tests.
~ = Indicates an estimated value.

- ALS is not NATA accredited for the analysis of Exchangeable Aluminium and Exchange Acidity in soils when performed under ALS Method ED005.
- ALS is not NATA accredited for the analysis of Exchangeable Cations on Alkaline Soils when performed under ALS Method ED006.
- Benzo(a)pyrene Toxicity Equivalent Quotient (TEQ) per the NEPM (2013) is the sum total of the concentration of the eight carcinogenic PAHs multiplied by their Toxicity Equivalence Factor (TEF) relative to Benzo(a)pyrene. TEF values are provided in brackets as follows: Benz(a)anthracene (0.1), Chrysene (0.01), Benzo(b+j) & Benzo(k)fluoranthene (0.1), Benzo(a)pyrene (1.0), Indeno(1.2.3.cd)pyrene (0.1), Dibenz(a.h)anthracene (1.0), Benzo(g.h.i)perylene (0.01). Less than LOR results for 'TEQ Zero' are treated as zero, for 'TEQ 1/2LOR' are treated as half the reported LOR, and for 'TEQ LOR' are treated as being equal to the reported LOR. Note: TEQ 1/2LOR and TEQ LOR will calculate as 0.6mg/Kg and 1.2mg/Kg respectively for samples with non-detects for all of the eight TEQ PAHs.
- EK067G (Total Phosphorous as P): Sample 1 (EB2002718_001) shows poor duplicate results due to sample heterogeneity. This has been confirmed by visual inspection.
- EK067G (Total Phosphorous as P): Sample 2 (EB2002718_002) shows poor spike recovery due to sample heterogeneity. This has been confirmed by visual inspection.
- ED007 (Exchangeable Cations by ICP-AES): Unable to calculate Magnesium/Potassium Ratio for some samples as required Exchangeable Magnesium and/or Potassium results are less than the limit of reporting.
- ASS: EA013 (ANC) Fizz Rating: 0- None; 1- Slight; 2- Moderate; 3- Strong; 4- Very Strong; 5- Lime.
- EA200 'Am' Amosite (brown asbestos)
- EA200 'Cr' Crocidolite (blue asbestos)
- EA200 'Trace' - Asbestos fibres ("Free Fibres") detected by trace analysis per AS4964. The result can be interpreted that the sample contains detectable 'respirable' asbestos fibres
- EA200: Asbestos Identification Samples were analysed by Polarised Light Microscopy including dispersion staining.
- EA200 Legend
- EA200 'Ch' Chrysotile (white asbestos)
- EA200: 'UMF' Unknown Mineral Fibres. "-" indicates fibres detected may or may not be asbestos fibres. Confirmation by alternative techniques is recommended.
- EA200: For samples larger than 30g, the <2mm fraction may be sub-sampled prior to trace analysis as outlined in ISO23909:2008(E) Sect 6.3.2-2
- ED007 and ED008: When Exchangeable Al is reported from these methods, it should be noted that Rayment & Lyons (2011) suggests Exchange Acidity by 1M KCl - Method 15G1 (ED005) is a more suitable method for the determination of exchange acidity (H+ + Al3+).
- EA200: 'Yes' - Asbestos detected by polarised light microscopy including dispersion staining.
- EA200: 'No*' - No asbestos found, at the reporting limit of 0.1g/kg, by polarised light microscopy including dispersion staining. Asbestos material was detected and positively identified at concentrations estimated to be below 0.1g/kg.
- EA200: 'No' - No asbestos found at the reporting limit 0.1g/kg, by polarised light microscopy including dispersion staining.

Page : 3 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)			Client sample ID	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
			Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00
Compound	CAS Number	LOR	Unit	EB2002718-001	EB2002718-002	EB2002718-003	EB2002718-004	EB2002718-005
				Result	Result	Result	Result	Result
EA002: pH 1:5 (Soils)								
pH Value	----	0.1	pH Unit	**6.2**	**5.8**	**5.8**	**5.8**	**5.7**
EA010: Conductivity (1:5)								
Electrical Conductivity @ 25°C	----	1	µS/cm	**16**	**15**	**15**	**15**	**16**
EA013: Acid Neutralising Capacity								
ANC as H2SO4	----	0.5	kg H2SO4 equiv./t	**2.3**	**0.8**	**0.9**	**2.1**	**1.6**
ANC as CaCO3	----	0.1	% CaCO3	**0.2**	<0.1	<0.1	**0.2**	**0.2**
Fizz Rating	----	0	Fizz Unit	**0**	**0**	**0**	**0**	**0**
EA055: Moisture Content (Dried @ 105-110°C)								
Moisture Content	----	1.0	%	**8.0**	**10.1**	**8.8**	**9.8**	**8.1**
EA200: AS 4964 - 2004 Identification of Asbestos in Soils								
Asbestos Detected	1332-21-4	0.1	g/kg	**No**	**No**	**No**	**No**	**No**
Asbestos (Trace)	1332-21-4	5	Fibres	**No**	**No**	**No**	**No**	**No**
Asbestos Type	1332-21-4	-	--	**-**	**-**	**-**	**-**	**-**
Synthetic Mineral Fibre	----	0.1	g/kg	**No**	**No**	**No**	**No**	**No**
Organic Fibre	----	0.1	g/kg	**No**	**No**	**No**	**No**	**No**
Sample weight (dry)	----	0.01	g	**504**	**466**	**473**	**535**	**630**
APPROVED IDENTIFIER:	----	-	--	**A. SMYLIE**	**A. SMYLIE**	**A. SMYLIE**	**A. SMYLIE**	**A. SMYLIE**
ED005: Exchange Acidity								
ø Exchange Acidity	----	0.1	meq/100g	**----**	**0.8**	**0.9**	**0.8**	**0.8**
ø Exchangeable Aluminium	----	0.1	meq/100g	**----**	**0.6**	**0.7**	**0.7**	**0.7**
ED007: Exchangeable Cations								
Exchangeable Calcium	----	0.1	meq/100g	**0.7**	**0.7**	**0.6**	**0.7**	**0.7**
Exchangeable Magnesium	----	0.1	meq/100g	**1.1**	**1.2**	**1.2**	**1.2**	**1.3**
Exchangeable Potassium	----	0.1	meq/100g	<0.1	<0.1	<0.1	<0.1	<0.1
Exchangeable Sodium	----	0.1	meq/100g	**0.4**	**0.4**	**0.4**	**0.4**	**0.4**
Cation Exchange Capacity	----	0.1	meq/100g	**----**	**3.3**	**3.3**	**3.3**	**3.4**
Cation Exchange Capacity	----	0.1	meq/100g	**2.4**	**----**	**----**	**----**	**----**
Exchangeable Sodium Percent	----	0.1	%	**18.6**	**18.6**	**18.8**	**18.2**	**18.2**
Calcium/Magnesium Ratio	----	0.1	-	**0.6**	**0.6**	**0.5**	**0.6**	**0.5**
EG005(ED093)T: Total Metals by ICP-AES								
Arsenic	7440-38-2	5	mg/kg	<5	<5	<5	<5	<5
Barium	7440-39-3	10	mg/kg	**80**	**80**	**80**	**70**	**80**
Beryllium	7440-41-7	1	mg/kg	<1	<1	<1	<1	<1

Page : 4 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00
Compound	CAS Number	LOR	Unit		EB2002718-001	EB2002718-002	EB2002718-003	EB2002718-004	EB2002718-005
					Result	Result	Result	Result	Result
EG005(ED093)T: Total Metals by ICP-AES - Continued									
Boron	7440-42-8	50	mg/kg		<50	<50	<50	<50	<50
Cadmium	7440-43-9	1	mg/kg		<1	<1	<1	<1	<1
Chromium	7440-47-3	2	mg/kg		6	5	5	4	4
Cobalt	7440-48-4	2	mg/kg		<2	<2	<2	<2	<2
Copper	7440-50-8	5	mg/kg		<5	<5	<5	<5	<5
Lead	7439-92-1	5	mg/kg		<5	<5	<5	<5	<5
Manganese	7439-96-5	5	mg/kg		<5	<5	<5	<5	21
Nickel	7440-02-0	2	mg/kg		<2	<2	<2	<2	<2
Selenium	7782-49-2	5	mg/kg		<5	<5	<5	<5	<5
Vanadium	7440-62-2	5	mg/kg		25	22	47	27	18
Zinc	7440-66-6	5	mg/kg		<5	<5	<5	<5	<5
EG035T: Total Recoverable Mercury by FIMS									
Mercury	7439-97-6	0.1	mg/kg		<0.1	<0.1	<0.1	<0.1	<0.1
EK055: Ammonia as N									
Ammonia as N	7664-41-7	20	mg/kg		<20	<20	<20	<20	<20
EK057G: Nitrite as N by Discrete Analyser									
Nitrite as N (Sol.)	14797-65-0	0.1	mg/kg		<0.1	<0.1	<0.1	<0.1	<0.1
EK058G: Nitrate as N by Discrete Analyser									
Nitrate as N (Sol.)	14797-55-8	0.1	mg/kg		2.8	2.4	2.2	2.3	2.2
EK059G: Nitrite plus Nitrate as N (NOx) by Discrete Analyser									
Nitrite + Nitrate as N (Sol.)	----	0.1	mg/kg		2.8	2.4	2.2	2.3	2.2
EK061G: Total Kjeldahl Nitrogen By Discrete Analyser									
Total Kjeldahl Nitrogen as N	----	20	mg/kg		80	60	70	40	70
EK062: Total Nitrogen as N (TKN + NOx)									
^ Total Nitrogen as N	----	20	mg/kg		80	60	70	40	70
EK067G: Total Phosphorus as P by Discrete Analyser									
Total Phosphorus as P	----	2	mg/kg		41	56	42	24	44
EP074A: Monocyclic Aromatic Hydrocarbons									
Styrene	100-42-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Isopropylbenzene	98-82-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
n-Propylbenzene	103-65-1	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.3.5-Trimethylbenzene	108-67-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
sec-Butylbenzene	135-98-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2.4-Trimethylbenzene	95-63-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5

Page	: 5 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)				Client sample ID	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00
Compound	CAS Number	LOR	Unit		EB2002718-001	EB2002718-002	EB2002718-003	EB2002718-004	EB2002718-005
					Result	Result	Result	Result	Result
EP074A: Monocyclic Aromatic Hydrocarbons - Continued									
tert-Butylbenzene	98-06-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
p-Isopropyltoluene	99-87-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
n-Butylbenzene	104-51-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
EP074B: Oxygenated Compounds									
Vinyl Acetate	108-05-4	5	mg/kg		<5	<5	<5	<5	<5
2-Butanone (MEK)	78-93-3	5	mg/kg		<5	<5	<5	<5	<5
4-Methyl-2-pentanone (MIBK)	108-10-1	5	mg/kg		<5	<5	<5	<5	<5
2-Hexanone (MBK)	591-78-6	5	mg/kg		<5	<5	<5	<5	<5
EP074C: Sulfonated Compounds									
Carbon disulfide	75-15-0	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
EP074D: Fumigants									
2.2-Dichloropropane	594-20-7	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2-Dichloropropane	78-87-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
cis-1.3-Dichloropropylene	10061-01-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
trans-1.3-Dichloropropylene	10061-02-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2-Dibromoethane (EDB)	106-93-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
EP074E: Halogenated Aliphatic Compounds									
Dichlorodifluoromethane	75-71-8	5	mg/kg		<5	<5	<5	<5	<5
Chloromethane	74-87-3	5	mg/kg		<5	<5	<5	<5	<5
Vinyl chloride	75-01-4	5	mg/kg		<5	<5	<5	<5	<5
Bromomethane	74-83-9	5	mg/kg		<5	<5	<5	<5	<5
Chloroethane	75-00-3	5	mg/kg		<5	<5	<5	<5	<5
Trichlorofluoromethane	75-69-4	5	mg/kg		<5	<5	<5	<5	<5
1.1-Dichloroethene	75-35-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Iodomethane	74-88-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
trans-1.2-Dichloroethene	156-60-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.1-Dichloroethane	75-34-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
cis-1.2-Dichloroethene	156-59-2	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.1.1-Trichloroethane	71-55-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.1-Dichloropropylene	563-58-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Carbon Tetrachloride	56-23-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2-Dichloroethane	107-06-2	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Trichloroethene	79-01-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Dibromomethane	74-95-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5

Page : 6 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00
Compound	CAS Number	LOR	Unit		EB2002718-001	EB2002718-002	EB2002718-003	EB2002718-004	EB2002718-005
					Result	Result	Result	Result	Result
EP074E: Halogenated Aliphatic Compounds - Continued									
1.1.2-Trichloroethane	79-00-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.3-Dichloropropane	142-28-9	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Tetrachloroethene	127-18-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.1.1.2-Tetrachloroethane	630-20-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
trans-1.4-Dichloro-2-butene	110-57-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
cis-1.4-Dichloro-2-butene	1476-11-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.1.2.2-Tetrachloroethane	79-34-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2.3-Trichloropropane	96-18-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Pentachloroethane	76-01-7	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2-Dibromo-3-chloropropane	96-12-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Hexachlorobutadiene	87-68-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
EP074F: Halogenated Aromatic Compounds									
Chlorobenzene	108-90-7	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Bromobenzene	108-86-1	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
2-Chlorotoluene	95-49-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
4-Chlorotoluene	106-43-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.3-Dichlorobenzene	541-73-1	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.4-Dichlorobenzene	106-46-7	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2-Dichlorobenzene	95-50-1	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2.4-Trichlorobenzene	120-82-1	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
1.2.3-Trichlorobenzene	87-61-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
EP074G: Trihalomethanes									
Chloroform	67-66-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Bromodichloromethane	75-27-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Dibromochloromethane	124-48-1	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Bromoform	75-25-2	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons									
Naphthalene	91-20-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Acenaphthylene	208-96-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Acenaphthene	83-32-9	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Fluorene	86-73-7	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Phenanthrene	85-01-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Anthracene	120-12-7	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Fluoranthene	206-44-0	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5

Page : 7 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00
Compound	CAS Number	LOR	Unit		EB2002718-001	EB2002718-002	EB2002718-003	EB2002718-004	EB2002718-005
					Result	Result	Result	Result	Result
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons - Continued									
Pyrene	129-00-0	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Benz(a)anthracene	56-55-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Chrysene	218-01-9	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Benzo(b+j)fluoranthene	205-99-2 205-82-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Benzo(k)fluoranthene	207-08-9	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Benzo(a)pyrene	50-32-8	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Indeno(1.2.3.cd)pyrene	193-39-5	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Dibenz(a.h)anthracene	53-70-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Benzo(g.h.i)perylene	191-24-2	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
^ Sum of polycyclic aromatic hydrocarbons	----	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
^ Benzo(a)pyrene TEQ (zero)	----	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
^ Benzo(a)pyrene TEQ (half LOR)	----	0.5	mg/kg		**0.6**	**0.6**	**0.6**	**0.6**	**0.6**
^ Benzo(a)pyrene TEQ (LOR)	----	0.5	mg/kg		**1.2**	**1.2**	**1.2**	**1.2**	**1.2**
EP080/071: Total Petroleum Hydrocarbons									
C6 - C9 Fraction	----	10	mg/kg		<10	<10	<10	<10	<10
C10 - C14 Fraction	----	50	mg/kg		<50	<50	<50	<50	<50
C15 - C28 Fraction	----	100	mg/kg		<100	<100	<100	<100	<100
C29 - C36 Fraction	----	100	mg/kg		<100	<100	<100	<100	<100
^ C10 - C36 Fraction (sum)	----	50	mg/kg		<50	<50	<50	<50	<50
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions									
C6 - C10 Fraction	C6_C10	10	mg/kg		<10	<10	<10	<10	<10
^ C6 - C10 Fraction minus BTEX (F1)	C6_C10-BTEX	10	mg/kg		<10	<10	<10	<10	<10
>C10 - C16 Fraction	----	50	mg/kg		<50	<50	<50	<50	<50
>C16 - C34 Fraction	----	100	mg/kg		<100	<100	<100	<100	<100
>C34 - C40 Fraction	----	100	mg/kg		<100	<100	<100	<100	<100
^ >C10 - C40 Fraction (sum)	----	50	mg/kg		<50	<50	<50	<50	<50
^ >C10 - C16 Fraction minus Naphthalene (F2)	----	50	mg/kg		<50	<50	<50	<50	<50
EP080: BTEXN									
Benzene	71-43-2	0.2	mg/kg		<0.2	<0.2	<0.2	<0.2	<0.2
Toluene	108-88-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Ethylbenzene	100-41-4	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
meta- & para-Xylene	108-38-3 106-42-3	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
ortho-Xylene	95-47-6	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5

Page : 8 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)				Client sample ID	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00	03-Feb-2020 00:00
Compound	CAS Number	LOR	Unit		EB2002718-001	EB2002718-002	EB2002718-003	EB2002718-004	EB2002718-005
					Result	Result	Result	Result	Result
EP080: BTEXN - Continued									
^ **Sum of BTEX**	----	0.2	mg/kg		<0.2	<0.2	<0.2	<0.2	<0.2
^ **Total Xylenes**	----	0.5	mg/kg		<0.5	<0.5	<0.5	<0.5	<0.5
Naphthalene	91-20-3	1	mg/kg		<1	<1	<1	<1	<1
EP074S: VOC Surrogates									
1.2-Dichloroethane-D4	17060-07-0	0.5	%		**124**	**110**	**126**	**77.3**	**131**
Toluene-D8	2037-26-5	0.5	%		**107**	**100**	**106**	**87.8**	**105**
4-Bromofluorobenzene	460-00-4	0.5	%		**111**	**106**	**108**	**102**	**113**
EP075(SIM)S: Phenolic Compound Surrogates									
Phenol-d6	13127-88-3	0.5	%		**105**	**102**	**100**	**96.8**	**102**
2-Chlorophenol-D4	93951-73-6	0.5	%		**103**	**89.8**	**97.2**	**80.4**	**99.8**
2.4.6-Tribromophenol	118-79-6	0.5	%		**90.6**	**91.1**	**86.6**	**89.5**	**88.0**
EP075(SIM)T: PAH Surrogates									
2-Fluorobiphenyl	321-60-8	0.5	%		**104**	**104**	**99.6**	**97.1**	**102**
Anthracene-d10	1719-06-8	0.5	%		**94.4**	**99.0**	**91.1**	**95.7**	**93.0**
4-Terphenyl-d14	1718-51-0	0.5	%		**88.2**	**91.5**	**85.2**	**89.7**	**87.2**
EP080S: TPH(V)/BTEX Surrogates									
1.2-Dichloroethane-D4	17060-07-0	0.2	%		**128**	**117**	**133**	**88.7**	**140**
Toluene-D8	2037-26-5	0.2	%		**102**	**95.7**	**101**	**83.8**	**100**
4-Bromofluorobenzene	460-00-4	0.2	%		**110**	**105**	**107**	**110**	**111**

Page	: 9 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)			Client sample ID	Sample 6	QA	----	----	----
			Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	----	----	----
Compound	CAS Number	LOR	Unit	EB2002718-006	EB2002718-007	---------	---------	---------
				Result	Result	----	----	----
EA002: pH 1:5 (Soils)								
pH Value	----	0.1	pH Unit	**5.7**	**5.8**	----	----	----
EA010: Conductivity (1:5)								
Electrical Conductivity @ 25°C	----	1	µS/cm	**16**	**14**	----	----	----
EA013: Acid Neutralising Capacity								
ANC as H2SO4	----	0.5	kg H2SO4 equiv./t	**1.7**	**2.2**	----	----	----
ANC as CaCO3	----	0.1	% CaCO3	**0.2**	**0.2**	----	----	----
Fizz Rating	----	0	Fizz Unit	**0**	**0**	----	----	----
EA055: Moisture Content (Dried @ 105-110°C)								
Moisture Content	----	1.0	%	**10.6**	**8.3**	----	----	----
EA200: AS 4964 - 2004 Identification of Asbestos in Soils								
Asbestos Detected	1332-21-4	0.1	g/kg	**No**	**No**	----	----	----
Asbestos (Trace)	1332-21-4	5	Fibres	**No**	**No**	----	----	----
Asbestos Type	1332-21-4	-	--	**-**	**-**	----	----	----
Synthetic Mineral Fibre	----	0.1	g/kg	**No**	**No**	----	----	----
Organic Fibre	----	0.1	g/kg	**No**	**No**	----	----	----
Sample weight (dry)	----	0.01	g	**591**	**476**	----	----	----
APPROVED IDENTIFIER:	----	-	--	**A. SMYLIE**	**A. SMYLIE**	----	----	----
ED005: Exchange Acidity								
ø Exchange Acidity	----	0.1	meq/100g	**0.8**	**1.0**	----	----	----
ø Exchangeable Aluminium	----	0.1	meq/100g	**0.7**	**0.8**	----	----	----
ED007: Exchangeable Cations								
Exchangeable Calcium	----	0.1	meq/100g	**0.7**	**0.9**	----	----	----
Exchangeable Magnesium	----	0.1	meq/100g	**1.2**	**1.5**	----	----	----
Exchangeable Potassium	----	0.1	meq/100g	<0.1	<0.1	----	----	----
Exchangeable Sodium	----	0.1	meq/100g	**0.4**	**0.5**	----	----	----
Cation Exchange Capacity	----	0.1	meq/100g	**3.2**	**4.1**	----	----	----
Exchangeable Sodium Percent	----	0.1	%	**18.8**	**17.7**	----	----	----
Calcium/Magnesium Ratio	----	0.1	-	**0.6**	**0.6**	----	----	----
EG005(ED093)T: Total Metals by ICP-AES								
Arsenic	7440-38-2	5	mg/kg	<5	<5	----	----	----
Barium	7440-39-3	10	mg/kg	**70**	**80**	----	----	----
Beryllium	7440-41-7	1	mg/kg	<1	<1	----	----	----
Boron	7440-42-8	50	mg/kg	<50	<50	----	----	----

Page	: 10 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)				Client sample ID	Sample 6	QA	----	----	----
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	----	----	----
Compound	CAS Number	LOR	Unit		EB2002718-006	EB2002718-007	---------	---------	---------
					Result	Result	----	----	----
EG005(ED093)T: Total Metals by ICP-AES - Continued									
Cadmium	7440-43-9	1	mg/kg		<1	<1	----	----	----
Chromium	7440-47-3	2	mg/kg		**5**	**5**	----	----	----
Cobalt	7440-48-4	2	mg/kg		<2	<2	----	----	----
Copper	7440-50-8	5	mg/kg		<5	<5	----	----	----
Lead	7439-92-1	5	mg/kg		<5	<5	----	----	----
Manganese	7439-96-5	5	mg/kg		<5	<5	----	----	----
Nickel	7440-02-0	2	mg/kg		<2	<2	----	----	----
Selenium	7782-49-2	5	mg/kg		<5	<5	----	----	----
Vanadium	7440-62-2	5	mg/kg		**25**	**20**	----	----	----
Zinc	7440-66-6	5	mg/kg		<5	<5	----	----	----
EG035T: Total Recoverable Mercury by FIMS									
Mercury	7439-97-6	0.1	mg/kg		<0.1	<0.1	----	----	----
EK055: Ammonia as N									
Ammonia as N	7664-41-7	20	mg/kg		<20	<20	----	----	----
EK057G: Nitrite as N by Discrete Analyser									
Nitrite as N (Sol.)	14797-65-0	0.1	mg/kg		<0.1	<0.1	----	----	----
EK058G: Nitrate as N by Discrete Analyser									
Nitrate as N (Sol.)	14797-55-8	0.1	mg/kg		**2.8**	**1.9**	----	----	----
EK059G: Nitrite plus Nitrate as N (NOx) by Discrete Analyser									
Nitrite + Nitrate as N (Sol.)	----	0.1	mg/kg		**2.8**	**1.9**	----	----	----
EK061G: Total Kjeldahl Nitrogen By Discrete Analyser									
Total Kjeldahl Nitrogen as N	----	20	mg/kg		**70**	**80**	----	----	----
EK062: Total Nitrogen as N (TKN + NOx)									
^ **Total Nitrogen as N**	----	20	mg/kg		**70**	**80**	----	----	----
EK067G: Total Phosphorus as P by Discrete Analyser									
Total Phosphorus as P	----	2	mg/kg		**47**	**59**	----	----	----
EP074A: Monocyclic Aromatic Hydrocarbons									
Styrene	100-42-5	0.5	mg/kg		<0.5	<0.5	----	----	----
Isopropylbenzene	98-82-8	0.5	mg/kg		<0.5	<0.5	----	----	----
n-Propylbenzene	103-65-1	0.5	mg/kg		<0.5	<0.5	----	----	----
1.3.5-Trimethylbenzene	108-67-8	0.5	mg/kg		<0.5	<0.5	----	----	----
sec-Butylbenzene	135-98-8	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2.4-Trimethylbenzene	95-63-6	0.5	mg/kg		<0.5	<0.5	----	----	----
tert-Butylbenzene	98-06-6	0.5	mg/kg		<0.5	<0.5	----	----	----

Page	: 11 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)				Client sample ID	Sample 6	QA	----	----	----
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	----	----	----
Compound	CAS Number	LOR	Unit		EB2002718-006	EB2002718-007	---------	---------	---------
					Result	Result	----	----	----
EP074A: Monocyclic Aromatic Hydrocarbons - Continued									
p-Isopropyltoluene	99-87-6	0.5	mg/kg		<0.5	<0.5	----	----	----
n-Butylbenzene	104-51-8	0.5	mg/kg		<0.5	<0.5	----	----	----
EP074B: Oxygenated Compounds									
Vinyl Acetate	108-05-4	5	mg/kg		<5	<5	----	----	----
2-Butanone (MEK)	78-93-3	5	mg/kg		<5	<5	----	----	----
4-Methyl-2-pentanone (MIBK)	108-10-1	5	mg/kg		<5	<5	----	----	----
2-Hexanone (MBK)	591-78-6	5	mg/kg		<5	<5	----	----	----
EP074C: Sulfonated Compounds									
Carbon disulfide	75-15-0	0.5	mg/kg		<0.5	<0.5	----	----	----
EP074D: Fumigants									
2.2-Dichloropropane	594-20-7	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2-Dichloropropane	78-87-5	0.5	mg/kg		<0.5	<0.5	----	----	----
cis-1.3-Dichloropropylene	10061-01-5	0.5	mg/kg		<0.5	<0.5	----	----	----
trans-1.3-Dichloropropylene	10061-02-6	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2-Dibromoethane (EDB)	106-93-4	0.5	mg/kg		<0.5	<0.5	----	----	----
EP074E: Halogenated Aliphatic Compounds									
Dichlorodifluoromethane	75-71-8	5	mg/kg		<5	<5	----	----	----
Chloromethane	74-87-3	5	mg/kg		<5	<5	----	----	----
Vinyl chloride	75-01-4	5	mg/kg		<5	<5	----	----	----
Bromomethane	74-83-9	5	mg/kg		<5	<5	----	----	----
Chloroethane	75-00-3	5	mg/kg		<5	<5	----	----	----
Trichlorofluoromethane	75-69-4	5	mg/kg		<5	<5	----	----	----
1.1-Dichloroethene	75-35-4	0.5	mg/kg		<0.5	<0.5	----	----	----
Iodomethane	74-88-4	0.5	mg/kg		<0.5	<0.5	----	----	----
trans-1.2-Dichloroethene	156-60-5	0.5	mg/kg		<0.5	<0.5	----	----	----
1.1-Dichloroethane	75-34-3	0.5	mg/kg		<0.5	<0.5	----	----	----
cis-1.2-Dichloroethene	156-59-2	0.5	mg/kg		<0.5	<0.5	----	----	----
1.1.1-Trichloroethane	71-55-6	0.5	mg/kg		<0.5	<0.5	----	----	----
1.1-Dichloropropylene	563-58-6	0.5	mg/kg		<0.5	<0.5	----	----	----
Carbon Tetrachloride	56-23-5	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2-Dichloroethane	107-06-2	0.5	mg/kg		<0.5	<0.5	----	----	----
Trichloroethene	79-01-6	0.5	mg/kg		<0.5	<0.5	----	----	----
Dibromomethane	74-95-3	0.5	mg/kg		<0.5	<0.5	----	----	----
1.1.2-Trichloroethane	79-00-5	0.5	mg/kg		<0.5	<0.5	----	----	----

Page : 12 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	Sample 6	QA	----	----	----
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	----	----	----
Compound	CAS Number	LOR	Unit		EB2002718-006	EB2002718-007	---------	---------	---------
					Result	Result	----	----	----
EP074E: Halogenated Aliphatic Compounds - Continued									
1.3-Dichloropropane	142-28-9	0.5	mg/kg		<0.5	<0.5	----	----	----
Tetrachloroethene	127-18-4	0.5	mg/kg		<0.5	<0.5	----	----	----
1.1.1.2-Tetrachloroethane	630-20-6	0.5	mg/kg		<0.5	<0.5	----	----	----
trans-1.4-Dichloro-2-butene	110-57-6	0.5	mg/kg		<0.5	<0.5	----	----	----
cis-1.4-Dichloro-2-butene	1476-11-5	0.5	mg/kg		<0.5	<0.5	----	----	----
1.1.2.2-Tetrachloroethane	79-34-5	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2.3-Trichloropropane	96-18-4	0.5	mg/kg		<0.5	<0.5	----	----	----
Pentachloroethane	76-01-7	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2-Dibromo-3-chloropropane	96-12-8	0.5	mg/kg		<0.5	<0.5	----	----	----
Hexachlorobutadiene	87-68-3	0.5	mg/kg		<0.5	<0.5	----	----	----
EP074F: Halogenated Aromatic Compounds									
Chlorobenzene	108-90-7	0.5	mg/kg		<0.5	<0.5	----	----	----
Bromobenzene	108-86-1	0.5	mg/kg		<0.5	<0.5	----	----	----
2-Chlorotoluene	95-49-8	0.5	mg/kg		<0.5	<0.5	----	----	----
4-Chlorotoluene	106-43-4	0.5	mg/kg		<0.5	<0.5	----	----	----
1.3-Dichlorobenzene	541-73-1	0.5	mg/kg		<0.5	<0.5	----	----	----
1.4-Dichlorobenzene	106-46-7	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2-Dichlorobenzene	95-50-1	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2.4-Trichlorobenzene	120-82-1	0.5	mg/kg		<0.5	<0.5	----	----	----
1.2.3-Trichlorobenzene	87-61-6	0.5	mg/kg		<0.5	<0.5	----	----	----
EP074G: Trihalomethanes									
Chloroform	67-66-3	0.5	mg/kg		<0.5	<0.5	----	----	----
Bromodichloromethane	75-27-4	0.5	mg/kg		<0.5	<0.5	----	----	----
Dibromochloromethane	124-48-1	0.5	mg/kg		<0.5	<0.5	----	----	----
Bromoform	75-25-2	0.5	mg/kg		<0.5	<0.5	----	----	----
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons									
Naphthalene	91-20-3	0.5	mg/kg		<0.5	<0.5	----	----	----
Acenaphthylene	208-96-8	0.5	mg/kg		<0.5	<0.5	----	----	----
Acenaphthene	83-32-9	0.5	mg/kg		<0.5	<0.5	----	----	----
Fluorene	86-73-7	0.5	mg/kg		<0.5	<0.5	----	----	----
Phenanthrene	85-01-8	0.5	mg/kg		<0.5	<0.5	----	----	----
Anthracene	120-12-7	0.5	mg/kg		<0.5	<0.5	----	----	----
Fluoranthene	206-44-0	0.5	mg/kg		<0.5	<0.5	----	----	----
Pyrene	129-00-0	0.5	mg/kg		<0.5	<0.5	----	----	----

Page : 13 of 15
Work Order : EB2002718
Client : ALPHA CONCEPTS PTY LTD
Project : Gravel Testing

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	Sample 6	QA	----	----	----
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	----	----	----
Compound	CAS Number	LOR	Unit		EB2002718-006	EB2002718-007	---------	---------	---------
					Result	Result	----	----	----
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons - Continued									
Benz(a)anthracene	56-55-3	0.5	mg/kg		<0.5	<0.5	----	----	----
Chrysene	218-01-9	0.5	mg/kg		<0.5	<0.5	----	----	----
Benzo(b+j)fluoranthene	205-99-2 205-82-3	0.5	mg/kg		<0.5	<0.5	----	----	----
Benzo(k)fluoranthene	207-08-9	0.5	mg/kg		<0.5	<0.5	----	----	----
Benzo(a)pyrene	50-32-8	0.5	mg/kg		<0.5	<0.5	----	----	----
Indeno(1.2.3.cd)pyrene	193-39-5	0.5	mg/kg		<0.5	<0.5	----	----	----
Dibenz(a.h)anthracene	53-70-3	0.5	mg/kg		<0.5	<0.5	----	----	----
Benzo(g.h.i)perylene	191-24-2	0.5	mg/kg		<0.5	<0.5	----	----	----
^ Sum of polycyclic aromatic hydrocarbons	----	0.5	mg/kg		<0.5	<0.5	----	----	----
^ Benzo(a)pyrene TEQ (zero)	----	0.5	mg/kg		<0.5	<0.5	----	----	----
^ Benzo(a)pyrene TEQ (half LOR)	----	0.5	mg/kg		**0.6**	**0.6**	----	----	----
^ Benzo(a)pyrene TEQ (LOR)	----	0.5	mg/kg		**1.2**	**1.2**	----	----	----
EP080/071: Total Petroleum Hydrocarbons									
C6 - C9 Fraction	----	10	mg/kg		<10	<10	----	----	----
C10 - C14 Fraction	----	50	mg/kg		<50	<50	----	----	----
C15 - C28 Fraction	----	100	mg/kg		<100	<100	----	----	----
C29 - C36 Fraction	----	100	mg/kg		<100	<100	----	----	----
^ C10 - C36 Fraction (sum)	----	50	mg/kg		<50	<50	----	----	----
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions									
C6 - C10 Fraction	C6_C10	10	mg/kg		<10	<10	----	----	----
^ C6 - C10 Fraction minus BTEX (F1)	C6_C10-BTEX	10	mg/kg		<10	<10	----	----	----
>C10 - C16 Fraction	----	50	mg/kg		<50	<50	----	----	----
>C16 - C34 Fraction	----	100	mg/kg		<100	<100	----	----	----
>C34 - C40 Fraction	----	100	mg/kg		<100	<100	----	----	----
^ >C10 - C40 Fraction (sum)	----	50	mg/kg		<50	<50	----	----	----
^ >C10 - C16 Fraction minus Naphthalene (F2)	----	50	mg/kg		<50	<50	----	----	----
EP080: BTEXN									
Benzene	71-43-2	0.2	mg/kg		<0.2	<0.2	----	----	----
Toluene	108-88-3	0.5	mg/kg		<0.5	<0.5	----	----	----
Ethylbenzene	100-41-4	0.5	mg/kg		<0.5	<0.5	----	----	----
meta- & para-Xylene	108-38-3 106-42-3	0.5	mg/kg		<0.5	<0.5	----	----	----
ortho-Xylene	95-47-6	0.5	mg/kg		<0.5	<0.5	----	----	----
^ Sum of BTEX	----	0.2	mg/kg		<0.2	<0.2	----	----	----

Page	: 14 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

Analytical Results

Sub-Matrix: **SOIL** (Matrix: **SOIL**)				Client sample ID	**Sample 6**	**QA**	-----	-----	-----
				Client sampling date / time	03-Feb-2020 00:00	03-Feb-2020 00:00	----	----	----
Compound	*CAS Number*	*LOR*	*Unit*		**EB2002718-006**	**EB2002718-007**	---------	---------	---------
					Result	Result	----	----	----
EP080: BTEXN - Continued									
^ **Total Xylenes**	----	0.5	mg/kg		<0.5	<0.5	----	----	----
Naphthalene	91-20-3	1	mg/kg		<1	<1	----	----	----
EP074S: VOC Surrogates									
1.2-Dichloroethane-D4	17060-07-0	0.5	%		**119**	**130**	----	----	----
Toluene-D8	2037-26-5	0.5	%		**109**	**108**	----	----	----
4-Bromofluorobenzene	460-00-4	0.5	%		**107**	**111**	----	----	----
EP075(SIM)S: Phenolic Compound Surrogates									
Phenol-d6	13127-88-3	0.5	%		**107**	**117**	----	----	----
2-Chlorophenol-D4	93951-73-6	0.5	%		**98.7**	**113**	----	----	----
2.4.6-Tribromophenol	118-79-6	0.5	%		**90.6**	**97.6**	----	----	----
EP075(SIM)T: PAH Surrogates									
2-Fluorobiphenyl	321-60-8	0.5	%		**104**	**117**	----	----	----
Anthracene-d10	1719-06-8	0.5	%		**97.9**	**107**	----	----	----
4-Terphenyl-d14	1718-51-0	0.5	%		**90.8**	**100**	----	----	----
EP080S: TPH(V)/BTEX Surrogates									
1.2-Dichloroethane-D4	17060-07-0	0.2	%		**122**	**132**	----	----	----
Toluene-D8	2037-26-5	0.2	%		**104**	**104**	----	----	----
4-Bromofluorobenzene	460-00-4	0.2	%		**106**	**111**	----	----	----

Analytical Results

Descriptive Results

Sub-Matrix: **SOIL**

Method: Compound	*Client sample ID - Client sampling date / time*	*Analytical Results*
EA200: AS 4964 - 2004 Identification of Asbestos in Soils		
EA200: Description	Sample 1 - 03-Feb-2020 00:00	Light brown soil.
EA200: Description	Sample 2 - 03-Feb-2020 00:00	Light brown soil.
EA200: Description	Sample 3 - 03-Feb-2020 00:00	Light brown soil.
EA200: Description	Sample 4 - 03-Feb-2020 00:00	Light brown soil.
EA200: Description	Sample 5 - 03-Feb-2020 00:00	Light brown soil.
EA200: Description	Sample 6 - 03-Feb-2020 00:00	Light brown soil.
EA200: Description	QA - 03-Feb-2020 00:00	Light brown soil.

Page	: 15 of 15
Work Order	: EB2002718
Client	: ALPHA CONCEPTS PTY LTD
Project	: Gravel Testing

Surrogate Control Limits

Sub-Matrix: **SOIL**		Recovery Limits (%)	
Compound	CAS Number	Low	High
EP074S: VOC Surrogates			
1.2-Dichloroethane-D4	17060-07-0	53	134
Toluene-D8	2037-26-5	60	131
4-Bromofluorobenzene	460-00-4	59	127
EP075(SIM)S: Phenolic Compound Surrogates			
Phenol-d6	13127-88-3	35	154
2-Chlorophenol-D4	93951-73-6	42	153
2.4.6-Tribromophenol	118-79-6	26	157
EP075(SIM)T: PAH Surrogates			
2-Fluorobiphenyl	321-60-8	34	156
Anthracene-d10	1719-06-8	37	153
4-Terphenyl-d14	1718-51-0	42	172
EP080S: TPH(V)/BTEX Surrogates			
1.2-Dichloroethane-D4	17060-07-0	53	134
Toluene-D8	2037-26-5	60	131
4-Bromofluorobenzene	460-00-4	59	127

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 04:39pm

	Method	Analyte	Result		LOR	Guideline	Date Started
	Metals						
522929	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						
522928	SAR by Calculation	Sodium Absorption Ratio	2.6	Units	0		
522926	Salinity		0.0357	psu			
522926	Solids - Total Dissolved	Total Dissolved Solids	46	mg/L	<1		08-09-2017
522926	Langelier Index	pHs @ 25 deg C	5.9				
	Langelier Index	Langliers Index	1.3				
	Physical Properties						
522926	EC, pH, Alkalinity, Turbidity	Electrical Conductance	67	µS/cm	<1		06-09-2017
	EC, pH, Alkalinity, Turbidity	pH	7.2		<0.1		06-09-2017
	EC, pH, Alkalinity, Turbidity	Total Alkalinity	5.5	mg CaCO3 / L	<1.5		06-09-2017
	EC, pH, Alkalinity, Turbidity	Turbidity	1.3	NTU	<0.1		06-09-2017
522926	Colour	Apparent Colour	12	Pt/Co units	<1		07-09-2017
	Nutrients and Anions						
522926	Anions - Fluoride	Fluoride	0.02	mg/L	<0.02		07-09-2017
522926	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

Client: Mornington Shire Council

Project No: 102169
Report ID: 36885
Date Issued: 11-Feb-2020
Page 3 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
809197	SAR by Calculation	Sodium Absorption Ratio	2.9 Units		0	
809197	Langelier Index	pHs @ 25 deg C	11 .			
	Langelier Index	Langliers Index	-4.3 .			
809196	Salinity		0.0780 psu			
	Physical Properties					
809197	EC, pH, Alkalinity, Turbidity	Electrical Conductance	160 µS/cm		<1	31-01-2020
	EC, pH, Alkalinity, Turbidity	pH	6.5 .		<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	16 NTU		<0.1	31-01-2020
809197	Colour	Apparent Colour	57 Pt/Co units		<1	31-01-2020
	Colour	True Colour	15 Pt/Co units		<1	31-01-2020
	Nutrients and Anions					
809197	Anions - Fluoride	Fluoride	0.02 mg/L		<0.02	07-02-2020
809197	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						
805197	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
809188	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						
809187	Solids - Total Dissolved	Total Dissolved Solids	100 mg/L		<1	31-01-2020

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12.3 MORNINGTON SHIRE COUNCIL - ORGANISATIONAL STRUCTURE - SECOND QUARTER REVIEW

Author: **Executive Manager of Corporate Governance and Communications**

Attachments: **1 Proposed Feb 2020 Org Chart (3).pdf**

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to seek Council adoption of the tabled, amended version of Council's Organisational Structure for the remainder of the 2019 – 2020 financial year.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has a requirement under the provisions of Section 196 of the Queensland Local Government Act 2009 (as amended) to by resolution; adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.

Mornington Shire Council continues to experience rapid organisational change and growth and there is an identified need for an amended organisational structure to be adopted by Council.

In line with the second quarter review of Council's operational budget and operational plan the organisational structure has been reviewed and amended as deemed appropriate. A copy of Council's amended organisational structure is tabled.

FINANCIAL & RESOURCE IMPLICATIONS

In line with Councils second quarter budget review

RECOMMENDATION

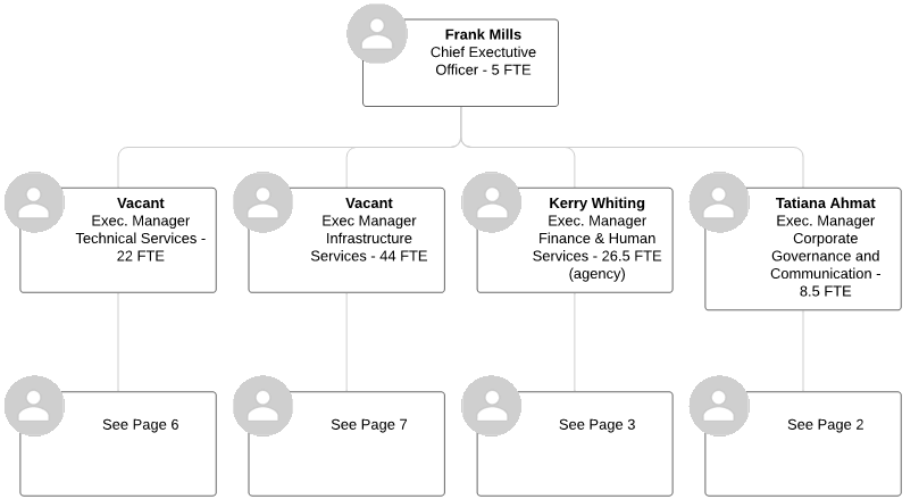
That Council adopt the amended organisational structure, as tabled for the remainder of the 2019 – 2020 financial year.

Mornington Shire Council

February 17, 2020

CEO Directorate

118 FTE
Vacant:
Local:
Non-Local:
Over:



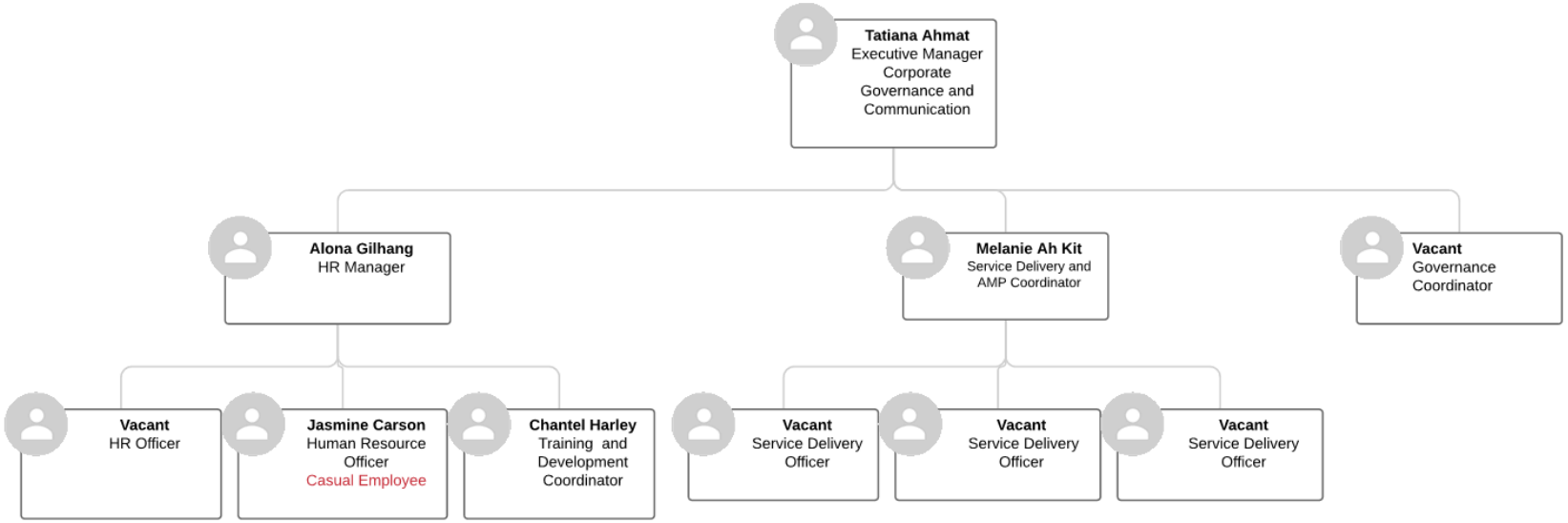
Total:5
Vacant:2
Local: 1
Non local: 2
Over: 0

1

Mornington Shire Council

February 17, 2020

Governance and Communication



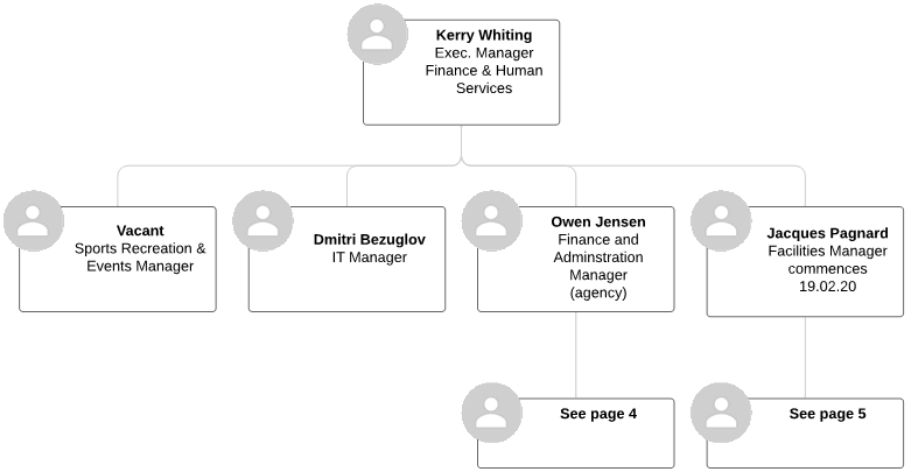
Total: 8.5
Vacant: 5
Local: 3
Non Local:1
Over: 0

2

Mornington Shire Council

February 17, 2020

Finance & Human Services Directorate



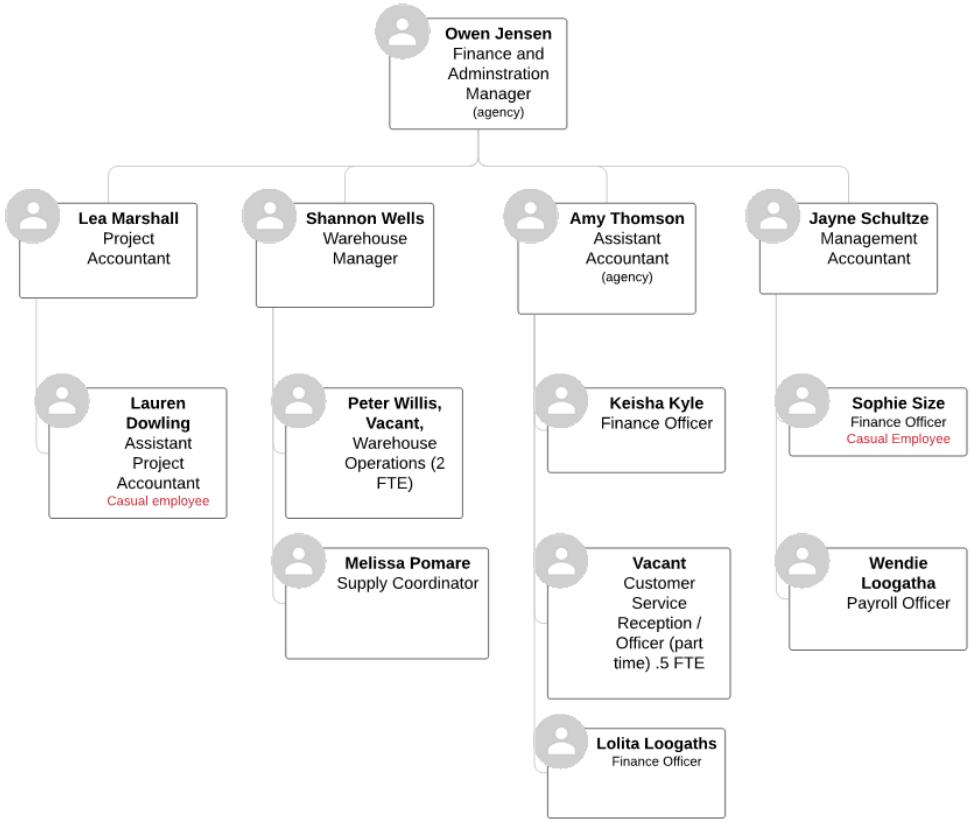
Total:26.5
Vacant:
Local:
Non local:
Over:

3

Mornington Shire Council

February 17, 2020

Finance & Human Services Directorate

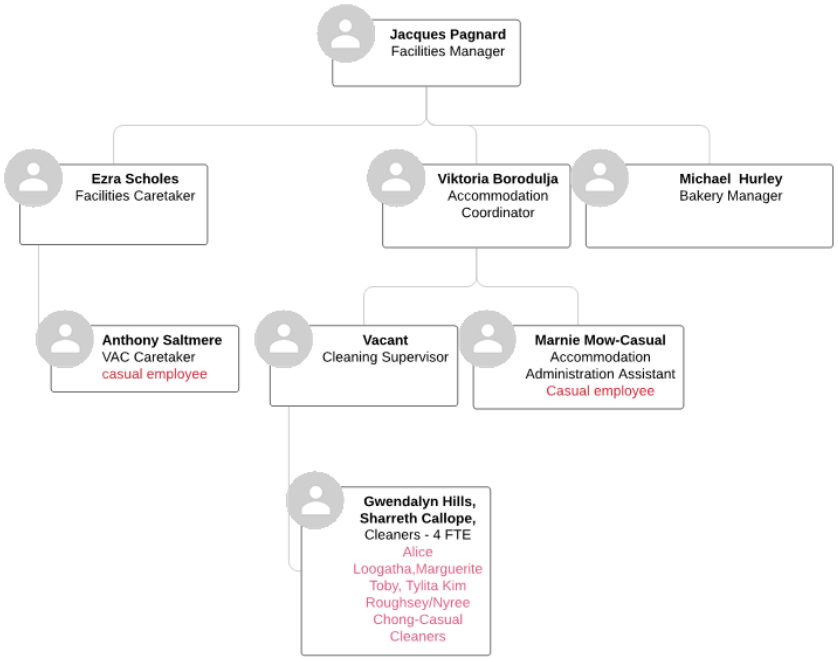


4

Mornington Shire Council

February 17, 2020

Finance & Human Services Directorate

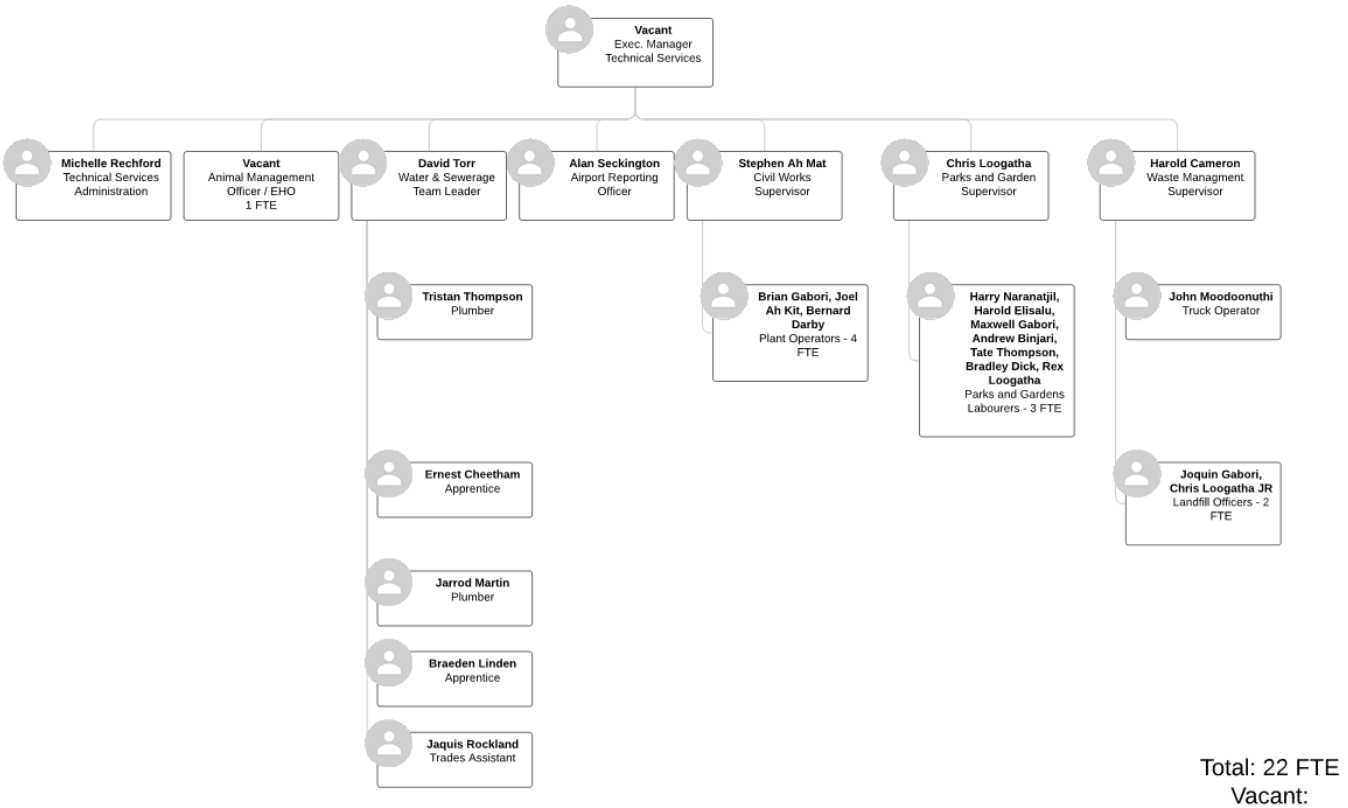


5

Mornington Shire Council

February 17, 2020

Technical Services



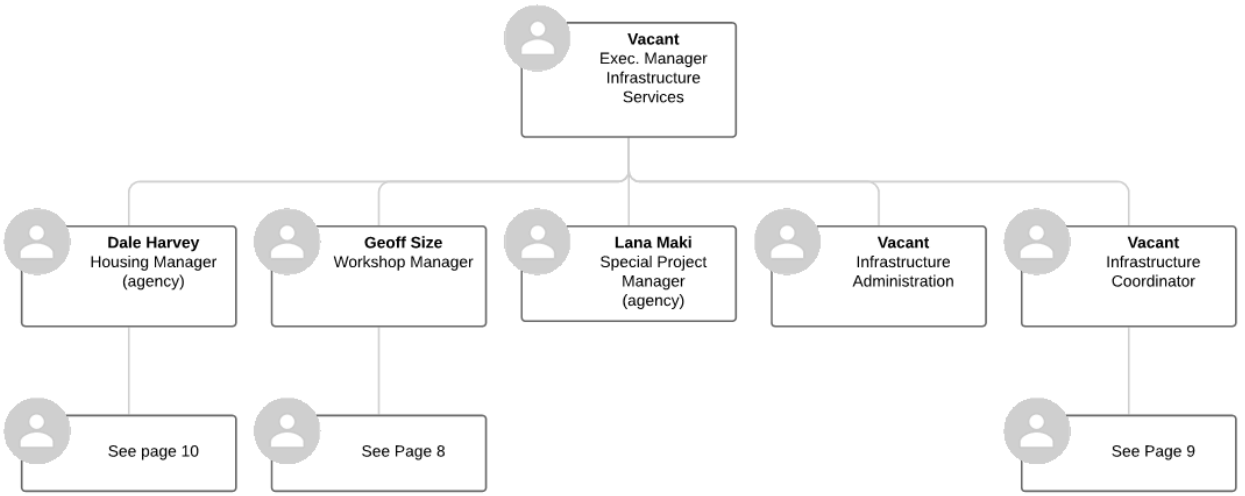
Total: 22 FTE
Vacant:
Local:
Non-local:
Over:

6

Mornington Shire Council

February 17, 2020

Infrastructure Services

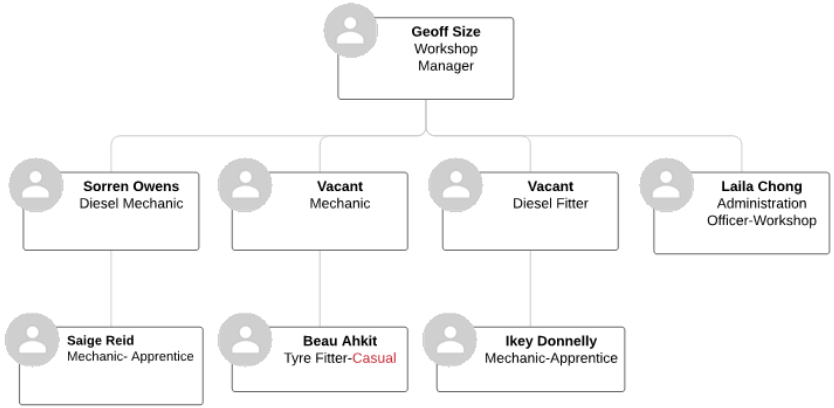


Total: 43 FTE
Vacant:
Local:
Non-local:
Over: 0

7

Mornington Shire Council

Infrastructure Services February 17, 2020

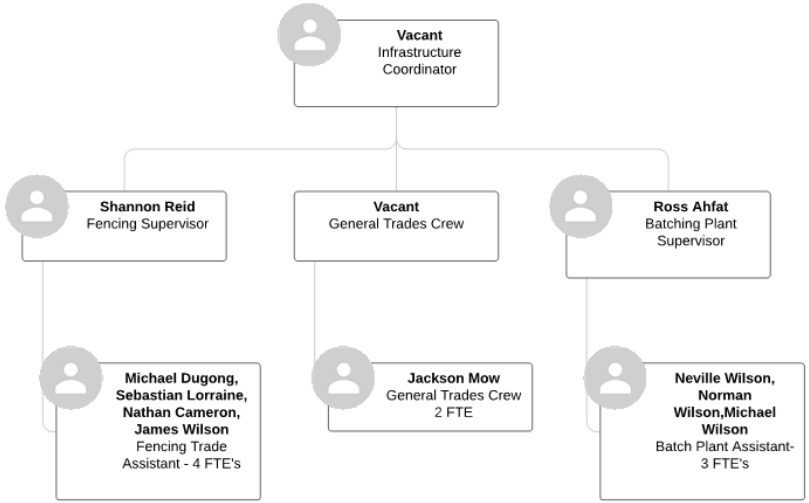


8

Mornington Shire Council

February 17, 2020

Infrastructure Services

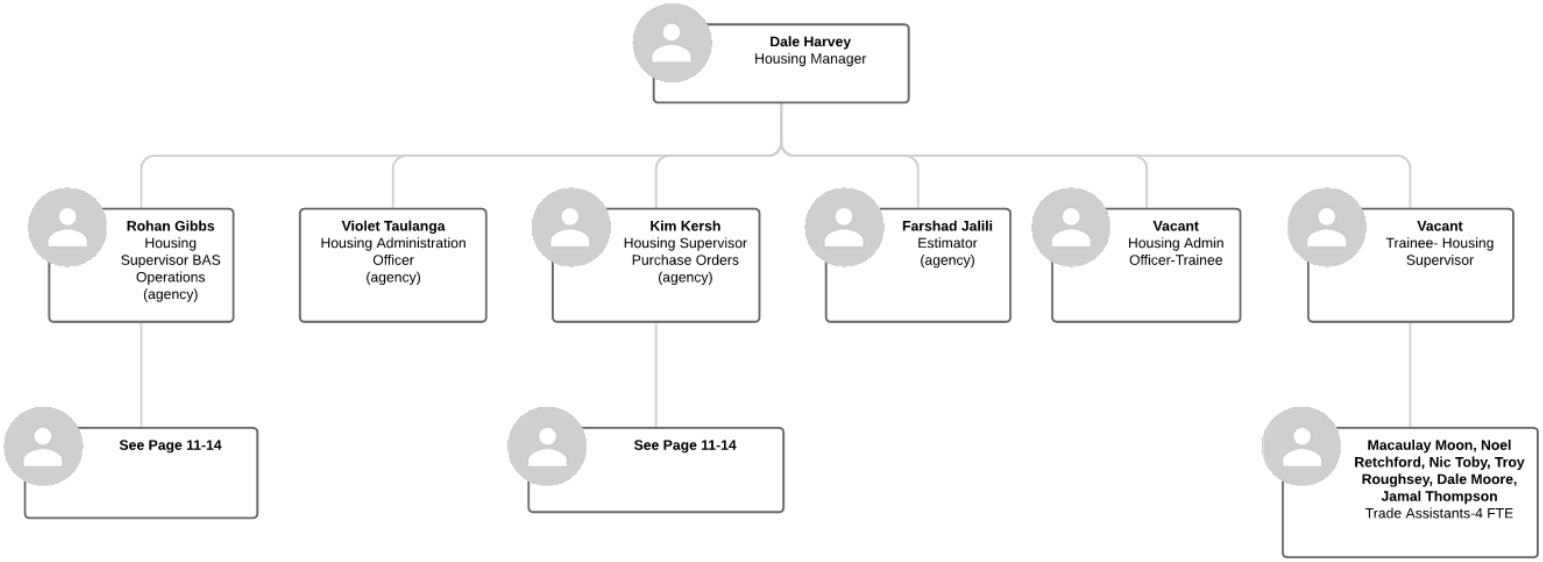


9

Mornington Shire Council

February 17, 2020

Infrastructure Services

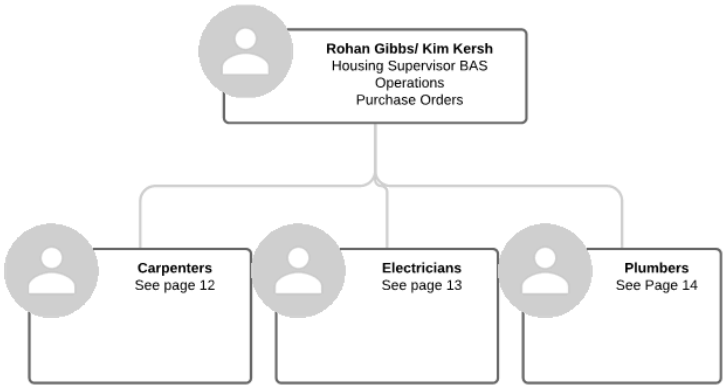


10

Mornington Shire Council

February 17, 2028

Infrastructure Services

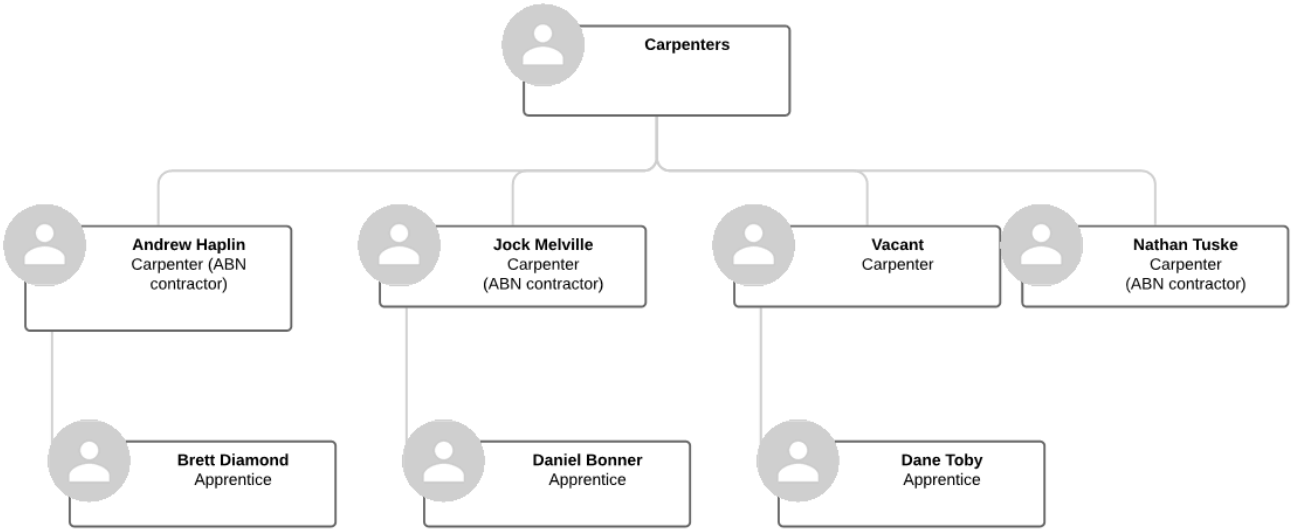


11

Mornington Shire Council

February 17, 2020

Infrastructure Services

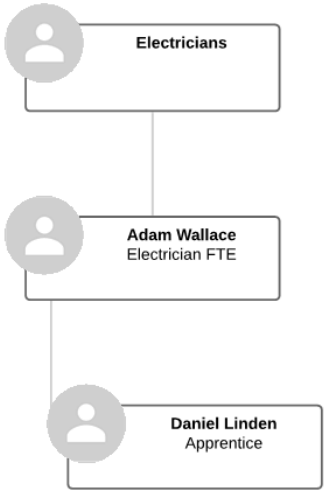


12

Mornington Shire Council

February 17, 2020

Infrastructure Services

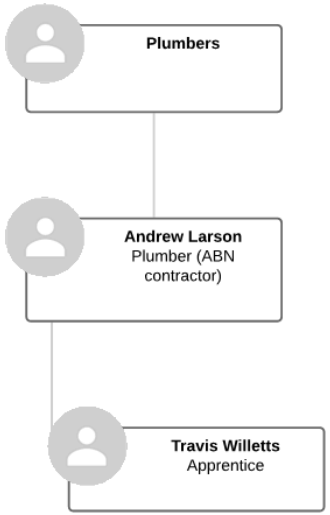


13

Mornington Shire Council

February 17, 2020

Infrastructure Services



12.4 MORNINGTON SHIRE COUNCIL - STRATEGIC - OPERATIONAL PLAN - 2019 - 2020 SECOND QUARTER REVIEW

Author: **Executive Manager of Corporate Governance and Communications**

Attachments: **1 Strategic-Plan_Corporate_Operational-Approved-by-Council-24.07.19-003-002.pdf**

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with the results of the second quarter review of Council's Strategic – Operational Plan for the 2019 – 2020 financial year.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to conduct quarterly reviews of its Strategic – Operational Plan to gauge performance measures and outcomes identified at the start of the financial year.

A review has been conducted of the second quarter performance measures of Council's Strategic – Operational plan and the plan amended accordingly. A copy of the updated plan is attached for Council consideration.

FINANCIAL & RESOURCE IMPLICATIONS

As outlined in the amended plan.

RECOMMENDATION

That Council note and receive the second quarter review of the 2019 – 2020 Mornington Shire Council Strategic – Operational Plan as tabled.

MORNINGTON SHIRE COUNCIL
Corporate and Operational Plan
2019-2024
MORNINGTON SHIRE COUNCIL

Our Vision

To empower our Community – Our people

To feel solid and strong like the rock in Mundalbe

To taste and hear the breaking waves of change

To establish clean, safe, healthy lifestyles togetherness Pride and respect for each other in our culture, achievements and successes

To see and smell the compassion and peacefulness of our community

Mornington Shire Council's vision for community is moving forward, together. Our vision is for a healthy and sustainable community, where people can influence decisions that affect their own lives, enjoy their rights, and assume their responsibilities. A community in which everyone is valued and treated equally. Our future is in our hands – we will get out of it what we put into it.

Our Mission

By 2024 Mornington will be a Community where:

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

Our Goals

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

- *Enhancing community well-being*
- *Keeping our Culture alive*
- *Creating opportunities for prosperity*
- *Protecting our country*
- *Enhancing and supporting local business*

Council's Values

- *Responsibilities*
- *Respect*
- *Compassion*
- *Hard work*
- *Working together*
- *Proud to belong*

Foreword

This Corporate and Operational Plan focuses on Council's obligations, roles and responsibilities in the development of a vibrant, self-sustaining, progressive Local Government. Two of the critical factors for Council to consider in developing our Corporate and Operational Plan are the acknowledgment that the Council has limited resources and limited opportunity to raise own source revenue. Additionally, with no rate base and heavy reliance on grant funding, coupled with community expectations, Council's services must be both affordable and fit for purpose.

Councillors play a strategic role, rather than an operational one in the development of this Corporate and Operational Plan and as such, whilst there is still scope for focus on the immediate needs of residents, Council recognises a higher obligation, which is to the whole of our Community and to the future of the entire Mornington Shire Council.

This Corporate Plan provides a framework for Council to plan, go about its business and deliver services for the next year and to set the scene for life beyond that. In developing this Corporate and Operational Plan, Council has considered and identified the following priorities:

Abbreviations and Acronyms

Mundalbe Enterprises Limited-	Company owned by Mornington Shire Council
CEO-	Chief Executive Officer
CFO-	Chief Financial Officer
EMFHS-	Executive Manager of Financial and Human Services
EMTS-	Executive Manager of Technical Services
EMI-	Executive Manager of Infrastructure
EMCGC-	Executive Manager of Corporate Governance and Communications
HRM-	Human Resources Manager
SREM-	Sport, Rec and Events Manager
FM-	Facilities Manager
ITM-	Information Technology Manager
WHS-	Workplace Health and Safety

Culture and People

Outcome: *Cultural heritage* *Our Council will ensure our community and visitors all have access to a diverse range of cultural and lifestyle experiences*	
Corporate Goals – 5-year plan	1. Develop tourism opportunities involving cultural experiences 2. Develop community cultural centre 3. Develop a local festival of national significance 4. Develop a program around culture camp or day out targeting on school holidays 5. Program for Staff involvement in community culture and significant sites 6. Utilisation of Indigenous knowledge as central point for any service provider or organisation 7. Advocate and partner with Organisations to capture History (and Story), Language, Song and Dance from Elders and the Community
Operational Outcomes for 2019 - 2020	
Outcome: Investigate digital on-line resources for development of cultural awareness and induction / on-boarding videos for staff, tourists and contractors.	**Measure:** Report to council by 30th June 2020. (HRM)
Outcome: Undertake partnership investigation with WILSSED Rangers into various tourism related opportunities that involve cultural heritage	**Measure:** Investigation to be finalised by June 2021. (Mundalbe Enterprises Limited) **October 2019 –** Due to Councillor conflict of interests and associated decision-making processes, there will be delays in the establishment and trading of Mundalbe Enterprises Limited which may affect the outcomes identified. **January 2020 –** conflict of interest referred to the Office of the Independent Assessor for further advice and approval of process for Mornington Shire Council.
Outcome: Grant Funding for Community Cultural Centre	**Measure:** Funding approved by June 2022. (Mundalbe Enterprises Limited) **October 2019 –** Due to Councillor conflict of interests and associated decision-making processes, there will be delays in the establishment and trading of Mundalbe Enterprises Limited which may

	affect the outcomes identified. **January 2020 –** conflict of interest referred to the Office of the Independent Assessor for further advice and approval of process for Mornington Shire Council.
Outcome: Advocate that strong importance of culture and history and support community members in providing the avenue to gain the skills and knowledge to instigate positive change	**Measure:** Supporting Mirndiyan in identifying opportunity and funding to conserve and maintain cultural material of significance including (Mundalbe Enterprises Limited) **October 2019 –** Due to Councillor conflict of interests and associated decision-making processes, there will be delays in the establishment and trading of Mundalbe Enterprises Limited which may affect the outcomes identified. **January 2020 –** conflict of interest referred to the Office of the Independent Assessor for further advice and approval of process for Mornington Shire Council.

Culture and People

Outcome: *Governance* *Our Council will provide all its services in an open, transparent and accountable manner to community and the three tiers of government.*	
Corporate Goals – 5-year plan	1. Development of a public communication strategy 2. All Council meetings and reports will be publicly available 3. Independent annual service delivery survey will be undertaken 4. Council will win an award for annual reporting 5. Identified service gaps and service duplication and work with stakeholders and government departments to address the needs of the community
***Operational Outcomes for* 2019 - 2020**	
Outcome: Service Delivery Outcomes for all programs delivered on Mornington Island provided to Council	***Measure:*** Report to Council by 30th June 2020. (EMCGC) **January 2020 –** Combined service delivery/AMP meeting held on 23.01.2020 to commence service

	delivery/AMP outcomes and reforms including development of a community safety plan. SD and AMP Reform Coordinator commenced employment on the 28.01.2020
Outcome: Identified service gaps and service duplication and work with stakeholders and government departments to address the needs of the community	***Measure:*** Completed service mapping exercise (EMCGC) **January 2020 –** Combined service delivery/AMP meeting held on 23.01.2020 to commence service delivery/AMP outcomes and reforms including development of a community safety plan. SD and AMP Reform Coordinator commenced employment on the 28.01.2020
Outcome: Development of an all-inclusive community communication strategy	***Measure:*** Completed by December 2019 (EMCGC) **January 2020 –** Combined service delivery/AMP meeting held on 23.01.2020 to commence service delivery/AMP outcomes and reforms including development of a community safety plan. SD and AMP Reform Coordinator commenced employment on the 28.01.2020
Outcome: Publishment of all Council agendas, minutes and reports as per legislative requirements	***Measure:*** Monthly posting on website, registers updated and distribution to community (EMCGC) **January 2020 –** web site currently up to date and will be monitored to ensure ongoing compliance- EMCGC currently reviewing website platform and alternative hosts available

Culture and People

Outcome: *Governance* *Our Council will conduct all business and meetings in accordance with State legislation and Council's code of conduct and meeting procedures*	
Corporate Goals – 5-year plan	1. All Council and Committee meetings will be conducted in a transparent and accountable manner that meets legislative and Council requirements 2. All Councillors will annually review and update their register of interests and related parties' information 3. All Council's statutory required registers and information will be publicly available as required

	4. All Council meetings and reports will be publicly available 5. All Council elections and by-elections will be conducted in accordance with legislative requirements
***Operational Outcomes for* 2019 - 2020**	
Outcome: A continuum of elected member training and education developed and implemented	***Measure:*** (EMCGC) **January 2020 – S**o you want to be a Councillor training conducted on Mornington Island February 2020, pre 2020 Local Government Elections
Outcome: Annual review of register of interests and related parties to be carried out	***Measure:*** Completed by 30th June annually (EMCGC)
Outcome: All registers maintained and displayed for public as per legislative requirements	***Measure:*** Completed by 30th June annually or as identified (EMCGC)
Outcome: Publishment of all Council agendas, minutes and reports as per legislative requirements	***Measure:*** Monthly posting on website, registers updated and distribution to community (EMCGC)
Outcome: 2020 Local Government Quadrennial elections – so you want to be a Councillor information session delivered	***Measure:*** Information session developed in conjunction with Department of Local Government Racing and Multicultural Affairs delivered as required – March 2020 **January 2020 – S**o you want to be a Councillor training conducted on Mornington Island February 2020, pre 2020 Local Government Elections
Outcome: 2020 Local Government Quadrennial elections	***Measure:*** Conducted in accordance with statutory requirements – March 2020

Culture and People

Outcome: *Leadership* *Our Council will provide leadership focussed on responsiveness to community needs and aspirations.*

Corporate Goals– 5-year Plan	1. Community needs and aspirations are surveyed every year to ensure Council meets service expectations 2. Council local Indigenous Leadership to increase within organisation to 50% at executive and management level 3. Council will increase advocacy for community services outside its control 4. Council to win a National Award for Leadership 5. Council will support Local business and non-for-profit organisation that work with Youth
***Operational Outcomes for* 2019 - 2020**	
Outcome: Leadership program developed for local staff	***Measure:*** Investigate and Report to Council by 30th June 2020. (HRM)
Outcome: Council to create leadership and employment pathways with community stakeholders, such as boarding and local schools to provide coordinated projects that involve the wellbeing of young people in a positive manner	***Measure:*** Pathway Strategy is reported to Council by 31st December 2020. (HRM) **January 2020-** Council developed a 'School Holiday work experience Program' with a lot of interest shown by young local residents- we have identified area on movement and will continue to develop this program ahead of the next school holidays. Training and Development Coordinator commenced 10/02/2020, and will be investigating ways to build pathways with Boarding schools, MISS and Employment agencies (Bynoe)
Outcome: Development of a strategy to support Local Business and not-for-profit organisations that work with youth	***Measure:*** Strategy developed by 30th June 2020 (Mundalbe Enterprises Limited) **January 2020–** Due to Councillor conflict of interests and associated decision-making processes, the Council have deferred all decisions involving Mundalbe Enterprises Limited post 2020 Local Government elections.
Outcome: Development of an Indigenous Leadership Forum to be held on Mornington Island	***Measure:*** Event held by June 2021 (SREM) **January 2020 –** Council decided in favour of deferring this matter for consideration of Council post the 2020 Local Government elections. To be included in 2020 – 2021 Operational Plan.

Culture and People

Outcome: *Indigenous Employment* *Our Council will identify and implement strategies to maximise opportunity for sustainable indigenous employment and promote Council as an employer of choice.*	
Corporate Goals – 5-year Plan	1. Increase Indigenous participation rate to 80% 2. Increase number of local tradesmen to 50% 3. Employment turnover to be less than 20% 4. Council to win a National Award for Training Outcomes 5. Council will develop a local based training organisation 6. Council to develop a program with another council for work experience off Island, so that local indigenous employees can understand working in an out of community environment
***Operational Outcomes for* 2019 - 2020**	
Outcome: Staff Training Plan that covers every employee	***Measure:*** Report to Council by 30th June 2020. (HRM)
Outcome: Establish a school leavers program with the local and boarding schools.	***Measure:*** Report to Council by 31st December 2020. (HRM)
Outcome: Absenteeism Plan / Program that also includes a rewards / incentive plan	***Measure:*** Report to Council by 30th June 2021. (HRM)
Outcome: Review organisation structure to decrease reliance on non-local resourcing (particularly administration) and decrease by 5% every year.	***Measure:*** Decrease 5% each year until 80% local participation rate is achieved. (EMFHS) **January 2020** – Non-local roles have decreased in the Warehouse program. Structural arrangements are changing within the Finance and Housing teams to increase local knowledge, so these resources can take on the non-local roles.
Outcome: Development of sister council relationship with Hobson Bay City Council to provide off island work experience opportunities.	***Measure:*** Relationship between MSC and HBCC formalised to provide opportunities1st October 2019 (CEO, (EMCGC) **January 2020–** Council Chief Executive Officer & Hobsons Bay City Council Chief Executive Officer progressing discussions and agreements to support this venture.

Culture and People

Outcome: *Community Engagement* *Our Council will create an environment of open and transparent communication.*	
Corporate Goals – 5-year plan	1. Council will investigate the possibility of an alternative Internet Service Provider (ISP) solution for the entire community (Mundalbe Enterprises Limited) 2. Council will provide a kiosk platform for community engagement accessible to all residents 3. The Mayor and Elected Members will host a regular open forum 4. Regular community consultation conducted for all council services, service delivery programs and community issues for residents to provide feedback.
***Operational Outcomes for* 2019 - 2020**	
Outcome: Development of a community engagement strategy, in accordance with cultural appropriateness. The process must be transparent, and a protocol developed for external parties to adhere to.	***Measure:*** Report to Council by December 2020 (EMCGC) **January 2020-** community engagement strategy to be developed in collaboration with Local Indigenous Organisations, in line with the Community Safety Plan
Outcome: Regular community consultation conducted for all council services, service delivery programs and community issues for residents to provide feedback.	***Measure:*** Report to Council quarterly with consultation stats (EMCGC) **January 2020–** Combined service delivery/AMP meeting to be to commence service delivery/AMP outcomes and reforms including development of a community safety plan.
Outcome: Council to host information forum with Mayor and Elected members	***Measure:*** Schedule of community forums to be developed (EMCGC) **January 2020–** this matter to be deferred until after the 2020 Local Government elections.
Outcome: Council to develop an online feedback platform for residents and service providers to provide thoughts and feedback	***Measure:*** Platform to be provided by August 2019 (EMCGC) **January 2020-** to be developed in line with the Community Engagement strategy

Economic Sustainability

Outcome: *Resilience and Risk* *Our Council will promote organisational stability and well-being through resilience and risk reduction.*	
Corporate Goals – 5-year Plan	1. Council will be financial sustainable as reported through QAO by 2023 2. Council will reduce all risks as reported through QAO to the level of LOW 3. Council will complete annual report by 30th September 4. Council will increase funding through grants and other sources 5. Council to review all current services to ensure sustainability
***Operational Outcomes for* 2019 - 2020**	
Outcome: Transition to Xero Financial System, Office 365 Environment and Avepoint.	***Measure:*** Utilising Xero – 1st July 2019 for all financial transactions. (CFO) **October 2019 -** completed Office 365 and network functions – 1st July 2019 for all email and associated technologies. (ITM) **October 2019 -** completed Avepoint – 1st July 2020 for all records management functions. (ITM)
Outcome: Annual Risk Register	***Measure:*** Report to Council each April. (EMFHS)
Outcome: Contract and Project Risk System is utilised across all of Council's activities	***Measure:*** Report to Council on utilisation and effectiveness in October each year. (EMIS)
Outcome: Investigation of Grants Officer role to increase funding opportunities.	***Measure:*** Report to Council by 30th June 2020. (CFO) **January 2020** – Item reported to Council in Sustainability Report to Council in January 2020. Item will be included in draft budget presented to Council for 2020/21.
Outcome: Completion of Annual Financial Statements by 31st August.	***Measure:*** Outcome met by June 2021. (CFO)
Outcome: Review of Financial Service programs, service delivery and location to achieve best outcomes for Council.	***Measure:*** Report to Council by 30th June 2020. (CFO)
Outcome: Review of Facilities Management programs and service delivery to achieve best outcomes for Council.	***Measure:*** Report to Council by 30th June 2020. (FM)

Outcome: Review of all Council services in terms of financial sustainability	***Measure:*** Report to Council by 30th June 2020. (EMFHS) **January 2020** – Ongoing. Being undertaken by Grant Thornton on a priority needs basis in terms of sustainability.
Outcome: Investigate Councilwise Shared Service Model	***Measure:*** Report to Council by 30th June 2020. (ITM) **January 2020** - Report provided to Council in January 2020
Outcome: Develop primary / secondary service provider solution matrix for all ITC activities.	***Measure:*** Report to Council by 31st December 2019. (ITM) **January 2020** – Report provided to Council in January 2020. This item is also being revisited in light of the challenges Council faced over the Christmas / new year period.

Economic Sustainability

Outcome: *Economic & Community Development* *Our Council will promote sustainable economic and community development for the benefit of the whole community.*	
Corporate Goals – 5-year Plan	1. Council will assist in the creation of 10 local business opportunities (Mundalbe Enterprises Limited) 2. Develop tourism opportunities involving fishing 3. Development of a Long-Term Community Infrastructure Plan 4. Breakwater / Marina Development Plan i
Operational Outcomes for 2019 - 2020	
Outcome: Review all Council services to ascertain what opportunities could be undertaken by local business ventures.	***Measure:*** Report to Council by June 2021. (EMFHS) **October 2019 –** Council has provided support to Carpentaria Electrical to start up as a local business opportunity. **January 2020** – EOI process was conducted locally to ascertain capacity of a locally run business for Council's Kiosk's. This did not provide a solution for Council but will be revisited again when the new Facilities Manager commences.

Outcome: Secure funding for development of a breakwater / marina.	***Measure:*** Funding sourced by 2024. (EMFHS)
Outcome: Create role within the community that can support the creation of new business and opportunities.	***Measure:*** Role created by 31st December 2020 (Mundalbe Enterprises Limited) **October 2019 –** Due to Councillor conflict of interests and associated decision-making processes, there will be delays in the establishment and trading of Mundalbe Enterprises Limited which may affect the outcomes identified. **January 2020 –** conflict of interest referred to the Office of the Independent Assessor for further advice and approval of process for Mornington Shire Council.
Outcome: Long Term Community Infrastructure Plan	***Measure:*** Report to Council by 30th June 2020. (EMIS)

Economic Sustainability

Outcome: *Asset & Infrastructure Management* *Our Council will maximise the useful life of its owned and operated built environment.*	
Corporate Goals – 5-year Plan	1. Council will create a sustainable asset management plan by 2021. 2. New Administration Building to be completed by 2023. 3. New Place of Refuge to be completed by 2024. 4. Club house for sporting Clubs
***Operational Outcomes for* 2019 - 2020**	
Outcome: Business Plan for Visitors Accommodation Centre (VAC)	***Measure:*** Report to Council by 30th June 2020. (FM) **January 2020 –** Awaiting new Facilities manager to commence this work.
Outcome: Bakery Sustainability Plan	***Measure:*** Report to Council by 30th June 2020. (FM) **January 2020 –** Awaiting new Facilities manager to commence this work.
Outcome: Motel – Stage 2 Investigation Plan	***Measure:*** Report to Council by 30th June 2020. (FM) **January 2020 –** Awaiting new Facilities manager to commence this work.

Outcome: Asset Management Plan	***Measure:*** Report to Council by 30th June 2021. (EMIS)
Outcome: Secure funding for Administration Building	***Measure:*** Funding sourced by December 2020. (EMFHS) **October 2019 –** complete
Outcome: Secure funding for Place of Refuge Building	***Measure:*** Funding sourced by June 2022. (EMFHS)

Economic Sustainability

Outcome: *Housing & Infrastructure Management* *Our Council will ensure that community Housing and Infrastructure continues to grow and to investigate avenues to source funding*	
Corporate Goals – 5-year Plan	1. Coordinate and finalise the development of future housing master planning for Mornington Island 2. Coordinate and lead the State Government $40 million housing plan 2019-2020 3. Provide leadership to align community needs with the Aboriginal and Torres Strait Island Housing Action Plan 4. Provide advocacy to the State Government for access to housing related funding announced in the 2019 – 2020 State Budget 5. Council will advocate for a housing density of 2.5 persons per household for Mornington Island 6. Develop a whole of community Asbestos Free Action Plan
***Operational Outcomes for* 2019 - 2020**	
Outcome: Master Planning developed for community consultation	***Measure:*** 1st October 2019 (CEO) **October 2019 –** working in conjunction with RILPO master planning process has gone to tender to be developed, community consulted, and plan complete by June 2020. **January 2020 –** Master plan in development and due to be complete for community consultation in March 2020.
Outcome: Master Planning complete	***Measure:*** 31st March 2020 (CEO)

Outcome: State Government provided with a plan for Council's $2.35 million share of the $40 million housing program	***Measure:*** Plan developed and submitted to the Department of Housing and Public Works 01.10.2019 (CEO) **October 2019 –** next meeting of Council and HPW to be held 13.11.2019 to finalise program for Mornington Island. **January 2020 –** Works program draft to be finalised at March 2020 Technical Working Group.
Outcome: Through Council's Technical Working Group, advocate for funding for Mornington Island for additional housing & associated infrastructure	***Measure:*** Ongoing (CEO) **February 2020 –** combined meeting of all indigenous Councils with Department of Housing and Public Works and Commonwealth Government on 06.02.2020 allocated $7,328,042.00 for future housing and infrastructure for Mornington Island
Outcome: Community free asbestos plan to be developed in conjunction with the Department of Housing and Public Works	***Measure:*** Draft plan for community consultation to be developed by 30.06.2020 (CEO)

Environmental Management

Outcome: *Water Collection, Storage and Supply* *Our Council will ensure best practice standards of water collection, storage and supply to community.*	
Corporate Goals – 5-year Plan	1. Council will provide the community with an adequate, safe and reliable water supply 2. Council will ensure adequate water storage to meet community needs for 2 years 3. Council will provide a secondary water supply 4. Council will investigate and provide water filtration system for potable water to community 5. Council will continue to develop its partnership with Unity water
Operational Outcomes for 2019 - 2020	
Outcome: Council to develop a plan to cater for expansion of dam, and storage tanks	***Measure:*** Report to Council June 2020(EMTS)

Outcome: Publication of water analysis standard on a quarterly basis	***Measure:*** Quarterly report to Council meeting and published on Council's website (EMTS & EMCGC)
Outcome: Build upon current relationship with Unity water and develop MOU?	***Measure:*** Report to Council June 2020 (EMTS)
Outcome: Council to investigate sources of funding to stall water filtration system	**Measure:** Report to Council June 2020 (EMTS)

Environmental Management

Outcome: *Waste* *Our Council will ensure best practice standards for the collection, storage and disposal of solid waste to protect the biodiversity of Mornington Island.*	
Corporate Goals – 5-year Plan	1. Council will introduce a weekly recycling service to the community 2. Council will provide a weekly waste collection service 3. Council will win a National Tidy Town Award 4. Council will develop a waste management strategy in association within the Queensland Indigenous Waste Strategy and the development of the Situation Analysis for each Community.
***Operational Outcomes for* 2019 - 2020**	
Outcome: Staff trained in Landfill recycling	**Measure:** Implement a training plan for Landfill staff and education of community by June 2020
Outcome: Landfill Management plan	***Measure:*** Management plan rolled out and followed by December 2019 (EMTS) **January 2020 –** Plan under development in conjunction with Queensland Indigenous Waste Strategy and expected to be complete 30.06.2020.

Outcome: Develop a plan to cater for metal and car body removal from off the Island	***Measure:*** Report to Council by 30 September 2020 (EMTS)
Outcome: Investigate alternative waste management solutions rather than dumping at landfill	***Measure:*** Report to Council by 30 September 2020 (EMTS)
Outcome: Development of a Community education program on waste collection and recycling	***Measure:*** Report to Council by December 2019 (EMTS) **January 2020 –** Plan under development in conjunction with Queensland Indigenous Waste Strategy and expected to be complete 30.06.2020.
Outcome: Council will develop a strategy to reduce, reuse and recycle solid waste	***Measure:*** Report to Council September 2019 (EMTS) **January 2020 –** Plan under development in conjunction with Queensland Indigenous Waste Strategy and expected to be complete 30.06.2020.
Outcome: Arrange and participate in meetings with Queensland Indigenous Waste Strategy	***Measure:*** Report to Council with minutes from meeting September 2019 (EMTS) **January 2020 –** Plan under development in conjunction with Queensland Indigenous Waste Strategy and expected to be complete 30.06.2020. Meetings attended as part of Indigenous Councils forums on a regular basis.

Environmental Management

Outcome: *Sewerage* *Our Council will ensure best practice standards for collection, storage and disposal of wastewater, grey water and sewer bio solids.*	
Corporate Goals – 5-year Plan	1. Develop a strategy for beneficial re-use of sewer bio-solids and grey water / wastewater 2. Council will win a National Award for Sewerage Management 3. Extension of ponds 4. Upgrade of sewer infrastructure

***Operational Outcomes for* 2019 - 2020**	
Outcome: New sewage outflow pipeline to be constructed	***Measure:*** Complete by December 2019 (EMTS) **January 2020 –** Project delays due to weather and process failure will now see project complete by 31.03.2020.
Outcome: Longer retention time to allow the effluent more time to settle, cleaner outlet quality	***Measure:*** Funding approved June 2020 (EMTS)
Outcome: Pumps and manholes upgraded to cater for expansion of community	***Measure:*** Funding approved June 2020 (EMTS)
Outcome: Council to develop a strategy and source funding to construct an extension to the sewer ponds	***Measure:*** Strategy developed and funding source identified June 2020 (EMTS)
Outcome: Council to develop a strategy and source funding to construct an upgrade of the sewer infrastructure	***Measure:*** Strategy developed and funding source identified June 2020 (EMTS)

Environmental Management

***Outcome:** Climate change* *Our Council aims to build a sustainable, healthy environment to mitigate the effects of climate change.*	
Corporate Goals – 5-year Plan	1. Developing a sustainable coastal protection system that reduces the likelihood of inundation and damage to community infrastructure 2. Conduct risk assessments associated with natural disasters and develop associated mitigating strategies 3. Investigate alternative sources of power to reduce reliance on fossil fuels 4. Progress Council towards a carbon neutral environment

***Operational Outcomes for* 2019 - 2020**	
Outcome: Strategy for coastal protection to be developed in conjunction with State and Commonwealth agencies	***Measure:*** Draft strategy developed June 2020
Outcome: Local Disaster Management Plan updated to include risk, resilience and recovery strategies	***Measure:*** 31st October 2019 (CEO) **October 2019 –** draft LDMP including community profile and recovery plan distributed to all agencies and stakeholders for final review **January 2020 –** Updated plan approved by Council
Outcome: Post event collaboration with all Federal, State and International Agencies should the region experience a natural disaster	***Measure:*** Ongoing (CEO)
Outcome: Develop a strategy for alternative sources of power to reduce reliance on fossil fuels through collaboration with Energy Queensland through the Technical Working Group	***Measure:*** Draft strategy developed 30.06.2021 (EMTS)
Outcome: Use of solar power as an alternative energy source for new houses and infrastructure	***Measure;*** Draft strategy developed 30.06.2020 (EMTS)

Environmental Management

***Outcome:** Public Health, including Family* *Our Council will promote the enhancement of health and well-being through coordination of service delivery.*	
Corporate Goals – 5-year Plan	1. Council will develop EHO role to provide satisfactory service to the community 2. Animals – health – rubbish, disease 3. Domestic animal health checks 4. Support the development of a Community garden 5. Develop a strategy to reduce the number of animals in the township

Operational Outcomes for 2019 - 2020	
Outcome: Investigate partnership with GRAC and WILSSED Rangers to assist with EHO role.	***Measure:*** Report to Council by 30 June 2020 (EMTS)
Outcome: Ensure EHO role is integrated with other health service delivery outcomes for the community.	***Measure:*** Report to Council by 31 December 2020 (EMTS)
Outcome: Number of animals reduced as per the strategy	***Measure:*** Report to Council 30 June 2020 (EMTS)
Outcome: Investigate a joint venture for a community garden between Bynoe, CACS and Federal member for Kennedy	***Measure:*** Report to Council by June 2020 (EMTS)

Environmental Management

Outcome: *Workplace* *Our Council will provide a healthy and safe work environment to foster positive organisational culture.*	
Corporate Goals – 5-year Plan	1. Council will develop a WHS environment appropriate for the Council 2. Council will undertake an anonymous independent annual staff engagement survey 3. Council will create a health and well-being program for all council staff 4. Council will be mindful of social customs

***Operational Outcomes for* 2019 - 2020**	
Outcome: Develop Values that reflect the behaviour required of staff	***Measure:*** Report to Council by 30th June 2020. (HRM)
Outcome: Undertake Engagement Survey	***Measure:*** Report results to Council by 30th June 2020. (HRM)
Outcome: Develop a WHS framework and plan that is sustainable	***Measure:*** Report to Council by 30th June 2020. (WHS) **January 2020** – Item near completion by contractor. Envisage Council will receive a final framework report within the next few months.
Outcome: Develop an activity plan that all staff can participate in.	***Measure:*** Developed by 31st December 2019. (SREM) **January 2020** – Activity plan was communicated to staff by previous SREM and revolved around GYM sessions. Will be revisited upon appointment of next SREM.

Environmental Management

Outcome: *Community and Population Demographics* *Our Council will provide leadership in facilitating the development of a diverse, liveable and sustainable community to meet current and future community needs and expectations.*

Corporate Goals – 5-year Plan	1. Council to investigate housing apartments style accommodation for non-local and other government staff 2. Council will develop a CCTV system that covers its own high-risk major buildings, but also allow for any community needs that might be included in the future 3. Council will provide an operational restaurant and tavern by 2021 4. Council will provide a sport recreation and events service that engages with 80% of the population based upon an approved strategy 5. Council will increase reliance on solar power and other alternative power technologies

***Operational Outcomes for* 2019 - 2020**

Outcome: Development of a local based security service contractor that can manage future CCTV requirements.	***Measure:*** Report to Council by 31st December 2019. (FM) **January 2020** – Item completed.
Outcome: Investigate and Develop CCTV solution for council and community requirements.	***Measure:*** Report to Council by 30th June 2020. (ITM)
Outcome: Council will provide an annual calendar to 500 local households and businesses, showcasing sport, recreation & community events and Mornington landscapes.	***Measure:*** Mornington Shire Community Calendar to be approved by Council every November. (SREM)
Outcome: Council will host an annual fishing competition.	***Measure:*** By 30th December in each year. (SREM) **October 2019 –** 2019 competition held - complete
Outcome: Council to develop a sport and recreation strategy	***Measure:*** Report to Council by 30th June 2020. (SREM) **October 2019 –** strategy developed and endorsed by Council - complete
Outcome: Council to investigate staff housing solutions	***Measure:*** Report to Council by 30th June 2021. (EMIS)
Outcome: Council to investigate and develop appropriate ITC solutions for all staff housing, including the VAC	***Measure:*** Report to Council by 30th June 2020. (ITM) **January 2020 –** Part completed. Report to Council included in February agenda for a VAC solution.

12.5 CORPORATE GOVERNANCE AND COMMUNICATIONS MONTHLY REPORT

Author: **Executive Manager of Corporate Governance and Communications**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

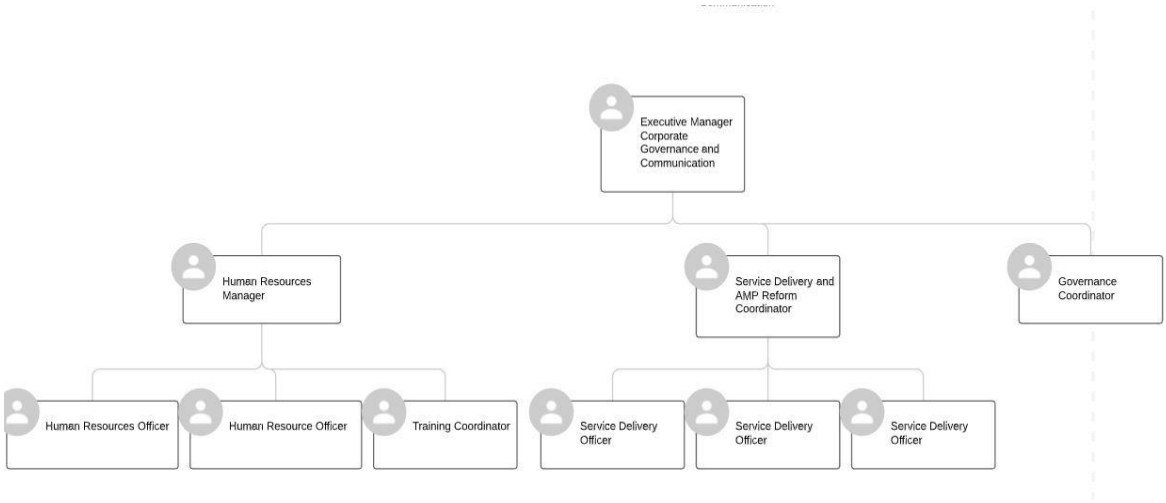
The Corporate Governance and Communications directorate, consist of the following departments

- Governance
- Communications
- Human Resources
- Service Delivery
- Special Project (temporarily)

Corporate Governance:

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

The Executive Manager is has recently reviewed the Organisational Structure and the position descriptions with the addition of a HR Officer, Governance Coordinator and the removal of a HR Generalist for approval of Council.



Communications:

Mornington Shire Council Facebook page continues to grow. Content is actively being shared online by residents and various media platforms. The Council social media has been subject to some criticism around the scope and reach to the community audience. The team are working on additional methods to ensure that all communications from the council reach all target groups.

After some research, the Executive Manager has identified that the Council Website is still facing navigation, accessibility and platform issues that need to be rectified. Discussions and quotes are being obtained for a web design consultant to be engaged to address the compliancy and upload restrictions we are currently facing.

Human Resources:

In November, the HR team commenced a recruitment drive and advertised vacant positions on numerous platforms including:

- Community Notice Boards
- Social Media
- Council Website
- Seek website
- Agency portals

The vacant positions advertised are as followed:

- Service Delivery and AMP Reform Coordinator
- Service Delivery Officer
- HR Generalist
- HR Admin Officer
- HR Training Coordinator
- Facilities Manager
- Cleaners
- Infrastructure Admin
- Infrastructure Coordinator
- Mechanic
- Diesel Fitter
- Workshop Admin
- Housing Admin
- Housing Supervisor
- Estimator
- Tradesman- Carpenter
- Trade Assistants
- Tradesman- Plumber
- Civil Works Supervisor
- Civil Operator
- Technical Services Admin
- Landfill Officer

The following appointments have been made:

Positions Appointed
Program Review AMP Coordinator
Civil Operator
Workshop-Administration Officer
HR Officer-casual
Facilities Manager

Cleaner-Casual
Cleaner-Casual
Civil Operator
Landfill Operator
Mechanic Apprentice
Housing Supervisor-Agency
Housing Supervisor-Agency
Estimator
Trade Assistant-Carpenter
Trade Assistant-Carpenter
HR Training and Development Coordinator

Service Delivery:

Council Service Delivery and AMP Reform Coordinator, commenced with Council in late January. Melanie has been working on collating data from the past 3 years and working with the Department of Child Safety Youth and Women to map DCSYW funded services and develop a data dashboard for service providers and council to enter information onto.

Melanie will be traveling to Brisbane at the end of February to further conversations and meet the DCSYW team that she will be working alongside over the next two years.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report

13 STAFF REPORTS - FINANCIAL SERVICES

13.1 QUARTERLY BUDGET REVIEW (AS AT 31 DECEMBER 2019)

Author: **Finance Manager**

Attachments: **1 Quarterly Budget Review (As at 31st December 2019)**

PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with a high level review of Council's approved Budget with a number of recommended budget adjustments to reflect actual and planned results.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The following table summarises the recommended changes to the Quarterly Budget Review as at 31st December 2019.

Statement of Income Statement	Original Budget 2019-20 $'000's	Revised Budget 2019-20 $'000's	Actual (31st Dec 2019) $'000's	% of Original Budget	Budget Review Variations (31 Dec 19) $'000's	Revised Budget 2019-20 $'000's
Operating Revenue	$21,665	$21,665	$11,248	52%	($508)	$21,157
Operating Expenditure (Including Depreciation)	($25,055)	($25,055)	($13,285)	53%	($112)	($24,944)
Operating Income & Expenditure (Before Capital Income)	**($3,390)**	**($3,390)**	**($2,037)**	**60%**	**($397)**	**($3,787)**
Capital Income	$13,694	$12,479	$3,580	26%	($3,722)	$8,757
Capital Expenses	-	-	($37)	-	-	-
Net Cost of Services	**$10,304**	**$9,089**	**$1,506**	**15%**	**($4,119)**	**$4,970**
Plus new loan Borrowings	$ 5,000	$5,000	-	-	($5,000)	-
Less Principal Loan Repayments	($117)	($117)	-	-	$117	-
Add Back Depreciation	$5,890	$5,890	$3,062	52%	($50)	$5,840
Funds Available for Capital Program	**$21,077**	**$19,862**	**$4,568**	**22%**	**($9,052)**	**$10,810**
Less Capital Expenditure	($18,626)	($19,860)	($1,764)	9%	($9,857)	($10,003)
Funds Available for Distribution to Reserves	**$2,451**	**$2**	**$2,804**	**114%**	**($805)**	**$807**
Transfer to Cash Reserves (Internal Restrictions)	($446)	($446)	-	-	-	($446)
Transfer from Cash Reserves – 2018.19 (Carried Forward Funds)		$2,449	-	-		$2,449
Working Funds (Surplus / (Deficit))	**$2,005**	**$2,005**	**$2,804**	**-**	**$805**	**$2,810**

The following variations have been identified and recommended for the Quarter Ended 31st December 2019.

Quarterly Budget Review Adjustments – Income Statement	Income	Expenditure
Bakery	Decrease $100,000	Decrease $40,000
Motel	Increase $70,000	Decrease $ 100,000
Staff Housing	Decrease $25,000	Decrease $150,000
Facility Management – Commercial		Decrease $ 85,000
Visitor Accommodation	Increase $55,000	Decrease $100,000
Workplace Health Safety	Decrease $40,000	Increase $34,000
Governance		Decrease $50,000
Sport and Recreation	Decrease $50,000	Decrease $60,000
Civic Centre Grants (Match to 20/21 - Milestones)	Decrease $3,722,384	
Tavern	Decrease $ 268,000	
Housing		Increase $450,000
Finance	Decrease $150,000	Decrease $10,300
Sub-Total	Decrease $4,230,384	Decrease $111,300

Quarterly Budget Review Adjustments – Special Projects		Capital Projects (Over Budget)
4100 Dog Pound (W4Q)	Animal Control	Increase $8,104
4100 Staff Housing Install (W4Q)	Facilities – Residential	Increase $ 3,594
4100 Storage Shed Refurb (W4Q)	Housing	Increase $2,329
4450 Airport Safety (RAAP)	Airport	Increase $24,193
4450 Fuel Facility Upgrade	Bowser	Increase $3,961
Sub-Total		Increase $42,181

The reduction in the forecasted result is predominantly due to a reduction in forecasted Interest received due to a low interest rate environment, and lower than expected invested funds to date. In addition the housing operations recorded a break-even situation in the first quarter, and not a profitable result as forecasted. The quarterly budget review has also reflected that Council will not be needing to proceed with borrowings in 2019.20, and the building of the Mornington Island Civic Centre will extend into 2020-21.

FINANCIAL & RESOURCE IMPLICATIONS

As detailed above and attached.

RECOMMENDATION

That Council approves the 2nd quarter budget adjustments reflected in the associated table above resulting in a revised net result of $4,969,000.

Mornington Shire Council

Projected Operating Statement

Quarterly Budget Review (As at 31st December 2019)

For the year ending 30th June 2020

	Actual 18/19	Budget 19/20	Actual Dec 19	%	Revised Budget 2019/20 (@ 30 Sep 19)	Revised Budget 2019/20 (@ 31 Dec 19)
Revenue						
Recurrent Revenue						
Rates, Levies & Charges	2,051,943	3,346,900	2,785,849	83%	3,346,900	3,346,900
Fees & Charges	498,274	559,400	236,367	42%	559,400	559,400
Rental Income	1,287,083	1,669,700	841,066	50%	1,669,700	1,669,700
Interest Received	76,303	200,000	26,579	13%	200,000	50,000
Sales Revenue	10,866,026	11,684,650	4,484,330	38%	11,684,650	11,366,650
Other Income	61,711	250,000	20,414	8%	250,000	210,000
Grants, Subsidies, Contributions & Donations	5,127,652	3,954,300	2,853,832	72%	3,954,300	3,954,300
Total Recurrent Revenue	19,968,992	21,664,950	11,248,437	52%	21,664,950	21,156,950
Capital Revenue						
Grants, Subsidies, Contributions & Donations	16,634,018	13,694,092	3,580,093	26%	12,479,092	8,756,708
Other Capital Revenue	0	0				
Total Capital Revenue	16,634,018	13,694,092	3,580,093	26%	12,479,092	8,756,708
Total Income	36,603,010	35,359,042	14,828,530	42%	34,144,042	29,913,658
Expenditure						
Expenditure						
Employee Benefits	8,067,285	6,972,788	3,359,608	48%	6,872,788	6,770,788
Materials & Services	14,968,515	12,170,462	6,855,388	56%	12,270,462	12,321,462
Finance Costs	44,347	22,300	7,621	34%	22,300	12,000
Depreciation & Amortisation	6,111,477	5,889,500	3,062,172	52%	5,889,500	5,839,500
Total Expenditure	29,191,624	25,055,050	13,284,789	53%	25,055,050	24,943,750
Capital Expense	1,288,890	0	-36,741		0	0
Total Expenditure	**30,480,514**	**25,055,050**	**13,248,048**	**53%**	**25,055,050**	**24,943,750**
OPERATING CAPABILITIES BEFORE DEPRECIATION AND (	**-3,111,155**	**2,499,400**	**1,025,820**	**41%**	**2,499,400**	**2,052,700**
OPERATING CAPABILITIES BEFORE CAPITAL INCOME	-9,222,632	-3,390,100	-2,036,352	60%	-3,390,100	-3,786,800
Net Result	**6,122,496**	**10,303,992**	**1,580,482**	**15%**	**9,088,992**	**4,969,908**

Mornington Shire Council

Statement of Financial Position

Quarterly Budget Review (As at 31st December 2019)

For the year ending 30th June 2020

	Actual 18/19	Budget 19/20	Actual Dec 19	%	Revised Budget 2019/20 (@ 30 Sep 19)	Revised Budget 2019/20 (@ 31 Dec 19)
Current Assets						
Cash and Cash Equivalents	2,181,211	4,768,154	5,118,313	107%	1,799,454	2,503,249
Trade and Other Receivables	1,570,188	2,222,534	1,895,989	85%	2,222,534	2,222,534
Inventories	573,239	469,406	750,918	160%	469,406	469,406
Other Financial Assets	208,091	201,047	208,092	104%	201,047	201,047
Total Current Assets	**4,532,729**	**7,661,141**	**7,973,312**	**104%**	**4,692,441**	**5,396,236**
Non-Current Assets						
Trade and Other Receivables	0	0	0		0	0
Other Financial Assets	5,909,712	6,122,400	5,731,595	94%	6,122,400	6,122,400
Property, Plant and Equipment	113,117,096	130,371,683	104,144,721	80%	131,605,683	121,697,864
Total Non-Current Assets	**119,026,808**	**136,494,083**	**109,876,316**	**80%**	**137,728,083**	**127,820,264**
TOTAL ASSETS	**123,559,537**	**144,155,224**	**117,849,628**	**82%**	**142,420,524**	**133,216,500**
Current Liabilities						
Trade and Other Payables	2,072,592	1,425,036	880,352	62%	905,336	905,336
Provisions	84,208	71,891	705,845	982%	71,891	71,891
Loans	0	235,291	0	0%	235,291	0
Total Current Liabilities	**2,156,800**	**1,732,218**	**1,586,197**	**1044%**	**1,212,518**	**977,227**
Non-Current Liabilities						
Trade and Other Payables	0	0	0		0	0
Provisions	1,215,974	58,952	1,219,527	2069%	58,952	1,219,527
Loans	0	4,647,649	0	0%	4,647,649	0
Total Non-Current Liabilities	**1,215,974**	**4,706,601**	**1,219,527**	**26%**	**4,706,601**	**1,219,527**
TOTAL LIABILITIES	**3,372,774**	**6,438,819**	**2,805,724**	**44%**	**5,919,119**	**2,196,754**
NET COMMUNITY ASSETS	**120,186,763**	**137,716,405**	**115,043,904**	**84%**	**136,501,405**	**131,019,746**
Community Equity						
Asset Revaluation Reserve	99,160,197	107,141,328	99,160,206	93%	107,141,328	107,141,328
Retained Surplus	21,026,566	30,575,077	15,883,698	52%	29,360,077	23,878,418
Other Reserves	0	0	0		0	0
TOTAL COMMUNITY EQUITY	**120,186,763**	**137,716,405**	**115,043,904**	**84%**	**136,501,405**	**131,019,746**

Mornington Shire Council

Statement of Cash Flows

Quarterly Budget Review (As at 31st December 2019)

For the year ending 30th June 2020

	Actual 18/19	Budget 19/20	Actual Dec 19	%	Revised Budget 2019/20 (@ 30 Sep 19)	Revised Budget 2019/20 (@ 31 Dec 19)
Cash flows from operating activities:						
Receipts from Customers	13,822,473	15,423,997	9,032,975	59%	15,423,997	15,065,997
Payments to Suppliers and Employees	-22,250,788	-19,065,430	-11,366,475	60%	-19,065,430	-19,116,430
	-8,428,315	-3,641,433	-2,333,500	64%	-3,641,433	-4,050,433
Interest Received	76,303	200,000	26,579	13%	200,000	50,000
Rental Income	1,287,083	1,614,043	577,768	36%	1,614,043	1,614,043
Operating Grants & Subsidies	5,127,652	3,954,300	2,849,777	72%	3,954,300	3,954,300
Borrowing Costs	0	-10,300	0	0%	-10,300	0
Net Cash Inflow (Outflow) from operating activities	**-1,937,277**	**2,116,610**	**1,120,624**	**53%**	**2,116,610**	**1,567,910**
Cash flows from investing activities:						
Payments for Property, Plant and Equipments	-20,249,026	-18,626,400	-1,763,615	9%	-19,860,400	-10,002,581
Payments for Intangible Assets						
Proceeds from Sales of Property, Plant & Equipment	0	0	0		0	0
Finance Lease Receipts	329,622					
Capital Grants and Subsidies	16,634,018	13,694,092	3,580,093	26%	12,479,092	8,756,708
Net Cash Inflow(Outflow) from investing activities:	-3,285,386	-4,932,308	1,816,478	-37%	-7,381,308	-1,245,873
Cash flows from financing activities:						
Proceeds from borrowings						
Proceeds from Borrowings		5,000,000	0	0%	5,000,000	0
Repayment of Borrowings		-117,060	0	0%	-117,060	0
Net Cash Inflow(Outflow) from financing activities	**0**	**4,882,940**	**0**	**0%**	**4,882,940**	**0**
Net Increase(Decrease) in Cash and Cash Equivalents H	-5,222,663	2,067,242	2,937,102	142%	-381,758	322,037
Cash and Cash Equivalents at Beginning of reporting Perioc	7,403,873	2,181,211	2,181,211	100%	2,181,211	2,181,211
Cash and Cash Equivalents at End of Reporting Period	**2,181,210**	**4,248,453**	**5,118,313**	**120%**	**1,799,453**	**2,503,248**

13.2 EXECUTIVE MANAGER FINANCE AND HUMAN SERVICES MONTHLY REPORT

Author: **Executive Manager of 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 January, 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

- A new Facilities Manager has been secured and the successful applicant commences on the 19th February, 2020. The successful applicant is Jacques Pagnard from Yanchep in Western Australia. Mr Pagnard has many years of experience in the Facilities Management field and has worked in Solomon Islands, Fiji, New Caledonia, Murdoch University (Perth), Albany Hospital, Charles Darwin University (Katherine) and had 10 years in Switzerland.
- Council's bakery continues to struggle with the current oven, which is prone to breaking down. It is envisaged a replacement will be required imminently. Council's Facilities Manager is progressing the procurement. Indications are a replacement oven could total $60,000 (including installation) which may require Council approval as is unlikely to be funded from Council's existing budget. The Workshop Manager has been assisting with temporary maintenance until a more permanent fix can be employed.
- Council's kiosk facilities at Lelka Murrin and the Airport are still closed. EOI are being developed to provide Council with an "off-island" solution due to the problems associated with management turnover in the past. EOI's at a local level have not secured a suitable solution, however Council will continue to drive local involvement with any chosen solution.
- Staff management has been required in Council's cleaning program as the continuity of service has been non-existent at times. This has necessitated making some staff to casual, to allow opportunities for other local workers to take on employment with Council. These steps have shown an improvement in the servicing outcomes of the cleaning program and all the staff appear to be happy with the current balance of employment provided.
- Retirement arrangements have successfully been facilitated for Malcolm Kelly and John Burke. Discussions were facilitated with their families and superannuation providers to ensure their retirement plans were managed well. A retirement function is envisaged for these staff. Council is currently awaiting confirmation on the desired date of this event from these staff.

Finance Program

- Council has secured a risk management system from LG Software Solutions. The system is currently being populated with all of Council's risks (strategic and operational). It is envisaged this will be completed in time for Council to meet its Corporate / Operational Plan outcome of an Annual Risk Register reported to Council in April.
- EOI's for outsourced payroll service providers closed during late November. A separate report is tabled for this meeting on the matter.
- A new finance resource was sought during the month to assist with finance activities, particularly the development of the 2020/21 budget. This resource was required as other staff will be on leave during the next few months and development of the budget is a critical outcome for Council to complete. Lyndon prior is the new resource for an initial period of 3

months. Lyndon comes with many years of Local Government experience having worked in a few South Australian Councils.

- Council's finance team have been investigating a project management and control system on behalf of the Infrastructure Services directorate. This is to ensure projects are well managed within the organisation and are completed on time and budget. One system has been assessed as being suitable. The product is developed by LG Software Solutions. This system could address the Corporate / Operation Plan outcome which the EMIS is responsible for, but which the finance team have been eager to assist in driving the project to date.
- Valuation services have been secured by the finance team for the Annual Financial Statements. A valuation is due every 3 years as per Council's policy contained in the Annual Financial Statements. This exercise will cost in the vicinity of $42,000. It is hoped in future years this cost will be decreased as the finance team have developed self revaluation techniques in consultation with the valuation company selected. A review of the three year valuation policy to potentially a 5 year timeframe is also being investigated.

Information Technology & Communications Program

- Council encountered major system issues with its network and server environment during January. This necessitated bring in external parties for a week to remedy the situation as Council's IT Manager was on leave. It is apparent the current IT environment is not "up to scratch" and consequently a report has been commissioned from the contractors on recommendations to improve Council's IT environment. This report is expected in the next week. At this stage it is expected recommendations will be made for an improvement of Council's hardware (primarily network infrastructure). A quotation on providing support services on Council's IT environment has also been requested so Council has a 24/7, 365 day support arrangement in the future. With Council being so reliant on this critical function, it cannot afford to have a repeat of non functioning IT systems. The downtime incurred in January 2020 cost Council considerably in terms of productivity and money.
- Councilwise was on-site from 27th January to 31st January 2020 assisting with product development primarily in the areas of Xero (financial management system) and Sharepoint / Avepoint (records management system). Discussions were also held on using Sharepoint as a register system for many governance related functions, such as the Council action register, Corporate / Operation Plan. Sharepoint is a powerful tool that can assist Council in automating many "back-end" processes and streamlining Council's reporting requirements. Discussions were also held on the ongoing maintenance of Council's website. An ongoing proposal from Councilwise has been requested to continue the product development work which continues to improve the efficiency and effectiveness of Council's operations.

Sport, Recreation & Events Program

- Council's Sport, Recreation & Events (SRE) Manager recruitment has commenced and a shortlisting of applicants has been completed. Interviews are arranged for Wednesday, 12th February, with the Executive Manager and Councillor Ahkit as panel members.
- Due to the resignation of the SRE Manager the day to day management of the oval has been returned to the Technical Services team. The difficulty now arises on the knowledge required for sport grounds maintenance. It is suggested this isn't a knowledge or competency currently held by the Technical Services team. To this end, the Executive Manager of Technical Services is coordinating with Bynoe CACS to ascertain if they can assist with any knowledge / competency gaps.

Work Health & Safety Program

- Work is continuing on the WHS framework and plan as per the Corporate / Operational Plan. This work is being undertaken by Council's contractor ABW Compliance Consultants. The goal of 30th June 2020 for this outcome is well on track and expectations are that it will be reported to Council within the next quarter. This will create a strong foundation for sustaining the Council's WHS obligations.
- Council continues to address WHSQ improvement notices issued. The main outstanding issue is chlorine management at the Water Treatment Plant. This is well in hand, with training and gas handling measures being implemented.
- Council had no staff on rehabilitation and return to work measures as at the end of January 2020.
- There were no lost time injury (LTI) reports for December of January.
- Council's contractor visited the Council from 13 – 23 January 2020. The visit included fire safety training, induction training, toolbox training and continuation of the risk register and WHS plan. Site Inspections were also undertaken as was discussions on a hazardous chemicals / Safety Data Sheets (SDS) register.
- A number of Safe Work Method Statements (SWMS) have been developed for staff during January.
- The next visit is planned for March 2020.

General Matters

- The Executive Manager has taken on the responsibility for the Housing portfolio due to the departure of the Executive Manager Infrastructure Services from mid January. A significant amount of time has been spent ensuring all vacant positions have been filled as quickly as possible. In addition, a review of the organisation chart with the Housing Manager has identified some new opportunities for local positions, and a change in structure on how some roles will be managed in future.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council receives and notes the report.

13.3 FINANCIAL REPORT AS AT 31ST JANUARY 2020

Author: **Finance Manager**

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

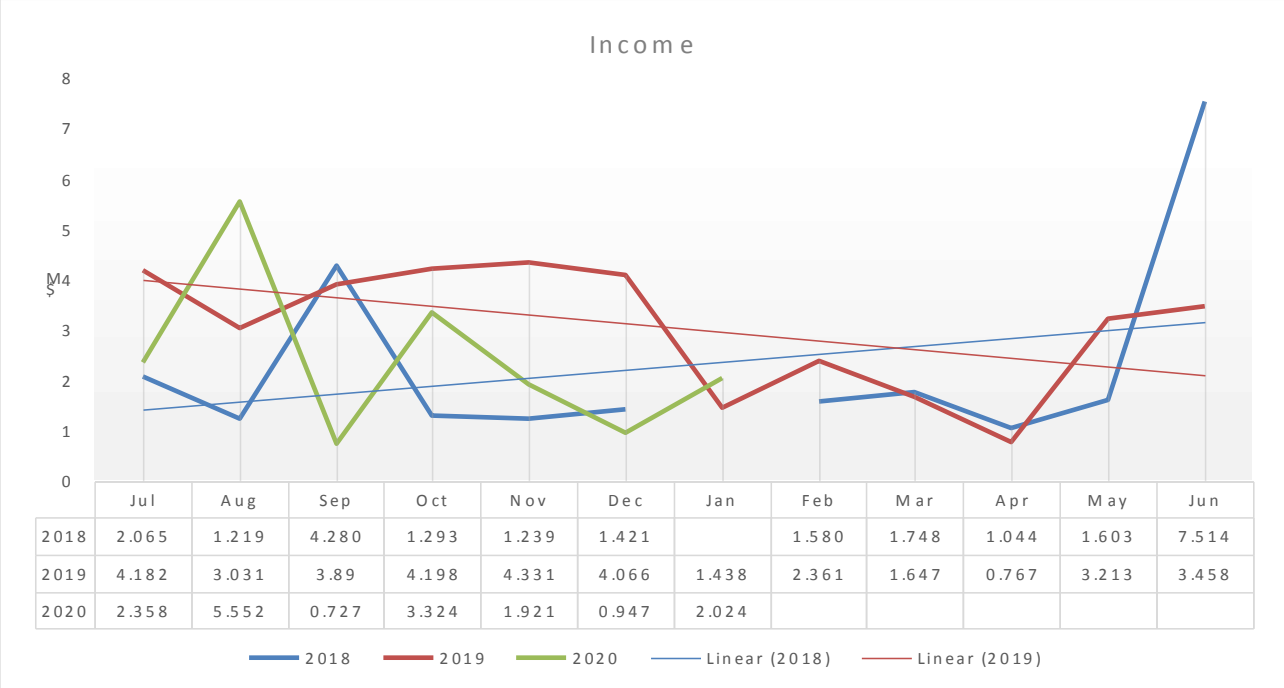
PURPOSE (EXECUTIVE SUMMARY)

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 January 2020 (i.e. 58.33% through the financial year);

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

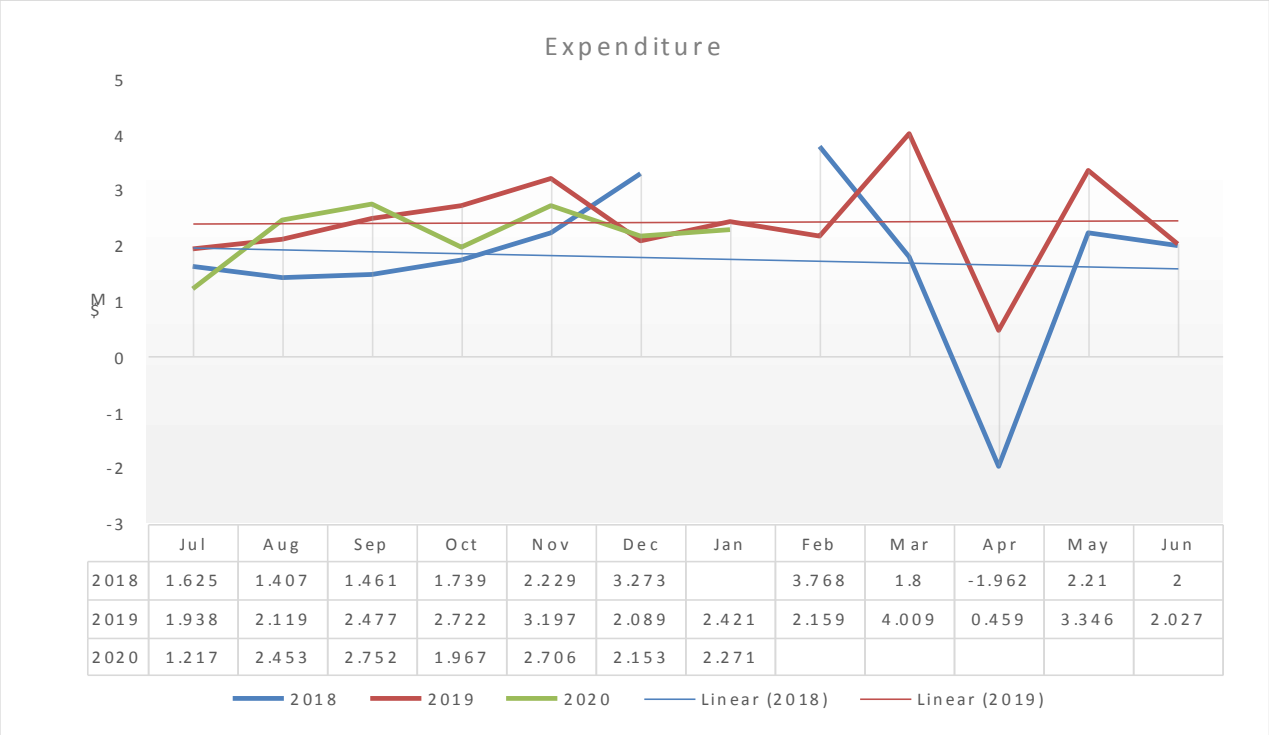
BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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.



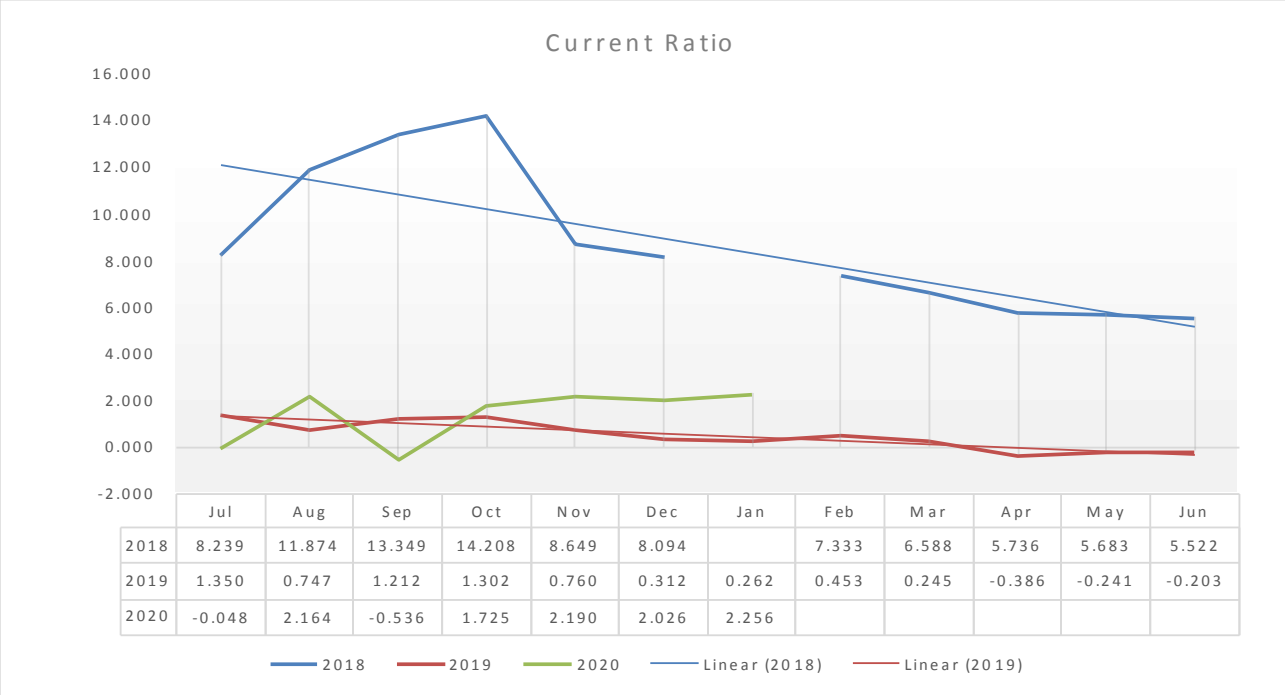
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	2.065	1.219	4.280	1.293	1.239	1.421		1.580	1.748	1.044	1.603	7.514
2019	4.182	3.031	3.89	4.198	4.331	4.066	1.438	2.361	1.647	0.767	3.213	3.458
2020	2.358	5.552	0.727	3.324	1.921	0.947	2.024					

Comment: Total Income at 48% of total budget. Slightly down on budget YTD, predominantly as a result of timing of forecasted capital grants and contributions. Total recurrent revenue is 60% of budget as at 31 January 2020.



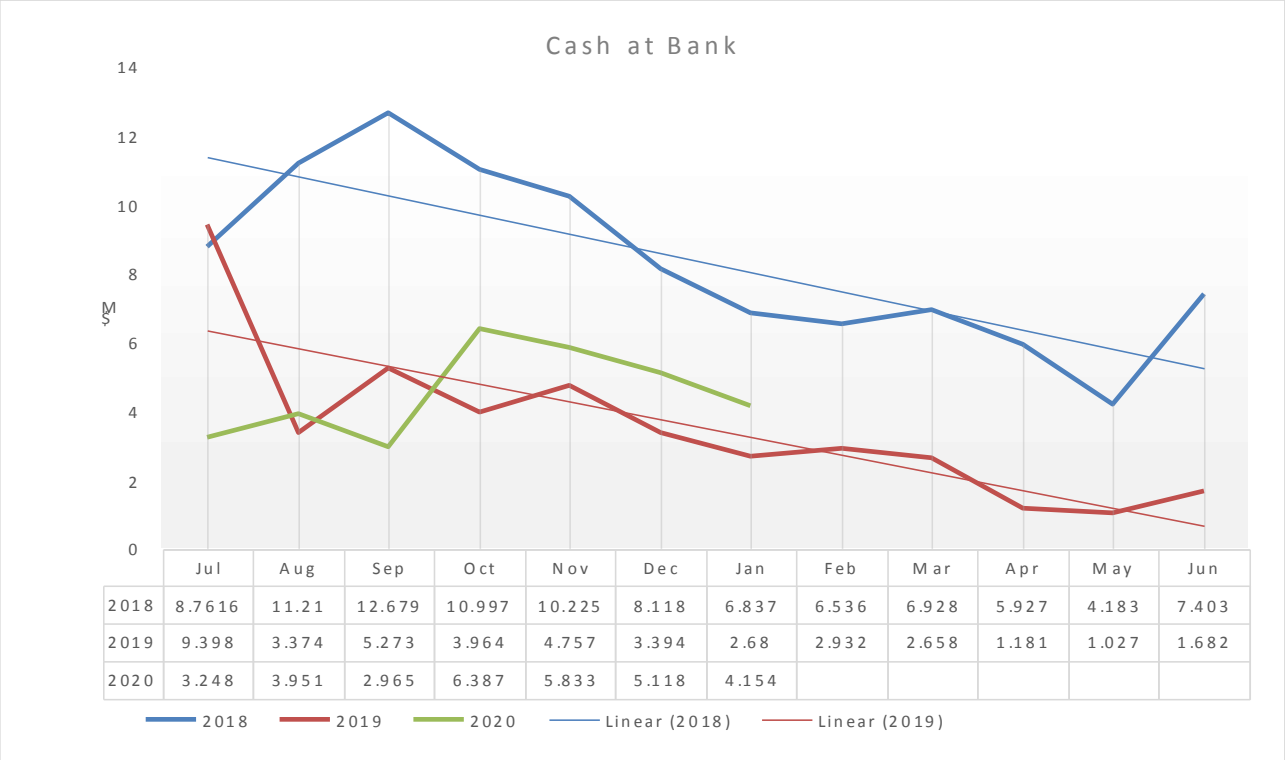
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	1.625	1.407	1.461	1.739	2.229	3.273		3.768	1.8	-1.962	2.21	2
2019	1.938	2.119	2.477	2.722	3.197	2.089	2.421	2.159	4.009	0.459	3.346	2.027
2020	1.217	2.453	2.752	1.967	2.706	2.153	2.271					

Comment: Expenditure at 62% of total budget and above the current budget. Whilst employee benefits are currently 55% of budget as at 31 January 2020, materials and services are currently at 68% of budget.



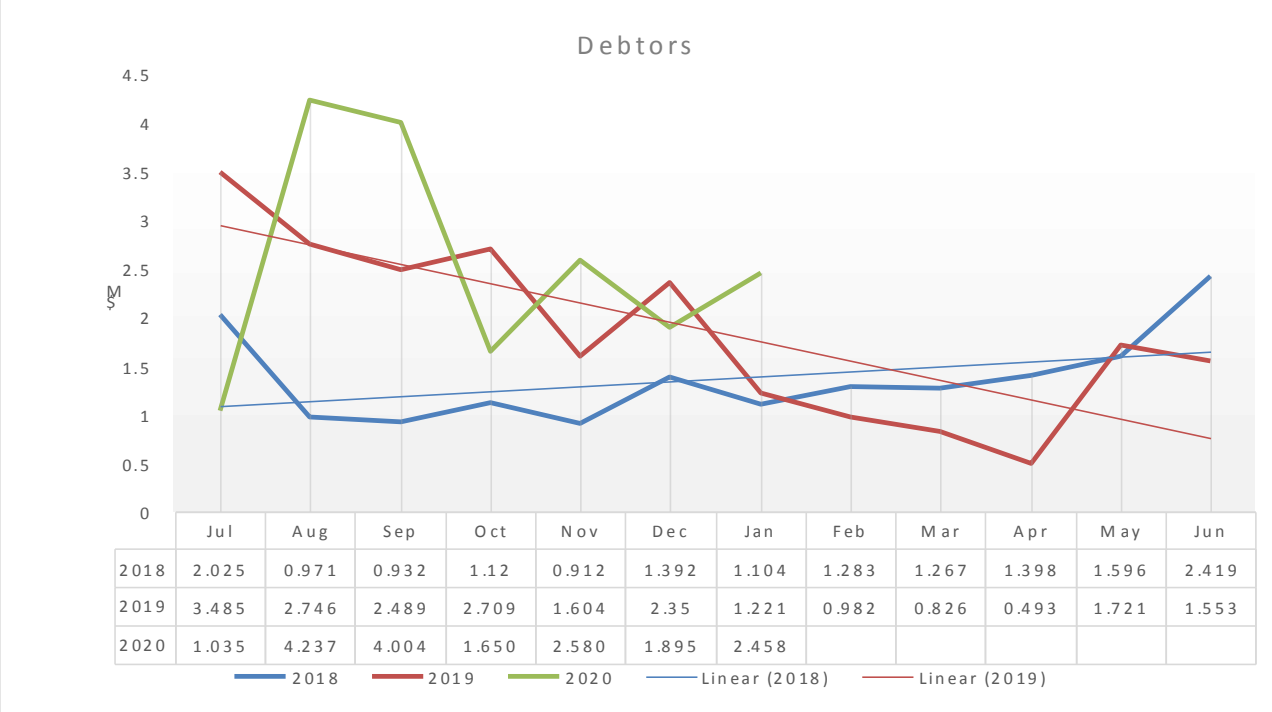
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	8.239	11.874	13.349	14.208	8.649	8.094		7.333	6.588	5.736	5.683	5.522
2019	1.350	0.747	1.212	1.302	0.760	0.312	0.262	0.453	0.245	-0.386	-0.241	-0.203
2020	-0.048	2.164	-0.536	1.725	2.190	2.026	2.256					

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
2018	8.7616	11.21	12.679	10.997	10.225	8.118	6.837	6.536	6.928	5.927	4.183	7.403
2019	9.398	3.374	5.273	3.964	4.757	3.394	2.68	2.932	2.658	1.181	1.027	1.682
2020	3.248	3.951	2.965	6.387	5.833	5.118	4.154					

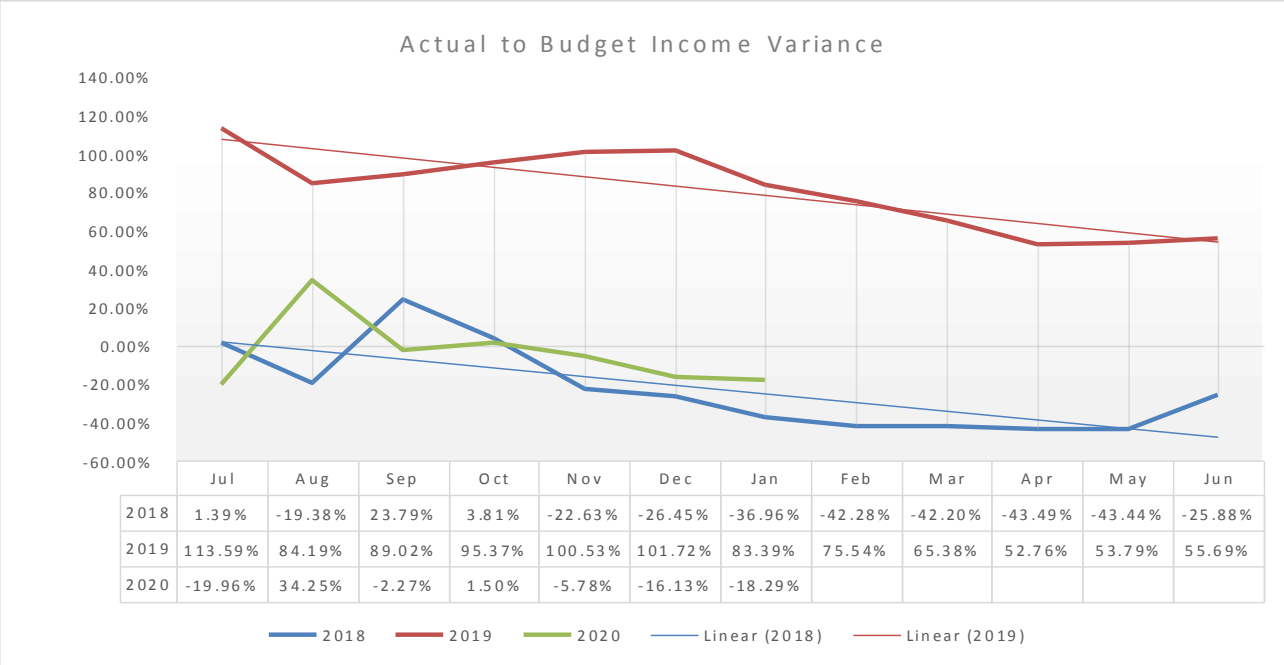
Comment: This graph provides comfort if it is trending upwards. This has slightly decreased in January 2020 due to paying of completed works for capital projects totalling $469k for the month for Disaster Recovery of 2019 Events and $291k in Special Projects. When unexpended grants are excluded, Council has a positive cash at bank of $0.499m. Similar to the current ratio, this is expected to decline in future months as Council draws down on the operational grants.



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

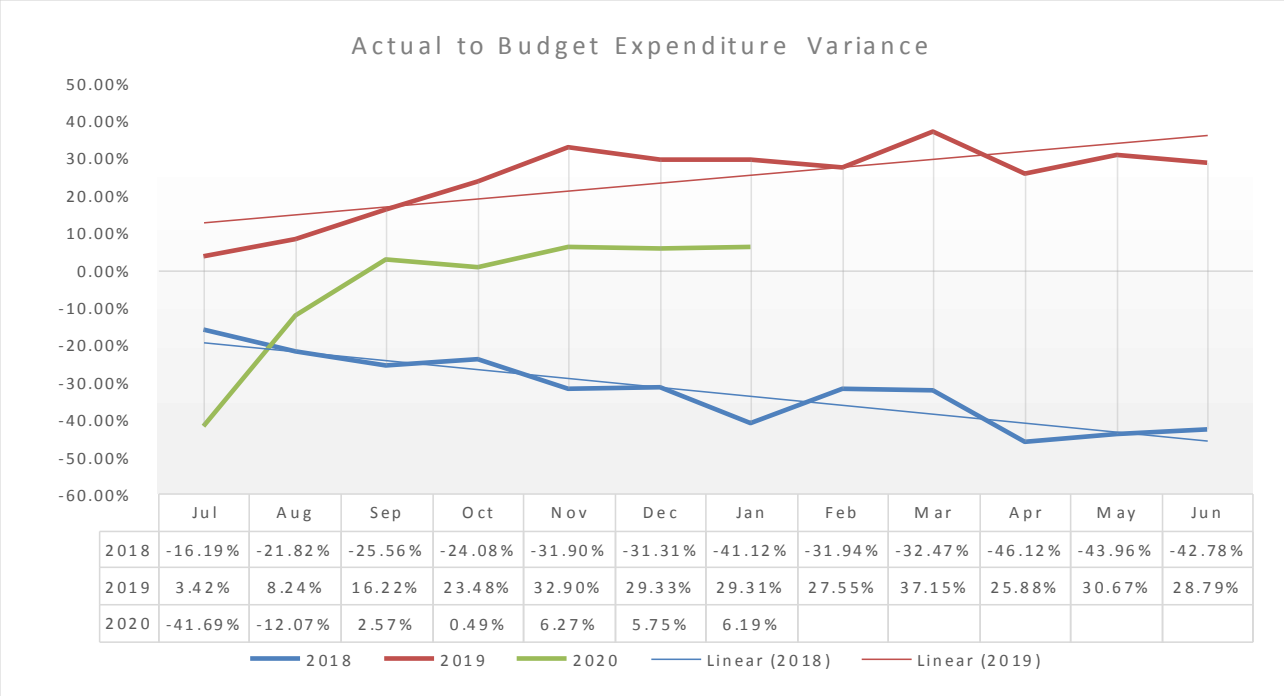
Comment: This graph should be trending downwards from the commencement of each year and has well and truly commenced this trend for 2019/2020. Whilst good progress has been achieved

in the collection of council service charge revenue and ongoing housing program works, there are still several general service charges being followed up. Council will refer old accounts not being paid to debt collectors. The balance of debtors has increased predominantly due to increased level of sales being involced in the month of January 2020.



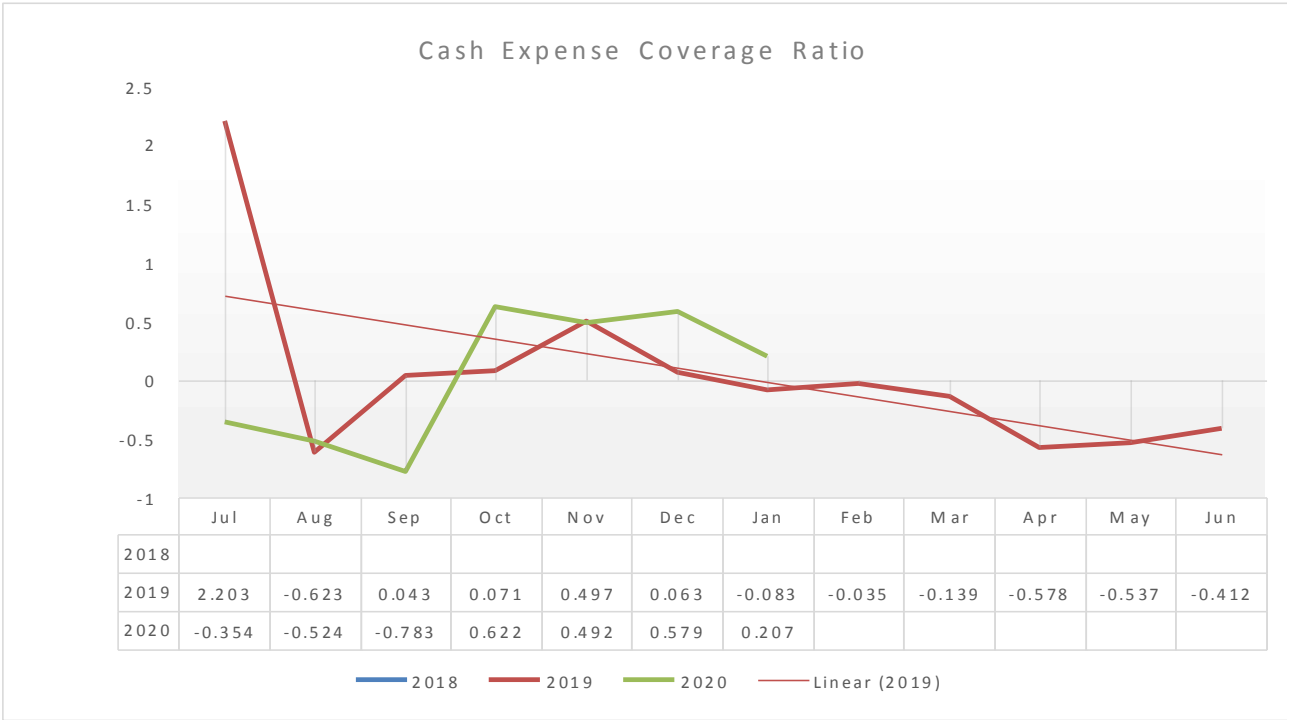
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	1.39%	-19.38%	23.79%	3.81%	-22.63%	-26.45%	-36.96%	-42.28%	-42.20%	-43.49%	-43.44%	-25.88%
2019	113.59%	84.19%	89.02%	95.37%	100.53%	101.72%	83.39%	75.54%	65.38%	52.76%	53.79%	55.69%
2020	-19.96%	34.25%	-2.27%	1.50%	-5.78%	-16.13%	-18.29%					

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 -18.29% in January 2020, which predominantly is due to timing differences on the forecasting of Capital Grants and Contributions.



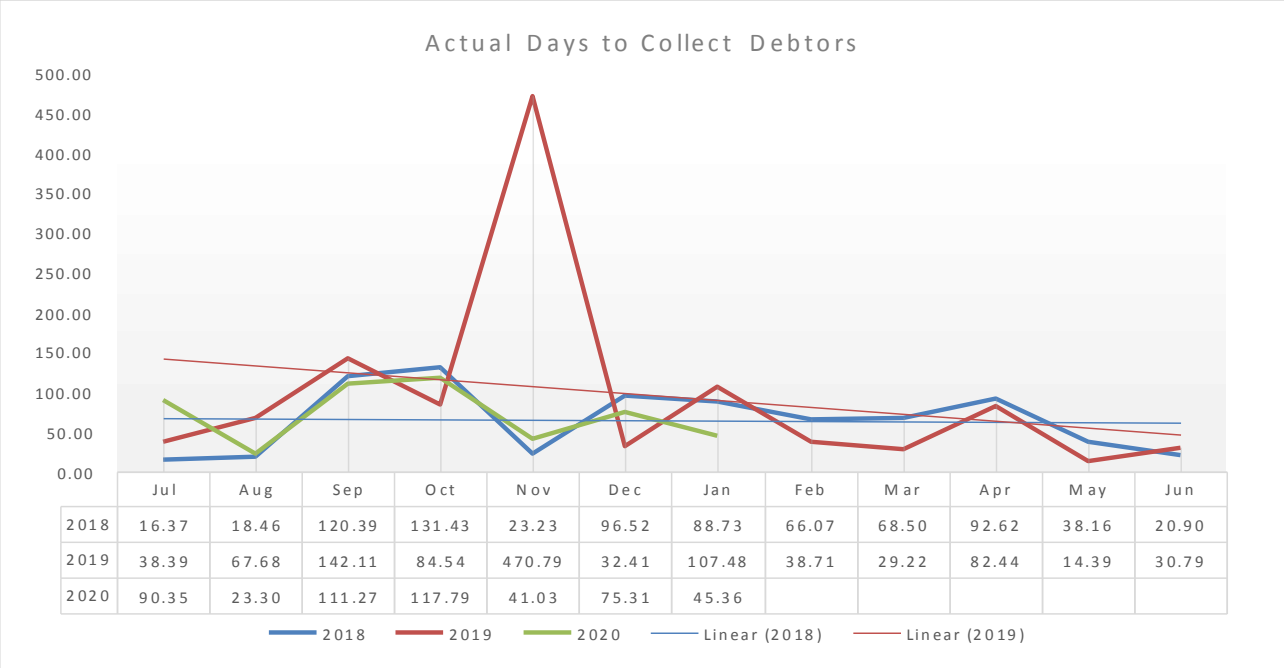
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018	-16.19%	-21.82%	-25.56%	-24.08%	-31.90%	-31.31%	-41.12%	-31.94%	-32.47%	-46.12%	-43.96%	-42.78%
2019	3.42%	8.24%	16.22%	23.48%	32.90%	29.33%	29.31%	27.55%	37.15%	25.88%	30.67%	28.79%
2020	-41.69%	-12.07%	2.57%	0.49%	6.27%	5.75%	6.19%					

Comment: This graph should hover around the 0 +/- 5% trend-line. This would represent an organisation on track with budget management and may take many years to develop. Current year tracking is higher than budget. The quantity of diversion from 0% illustrates a worrying budget prediction for expenditure by managers. Increased ownership and education measures had been developed during this year's budget process, which are beginning to take effect. The actual to budget expenditure variance has increased slightly for the month to 6.19% in January 2020.



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

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



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

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. A significant reduction in aged outstanding debtors occurred in December with good collections with our housing programs. The actual number of days to collect debtors decreased to an average of 45 Days. There are still significant general service charges balances due and payable. Some institutions have elected to stage these payments over the course of the year on a quarterly arrangement.

FINANCIAL & RESOURCE IMPLICATIONS

It is noted that the actual to budget income variance had decreased by -18.29%, and the actual to budget expenditure variance had increased by +6.19% indicating a widening gap in the forecasted net result. The increase in the actual to budget income variance is due to timing differences in the forecasting of the capital grants and contributions.

RECOMMENDATION

That Council notes and receives the information in this report.

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

	ACTUALS 31-Jan-20	ACTUALS/ BUDGET %	ORIGINAL BUDGET 31-Jan-20	ORIGINAL BUDGET 30-Jun-20
Revenue				
Recurrent revenue				
Local Government Levies	2,805,532	84%	1,952,358	3,346,900
Fees and Utility Charges	273,348	49%	326,317	559,400
Rental Income	1,197,486	72%	973,992	1,669,700
Interest Earned	32,870	16%	116,667	200,000
Sales-Contracts and Recoverable Works	5,581,749	48%	6,816,046	11,684,650
Other Recurrent Income	63,826	26%	145,833	250,000
Grants, Subsidies and Contributions	2,949,933	75%	2,306,675	3,954,300
Total recurrent revenue	12,904,744	60%	12,637,888	21,664,950
Capital revenue				
Capital Grants, Subsidies, and Contributions	3,948,208		7,988,220	13,694,092
Total capital revenue	3,948,208		7,988,220	13,694,092
Total revenue	16,852,952	48%	20,626,108	35,359,042
Capital Income	0	0%	0	0
Total income	**16,852,952**	48%	**20,626,108**	**35,359,042**
Expenses				
Recurrent expenses				
Employee Benefits	3,824,202	55%	4,067,460	6,972,788
Materials and Services	8,238,186	68%	7,099,436	12,170,462
Finance Costs	9,010	40%	13,008	22,300
Depreciation and Amortisation	3,572,534	61%	3,435,542	5,889,500
Total recurrent expenses	15,643,932	62%	14,615,446	25,055,050
Capital expenses				
Capital Expenses	-124,695		0	0
Impairment Losses	0		0	0
Total capital expenses	-124,695		0	0
Total expenses	**15,519,237**	62%	**14,615,446**	**25,055,050**
Net surplus	**1,333,715**	13%	**6,010,662**	**10,303,992**

Mornington Shire Council
Statement of Financial Postion
For the month ended 31 January 2020

	ACTUALS 31-Jan-20	ORIGINAL BUDGET 30-Jun-20
Current Assets		
Cash and cash equivalents	4,154,495	4,768,154
Trade and other receivables	2,458,474	2,222,534
Inventories	855,563	469,406
Other financial assets	208,092	201,047
	7,676,624	7,661,141
	0	0
Total current assets	**7,676,624**	**7,661,141**
Non-current Assets		
Other financial assets non-current	5,731,595	6,122,400
Property, plant and equipment	103,639,926	130,371,683
Total non-current assets	**109,371,522**	**136,494,083**
TOTAL ASSETS	**117,048,145**	**144,155,224**
Current Liabilities		
Trade and other payables	612,636	1,425,036
Provisions	705,846	71,891
Loans	0	235,291
Total current liabilities	**1,318,481**	**1,732,218**
Non-current Liabilities		
Provisions	1,219,527	58,952
Loans	0	4,647,649
Total non-current liabilities	**1,219,527**	**4,706,601**
TOTAL LIABILITIES	**2,538,008**	**6,438,819**
NET COMMUNITY ASSETS	**114,510,137**	**137,716,405**
Community Equity		
Asset revaluation reserve	99,160,206	107,141,328
Retained surplus/(deficiency)	15,349,931	30,575,077
Other reserves	0	0
TOTAL COMMUNITY EQUITY	**114,510,137**	**137,716,405**

Mornington Shire Council
Statement of Cash Flows
For the month ended 31 January 2020

	ACTUALS 31-Jan-20	ORIGINAL BUDGET 30-Jun-20
Cash flows from operating activities:		
Receipts from Customers	10,121,380	15,423,997
Payments to Suppliers and Employees	-13,797,626	-19,065,430
	-3,676,246	**-3,641,433**
Interest Received	32,870	200,000
Rental Income	779,097	1,614,043
Non-Capital Grants, Subsidies and Contributions	2,869,988	3,954,300
Borrowing Costs	0	-10,300
Net cash inflow (outflow) from operating activities	**5,709**	**2,116,609**
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	-1,980,633	-18,626,400
Payments for intangible assets	0	0
Proceeds from Sale of Property, Plant and Equipment	0	0
Finance lease Receipts	0	0
Capital Grants, Subsidies and Contributions	3,948,208	13,694,092
Net cash inflow (outflow) from investing activities	**1,967,575**	**-4,932,308**
Cash flows from financing activities	0	5,000,000
Repayment of Borrowings	0	-117,060
Net cash inflow (outflow) from financing activities	**0**	**4,882,940**
Net increase (decrease) in cash held	1,973,284	2,067,241
Cash at Beginning of Reporting Period	2,181,211	2,700,911
Cash at End of Reporting Period	**4,154,495**	**4,768,152**

Capital Budget Summary

Mornington Shire Council
31/01/2020

	Department	Budget	2019	YTD Capital Expenditure	Closing Balance	Committed Exp	Warehouse not posted	Adjusted Total	% of Budget	Grant Received in Previous Years	Current Year Grant	Total Grant Received	Restricted Funds
Project													
4100 Airport Terminal Building (RAAP)	Airport	1,790,000	1,652,401	118,105	1,770,506	8,500	-	1,779,006	99%	1,883,000	-	1,883,000	103,994
4100 Civic Centre (LGGSP)	Administration	8,862,820	22,875	4,236	27,111	-	-	27,111	0%	-	1,595,308	1,595,308	1,568,196
4100 Cyclone Shelter			11,321	-	11,321	-	-	11,321		-	-	-	-
4100 Dog Pound (W4Q)	Animal Control	472,000	460,334	19,770	480,105	-	-	480,105	102%	424,800	-	424,800	-
4100 Kiosk Upgrade	Lelka Murrin: Kiosk		1,985	720	2,705	-	-	2,705		-	-	-	-
4100 Lelka Murrin Tavern Upgrade (BOR)	Lelka Murrin: Tavern	1,202,500	3,828	185,371	189,199	2,016	57	191,272	16%	500,000	-	500,000	308,728
4100 Places of Refuge (W4Q)		1,430,000	60,847	538,070	598,917	40,895	8,373	648,185	45%	715,000	-	715,000	66,815
4100 Staff Housing Install (W4Q)	Facilities: Residential	358,000	359,750	3,594	363,343	-	163	363,507	102%	322,200	-	322,200	-
4100 Storage Shed Refurb (W4Q)	Housing	340,000	44,904	292,832	337,736	4,587	6	342,329	101%	306,000	-	306,000	-
4100 Warehouse Shelving (W4Q)	Warehouse	210,000	214,897	-	214,897	-	-	214,897	102%	189,000	-	189,000	-
4150 Effluent Outflow Pipe (ICCIP)	Sewerage Management	835,431	278,789	104,884	383,673	117,786	-	501,459	60%	816,067	-	816,067	314,609
4150 Sewer Pond Desludging (ICCIP)	Sewerage Management			-	-	-	46	46		-	-	-	-
4150 Sewer Pump Station Upgrade (ICCIP)	Sewerage Management	200,000		-	-	-	-	-		-	117,000	117,000	117,000
4250 Chlorine Hypo Dosing Upgrade (ICCIP)	Water Management	103,011		-	-	-	-	-		-	60,000	60,000	60,000
4450 Airport Safety (RAAP)	Airport	1,210,000	846,545	386,564	1,233,109	750	335	1,234,193	102%	1,117,000	-	1,117,000	-
4450 Basketball Court Fencing			17,844	-	17,844	-	-	17,844		35,000	-	35,000	17,156
4450 Concrete Batch Plant (BOR)	Batching	496,556	484,970	363	485,333	-	-	485,333	98%	369,560	-	369,560	-
4450 Fuel Facility Upgrade (BOR)	Bowser	800,000	917,422	3,961	921,384	-	-	921,384	115%	501,220	-	501,220	-
4450 Service Station Upgrade (BOR)	Workshop and Plant	400,000	431,102	3,340	434,442	-	-	434,442	109%	400,000	-	400,000	-
DRFA - 2019 Event	Roads and Civil		114,446	251,951	366,397	-	-	366,397		35,940	1,428,488	1,464,428	1,098,031
Capital - Work in Progress		-	-	-	-			-		-	-	-	-
				66,871									
Total		**18,710,318**	**5,924,259**	**1,980,633**	**7,838,021**	**174,533**	**8,980**	**8,021,535**	**43%**	**7,614,787**	**3,200,796**	**10,815,583**	**3,654,530**

1 of 1

14 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

14.1 HOUSING MONTHLY REPORT - JANUARY 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 January 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

CURRENT BAS WORKS PROGRAMS UNDERWAY

- **2018/19 BAS Do & Charge Program** – As at the date of this report, 5 jobs out of a total of 1634 Repairs & Maintenance Jobs for the 2018/19 financial year remain outstanding as detailed below:

(i) Carpentry – 2 (awaiting materials on order)
(ii) Pest Control – 2 (awaiting on Contractor)
(iii) Plumbing – 1

- **2019/20 BAS Do & Charge Program** – 203 jobs out of a total of 981 current jobs issued remain are yet to be completed as detailed below:

(i) Plumbing – 62
(ii) Electrical – 36
(iii) Tree Maintenance/Arboreal Works – 44
(iv) Carpentry – 36
(v) Fencing Repairs – 10
(vi) Pest Control – 12
(vii) Painting – 3

BAS Do & Charge Jobs Summary 2018/19 to 2019/20 at 06.02.2020:

Total number of jobs issued on the BAS Portal	281
Total number of jobs completed/ready for billing	73
Total number of jobs outstanding/yet to complete	208

- **2018/19 BAS Purchase Orders Program** – there are 5 outstanding PO jobs for the financial year. These jobs comprise of:

(i) 1x Fencing Upgrade at Mornington Island State School – If external fencing upgrade to school is approved, this works will be cancelled, materials have been received, a variation has been requested by the client for additional

fencing which has not been approved and awaiting a new work order to commence works;

(ii) 4 HIPS (Housing Improvement Program) remain to be completed. The timeline for each property are as follows:

- 2A/506 Lardil – works completed, vinyl flooring defected by MSC, scheduled to be re-rectified by 09/12/19;
- Res 4/503 Lardil – external cladding completed, demolition completed, bathroom fit-out 90%, kitchen 80%, all other works on hold awaiting ACM results, variation issued awaiting approval;
- 5A/264 Lardil – works off hold on 29/11/19, engineers' inspection report yet to be received, demolition completed, bathroom fit-out 80%, kitchen 80%, floor coverings and painting internal to be completed 12/02/20, laundry on hold awaiting ACM variation issued, awaiting approval;
- 5B/264 Lardil – external painting completed, external cladding 20%, awaiting engineers' inspection report which is yet to be received.

- **2019/20 BAS Purchase Orders Program –** BAS has released a total of 62 jobs to date valued at $2.2 million (GST-inclusive) as follows:

(i) 26x Carports valued at $1.09 million – all carports have been completed except 225 Dunlyu to be completed on 05/02/20;

(ii) 18x Driveways valued at $500,000 – All 18 driveways have been completed and billed;

(iii) 2x Fencing Upgrades valued at $31,000 – Both fencing upgrades have been completed and billed;

(iii) 1x Flooring Upgrade valued at $22,000 – Works have been completed and billed;

(iv) 1x Kitchen Upgrade valued at $29,000 – PO placed on kitchen supplier anticipated commencement in January 2020;

(v) 7x Repaint Jobs valued at $127,900 – All 7 jobs have been fully completed and billed;

(vi) 1x NAHA Refurbishment valued at $203,500 – Works commenced 28/01/2020;

(vii) 1x MI Watch House Toilet Basin Combo valued at $8,300 – currently works in progress;

(viii) 1x MI Hospital Ceiling Replacement valued at 12,300 – awaiting direction from Department of Health, is 50% completed;

(ix) 1x Gidgee Healing Structure valued at $58,400 – materials have been ordered and should land on the island later in the February month;

(x) 2x Mornington Island State School Full External Repaint Jobs valued at $59,400 – completed and billed.

STAFFING REPORT

- Andrew Halpin (Contractor Carpenter) and Kim Kersh (Contractor Supervisor) commenced second week of January 2020;
- Farshad Jalili (Estimator) commenced in third week of January 2020;
- Currently sourcing electrician and carpenter.
- Rohan Gibbs commenced as QBuild Contractor Housing Resource Supervisor in the first week of January 2020;
- Bob Todich (Housing Supervisor – Peak Contractor) ceased his contract on January 3rd, 2020.

FINANCIAL & RESOURCE IMPLICATIONS

1. Plug Ins x10 Project – Outstanding		
Sep19 Claim (Variation) - Submitted	$527,893.72	Yet to receive approval from QBuild
TOTAL	**$527,893.72**	

Commentary: The Progress Claim 12 (Variation Claim) for this project worth approximately $527,894 was raised and submitted in the September month. QBuild is currently reviewing breakdown of costs.

2. BAS PO Jobs		
	Jan20	**Dec19**
Total Revenue ($)	898,818.48	$582,808.60
Invoice Quantity	31 Invoices	24 Invoices
Average $/invoice	$28,994	$24,284

Commentary: A total of 31 invoices were raised for the January month. This represented an increase from the December figures reflecting the completion of the Carports and Driveways projects. Work also commenced on the HIPS projects.

3. BAS D&C Jobs		
	Jan20	**Dec19**
Total Revenue ($)	$176,758.90	$22,709.07

Invoice Quantity	178 Invoices	26 Invoices
Average $/invoice	$993	$873

Commentary: Averaged around $993/Invoice for the month of January. Again, work had slowed over the Christmas Holiday period with the exception of some call-outs and urgent maintenance work. Much of the workforce returned to the island in the second week of January. Also, the billing has remained steady in the month due to the inclusion of an additional Finance Resource staff (Sophie Size).

RECOMMENDATION

That Council note the report.

15 STAFF REPORTS - HUMAN SERVICES

15.1 FACILITIES MANAGEMENT QUARTERLY REPORT TO DECEMBER 2019

Author: **Acting Facilities Manager**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on the operations of the Facilities Management Department

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Facilities Manager is responsible for the following programs operated by Council:

- Motel
- Visitors Accommodation Complex
- Lelka Murrin Kiosk
- Bakery
- Staff Housing / Guest House
- All Council Administration Buildings

MOTEL AND VISITOR ACCOMMODATION CENTRE

The Motel has continued to be well utilised from Monday to Friday and continues to be the most popular accommodation; Gidgee Healing and Royal Flying Doctors are still booking months in advance and most rooms are always booked. VAC is then the only option for corporate travellers.

The new accommodation booking system, Preno is working with no major issues. The majority of bookings are now done online which has decreased the number of enquiries received via telephone and email. Information about available accommodation and pricing is readily available online via the Council website http://www.mornington.qld.gov.au/accommodation/ . This process has been more time efficient especially now that we can invoice directly from Preno using Xero.

The VAC still continues to be the main target for vandalism and theft. Facilities Department is still working to improve the identified problematic locations.

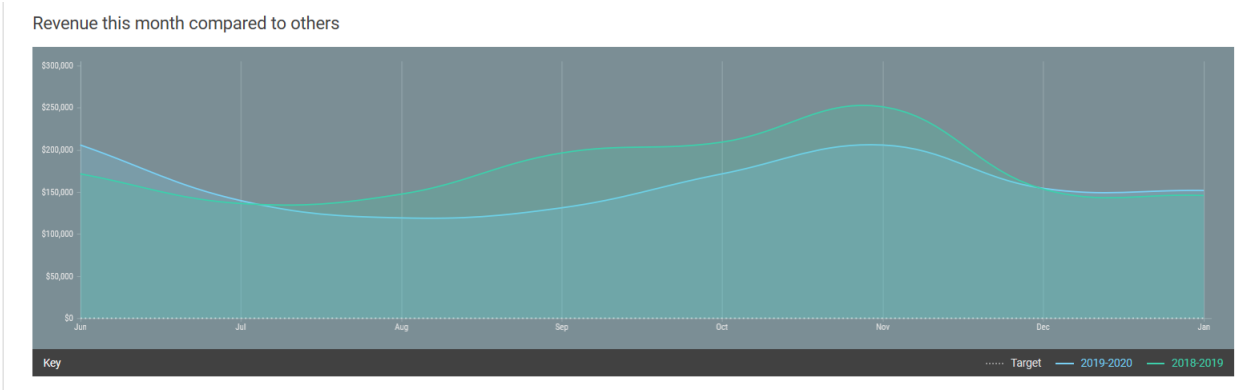
The new security company, Bilby Security Ltd, has engaged a night watchman to patrol the VAC grounds only. So far it has been successful as the number of reported incidents have significantly reduced.

Other works being investigated to improve guest safety are: installation of CCTV footage, upgrade of boundary fence, installation of security lighting to problem hotspots – mostly facing towards the boundary fence.

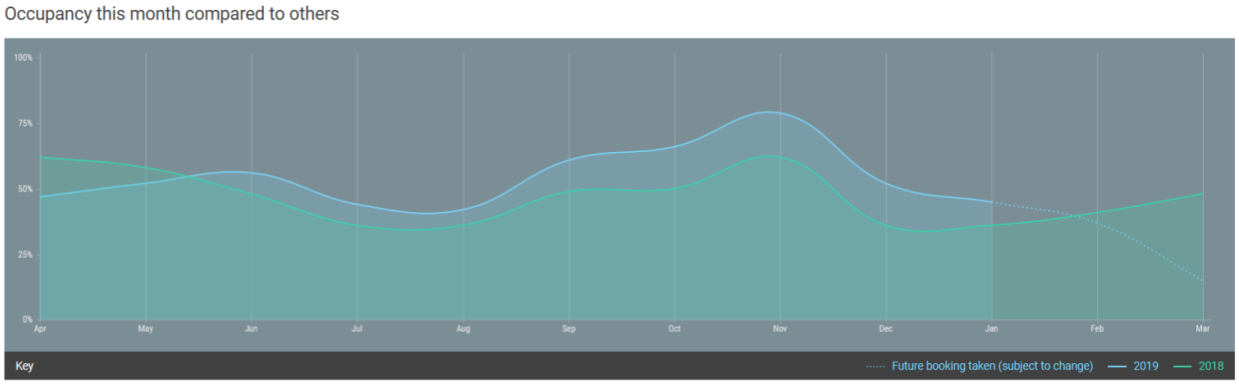
The pest control contractor has been successfully completed the pest treatment to all Council properties (i.e. Administration buildings, Bakery, staff accommodation, VAC, Motel, Tavern).

The program is still replacing old manchester and furniture and this continues to be challenging due to not having any proper lockable storage area and we are ordering on a needs basis. Facilities have ordered vital furniture and currently it is stored at the back of the Tavern which is only a temporary option.

Total revenue from October to December 2019 was $531,156 which is the most successful Quarter yet (see the graph below):



The next graph shows the month on month total occupancy comparison of Motel and VAC.



Guest satisfaction surveys have been left in the Motel rooms for guests to provide feedback. Motel guests are more inclined to completing the surveys with a lot of positive feedback

The following questions are listed on the survey, with the option to tick a score from one to five, with five being most satisfied. I have summarised the results and recorded the average per below;

The check-in process was timely and efficient – 4.8

The check-in staff were courteous – 4.7

My reservation was accurate – 4.7

My room was furnished appropriately – 4.7

My room was clean and comfortable – 4.9

My bed and bedding were comfortable – 3.8

Bathroom was clean and fully equipped – 4.8

All appliances were in working order – 4.8

Grounds were tidy and secure – 4.9

LELKA MURRIN

Lelka Murrin Kiosk continues to remain closed whilst the places of refuge and refurbishment projects are undertaken. Positions in the organisation chart have been removed on the basis that the facility will be closed until at least 30th June 2020. When the new Facilities Manager commences Council will start afresh the EOI process to look for a suitable contractor / proprietor.

BAKERY

The Bakery Manager has worked hard to build positive relationships with customers and clients including Gununamanda.

The bakery has been affected by the recent financial issues between Council and Gununamanda Store and the cease of products being supplied daily to the shop. The bakery has been operating at a loss. Furthermore, the oven is no longer working at its full capacity (i.e. needs replacement of spare parts) and the fridge has stopped working. This has directly impacted on the daily operations of the bakery. At present, there are insufficient resources to operate the bakery to a profitable level. Due to these issues, the bakery has ceased any catering orders to businesses and organisations on the island.

The future of the bakery is questionable due to it currently not generating enough revenue and it needs a proper operational business plan. This is due to be completed and reported to Council by the 30th June in accordance with Council's corporate and operational plan.

STAFF HOUSING & LEASES

The provision of staff accommodation continues to be a challenge for Council. The majority of Council houses are now occupied. As Council's infrastructure ages and as Council provide more housing to local staff it will become increasingly critical to investigate the provision of new facilities. The transfer of six accommodation units from the hospital has taken place and are completed.

The Facilities Department have started the task of implementing procedure and policies around inventory, asset management, lease agreements, inspections and maintenance of staff housing. This will continue to be a challenge with the high number of staff turnovers.

FACILITIES CLEANING & GROUND STAFF

The cleaning program currently have 6 cleaners with 2 full time and 4 casual cleaners in line with councils organisation chart of 4 FTE for the 2019/20 financial year.

The cleaners have been utilising a space in the back of the Lelka Murrin facility where they hold their daily pre start, weekly meetings, have smoko do laundry and store equipment. The facilities department are working towards a more suitable and permanent space now that the renovations have commenced on the Lelka Murrin Tavern.

We were approached by local organisations whom would like to contract the cleaning staff, we advised them that we are not in a position to provide contract cleaning other than to MSC at this point in time, although this may be an option in the future.

The facilities department are currently reviewing any vacant positions to ensure Council can continue to service its increasing needs. The cleaning supervisor role is vacant and would be best provided by a keen local person. To date no one has been identified and this has provided challenges at times with no driver / supervisor which does affect the wider team.

RECOMMENDATION

That Council note the report.

15.2 JUNKURI LAKA - ACCOMMODATION AT THE VISITORS ACCOMMODATION COMPLEX (VAC)

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

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

This report seeks Council's consideration of a discounted room rate for Junkuri Laka for a legal centre resource. This consideration is similar to previous consideration and approval Council has provided to Junkuri Laka for one of their staff members being accommodated at the VAC.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council will recall that there has been a previously approved discounted arrangement for Junkuri Laka from approximately February 2017 at $480.00 per month through until when the previous staff member left the community.

The discount offered by Council is substantial and when coupled with other financial concessions afforded to Junkuri Laka (housing and potential general service charge concessions), the Council does forego a large amount of revenue to subsidise an important local service to the community. It could be suggested that Council is clearly subsidising a service that should be funded better by State and Federal Governments as the services Junkuri Laka provides is not normally provided by Local Government.

Council maybe better served by advocating and lobbying State and Federal governments for an increase of funding directly to Junkuri Laka, so the Council does not have to subsidise the service. It is cross subsidisation issues like this that contribute to Mornington Council being financially unsustainable.

FINANCIAL & RESOURCE IMPLICATIONS

The approved room rate fee as per Council's fees and charges is currently $815.00 per week. On an annual basis this would equate to $42,380 per annum if booked every night of the year which is unlikely. At the $480 per month rate ($5760 per annum), this would be a reduction of over $36,600 per annum. With occupancy rates between 60 and 70%, the more likely loss of revenue would be between $20,000 and $24,000. Council should consider whether this loss of revenue is justifiable as a community service contribution.

RECOMMENDATION

1. That Council provide advice and direction regarding the request from Junkuri Laka for subsidised accommodation at the VAC.
2. If Council agree to subsidise Junkuri Laka for VAC accommodation that Council place this matter of State and Federal Government cross subsidisation on the agenda for the next Government Champions meeting, with the view of requesting the cross subsidisation being eliminated either by increased funding directly to Junkuri Laka or reimbursing to Council the level of subsidisation provided to Junkuri Laka.

16 GENERAL BUSINESS

17 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2009:

17.1 Disaster Recovery Funding Arrangements - Koppens Developments Pty Ltd - 2019 Claim number 3 for approval.

This matter is considered to be confidential under Section 275(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by Mornington Shire Council.

18 NEXT MEETING

19 CLOSURE