

		agencies <ul style="list-style-type: none"> <li>Public information &amp; warning initiated</li> </ul>	
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>Threat is imminent</li> <li>Community will be or has been impacted</li> <li>Need for coordination in LDCC</li> <li>Requests for support received by LDMG agencies or to the LDCC</li> <li>The response requires coordination</li> </ul>	<ul style="list-style-type: none"> <li>Meeting of LDMG Core Group</li> <li>LDCC activated</li> <li>Rosters for LDCC planned implemented</li> <li>Commence operational plans</li> <li>Local Government shifts to disaster operations</li> <li>LDMG takes full control</li> <li>SOPs activated</li> <li>Core group of LDMG located in LDCC</li> <li>Commence SITREPs to DDMG</li> <li>Distribute contact details</li> <li>DDMG advised of potential requests for support</li> </ul>	<ul style="list-style-type: none"> <li>LDCC contact through established land lines and generic email addresses</li> <li>Chair, LDC and LDMG members present at LDCC, on established land lines and / or mobiles, monitoring emails</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>No requirement for coordinated response</li> <li>Community has returned to normal function</li> <li>Recovery taking place</li> </ul>	<ul style="list-style-type: none"> <li>Final checks for outstanding requests</li> <li>Implement plan to transition to recovery</li> <li>Debrief of staff in LDCC</li> <li>Debrief with LDMG members</li> <li>Consolidate financial records</li> <li>Hand over to Recovery Coordinator for reporting</li> <li>Return to local government core business</li> <li>Final situation report sent to DDMG</li> </ul>	<ul style="list-style-type: none"> <li>LDMG members involved in recovery operations resume standard business and after hours contact arrangements</li> </ul>

**5.3 Role of The Local Disaster Coordination Centre Operation and Management**

The main aim of the LDCC is to coordinate resources and assistance in support of local agencies and stakeholders who are engaged in disaster operations.

The primary functions of a LDCC revolve around three key activities:

- Forward planning;
- Resource management; and
- Information management.

In particular, the LDCC is responsible for the:

- Analysis of probable future requirements and forward planning including preliminary investigations to aid the response to potential requests for assistance;
- Implementation of operational decisions of the LDC;
- Advice of additional resources required to the DDMG; and
- Provision of prompt and relevant information to the DDMG concerning any disaster event occurring within their district.

The LDC has overall responsibility for the establishment and operation of the LDCC. The LDC should ensure appropriate levels of staff are identified and trained in operation of the LDCC. LDCC

training would form a component of the LDMG training program. To support the operation of the LDCC, Standard Operating Procedures (SOPs) should be developed and utilised to inform training.

#### 5.4 QFES- Partnerships

The QFES is a vital part of the QDMA, providing a response capability on behalf of the LDMG to assist communities in times of disaster or emergency situations. State and Local Governments maintain an important partnership in assisting SES volunteers to provide a valuable volunteer emergency service to their local communities.

The functions of the SES are to:

- Perform search and rescue or similar operations;
- Help injured persons or protect persons or property from danger or potential danger; and
- Conduct other activities to help communities prepare for, respond to and recover from an event or disaster.

The SES also provides valuable assistance to other emergency service agencies in disaster or emergency situations.

The SES Local Controller should ideally be a member of the LDMG and will be able to assist with planning and procedures surrounding activation and operations of SES groups in local government areas.

#### 5.5 Declaration of A Disaster Situation

In accordance with s. 64 of the Act, a DDC may, with the approval of the Minister, declare a disaster situation for the district or one or more local government areas within the district in whole or in part. As outlined in s. 75 and s. 77 of the Act, the declaration confers extra powers on particular groups to perform actions, give directions and control movements within the declared area.

In declaring a disaster situation, the DDC is to be satisfied that a disaster has happened, is happening or is likely to happen and it will be necessary, or reasonably likely to be necessary, to exercise declared disaster powers to prevent or minimise the loss of human life, illness or injury to humans, property loss or damage, or damage to the environment. Before declaring a disaster situation, the DDC is to take reasonable steps to consult with each local government under the Act to manage disaster operations in their area.

It is important to note that the declaration of a disaster situation relates to the situational requirement for additional powers and is not linked to the activation of particular disaster management groups under the QDMA or the activation of disaster financial assistance arrangements. All three actions are independent processes and are not interlinked or conditional. The declaration of a disaster situation does not impact the requirements of a local government under the Act to manage disaster operations in their area.

#### 5.6 Operational Reporting

**Situation Report (SITREP)**

During operational activity the LDMG, through the operation of the LDCC, will be responsible for the preparation and distribution of SITREPs. Situation reports are aimed to capture accurate information from the day's operations through communicating a current and forecast situation during a disaster event.

The LDMG will need to ensure regular and accurate information is received from operational areas to inform operational response, forward planning and the contents of the LDMG SITREP.

The production of SITREPs takes time and effort and LDMGS will need to consider the allocation of appropriate staff in the LDCC to compile the SITREP.

If a disaster event requires the activation of a DDCC, the LDMG will be required to develop a SITREP to be forwarded regularly from the LDCC to the DDCC. If an event is contained within a local government area and has not progressed to DDCC activation, the DDMG will still have activated to 'lean forward' level and the DDC may still request LDMG SITREPS to monitor and assess the situation. The nature of the disaster and the involvement of the DDMG will determine the timings, complexity and format of the SITREP for a given event.

### Tasking Log

It is recommended that a tasking log be used during activations to record actions taken and the responsible agency or officer. It is anticipated that the log will be used by the LDC or in larger operations the Tasking or Operations Officer in the LDCC.

A tasking log may contain details of:

- The specific operational task to be undertaken
- The date and time of commencement of the task
- The agency and responsible officer to which the task has been delegated
- Relevant contact details
- The date and time of completion of the task
- Actions taken and contextual comments.

The use of a tasking log will ensure that planned operational contingencies have been executed. Tasking logs should be treated as official records and should be stored and archived appropriately to provide information to any post-event review.

### 5.7 Financial Management

Due to the nature of many disaster situations, finance operations will often be conducted with compressed time constraints and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement for sound financial management and accountability.

The LDMG should predetermine event-related financial management arrangements to ensure costs are appropriately endorsed and captured from the onset of operations.

The LDC, consultation with the LDMG Executive Team, is responsible for establishing and maintaining financial management procedures for the LDCC. Each support agency is responsible for providing their own financial services and support to its response operations relevant to their agency.

### Authority to expend funds

Each participating agency should predetermine the type and limit of expenditure permitted (individual expense and cumulative expense) by their group members without further reference to senior management.

This also includes predetermining management processes for the expeditious financial authorisation of support and relief staff, as may be required.

#### **Document management**

When an event occurs, each participating agency should immediately begin accounting for personnel and equipment costs relating to disaster operations. Reimbursement is not an automatic process and requires solid evidence of disaster-related expenditure. Care and attention to detail must be taken throughout the disaster operations period to maintain logs, formal records and file copies of all expenditure (including personnel timesheets), in order to provide clear and reasonable accountability and justifications for future audit and potential reimbursement purposes.

The LDMG will ensure that expenditure is in line with LG procurement processes.

#### **5.8 Disaster Financial Assistance Arrangements**

There are two sets of financial arrangements which, if activated by the Minister, provide financial support to Queensland communities impacted by a disaster event through the reimbursement of eligible expenditure:

##### **State Disaster Relief Arrangements (SDRA)**

The intent of the SDRA is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster event (natural or non-natural). The SDRA is State funded, and therefore not subject to the Australian government-imposed event eligibility provisions or the activation threshold that exists under the NDRRA. As a result, SDRA can address a wider range of disaster events and circumstances where personal hardship exists.

##### **Natural Disaster Relief and Recovery Arrangements (NDRRA)**

The intent of the NDRRA is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a disaster event.

The arrangements provide a cost sharing formula between the State and Australian Government and include a range of pre-agreed relief measures.

To claim for expenditure reimbursement under SDRA and NDRRA arrangements:

- The relevant arrangements must be activated;
- The relevant relief measures must be activated, and the expenditure must meet the eligibility requirements of that measure; and
- Documentary support for all eligible expenditure detailed in the claim must be provided by the claimant.

**6.0 PUBLIC HEALTH**

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Maintenance of sewage, water and domestic refuse services are the responsibility of the Mornington Shire.

Vector control is undertaken by the Mornington Shire, these services are increased during flood events due to the increase in insect activity.

Specialist public health advice is available through Queensland Health Public and Environmental health services.

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## 7.0 EVACUATIONS AND EVACUATION CENTRE MANAGEMENT

Mornington LDMG has the capacity and capability to conduct and support the evacuation of small numbers of persons from effected areas of the town to non-effected areas of the town. It is acknowledged by the LDMG and the DDMG that larger scale evacuations would require significant coordination and assistance from both District and State levels of the Disaster Management system.

### 8.1 Evacuation Centres

The table on the following page lists the buildings which have been identified as potential evacuation centres subject to their adequate provision.

Mornington Shire will request bedding and other materials required from District and make them available to the shelters on their activation.

### 8.2 Evacuation Centre Managers

Mornington Shire will appoint welfare centre managers for each centre in consultation with the owners of each centre. Local welfare is usually co-ordinated under the auspices of the SES, through a Welfare Officer. The managers will be responsible for welfare arrangements on a daily basis.

#### **Duties of Evacuation Centre Managers**

Evacuation Centre Managers will be responsible for the day to day operation of the Evacuation Centre. This will include:

1. Organise physical set up and adequate provision of the Evacuation Centre.
2. Be responsible for the overall co-ordination of the centre.
3. Liaise with LDCC to ensure the adequate provision of food, bedding, volunteers, access to medical treatment and any other needs of evacuees.
4. Registration of evacuees (names/address, telephone, next of kin).
5. Ensure persons with special needs are given appropriate assistance.
6. Ensure adequate feedback to LDCC regarding problems, either in respect of management of the Welfare Centre or special needs of clients.
7. Ensure information, i.e. medical, insurance, financial assistance (Govt Dept) etc. is available to all people.
8. Ensure adequate records of activities and expenses are maintained.

**8.0 IMPACT ASSESMENT**

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Following and even the Local Disaster Management Group will coordinate the assessment of damage to the community and infrastructure. If specialised skills are required (Building inspections) the LDMG will request support from the District Group.

Following evacuation, the LDMG will coordinate damage assessment of critical infrastructure, essential services and dwellings prior to the return phase of the evacuation operation.

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**9.0 APPROVAL OF EXECUTIVE MEMBERS**

This plan was approved by the Mornington Shire Council on the \_\_\_\_\_

This plan is endorsed by the Chair of the Local Disaster Management Group

..... Date .....

**Cr Brad Wilson**

Chair

Mornington Local Disaster Management Group

This plan has been agreed to and accepted by the Mornington Shire Council through resolution.

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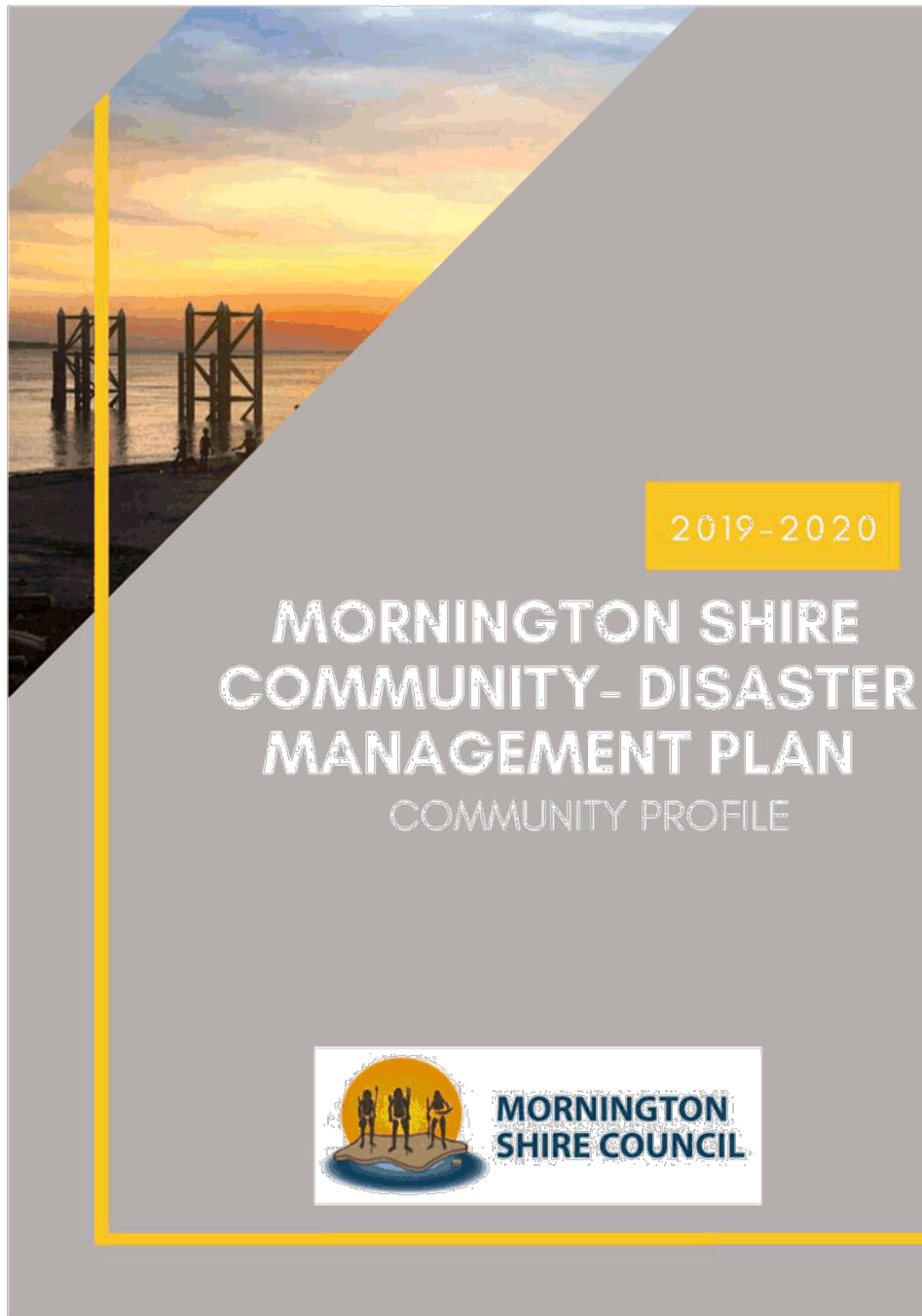
**10.0 LDMG SUB-PLANS**

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There are currently two sub-plans to Mornington Shire Council's Local Disaster Management Plan, which include:

- Mornington Shire Community Profile
- Mornington Shire Recovery Plan

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**Mornington Shire Community- Disaster Management Plan**  
**2019-2020**  
**Community Profile**

**1.0 INTRODUCTION**

This document has been developed to support the Mornington Shire Local Disaster Management Plan, is annexed to the plan as an important component of the plan. The purpose of this document is to provide Mornington Shire specific information that may be used for efficient and effective process leading into, during and post a natural disaster or extreme weather event.

This document has been developed with the assistance and support of community members and Council's elected representatives who possess generations of local knowledge and experience in dealing with natural disasters and extreme weather events.

This document is not designed to replace the statutory obligations of the Local Disaster Management Group, the District Disaster Management Group or the State Disaster Control Centre but provide well founded advice and recommendations relating to natural disasters and extreme weather events for Mornington Shire.

This document displays information such as core contacts, stakeholder's contacts, auxiliary power supply, satellite phone numbers and contacts as well as communication methods, these will vary from time to time and this document will be updated as advice is provided or at a minimum annually.

**2.0 LDMG CONTACT LIST**

Contact List for Mornington Local Disaster Management Group (Core Group)				
Name/ Position	Agency	Landline phone	Mobile	Email Address
Brad Wilson (Chair)	Mayor	47457800	0498478722	<a href="mailto:Mayor@mornington.qld.gov.au">Mayor@mornington.qld.gov.au</a>
Jane Ah Kit (Deputy Chair)	Deputy Mayor	47457800	0472837299	<a href="mailto:jane.ahkit@mornington.qld.gov.au">jane.ahkit@mornington.qld.gov.au</a>
Frank Mills (XO)	Council (CEO)	47457801	0437999754	<a href="mailto:Ceo@mornington.qld.gov.au">Ceo@mornington.qld.gov.au</a>
Brad Dickson (Engineering Services)	MSC (EXEC Manager Infrastructure & Technical Services)	47457830 47457820	0447676294	<a href="mailto:Bradley.Dickson@mornington.qld.gov.au">Bradley.Dickson@mornington.qld.gov.au</a> <a href="mailto:tc@mornington.qld.gov.au">tc@mornington.qld.gov.au</a>
Kerry Whiting	MSC (EXEC Manager Finance & Human Services)	47457803		<a href="mailto:Kerry.Whiting@Mornington.qld.gov.au">Kerry.Whiting@Mornington.qld.gov.au</a>

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

Tatiana Ah Mat	MSC (EXEC Manager Corporate Governance and Communication)	47457805	0437654886	<a href="mailto:Tatiana.Ahmat@Morningson.qld.gov.au">Tatiana.Ahmat@Morningson.qld.gov.au</a>
S/S Emma Riley	Queensland Police	474579090		<a href="mailto:Emma.Riley@police.qld.gov.au">Emma.Riley@police.qld.gov.au</a>
Elliot Dunn	Emergency Management Coordinator Mt Isa QFES	47472353 Fax:47491789	0419445069	<a href="mailto:Elliot.Dunn@qfes.qld.gov.au">Elliot.Dunn@qfes.qld.gov.au</a>
Sgt Shane Smith	Queensland Police	47459090		<a href="mailto:Smith.shanem@police.qld.gov.au">Smith.shanem@police.qld.gov.au</a>
Tony Francesco	Gunnamanda Store	47457233	0400125395	<a href="mailto:Tony@gunnamanda.com.au">Tony@gunnamanda.com.au</a>
Terri Byrne	Morningson Island State School	47479333	0467713942	<a href="mailto:tbyrne22@eq.edu.au">tbyrne22@eq.edu.au</a>
Peter McCutcheon	Queensland Ambulance	4745 7383	0427 758 581	<a href="mailto:qas.oicmorningsonisland@ambulance.qld.gov.au">qas.oicmorningsonisland@ambulance.qld.gov.au</a>
Leeona West	NWHS	07 47457290	0436917769	<a href="mailto:Leeona.West@health.qld.gov.au">Leeona.West@health.qld.gov.au</a>
Area Director Mount Isa	Emergence Management QLD			
Tommy Wilson	Park Rangers			

Contact List for Morningson Local Disaster Management Group (Service Providers & advisors contacts)				
Bobby Thompson	Wellbeing Centre		0467969632	<a href="mailto:Bobby.Thompson@nwrh.com.au">Bobby.Thompson@nwrh.com.au</a>
Farah Linden	Mission Australia	47457081	0476842445	<a href="mailto:linden@missionaustralia.com.au">linden@missionaustralia.com.au</a>
Joanna Bate	Rise (Job Find)	47444131	0488070840	<a href="mailto:joanna.bate@riseventures.com.au">joanna.bate@riseventures.com.au</a>
Geoff Byrne	Junkuri Laka	47457278	0447744945	<a href="mailto:Geoff@junkurilaka@gmail.com">Geoff@junkurilaka@gmail.com</a>
TJ Baker	PCYC			<a href="mailto:TJ.baker@pcyc.org.au">TJ.baker@pcyc.org.au</a>
David Snowman	Telstra			
	BAS			

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Jenny Sewter	Save The Children		0437497855	<a href="mailto:Jenny.sewter@savethechildren.org.au">Jenny.sewter@savethechildren.org.au</a>
Jeremy Palmer	NWRH-Aged Care	0747819300	0412266988	<a href="mailto:Jeremy.Palmer@nwrh.com.au">Jeremy.Palmer@nwrh.com.au</a>
Jane Ah kit	Gidgee Healing			<a href="mailto:jahkit@gidgeehealing.com">jahkit@gidgeehealing.com</a>
Susan Sewter	Mirndiyān Gununa			manager@gm.com.au
	Ergon Energy			
	Probation and Parole			
Tom Atu	DPMC			
Jeff Magnus	Executive Officer Mt. Isa DDMG	47441151	0428743189	DDC.Mountisa@police.qld.gov.au

### 3.0 SATELLITE PHONE REGISTER

Organisation	Location	Person allocated SAT phone	Number
Queensland Police Service	Mornington Island	Emma Reilly	0147 157 574
Queensland Ambulance Service	Mornington Island	Peter McCutcheon	0147 180 179
Queensland health	Mornington Island	Heather Byrne	0147 181 304
PCYC	Mornington Island	TJ Baker	0011 8816 31636477
Mornington Shire Council	Mornington Island	Frank Mills	0147 186 954
Mornington Shire Council	Mornington Island	Brad Dickson/ Kerry Whiting	0147 149 969
Sweers Island resort	Sweers Island	Lyn	0147 480 974
Mission Australia	Mornington Island	Farrah Linden	0147181136
Mornington Island State School	Mornington Island	Terri Byrne	0147 149 481

**4.0 AUXILIARY POWER SUPPLY REGISTER**

Organisation	Location	Type of power	Model type	Last serviced
Queensland Police	Mornington Island	Generator	2320KW	04/12/2018
Queensland Health	Mornington Island	Generator		
Queensland Ambulance	Mornington Island	Generator		
Energy Queensland	Mornington Island	Generator	2300KW	
NWRH - Aged Care	Mornington Island	Generator		17/12/2018
Gunnamanda Store	Mornington Island	Generator		17/12/2018
Mornington Shire Council	Mornington Island	Generator		

**5.0 COMMUNICATION METHODS**

The Local Disaster Management Group uses various methods of communications for both the Core groups and for service providers.

**Core Group-** face to face meetings, emails, teleconferences, SMS texts

**Service Providers & Community groups/members-** face to face meetings, emails, teleconferences, SMS texts, posters, social media & radio

The following agencies and roles are representative of those based full time on Mornington Island. A full list of all State agencies and their roles and responsibilities is contained in sections..... of the Mornington Shire Council Local Disaster Management Plan

**6.0 ROLES AND RESPONSIBILITIES**

Organisation	Roles and Responsibilities
<b><u>Mornington Shire Council</u></b>	<ul style="list-style-type: none"> <li>• Provide advice and local knowledge relevant to the planning and logistical issues of disaster management</li> <li>• Provide primary response support to Local Disaster Management Group and/or allied agencies as identified and required</li> <li>• Provide advice to Local Disaster Management Group regarding road closures/openings and maintenance of road blocks</li> <li>• Assist in rescue operations, evacuations searches for missing persons as required</li> </ul>
<b><u>Queensland Police</u></b>	<ul style="list-style-type: none"> <li>• Preservation of peace and good order</li> <li>• Operationally responsibility for first response to terrorism</li> <li>• Prevention of crime Maintenance of any site as a</li> </ul>

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	<p>possible crime scene Coronial investigation procedure</p> <ul style="list-style-type: none"> <li>• Traffic control, including assistance with road closures and maintenance of road blocks</li> <li>• Crowd control</li> <li>• Assist in the evacuation</li> <li>• Coordination of rescue operations</li> <li>• Provide support to Local disaster Management Group</li> <li>• Security of evacuated areas</li> <li>• Security of damaged premises</li> <li>• Assist in the registration of evacuated persons</li> <li>• Coordination of search for missing members of the community traffic, marine and air accidents</li> <li>• Guidance on Counter-Terrorism Issues</li> </ul>
<u>Gunnamanda Store</u>	<ul style="list-style-type: none"> <li>• Ensure adequate supplies of essential goods (food, water and basic commodities) on hand are sufficient to meet community needs for a minimum of 2 weeks, at all times</li> <li>• Assist in the resupply of essential goods (food, water and basic commodities) to Mornington Island as required</li> </ul>
<u>Queensland Ambulance</u>	<ul style="list-style-type: none"> <li>• Provide, operate and maintain ambulance services and service delivery during rescue and other related activities. This includes protecting persons from injury or death, whether or not the individuals are sick or injured.</li> <li>• Provide transport for persons requiring attention at medical or health care facilities, to participate with other emergency services in counter disaster planning and to coordinate all volunteer first aid groups during the disaster.</li> </ul>
<u>Queensland Health</u>	<p><i>Lead agency</i></p> <ul style="list-style-type: none"> <li>• Lead agency for response function of public health, mental health and medical services, mass casualty management, mass fatality management including victim identification (with QPS) and emergency medical retrieval.</li> <li>• Provide health emergency incident information</li> <li>• Primary agency for heatwave, pandemic influenza, biological and radiological incidents.</li> </ul> <p><i>Preparedness</i></p> <ul style="list-style-type: none"> <li>• Develop health- focused disaster and emergency preparedness, response and recovery plans</li> <li>• Develop and maintain disaster and emergency health response capabilities and capacity</li> <li>• Implement business continuity plans and arrangements to maintain health services during disaster and emergencies</li> </ul>

	<ul style="list-style-type: none"> <li>• Work across the health sector including aged care facilities, private facilities, primary health and community care providers to ensure 'whole of health' arrangements are in place.</li> </ul> <p><i>Response (including support functions)</i></p> <ul style="list-style-type: none"> <li>• Provide health disaster and emergency incident information to the public and disaster management stakeholders</li> <li>• Health Services – clinic and forensic</li> <li>• Clinically coordinate aeromedical transport and emergency medical retrieval (with QAS) and provide membership to the SDCC aviation cell when activated</li> <li>• Clinical response to mass casualty management (with QAS)</li> <li>• Forensic and scientific health services to mass fatality management and terrorism (with QPS)</li> <li>• Recovery mental health support to affected communities (with DCDSS)</li> <li>• Public health and environmental health advice and support to local governments and affected communities and industries</li> <li>• Messaging on public health risks to affected communities</li> </ul>
<p><b>QFES</b></p>	<p>Role: ensure the safety of people and property in Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations through the capabilities of Fire and Rescue, Rural Fire Services and State Emergency Service.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Primary response agency for structural, bushfire and chemical/ hazmat incidents</li> <li>• Provide rescue and search functions and perform other operations to help and protect injured persons from danger or potential danger</li> <li>• Distribute and develop (where primary agency) warnings to disaster management stakeholders and communities</li> <li>• Facilitate and authorise Emergency Alert campaigns to provide advice and warnings to communities affected by disasters and emergency situations</li> <li>• Ensure that persons performing functions under the Disaster Management Act 2003 in relation to disaster operations are appropriately trained</li> <li>• Emergency supply acquisition and management of supplies and services in support of disaster operations</li> <li>• Resupply of essential goods (food and basic commodities) to temporarily isolated communities, properties and individuals</li> <li>• Ensure the capability and capacity of Disaster</li> </ul>

	<p>Assistance Reponses Teams (DART) to assist communities affected by disasters or emergency situations</p> <ul style="list-style-type: none"> <li>• Undertake damage assessment function (residential and commercial structures) as soon as practical post disaster/ emergency situation and provide findings to disaster management stakeholders</li> </ul>
<p><b><u>Queensland Education</u></b></p>	<p>Emergency Support Functions</p> <ul style="list-style-type: none"> <li>• Lead, manage and coordinate the department’s planning, preparation, response and recovery from disasters and emergencies.</li> <li>• Provision of department buildings that can be transitioned to cyclone shelters, places of refuge and evacuation centres</li> <li>• Support communications prior to, during and after an event</li> </ul> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Maintain the safety and wellbeing of students, staff and volunteers who work or participate in DoE schools, institutions and workplaces</li> <li>• Ensure that all state schools, regional offices and other workplaces have a documented emergency response plan</li> <li>• Facilitate the return of affected state schools to normal operations as soon as safe and practicable following an event</li> <li>• Facilitate the transition of DoE facilities to cyclone shelters, places of refuge and evacuation centres as required or directed</li> </ul>

**7.0 RESPONSE STRATEGY**

Whilst response strategies will vary for different types of events and the strength of cyclones will determine the strategies to be followed, the cyclone categories and strategies described below should be used as a base for decision making. In addition, there are some actions that must be initiated as a matter of course and these include:

- Annually - conduct cyclone season community clean up and preparation “get ready” commencing in October and continuing until complete.
- Annually - contact the Department of Housing and Public Works to get an update of data regarding the suitability of social houses on Mornington Island to withstand various categories of weather events.
- Annually – contact Carpentaria Freight to determine if any changes to normal barge run is anticipated especially in lead up to Christmas New Year period.

- Annually – liaise with Gununamanda Store Manager/Board of management to ensure a sufficient stockpile of goods is on hand = 3 months = to support community before, during and post any weather events.
- Annually – determine and communicate the location of the disaster management centre to all members of LDMG and community.
- Annually – update LDM Plan to include current contact and any changes or variations to LDM Plan, Community Profile and Recovery sub plans.

Cyclone Category	Characteristics	Actions (Minor/Specific)		Action (General)
Cyclone Advice	Depending on the BOM report			<ul style="list-style-type: none"> <li>• Clean up loose material and secure items (boats, cars etc.)</li> <li>• Trim back trees</li> </ul>
Category 1 (Tropical Cyclone)	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.  A Category 1 cyclone's strongest winds are GALES with typical gusts over open flat land of <b>90 - 125 km/h.</b>	Recovery		<ul style="list-style-type: none"> <li>• Initial advice received, meeting to be held of the LDMG core members</li> <li>• Warnings sent out to community- Television, Radio, Posters, Emails</li> <li>• Clean up loose material and secure items (boats, cars etc.)</li> <li>• Ensure welfare of pets</li> <li>• Move APH to the hospital (service provided by QLD Health)</li> </ul>
		7 days		
		6 days		
		5 days		
		4 days		
		3 days		
		2 days	Move to LEAN FORWARD status	
1 day	Transfer patients from APH to hospital			
0 Day				
Category 2 (Severe Tropical Cyclone)	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.	Recovery		<ul style="list-style-type: none"> <li>• Warnings sent out to community- Television, Radio, Posters, Emails</li> <li>• Provide information on Barge, Flights and airfare schedules</li> <li>• Inspect houses for any damages as well as ensure that homes are secure enough to withstand the cyclone. (Houses are up to code)</li> </ul>
			Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation	
		7 days		
		6 days		

	<p>A Category 2 cyclone's strongest winds are <b>DESTRUCTIVE</b> winds with typical gusts over open flat land of <b>125 - 164 km/h.</b></p>	5 days		<ul style="list-style-type: none"> <li>• Off-Island staff move to shelter</li> <li>• Move community to safer housing</li> </ul>
		4 days	Move to LEAN FORWARD status	
		3 days		
		2 days	Transfer patients from APH to hospital	
		1 day	Move Council staff to place of refuge	
		0 Day		
<p>Category 3 (Severe Tropical Cyclone)</p>		<p>Some roof and structural damage. Some caravans destroyed. Power failures likely.</p> <p>A Category 3 cyclone's strongest winds are <b>VERY DESTRUCTIVE</b> winds with typical gusts over open flat land of <b>165 - 224 km/h.</b></p>	Recovery	
	7 days		<ul style="list-style-type: none"> <li>• Move to LEAN FORWARD status</li> <li>• Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation</li> </ul>	
	6 days			
	5 days			
	4 days		Evacuation of aged and vulnerable persons	
	3 days			
	2 days		Move patients from APH to hospital	
	1 day		Move Council staff to place of refuge	
	0 Day			
	Category 4		Significant	Recovery

(Severe Tropical Cyclone)	roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.  A <b>Category 4</b> cyclone's strongest winds are <b>VERY DESTRUCTIVE</b> winds with typical gusts over open flat land of <b>225 – 279 km/h.</b>	7 days	<ul style="list-style-type: none"> <li>Move to LEAN FORWARD status</li> <li>Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation</li> </ul>		
		6 days	SDCC to make decisions around evacuations of residents		
		5 days			
		4 days			
		3 days	Evacuations need to be complete		
		2 days			
		1 day			
		0 Day			
		Category 5 (Severe Tropical Cyclone)	Extremely dangerous with widespread destruction.  A <b>Category 5</b> cyclone's strongest winds are <b>VERY DESTRUCTIVE</b> winds with typical gusts over open flat land of more than <b>280 km/h.</b>	Recovery	<ul style="list-style-type: none"> <li>Move to LEAN FORWARD status</li> <li>Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation</li> </ul>
				7 days	SDCC to make decisions around evacuations of residents
6 days					
5 days					

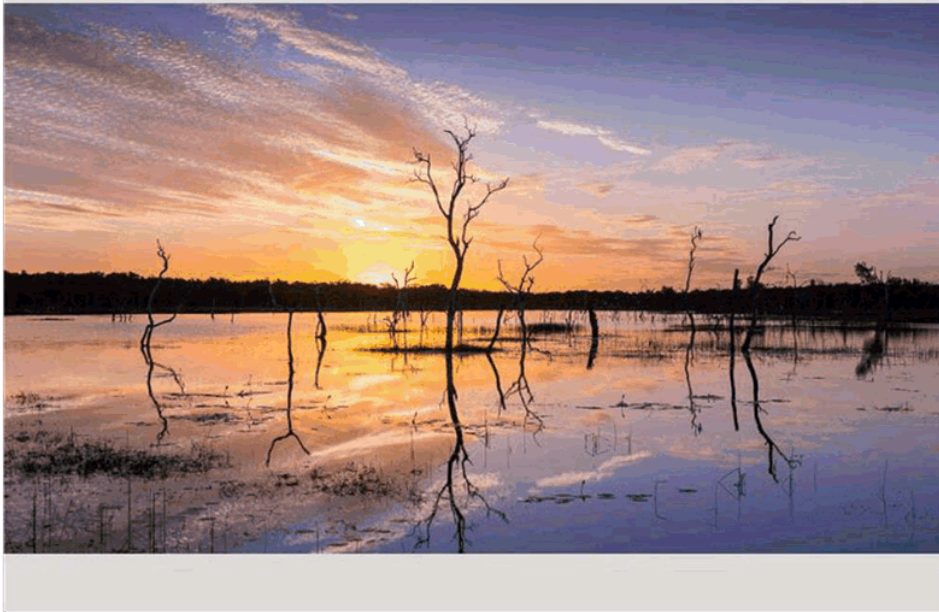
	4 days	
	3 days	Evacuations need to be complete
	2 days	
	1 day	
	0 Day	

DRAFT



# MORNINGTON SHIRE COMMUNITY DISASTER MANAGEMENT PLAN

Recovery Plan 2019-2020



**Mornington Shire Community- Disaster Management Plan**  
**2019-2020**  
**Recovery Plan**

This document has been developed to support the Mornington Shire Local Disaster Management Plan and is annexed to the plan as an important sub-plan that supports recovery from all hazards including, but not limited to, natural disasters, collective trauma events and bio-hazards.

This document recognises that recovery is best led locally with support provided through the Queensland Disaster Management Arrangements. The document is not designed to replace the statutory obligations of the Local Disaster Management Group, the District Disaster Management Group or the State Disaster Management Centre but provide well founded advice and recommendations relating to natural disasters and extreme weather events for Mornington Shire.

The purpose of this document is to provide Mornington Shire specific information that may be used for efficient and effective recovery processes following a natural disaster or extreme weather event.

This document has been developed with the assistance and support of community members and Council's elected representatives who possess generations of local knowledge and experience in dealing with natural disasters and extreme weather events.

### **1.0 OUR RECOVERY PLAN**

#### **1.2 LOCALLY LED RECOVERY**

The Mornington Shire Council Plan recognises recovery is locally led with support provided through the Queensland Disaster Management Arrangements.

The Recovery Plan is a sub-plan to our Local Disaster Management Plan, and supports recovery from all hazards including, but not limited to, natural disasters, collective trauma events and bio-hazards.

#### **1.3 OBJECTIVES OF OUR RECOVERY PLAN**

The Recovery Plan objectives for the Mornington Island community are to:

- clarify our recovery considerations
- draw on our community strengths
- acknowledge our existing challenges
- outline our recovery arrangements and governance framework
- provide practical guidance to undertake recovery activities
- support successful recovery outcomes.

#### **1.4 WHAT IS DISASTER RECOVERY?**

Definition:

**Disaster recovery** is the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration

(including regeneration of the natural environment, associated infrastructure and heritage sites and structures and the management of pollution and contamination).

## **2.0 WHAT IS DISASTER RECOVERY**

Disaster recovery is the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures and the management of pollution and contamination).

## **3.0 WHAT ARE THE OBJECTIVES OF OUR RECOVERY PLAN**

The objectives of this recovery plan are to:

- clarify our recovery considerations
- draw on our community strengths
- acknowledge our existing challenges
- outline our recovery arrangements and governance framework
- provide practical guidance to undertake recovery activities
- support successful recovery outcomes.

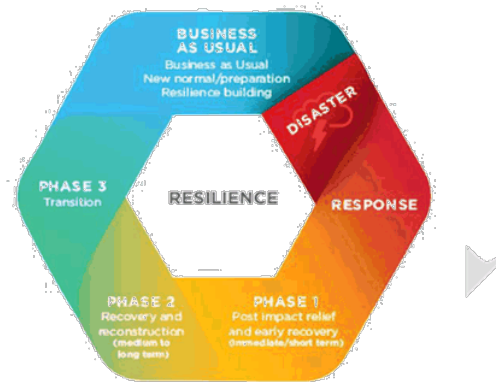
## **4.0 WHAT ARE THE PHASES OF DISASTER RECOVERY**

Recovery activities occur across three phases:

- Phase 1: Post-impact relief and early recovery
- Phase 2: Recovery and reconstruction
- Phase 3: Transition to the 'new normal'.

Recovery is not a retrospective process, but a process that focuses on identifying a 'new normal'.

*The three phases of recovery:*



Whilst specifically funded recovery programs under the joint Commonwealth/Queensland Governments funded Disaster Recovery Funding Arrangements have a two-year life span, the time it takes for a community to be recovered will vary based on the impact of the event.

For our community, a state of "recovered" can be demonstrated when members of the community are able to lead a life, they value living, even if it is different to the life they were leading before the disaster event. Key indicators of for being recovered include the ability to meet key cultural milestones, restoration of key facilities and meeting places, and restoration of the natural environment.

4.1 PHASE ONE - IMMEDIATE SHORT-TERM RECOVERY

Immediate relief such as food, water, shelter/ accommodation and money, aims to address and support the immediate needs of individuals, businesses and communities affected by an event. Relief is provided by multiple agencies such as State Government agencies such as Department of Communities, Disability Services and Seniors, or not-for-profit/non-government organisations such as Save the Children and Mission Australia.

Although short-term recovery activities may be required to maintain the provision of relief services for some time, recovery goes beyond relief to begin to restore local livelihoods, stimulate economies, rebuild physical infrastructure, strengthen institutions and invest in the health, wellbeing and social capital of disaster-affected communities.

Once disaster Response activities have concluded and recovery operations have been assumed by relevant agencies, and are coordinated by the LRG, Recovery transitions to the next stage.

Immediate/Short Term Recovery may also be referred to as the Post Impact and Early Recovery Phase.

This phase commences immediately after the disaster event impacted. Key objectives included community safety, assistance to displaced resident and interim infrastructure repair.

- Impact and damage assessments will be undertaken.
- MSC appointed at the state level, if required
- At the local and district levels, recovery groups will be established. It includes the transition from immediate post-disaster response operations to short-term recovery operations, as well as development, planning, consultation and implementation of a recovery plan
- Concurrently, recovery works will be undertaken.
- This phase may occur parallel to response and ends when all disaster response activities are assumed by relevant agencies for recovery and reconstruction.

#### 4.2 PHASE TWO - MEDIUM-TERM RECOVERY

Medium-term recovery, also known as the Recovery and Reconstruction Phase, continues the coordinated process of supporting affected communities in the reconstruction of physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social and physical well-being of those affected. During the transitional phase from immediate/ short-term recovery to medium-term recovery, the Operational Action Plans for the functional recovery groups should continue to be reviewed considering new information from ongoing needs assessments during disaster response and recovery operations. During this phase, coordination of ongoing impact assessments, community engagement, communication and collaboration between functional and recovery groups at all levels continues.

This stage ends when the progressive achievement of strategic milestones, is sufficiently advanced to enable the transition of responsibilities to the responsible agencies or service deliverers as a component of their business as usual processes. This shifts the focus from emergency recovery to ongoing community development whilst ensuring that community services can continue to provide services for any ongoing needs of the affected people. Phase two is the methodical reconstruction and improvement of the community, environment, economy and infrastructure.

These improvements will consist of measurements to enhance community resilience where possible and preparedness for future disaster events. Progress in recovery will be monitored, reviews and regular updates will be provided to the community, the council, Queensland Reconstruction Authority (QRA) and relevant state government agencies.

It is also important to consider the interest of State Governments and their obligations towards their relevant legislation. In considering redevelopment and construction various pieces of legislation are in place to ensure government interests are considered. Key objectives within this phase include:

- Medium- term recovery, whilst integrating the execution of deliberate, methodical recovery and reconstruction activities to achieve the best possible outcomes for disaster affected individuals, functions and infrastructure.

- During this phase, coordination of ongoing impact assessments, community engagement, communication and collaboration between functional and recovery groups at all levels continues. The MSCLDMG/DDMG/SDCC monitor progress across all areas of recovery and identifies overlapping issues, reinforcing as required with resources and capability to ensure that the momentum of recovery and reconstruction is maintained.
- This phase concludes when the progressive achievement of key milestones, as detailed in the relevant recovery plan, is sufficiently advanced to enable the transition of responsibilities from the MSCLDMG to the responsible agencies or service deliverers.

#### 4.3 PHASE THREE - LONG-TERM RECOVERY

Long-term recovery continues the reconstruction of physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social, and physical well-being of those affected, utilising business as usual processes. This process can occur for months and years after the event. It is important that functional lead agencies and the Local Recovery Group have arrangements in place to continue to address individual and community recovery needs.

Transitioning from recovery to ongoing community activities and services requires a comprehensive strategy that integrates recovery services into mainstream service provision whilst maintaining the sense of community health and wellbeing. Ideally, many of the activities and services that are facilitated will be integrated into structures that may have existed prior to the emergency or may have emerged since, and this will require minimal transition.

Other terms used for recovery transition to mainstream services include exit strategy, closure and legacy issues. There may or may not be a difference between the terms used within an agency and the language chosen to communicate the process to the community, and communities may be more comfortable with transition rather than exit. Transitional arrangements and exit strategies must be continually planned for to allow return to normal business for agencies so that the 'stand down' level of activation of recovery operations can be completed, while still ensuring the longer-term recovery needs of individuals and communities are addressed.

Phase three sees a progressive hand over of reconstruction responsibilities to agencies, organisations, Governments, community-based or industry groups to whom these activities constitute normal business. This phase ends when all reconstruction responsibilities are handed over.

- This phase sees a progressive handover of recovery and reconstruction responsibilities to agencies or organisations including government, local government, community-based or industry-led sectors that would normally support the functional area.
- Transition identifies lessons and implements improvements to increase resilience as part of recovery.
- Phase three ends when all recovery and reconstruction responsibilities are managed as business as usual, namely when recovery efforts can be delivered without the support of additional resources.
- This phase the community realises its post-disaster "new normal"

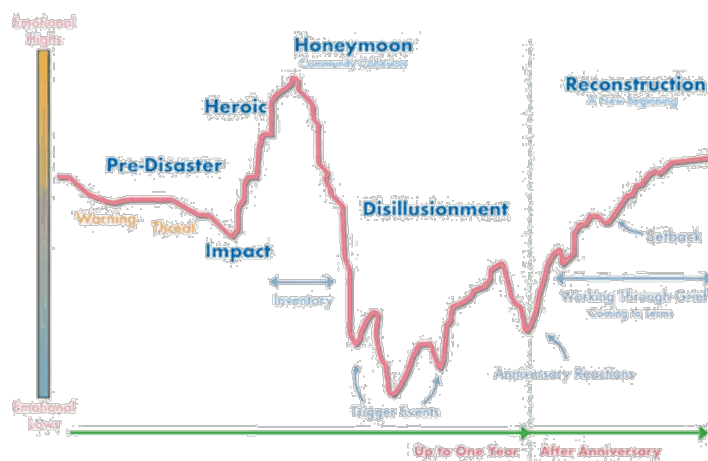
#### 4.0 COMMUNITY REACTIONS THROUGH RECOVERY

As well as the operational stages of Recovery, the community may experience the following phases of reactions to a disaster which should be considered during the planning process and recognised and managed accordingly during operations:

1. **Pre-Disaster Phase:** the amount of warning a community receives and the perceived threat varies depending on many factors, such as preparedness, resilience, social cohesion and level of trust in disaster management arrangements and service providers.

2. **Impact Phase:** the scale and scope of the disaster influences the community's reactions. The larger the event and extent of personal and community loss as a result of the disaster, the greater the psychosocial effects.
3. **Heroic Phase:** this phase is characterised by high levels of self-sacrifice by survivors and emergency responders.
4. **Honeymoon Phase:** usually occurs in the following weeks and months and is evidenced by a short-lived sense of optimism by the disaster survivors.
5. **Disillusionment Phase:** as time progresses, survivors tend to progress through an inventory process in which the limits of available disaster assistance are recognised, and they recognise the reality of their situation. Triggers, such as the anniversary of the disaster, can initiate negative emotions related to the disaster as survivors relive their experiences.
6. **Reconstruction Phase:** set-backs are experienced by survivors as they go through their grief and feeling of loss, eventually readjusting to their new surrounding and situations. Part of pre-vent recovery planning at the local level involves identification of vulnerable groups within local communities and implementing strategies to reduce their susceptibility to disasters. The more prepared a community is, the more likely they are going to be able to be resilient and recover sooner from a disaster than if they had no opportunity to prepare.

All these phases are displayed in the figure below:



**5.0 RECOVERY STRUCTURE (GOVERNANCE)**

Recovery for Mornington Island and the remainder of the Shire is managed through our Local Disaster Management Group. The Local Disaster Management Group is made up of the following members:

**6.0 FIVE FUNCTIONAL LINES OF RECOVERY**

Five functional lines of recovery	
Human and Social	Recovery relates to the emotional, social, physical and psychological health and wellbeing of individuals, families and communities following a disaster
Economic	Recovery focuses on the direct and indirect impacts on the economy as a result of a disaster. The direct impacts can usually be given a monetary value and may include loss of local industry (such as tourism), employment opportunities and reduction in cash flow for businesses.
Built	Recovery focuses on the repair and reconstruction of the damage and disruption which inhibits the capacity of essential services and the building sector, including housing, accommodation, education and health facilities.
Environment	Recovery addresses the impacts on the natural environment as a direct result of a disaster or through a secondary impact or consequence from the disaster response or recovery process. This process can include includes restoration and regeneration of biodiversity (species and plants) and ecosystems, natural resources, environmental infrastructure, amenity/aesthetics (e.g. scenic lookouts), culturally significant sites and heritage structures. It includes management of environmental health, waste, contamination and pollution and hazardous materials.
Roads and Transport	Recovery Includes the impact on transport networks – including road, rail, aviation and maritime – typically results in reduced access to communities and disruption to critical supply chains (both in and out of the impacted area). Recovery activities focus on restoring transport networks or identify alternative networks and engaging directly with industry and the community on the recovery and reconstruction phases following a disaster.

All of these five functional lines of recovery apply across the three phases of recovery.

The LDMG has adopted the nationally established principles for recovery which recognise that successful recovery relies on:

- Understanding the context;
- Recognising complexity;
- Using community-led approaches;
- Ensuring coordination of all activities;
- Employing effective communication; and
- Acknowledging and building capacity

**7.0 LOCAL LEVELS OF ACTIVATION FOR RECOVERY ARRANGEMENTS**

Response Alert		Triggers	Actions	Communications
Response Stand Up	Recovery Alert	<ul style="list-style-type: none"> <li>▪ Response phase at 'lean forward' level of activation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appointment of LRC as appropriate</li> <li>▪ Potential actions and risks identified</li> <li>▪ Information sharing commences</li> <li>▪ LRC in contact with LDCC/LDC</li> <li>▪ Initial advice to all recovery stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members on mobile remotely</li> </ul>
	Recovery Lean Forward	<ul style="list-style-type: none"> <li>▪ Response phase at 'stand up' level of activation</li> <li>▪ Immediate relief arrangements are required during response phase</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitoring of response arrangements</li> <li>▪ Analysis of hazard impact or potential impact</li> <li>▪ Relief and recovery planning commence</li> <li>▪ Deployments for immediate relief commenced by recovery functional agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members on mobile and monitoring email remotely</li> <li>▪ Ad hoc reporting</li> </ul>
	Recovery Stand Up	<ul style="list-style-type: none"> <li>▪ Immediate relief arrangements continue</li> </ul>	<ul style="list-style-type: none"> <li>▪ LRG activated at LDCC or alternate location</li> <li>▪ Recovery plan activated</li> <li>▪ Deployments for immediate relief response</li> <li>▪ Action plans for four functions of recovery activated as required</li> </ul>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members present at LDCC or alternate location, on established land lines and/or</li> </ul>

Response		<ul style="list-style-type: none"> <li>▪ Response phase moves to 'stand down' level of activation. Medium term recovery commences.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community information strategy employed</li> <li>▪ Participate in response debrief</li> <li>▪ Transition arrangements from 'response and recovery' to 'recovery' activated including handover from LDC to LRC</li> <li>▪ Action plans for four functions of recovery continue</li> <li>▪ Community information strategies continue</li> </ul>	<ul style="list-style-type: none"> <li>▪ mobiles, monitoring emails</li> <li>▪ LRC and LRG members involved in medium term recovery continue as required</li> <li>▪ Regular reporting to LDMG/LDC</li> </ul>
Recovery	Stand Down	<ul style="list-style-type: none"> <li>▪ LRG arrangements are finalised. Community returns to normal activities with ongoing support as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consolidate financial records</li> <li>▪ Reporting requirements finalised</li> <li>▪ Participate in recovery debrief</li> <li>▪ Participate in post event debrief</li> <li>▪ Post event review and evaluation</li> <li>▪ Long term recovery arrangements transferred to functional lead agencies</li> <li>▪ Return to core business</li> </ul>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members resume standard business and after hours contact arrangements</li> <li>▪ Functional lead agencies report to LRC/LRG as required</li> </ul>

**7.1 LOCAL EVENT SPECIFIC PLAN**

To assist with developing and/or strengthening local recovery capabilities, a Local Event Specific plan identifies the damage and impacts, recovery objectives and tasks and measures for success associated with the event. Local Event Specific plans are included in a State Event Specific Recovery Plan where a State Event Specific Plan exists or is created.

**8.0 ACCESS (BY AIR AND BARGE)**

The community of Gununa on Mornington Island is accessed by an all-weather air strip that is adjacent to the community. It is serviced by two commercial flights daily and charter flights also operate daily. The current commercial air service (RPT) service is provided by Rex Airlines and a NOTAM applies to the main runway so aircraft operators are advised to consult CASA before planning travel to Mornington Island.

The island has a road network of over 300 kilometres which is mostly unsealed and poses significant travel risks during the wet season as bitumen roads are confined to the community of Gununa.

Mornington Island is also accessed by barge with a once weekly barge service delivered by Carpentaria Freight with the barge operating out of Karumba and arriving on Mornington Island each Wednesday morning.

**8.0 CULTURAL CONSIDERATIONS FOR OUTSIDE STAFF**

There are a number of cultural considerations for outside staff. These include:

- seeking guidance on entering community
- understanding of sorry business

- understanding the best way to set up a recovery centre (e.g. chairs may face away from each other)
- understanding where on community you are allowed or not allowed to visit
- allowing individuals to self-select engagement levels for recovery activities
- understanding the importance of cultural connections to the natural environment including fauna and flora.

**9.0 COMMUNITY SITES, FACILITIES, HOUSING, AND SERVICES**

**Key community sites**

Key community sites that facilitate connectedness and provide a sense of community for Mornington Island residents include the:

- Bakery
- Community Centre (PCYC)
- Store
- Art Centre - Artefacts
- Gidgee Healing
- Queensland Health
- Football oval
- Airport

The majority of these sites are owned by Council, with the exception of the Community Centre, Art Centre, Store, Gidgee Healing and Queensland Health.

**10.0 HOUSING**

Housing stock in Mornington Island is predominately owned by the Department of Housing and Public Works (HPW). Residents predominately rent, with few residents who have pursued home ownership. Whilst properties are maintained by the HPW, tenants are responsible for the maintenance of yards. The management of housing is shared between HPW and Council. There are existing challenges with overcrowding.

**11.0 RESOURCING**

Resourcing for recovery relates to both service delivery and facilities to provide the services from. The resources can be identified locally and externally.

**11.1 LOCAL RESOURCING**

Mornington Shire Council has the following resources available to assist with recovery:

Mornington Shire Council has the following resources available to assist with recovery:

Agency / Group	Focus area
Local Recovery Group	Recovery coordination
State Emergency Service	Assistance with clean up in community
Community Members	Identification of needs and support required, preparedness activities

<b>Rangers</b>	Management of homelands including animal management
<b>Sport and Recreation Association</b>	Catering and provision of food, community activities
<b>Plant and equipment</b>	Reconstruction of community assets
<b>Electrician</b>	Reconnection of electricity
<b>Cultural Advisor</b>	Providing support to council and external agencies
<b>Traditional Owners and Elders</b>	Advise on Land Use and cultural considerations

Mornington Shire Council has the facilities available to assist with recovery:

Facility	Focus Area
<b>Community Centre (PCYC)</b>	Place of Recovery
<b>VAC (Visitor Accommodation)</b>	Accommodation for Organisations assisting with recovery
<b>Lelka Murrin (available 2020)</b>	
<b>Airport Terminal</b>	Meeting Point for Community Members
<b>Police Station/ Court House</b>	Meeting Point for Community Members

### 11.2 EXTERNAL RESOURCING

Whilst recovery is a locally led initiative, where capacity is exhausted there are a number of other agencies who can provide assistance. These agencies and their focus areas include:

Agency / Group	Focus Area
<b>District Disaster Management Group / Queensland Police Service</b>	Provision of support and coordination of recovery activities
<b>Department of Communities, Disability Services and Seniors</b>	Lead agency for Human and Social Recovery and provides access to a number of additional service providers
<b>Department of Environment and Science</b>	Lead agency for Environmental Recovery
<b>Department of Transport and Main Roads / Maritime Safety Queensland</b>	Lead agency for Transport and Roads Recovery and supports maritime concerns
<b>Department of Housing and Public Works / Building Asset Services</b>	Lead agency for Built Recovery and repairs to damaged state-owned infrastructure
<b>Department of State Development, Manufacturing, Infrastructure and Planning</b>	Lead agency for Economic Recovery
<b>Queensland Reconstruction Authority</b>	Whole of government responsibility for the administration of the Disaster Recovery Funding Arrangements and recovery coordination at state level
<b>Queensland Fire and Emergency Services</b>	Rapid Damage Assessment Disaster Management Operational Support
<b>Queensland Health</b>	Provision of Health services
<b>Department of Education</b>	Support for education
<b>Department of Agriculture and Fisheries</b>	Animal Welfare and bio-security
<b>Centrelink</b>	Support for Medicare and Financial Support
<b>Department of Aboriginal and Torres Strait Islander Partnerships</b>	Support to Local Council
<b>Department of Local Government, Racing</b>	Support to Local Council

<b>and Multicultural Affairs</b>	
<b>Ergon</b>	Power supply
<b>Telstra</b>	Communications

**12.0 FUNDING CONSIDERATIONS**

Multiple financial arrangements, including funding programs, are available in Queensland to assist state and local governments, businesses, primary producers and NGOs to prepare for, prevent, respond to and recover from disaster events.

The principal funding program activated after a natural disaster is the Disaster Recovery Funding Arrangements (DRFA). The DRFA is an Australian Government program to assist the recovery of communities where social, financial and economic wellbeing has been severely affected by a natural disaster or terrorism event. These arrangements provide a cost sharing formula between the Queensland and Australian Governments on a range of pre-agreed relief and recovery measures.

[www.qra.qld.gov.au/funding/drfa](http://www.qra.qld.gov.au/funding/drfa)

Further information on other funding programs is located:

[www.disaster.qld.gov.au/dmg/st/Documents/RG1243-Funding-Sources-Reference-Guide.pdf](http://www.disaster.qld.gov.au/dmg/st/Documents/RG1243-Funding-Sources-Reference-Guide.pdf)

**13.0 RECOVERY ACTIONS**

The following section outlines potential recovery activities and options to address potential recovery challenges for the community of Morningson Island. In order to identify appropriate assistance an impact assessment needs to be completed. Nothing in the table below should replace existing warning and communication activities.

The table in this section is a living document, is not exhaustive, and can be added to on an ongoing basis to help provide a number of solutions.

What happened and what does it mean?	How could it affect the Community?	Functional Recovery Area	Who will help?	How can they potentially assist?	When will it happen? (short, medium, long)

<p><b>Community trauma by a collective trauma event.</b></p> <ul style="list-style-type: none"> <li>- Injury</li> <li>- Fatalities</li> <li>- Psycho-social impacts</li> </ul>	<p>Break down in community cohesiveness Pressure on existing resources Increases in existing social challenges</p>	<p>Human and Social</p>	<p>Council Department of Communities, Disability Services and Seniors Queensland Health</p>	<p>Engagement with the community Provision of support workers Provision of financial assistance Provision of mental health services Community development activities</p>	<p>All three phases</p>
<p><b>Community Housing Impacted</b></p> <ul style="list-style-type: none"> <li>- Homes damaged</li> <li>- Homes destroyed</li> <li>- Contents damaged</li> <li>- Contents destroyed</li> </ul>	<p>Reduction of number of habitable homes Increased housing stress Relocation of community members Loss of essential services Increases in existing social challenges</p>	<p>Built Human and Social</p>	<p>Council Department of Housing and Public Works Department of Communities, Disability Services and Seniors Queensland Fire and Emergency Services</p>	<p>Damage assessment Engagement with the community Repairs to premises Sourcing of temporary accommodation Provision of financial assistance Provision of personal support</p>	<p>All three phases</p>
<p><b>Residents have suffered personal hardship</b></p> <ul style="list-style-type: none"> <li>- Financial impact</li> <li>- Loss of power</li> <li>- Loss of provisions</li> <li>- Damage to white goods</li> </ul>	<p>Financial Stress Shortages of food Destruction of essential goods Existing social challenges exacerbated</p>	<p>Human and Social Economic</p>	<p>Department of Communities, Disability Services and Seniors Council Queensland Fire and Emergency Services Island and Cape</p>	<p>Facilitate funding if required (voucher system and smaller payments preferred) Facilitating resupply activities Personal support services</p>	<p>Short to medium term</p>
<p><b>Livestock, companion animals and wildlife affected by the disaster</b></p> <ul style="list-style-type: none"> <li>- Animals injured</li> <li>- Livestock wiped out</li> <li>- Endangered species affected</li> <li>- Viruses spread by infected animals (e.g. Bats)</li> </ul>	<p>Psychosocial wellbeing of individuals and entire communities Human wellbeing and interaction with animals - vital to psychosocial wellbeing Return of animals critical to recovery following a disaster Permission would be required for the culling of animals (injured) by traditional owners, as well as members</p>	<p>Human and Social Environment</p>	<p>Council Department of Communities, Disability Services and Seniors Department of Agriculture and Fisheries Department of Environment and Science Rangers Biosecurity Queensland</p>	<p>Provide communications to community on the impact to animals Provide animal management assistance Provide personal wellbeing services Provide public health messaging Removal of animals</p>	<p>All three phases</p>

<p><b>Airport damaged</b></p> <ul style="list-style-type: none"> <li>- Inability for planes to take off/land</li> <li>- Restrictions of plane size able to land</li> <li>- Control tower damaged</li> </ul> <p><b>Runway is impacted</b></p>	<p>Travel in and out restricted Vulnerable people isolated Lack of medical supplies Lack of resupply of food and water Restrictions on equipment being delivered Resources unable to be flown in (Ergon) Service delivery from FIFO workers compromised</p>	<p>Transport</p>	<p>Council Department of Communities, Disability Services and Seniors Department of Employment Small Business and Training Department of Agriculture and Fisheries Queensland Fire and Emergency Services Department of Aboriginal and Torres Strait Islander Partnerships Queensland Health</p>	<p>Provide alternative solutions for transporting supplies and people Training local community members to support capacity in a disaster Pre-deployment of personal Support planning for emergency evacuations Prioritising access to key services</p>	<p>All three phases</p>
<p><b>Local building assets damaged</b></p> <ul style="list-style-type: none"> <li>- Bakery damaged</li> <li>- Tavern damaged</li> </ul> <p><b>Pool damaged</b></p>	<p>Community not having access to food supplies Community losing meeting place(s) Loss of employment for some residents Social implications for Community Loss of profit</p>	<p>Human and Social Economic Environmental Built</p>	<p>Council Department of Communities, Disability Services and Seniors Department of Employment Small Business and Training Department of Aboriginal and Torres Strait Islander Partnerships Department of Environment and Science</p>	<p>Repairs to premises Advising on environmental impacts for repairs Sourcing of temporary meeting place Provision of financial assistance Provision of personal support</p>	<p>All three phases</p>
<p><b>Council office damaged</b></p> <ul style="list-style-type: none"> <li>- Utility for a Local Disaster Coordination Centre is jeopardised</li> <li>- Records are impacted</li> </ul>	<p>Focal point for leadership is missing Disaster management activities are hindered Service delivery is impacted Communication points are lost</p>	<p>All</p>	<p>Council Building Asset Services Queensland Fire and Emergency Services</p>	<p>Allocating an alternative venue for management locations Supporting communications activities Sourcing alternative service providers Targeted recovery communications messages</p>	<p>All three phases</p>

<p><b>Community store impacted</b></p> <ul style="list-style-type: none"> <li>- Loss of supplies</li> <li>- Inability to obtain resupply</li> <li>- Requirements for resupply extended</li> <li>- Loss of facilities</li> </ul>	<p>Uncertainty of supply for immediate needs Impact on existing social challenges Potential price gauging</p>	<p>Human and Social Built Economic</p>	<p>Council Island and Cape Department of Communities Disability Services and Seniors</p>	<p>Allocating alternative for storage of food supply Sourcing alternative food suppliers Supporting resupply Repairs to the building Control supply lines</p>	<p>All three phases</p>
<p><b>Education and child care facilities impacted</b></p> <ul style="list-style-type: none"> <li>- Closure of classes</li> <li>- Closure of centre</li> <li>- No services operational</li> </ul>	<p>School closed for children Parents require alternative option Disruption to children's activities Impact existing social considerations</p>	<p>Human and Social</p>	<p>Council Department of Communities, Disability Services and Seniors Department of Education Child Care Providers Building Asset Services</p>	<p>Repairs to buildings Children's activity provided Alternative locations for assistance Personal support</p>	<p>All three phases</p>
<p><b>Local community grounds damaged</b></p> <ul style="list-style-type: none"> <li>- Local skate park damaged</li> <li>- Rodeo ground damaged</li> <li>- Playground/BBQ area damaged</li> </ul>	<p>Social implications for Community Community losing a meeting place Loss of income for staff Loss of visitors to community</p>	<p>Human and Social Built Economic</p>	<p>Council Department of Communities, Disability Services and Seniors Department of Employment, Small Business, Training</p>	<p>Repairs to facilities Alternative tourism activity schedules Alternative meeting points Personal support</p>	<p>All three phases</p>
<p><b>Multi-purpose Centre damaged</b></p> <ul style="list-style-type: none"> <li>- community services may be impacted</li> <li>- a meeting point may be impacted</li> <li>- recovery centre locations compromised</li> </ul>	<p>Disruption of services Psychosocial wellbeing Impact on sense of place</p>	<p>Human and Social Built</p>	<p>Council Department of Communities, Disability Services and Seniors Department Housing and Public Works Service Providers</p>	<p>Provision of services from an alternative location Repairs of the building Temporary issues resolution Personal support Community Development activities</p>	<p>All three phases</p>

<p><b>Substantial impact to the Environment</b></p> <ul style="list-style-type: none"> <li>- access to country comprised</li> <li>- fauna of cultural significance impacted</li> <li>- flora of cultural significance impacted</li> <li>- cultural heritage impacted</li> </ul>	<p>Psychosocial wellbeing Impact on a sense of place Loss of significant cultural ties</p>	<p>Human and Social Environment</p>	<p>Council Department of Communities, Disability Services and Seniors Department of Environment and Service Rangers State Emergency Services (rural fire and marine rescue)</p>	<p>Guidance on clean up Facilitation of clean up Personal Support Support with re-generation</p>	<p>All three phases</p>
<p><b>Cultural Centre damaged</b></p> <ul style="list-style-type: none"> <li>- Damage/loss to Australia's largest Aboriginal Artefacts display</li> </ul>	<p>Irreplaceable loss of cultural heritage Impact on the community's sense of place</p>	<p>Environment Human and Social</p>	<p>Council Department of Aboriginal and Torres Strait Islander Partnerships Department of Environment and Science Department of Communities, Disability Services and Seniors Insurance</p>	<p>Community development activities Personal support provision Capture and catalogue of remaining artefacts</p>	<p>All three phases</p>
<p><b>Impact to Community Infrastructure</b></p> <ul style="list-style-type: none"> <li>- Local roads damaged</li> <li>- Water supply damaged</li> <li>- Sewerage facilities damaged</li> <li>- Power supply impacted</li> <li>- Telecommunications impacted</li> <li>- Gas supply damaged</li> </ul>	<p>Access points are interrupted Safety considerations Water becomes unpotable Health and safety concerns Services are unusable Alternative housing Lack of communication Lack of power Potential overheating Loss of access to gas</p>	<p>Environment Road and Transport Human and Social Built</p>	<p>Council Transport and Main Road Department of Environment and Science Queensland Reconstruction Authority Queensland Health Insurance Building Asset Services Telstra Ergon</p>	<p>Provide assistance in sourcing funding Provide assistance with repairs Provide assistance with water testing Public Health messaging Alternative power supplies Repairs to telecommunications infrastructure Repairs to gas infrastructure</p>	<p>Medium to long term</p>
<p><b>Disruption to service provision</b></p> <ul style="list-style-type: none"> <li>- Health services unable to function</li> <li>- Shelter services unable to function</li> </ul>	<p>Increase in acute health conditions Increases in existing social challenges Increases in the number of people requiring support Psychosocial wellbeing</p>	<p>Human and Social</p>	<p>Council Department of Communities, Disability Services and Seniors Queensland Health</p>	<p>Identification of alternative venues Prioritisation of service restoration Personal support Community development activities</p>	<p>All three phases</p>

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**12.8 CULTURAL AWARENESS TRAINING****Author:** Executive Manager of Corporate Governance and Communications**Attachments:** 1 Correspondance from MGAC**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to table correspondence from Mirndiyan Gununa Aboriginal Corporation regarding cultural awareness training.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Through Mornington Shire Council employee induction processes, all new staff are required to participate in cultural awareness training provided by Mirndiyan Gununa Aboriginal Corporation.

Recently, there have been a number of complaints and incident in which contractor's behaviour has been deemed culturally inappropriate by community members.

As a result, Council strongly agree with Mirndiyan's perspective on the significance of participation in cultural awareness training, in particular of the off-Island staff.

**FINANCIAL & RESOURCE IMPLICATIONS**

\$200.00 per participant

**RECOMMENDATION**

1. That Council note and receive this report
2. That Council note the correspondence from Mirndiyan Gununa Aboriginal Corporation and provide a response
3. That Council ensure all employees and contractors engaged by Mornington Shire Council participate in Cultural Awareness Training.



Mirndiyan Gununa Aboriginal Corporation  
 1 Lardil Street  
 GUNUNA QLD 4892  
 0418 224 953  
 miart@morningtonisland.com.au  
 ABN 54 626 633 931

Mornington Shire Council  
 1 Mission Road  
 Mornington Island, Gununa  
 Queensland, 4892

2 December 2019

Dear Councillors

**Re: Cultural Awareness Training**

I refer to the above and confirm that Cultural Awareness Training occurs monthly and, for people who are only on the island for a short period of time, additional sessions can be arranged by contacting our office.

I bring to your attention that we have been receiving increasing numbers of complaints from members of the community in relation to the conduct / behaviour of contractors who have come on to the island for work. As far as I am aware many of the contractors on the island have not attended the Cultural Awareness Training and this lack of understanding of what is acceptable or unacceptable is most likely the cause of the complaints that we are receiving.

As the Mornington Shire Council is the body responsible for bringing these contractors to the island we feel it is necessary to request the Council take steps to ensure that all contractors that have been brought to the island attend the Cultural Awareness Training and we would like to see the Mornington Shire Council introduce the policy that anyone coming to the island attends Cultural Awareness Training prior to starting work.

You should note that any further instances of behaviour by off-island contractors that are brought to our attention will result in us making a formal complaint about the people involved.

Yours faithfully

A handwritten signature in blue ink that reads 'R. Thomas'.

Roxanne Thomas  
 Chair

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**ORDINARY COUNCIL MEETING AGENDA****11 DECEMBER 2019****13 STAFF REPORTS - FINANCIAL SERVICES****13.1 GENERAL SERVICE CHARGE CONCESSION POLICY****Author: Executive Manager of Finance and Human Services****Attachments: 1 General Services Charge Concession Policy - Amended****PURPOSE (EXECUTIVE SUMMARY)**

Council considered a report on this item at the November 2019 Council meeting and discussed the inclusion of the following matter;

- Inclusion of 100% local concessions in the public benefit test section

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Accordingly some additional commentary has been included in the general services charge concession policy and is highlighted for Council's ease in perusing the changes.

**FINANCIAL & RESOURCE IMPLICATIONS**

The financial effect of this inclusion will be a 100% reduction in general service charge revenue for each successful application.

**RECOMMENDATION**

That Council approve the General Service Charge Concession Policy as amended.



Policy Name	General Service Charge Concession Policy		
Type	Council Policy		
Owner			
Responsible Officer			
Decision Number	[Decision Number]	Approval Date	20/10/2019
Records Number	[Records Number]	Next Review Date	15/10/2022

**1 Purpose**

The Policy sets out the circumstances under which consideration will be given to granting a general service charge concession (that is, a reduced or deferred payment). It provides guidelines for Council Officers in the exercise of delegated authority. Concessions may be granted in instances of financial hardship or to correct anomalies in the rating system or where there is some public benefit.

**2 Scope**

This policy applies to all requests from individuals or organisation for financial consideration on any type of concession which may be requested of Council towards the general services charge.

**3 Objectives**

To establish the circumstances under which applications for concession or exemption from general services charges may be granted. The authority to levy general service charges on property is vested in the Council by the Local Government Act. In some circumstances it may be considered appropriate for the payment of general services charges to be deferred or for a general service charge concession to be granted. Efficient administration of the Council's charging system requires that officers have the authority to act on Council's behalf and this policy sets out the framework under which this delegated authority may be exercised.

**4 Definitions**

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

Term	Definition
General Services Charge	A charge on properties that are not part of the social housing program



#### 5 Policy Statement

Council may grant a concession unconditionally or on conditions determined by the Council. This concession may be in the form of a **waiver** of all or part of charges **payable** or in the form of deferment.

A concession may be granted:

- On the grounds of financial hardship, on application by a person who establishes to the Council's satisfaction that the person will suffer financial hardship if the concession is not granted.
- To correct anomalies in the operation of the general service charge system. The Council may grant a concession to an applicant or applicants of a particular class if satisfied that it is necessary to do so in order to correct anomalies. A concession of this type may be granted on the Council's own initiative or on application by an affected debtor/s.
- For the purpose of public benefit Council may grant a concession under this section on its own initiative or on application by an applicant if satisfied that the concession will advance one or more of the following purposes:
  - securing the proper development of its area,
  - reserving buildings or places of historical interest,
  - protecting the environment,
  - encouraging cultural activities,
  - promoting community health or welfare,
  - encouraging agriculture,
  - providing recreation or amusement of the public.

Council may grant a concession unconditionally or on conditions determined by the Council. Discretionary rebates are reviewed on a case-by-case basis and may only be granted where applicants meet at least one of the prescribed eligibility criteria. Any concession is a once off concession in response to circumstances presented at the time, unless the Council decision resolves otherwise. If the applicant fails to comply with a condition, the council may by notice to the applicant withdraw the concession and require the applicant to pay an amount, on or before a date specified in the notice, to neutralise any benefit to the applicant of the concession.

Applications must be made in writing, explaining the need for financial assistance. Sufficient information and supporting documentary evidence so as to satisfy the statutory and assessment criteria must be included.



### Financial Hardship

Mornington Shire Council recognises that individuals can experience difficulty in meeting their responsibilities for the payment of general service charges and that it may be appropriate where financial hardship has been demonstrated to grant a concession in respect to the payment of general services charges. The concession granted can be either a waiving of the charge, a refund (abandonment), or a deferment (for recovery at a later time).

Financial hardship is defined as a situation where a debtor is found to be unable because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Mornington Shire Council. Financial hardship can be of limited or long-term duration. Financial hardship basically involves an inability of the debtor to pay the charge rather than an unwillingness to do so. Situations where an applicant is simply experiencing temporary employment difficulties would not necessarily be addressed by this policy. Financial hardship shall be proven by providing evidence from an approved financial counsellor of such circumstances.

Relief from payment of service charges on the grounds of financial hardship will not apply to:

- Businesses
- Clubs or organisations

The concession granted will be either be a waiving of charges or a deferment.

- Charges waived will not be recovered at a future time
- Charges deferred will be recovered at a future time – for example; when the debtor's financial circumstances change. Until paid, deferred charges remain a charge against the debtor account.
- Where it is considered that a concession in respect of financial hardship is not warranted the Council *may* allow debtors who are unable to pay their account by the due date to enter into an arrangement to pay by instalments according to an agreed schedule, with no interest being charged or recovery action being undertaken while the arrangement is being maintained.

### Charging Anomalies

Mornington Shire Council may grant a concession to a debtor if satisfied that it is necessary to do so in order to correct anomalies. A concession of this type may be granted on the Council's own initiative or on application by an affected debtor.

Charges waived will not be recovered at a future time.



#### Public Benefit

Mornington Shire Council will give consideration to granting a charge concession on its own initiative or on application by a debtor if satisfied that:

The debtor is a *community services organisation* defined as an organisation that

- Is incorporated on a not-for-profit basis for the benefit of the public; and
- Provides community services; without charge or for a charge that is below the cost to the body of providing the services; and
- Does not restrict its services to persons who are members of the body.

The concession will advance one or more of the following purposes:

- Securing the proper development of its area;
- Preserving buildings or places of historical interest;
- Protecting the environment;
- Encouraging cultural activities;
- Promoting community health or welfare;
- Encouraging agriculture;
- Providing recreation or amusement for the public.

The quantum of any concession will be decided on a case-by-case basis depending on the circumstances of the organisation with the maximum concession to be 100% of the applicable charge.

Where it has been decided that a concession would be appropriate this will be achieved in the following manner;

**Category 1 – organisations that are local can apply for up to 100% concession**

Category 2 - organisations that undertake activities that rely on participant fees and community fundraising only can apply for up to 75% concession

Category 3 - organisations that undertake activities that rely on participant fees, community fundraising and other government revenue can apply for up to 50% concession

Category 4 - organisations that undertake activities that rely on participant fees, community fundraising, other government revenue and any other forms of revenue can apply for up to 25% concession.



The debtor will pay the charges before the due date and upon receipt the Council will donate to the organisation the concession amount as a community grant. The intent of this procedure is to provide transparency. To be eligible for a concession the account must be paid before the due date.

The organisation must provide with their application a copy of the most recent audited financial statements, a copy of the constitution of the organisation *and* a copy of the most recent corporate plan. Any Information provided to Council will be treated as strictly confidential and will be presented to- Council for consideration in a confidential report. Applications are to be submitted in writing.

#### **Fees and Charges**

Waste Management (Garbage), Water and Sewerage and other charges are essentially a fee for service provided and are not subject to this concession policy.

#### **6 Responsibilities**

The CEO has delegated authority to implement this policy and to make decisions in relation to general service charges concessions, deferred payments and the waiver of interest and other penalties which maybe applicable. However all first time applications under this policy should be reported to Council to ensure the Council's views are included for concession requests.

#### **7 Related Documents**

Mornington Shire Council Revenue Policy  
Mornington Shire Council Budget

**13.2 FINANCIAL REPORT AS AT 30TH NOVEMBER 2019**

**Author:** Finance Manager  
**Attachments:** 1 Financial Statements as at November 2019  
 2 Capital Budget Summary as at November 2019

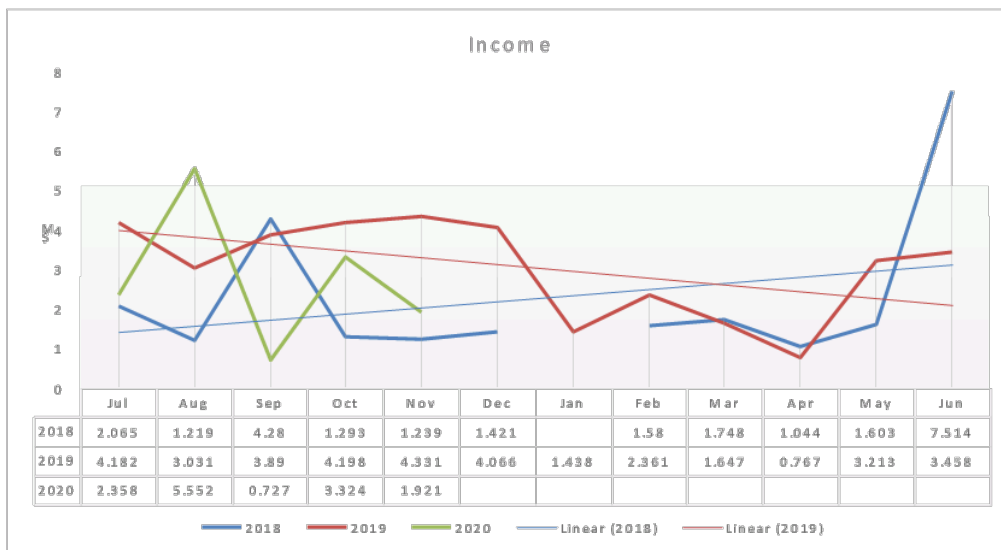
**PURPOSE (EXECUTIVE SUMMARY)**

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 30<sup>th</sup> November 2019 (i.e.: 41.67% through the financial year);

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

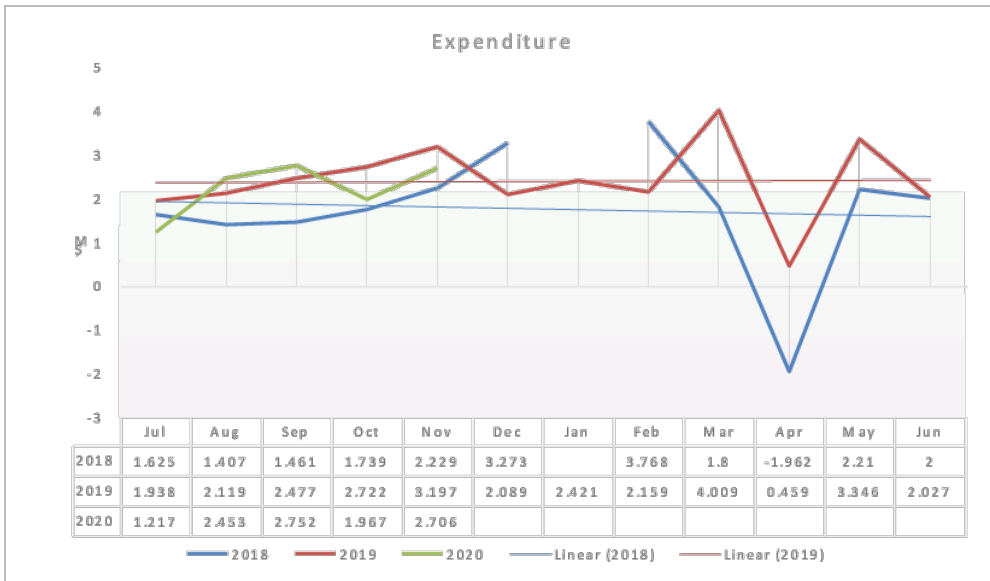
The following graphs illustrate the main points of interest. The data is drawn from the attached documents and comparative information which has been drawn from information presented to council in previous reporting months.



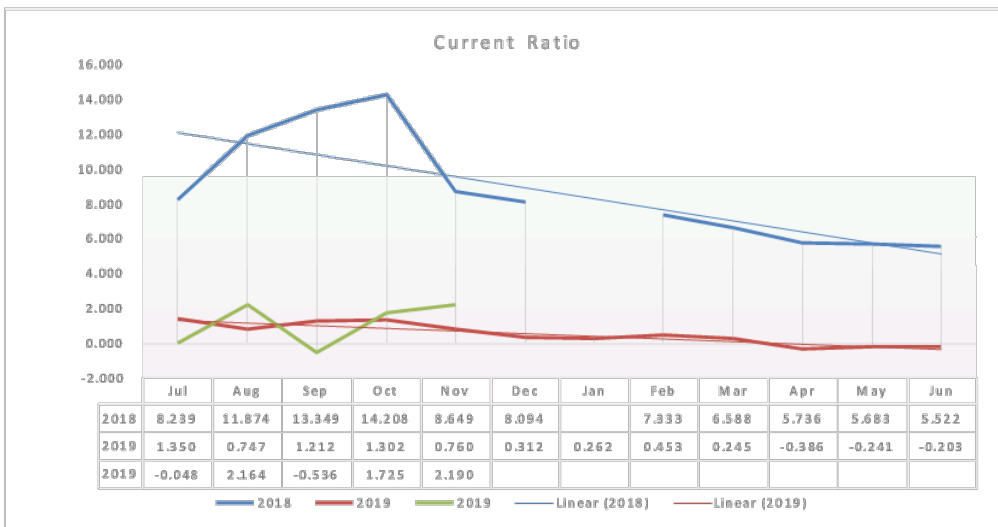
Comment: Income at 39% of total budget. Slightly down on budget YTD, predominantly as a result of timing of forecasted capital grants and contributions.

ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019



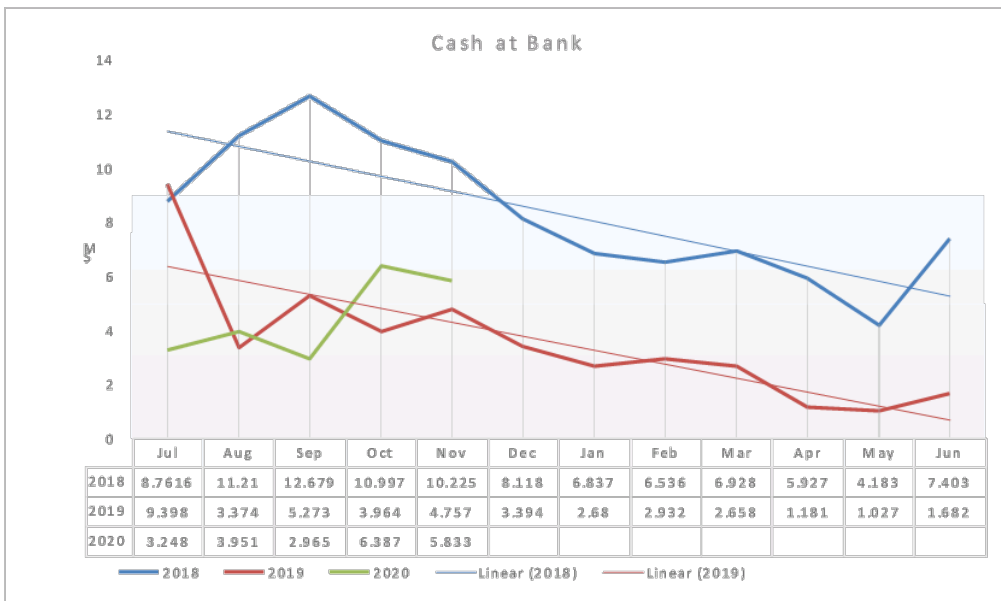
Comment: Expenditure at 43% of total budget and in line with current budget. It is known that some housing program expenses have been pre-purchased, but are yet to be invoiced to HPW (carport program). HPW have agreed that we can invoice as soon as the materials land on the island.



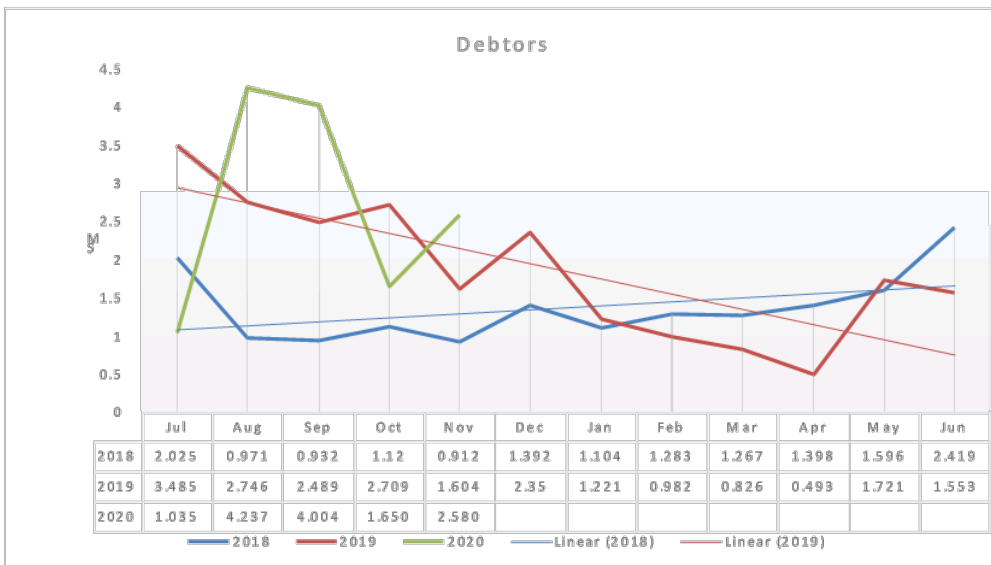
Comment: A current ratio above 1 is considered a minimum. Compared to 2018 this indicator excludes unexpended grant balances and debtors older than 30 days being included from current assets. This ratio rose during November due to the prompt invoicing of housing works completed during the month. It is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

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Comment: This graph provides comfort if it is trending upwards. This has slightly decreased in November due to paying of materials upfront for several housing projects. When unexpended grants are excluded, Council has a positive cash at bank of \$1.188m. Similar to the current ratio, this is expected to decline in future months as Council draws down on the operational grants.

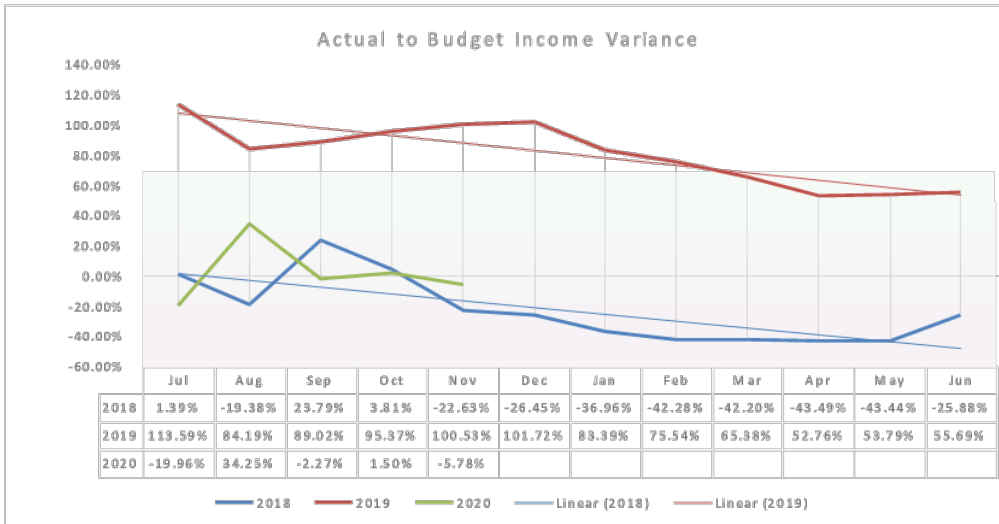


Comment: This graph should be trending downwards from the commencement of each year and has well and truly commenced this trend for 2019/2020. Whilst good progress has been achieved in the collection of council service charge revenue and ongoing housing program works, there are

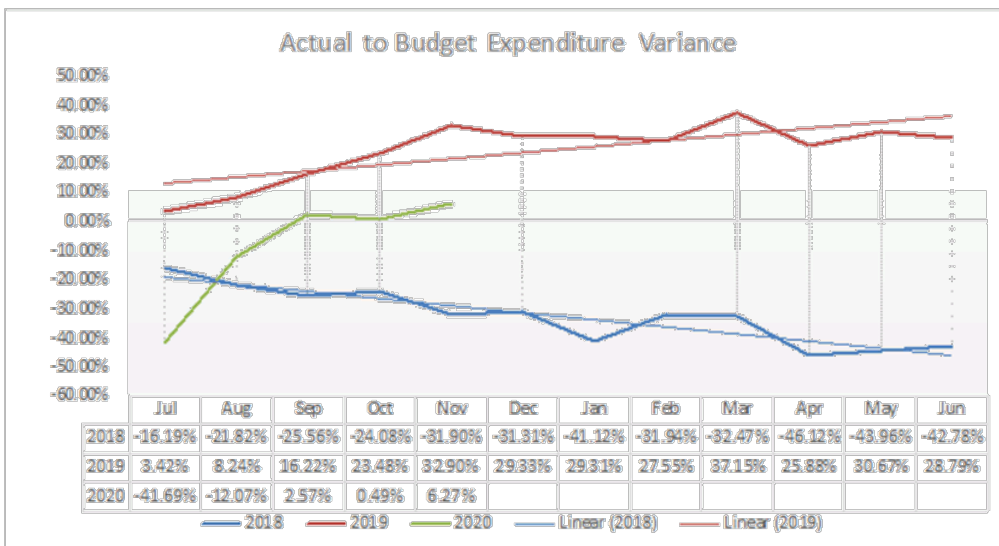
ORDINARY COUNCIL MEETING AGENDA

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still several general service charges being followed up. Council will refer old accounts not being paid to debt collectors. The Gununamanda Store paid a significant amount off its outstanding debt, and Council continues discussions in maintaining an agreed repayment plan.



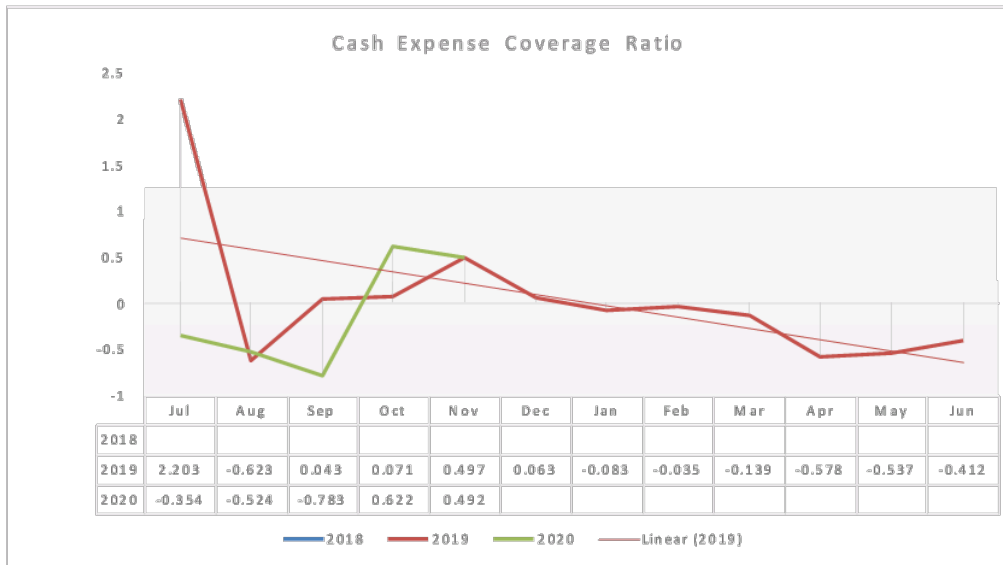
Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures have been developed as part of this year's budget process. The Actual to Budget Income variance has just fallen to -5.78% in November 2019.



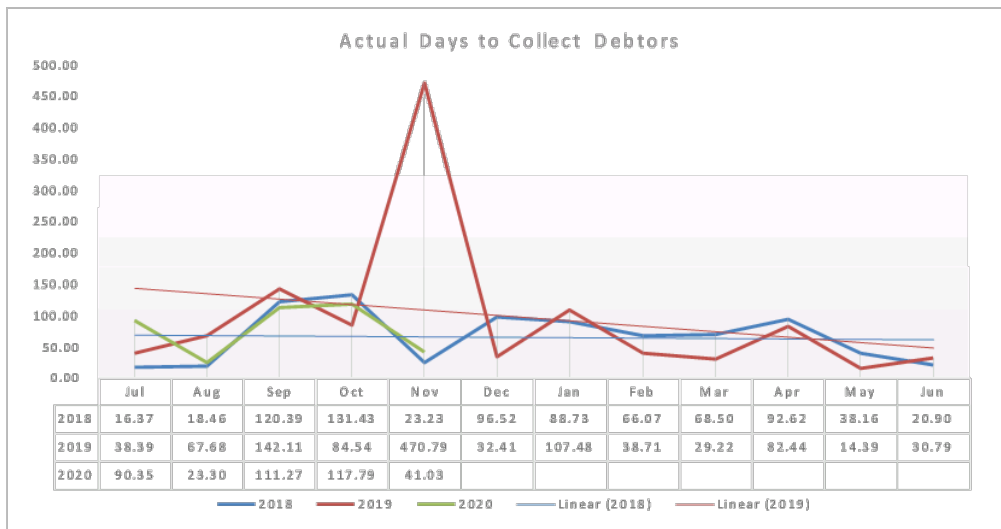
ORDINARY COUNCIL MEETING AGENDA

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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 just risen to 6.27% in November 2019.



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 work being reviewed to reduce operational expenditure, and maximise income opportunities.



Comment: The actual days to collect debtors measures how quickly cash is being collected from debtors. A shorter number of days is preferred, else Council is financing debts of individuals and organisations. Council has implemented an interest charge for overdue debtors. It is hoped this acts as a disincentive for debtors with outstanding debts. A significant reduction in aged outstanding debtors occurred in November and the actual number of days to collect debtors decreased to an average of 41 Days.

**FINANCIAL & RESOURCE IMPLICATIONS**

It is noted that the actual to budget income variance had decreased by -5.78%, and the actual to budget expenditure variance had increased by +6.27% indicating a widening gap in the forecasted net result. This is indicating that additional attention is required to reduce operational expenditure and increasing income optimisation and opportunities. A focus will be required in the second half of this financial year to narrow the gap in these variances to keep on track to achieving budget and aiming for a more favourable result compared to budget.

**RECOMMENDATION**

That Council notes and receives the information in this report.

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

Morrington Shire Council  
Statement of Comprehensive Income  
For the month ended 30 November 2019

	ACTUALS 30-Nov-19	ACTUALS/ BUDGET %	ORIGINAL BUDGET 30-Nov-19	ORIGINAL BUDGET 30-Jun-20
<b>Revenue</b>				
<b>Recurrent revenue</b>				
Local Government Levies	2,788,264	83%	1,394,542	3,346,900
Fees and Utility Charges	209,219	37%	233,083	559,400
Rental Income	613,822	37%	695,708	1,669,700
Interest Earned	20,247	10%	83,333	200,000
Sales-Contracts and Recoverable Works	3,802,974	33%	4,868,604	11,684,650
Other Recurrent Income	26,311	11%	104,167	250,000
Grants, Subsidies and Contributions	2,841,050	72%	1,647,625	3,954,300
<b>Total recurrent revenue</b>	<b>10,301,887</b>	<b>48%</b>	<b>9,027,063</b>	<b>21,664,950</b>
<b>Capital revenue</b>				
Capital Grants, Subsidies, and Contributions	3,580,093		5,705,872	13,694,092
<b>Total capital revenue</b>	<b>3,580,093</b>		<b>5,705,872</b>	<b>13,694,092</b>
<b>Total revenue</b>	<b>13,881,980</b>	<b>39%</b>	<b>14,732,934</b>	<b>35,359,042</b>
<b>Capital income</b>				
	0	0%	0	0
<b>Total income</b>	<b>13,881,980</b>	<b>39%</b>	<b>14,732,934</b>	<b>35,359,042</b>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee Benefits	2,817,006	40%	2,905,328	6,972,788
Materials and Services	5,281,381	43%	5,071,026	12,170,462
Finance Costs	6,215	28%	9,292	22,300
Depreciation and Amortisation	2,551,810	43%	2,453,958	5,889,500
<b>Total recurrent expenses</b>	<b>10,656,412</b>	<b>43%</b>	<b>10,439,604</b>	<b>25,055,050</b>
<b>Capital expenses</b>				
Capital Expenses	438,494		0	0
Impairment Losses	0		0	0
<b>Total capital expenses</b>	<b>438,494</b>		<b>0</b>	<b>0</b>
<b>Total expenses</b>	<b>11,094,906</b>	<b>44%</b>	<b>10,439,604</b>	<b>25,055,050</b>
<b>Net surplus</b>	<b>2,787,074</b>	<b>27%</b>	<b>4,293,330</b>	<b>10,303,992</b>

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

Morningside Shire Council Statement of Financial Position For the month ended 30 November 2019		
	ACTUALS 30-Nov-19	ORIGINAL BUDGET 30-Jun-20
<b>Current Assets</b>		
Cash and cash equivalents	5,832,949	4,768,154
Trade and other receivables	2,579,227	2,222,534
Inventories	758,991	469,406
Other financial assets	208,092	201,047
	<u>9,379,259</u>	<u>7,661,141</u>
	0	0
<b>Total current assets</b>	<u><b>9,379,259</b></u>	<u><b>7,661,141</b></u>
<b>Non-current Assets</b>		
Other financial assets non-current	5,731,595	6,122,400
Property, plant and equipment	104,842,520	130,371,683
<b>Total non-current assets</b>	<u><b>110,574,115</b></u>	<u><b>136,494,083</b></u>
<b>TOTAL ASSETS</b>	<u><b>119,953,374</b></u>	<u><b>144,155,224</b></u>
<b>Current Liabilities</b>		
Trade and other payables	991,676	1,425,036
Provisions	705,845	71,891
Loans	0	235,291
<b>Total current liabilities</b>	<u><b>1,697,521</b></u>	<u><b>1,732,218</b></u>
<b>Non-current Liabilities</b>		
Provisions	1,219,527	58,952
Loans	0	4,647,649
<b>Total non-current liabilities</b>	<u><b>1,219,527</b></u>	<u><b>4,706,601</b></u>
<b>TOTAL LIABILITIES</b>	<u><b>2,917,048</b></u>	<u><b>6,438,819</b></u>
<b>NET COMMUNITY ASSETS</b>	<u><b>117,036,326</b></u>	<u><b>137,716,405</b></u>
<b>Community Equity</b>		
Asset revaluation reserve	99,160,206	107,141,328
Retained surplus/(deficiency)	17,876,120	30,575,077
Other reserves	0	0
<b>TOTAL COMMUNITY EQUITY</b>	<u><b>117,036,326</b></u>	<u><b>137,716,405</b></u>

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

Morrington Shire Council  
Statement of Cash Flows  
For the month ended 30 November 2019

	ACTUALS 30-Nov-19	ORIGINAL BUDGET 30-Jun-20
Cash flows from operating activities:		
Receipts from Customers	6,042,998	15,423,997
Payments to Suppliers and Employees	-8,485,707	-19,065,430
	<u>-2,442,709</u>	<u>-3,641,433</u>
Interest Received	20,247	200,000
Rental Income	413,285	1,614,043
Non-Capital Grants, Subsidies and Contributions	2,834,465	3,954,300
Borrowing Costs	0	-10,300
<b>Net cash inflow (outflow) from operating activities</b>	<u><b>825,288</b></u>	<u><b>2,116,609</b></u>
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	-753,643	-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	3,580,093	13,694,092
<b>Net cash inflow (outflow) from investing activities</b>	<u><b>2,826,450</b></u>	<u><b>-4,932,308</b></u>
Cash flows from financing activities:		
Repayment of Borrowings	0	5,000,000
	0	-117,060
<b>Net cash inflow (outflow) from financing activities</b>	<u><b>0</b></u>	<u><b>4,882,940</b></u>
Net increase (decrease) in cash held	3,651,738	2,067,241
Cash at Beginning of Reporting Period	2,181,211	2,700,911
<b>Cash at End of Reporting Period</b>	<u><b>5,832,949</b></u>	<u><b>4,768,152</b></u>

ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**Capital Budget Summary**

Mornington Shire Council  
30/11/2019

Project	Department	Budget	2019	YTD Capital Expenditure	Closing Balance	% of Budget	Grant Received In Previous	Current Year Grant	if Grant Received	Restricted Funds
4100 Airport Terminal Building (RAAP)	Airport	1,790,000	1,652,401	109,595	1,761,996	98%	1,888,000	-	1,888,000	121,004
4100 Civic Centre (LGS3P)	Administration	8,562,820	22,875	-	22,875	0%	-	1,595,308	1,595,308	1,592,430
4100 Cyclone Shelter			11,321	-	11,321					
4100 Dog Pound (V4Q)	Animal Control	472,000	468,334	18,815	479,250	102%	424,800	-	424,800	-
4100 Kiosk Upgrade	Leika Martin: Kiosk		1,585	720	2,705					
4100 Leika Martin Tavern Upgrade (BOR)	Leika Martin: Tavern	1,202,300	3,828	34,472	38,300	3%	500,000	-	500,000	481,700
4100 Places of Refuge (W4Q)			68,847	225,247	286,094	20%	715,000	-	715,000	428,906
4100 Staff Housing Instal (V4Q)	Facilities: Residential Housing	358,000	329,750	3,594	363,343	101%	322,200	-	322,200	-
4100 Storage Shed Refurb (W4Q)		340,000	44,904	262,951	247,855	73%	306,000	-	306,000	58,145
4100 Warehouse Shelving (W4Q)	Warehouse	210,000	214,857	-	214,857	102%	183,000	-	183,000	-
4150 Effluent Outflow Pipe (CCIP)	Sewerage Management		278,789	98,985	377,584		818,067	-	818,067	498,683
4150 Sewer Plant Desulphing (CCIP)	Sewerage Management		-	-	-		-	-	-	-
4150 Sewer Pump Station Upgrade (CCIP)	Sewerage Management		-	-	-		-	-	-	-
4250 Chlorine Hypo Dosing Upgrade (CCIP)	Water Management		-	-	-		-	60,000	60,000	60,000
4450 Airport Safety (RAAP)	Airport	1,210,000	848,545	324,739	1,171,284	97%	1,117,000	-	1,117,000	-
4450 Basketball Court Fencing			17,814	-	17,814		35,000	-	35,000	17,186
4450 Concrete Batch Plant (BOR)	Batching	496,856	484,970	-	484,970	98%	369,560	-	369,560	-
4450 Fuel Facility Upgrade (BOR)	Bowser	800,000	917,422	3,894	924,317	116%	501,820	-	501,820	-
4450 Service Station Upgrade (BOR)	Workshop and Plant	400,000	491,102	3,273	494,374	100%	400,000	-	400,000	-
DRFA - 2019 Event	Roads and Civil		114,446	49,723	168,169		33,940	1,611,362	1,647,302	1,487,153
Capital - Work In Progress			-	-	-		-	-	-	-
<b>Total</b>		<b>17,571,876</b>	<b>5,924,259</b>	<b>1,071,718</b>	<b>6,995,977</b>	<b>40%</b>	<b>7,814,787</b>	<b>3,266,669</b>	<b>10,881,456</b>	<b>4,645,160</b>





## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES****14.1 INFRASTRUCTURE SERVICES REPORT FOR THE MONTH OF DECEMBER****Author:** Executive Manager Infrastructure Services**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with an update on monthly activities conducted by the Infrastructure Services Department

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Housing**

A standardised Contractor Agreement has now been agreed and implemented for all off Island Contractors within Housing and Special Projects. The agreement has standardised conditions, such as accommodation payments, flights, insurances, travel to and from Mornington, barge arrangements and hours of work including NO work on Sundays or Culturally significant Days. Pay rates have been structured to give clarity and uniformity.

Reinforcement of Delegation Responsibilities with Management and Supervisors is having a noticeable streamlining effect on operations.

Quality and timing of Timesheet Submissions are improving with the responsibility for clear and timely documentation being enforced as the responsibility of the employee

New and vacant positions for Apprentices, Trades Assistant, Estimator, Administration, Trades People are currently being advertised with commencements expected mid to late January.

**Special Projects**

Works are progressing on works for the Red Shed, Tavern, Training Room and Airport.

3D Walkthrough of Tavern is being produced for assisting Council to make needed decisions and progress stalled from November Council Meeting.

Soon to be vacant position of Project Manager is currently being advertised.

See attached for detailed report on Special Projects.

**Workshop**

Mechanical Workshop has been interviewing for Mechanics. Approximately 5 applications were received. Decision will be made on successful applicants prior to 11/12/19.

New Workshop Administration role is currently being advertised, closing date 20/12/19.

Diesel Fitter has been engaged to carry out a full service and repair plan to all major plant and equipment. Works to be carried out 3/12/19 – 15/12/19 with report due prior 15/1/20.

The Service and Repair plan report will work in Conjunction with Asset Management strategies to evaluate MSC requirements and recommendations to Dispose, Repair or Replacement of Heavy Equipment. Timeline for completion of Disposal, Repair or Replacement actions is recommended by June 30 2020 to align with 2020-2021 Financial Year.

#230 Hiace van – last of the QFleet vehicles has been returned

#58 JCB telehandler– almost reassembled.

#51 CAT backhoe – grounded due to large hydraulic leaks

**ORDINARY COUNCIL MEETING AGENDA****11 DECEMBER 2019**

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#53 CAT backhoe \_ grounded due to developing a smoking problem.

Workshop will be open through the Xmas period except for Public Holidays.

New fuel pricing according to policy is being implemented.

**Batching Plant**

Work is continuing with Batching Plant Supervisor to select a suitable team for the efficient running of the Plant. Approximately 76 cubic metres of Concrete produced for November

**Fencing**

Work is continuing with Fencing Supervisor to select a suitable team for the efficient running of the Fencing Crew

**General Trades Crew**

General Trades Crew having difficulty staying focussed on tasks allocated. Will implement tighter processes on Supervisor to control wandering. Ongoing reviews will be conducted to ascertain the ongoing value of keeping a dedicated General Trades Crew.

**FINANCIAL & RESOURCE IMPLICATIONS**

Implementation of streamlined Procedures having a positive effect on Finances and Resources

**RECOMMENDATION**

That Council note the Report

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.2 STATE GOVERNMENT FUNDING - \$2.35M FOR COMMUNITY HOUSING****Author:** Executive Manager Infrastructure Services**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

To seek Councils direction on the requirements of the Implementation Plan Template.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The Queensland Government committed \$40M to an interim capital housing program to ensure continued capital works in remote and discrete communities while negotiations with the Commonwealth for ongoing funding continue.

A working group, consisting of Mayors from remote and discrete Council's in partnership with the department has worked collaboratively to determine the funding allocation. The Honourable Mick de Brenni, Minister for Housing and Public Works has endorsed the recommendation of the working group for the funding to be allocated on an even split between the 17 Councils, resulting in \$2.35M allocation per Council.

**OUTCOMES**

The interim funding is provided to increase the supply of housing in each Council area. The funding has some flexible guidelines however the end result must equate to increasing the supply of housing in your community, for example new construction, extensions to existing houses, or land / lot development.

The department is interested in working more closely with Councils and local stakeholders to ensure the program achieves the best possible local outcomes. This includes decision-making around what is built, how it is built, and how it is managed.

To support initial discussions between Council and the department an Implementation Plan template is provided below and described as Appendix 1. The template is not intended to be restrictive, and information may be provided in other formats or by attachments.

**Guidelines**

Overcrowding ~ will be addressed by Plug in's/ add on's. However Waiting Lists will not be addressed by Plug in's/ add on's

Waiting Lists ~ will be addressed by New Builds. However Overcrowding will not be addressed by New Builds

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

## Appendix 1 – Implementation Plan Template

<b>Contact Information</b>	
Council:	[insert]
Endorsed by:	[insert]
Contact person:	[insert]
Date:	[insert]

**1. Project Proposal**

*Please provide the details regarding what Council would like to spend the funding allocation on.*

*This may include:*

- *Description – e.g. 2 x 3-bedroom detached houses, 2 x 2 bedroom extensions to existing houses, 3 x lot developments*
- *Street address, or other description of the land*
- *Consideration of land tenure, native title, and cultural heritage matters if required*
- *Please provide plans and specifications if these are available*

**2. Outcomes / Need**

*Please describe how the proposed project responds to housing need in the community, increases supply, and achieves the best possible local outcomes. Please provide evidence of need where appropriate.*

## ORDINARY COUNCIL MEETING AGENDA

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*Council may like to identify its priorities for the program (e.g. timeliness, employment outcomes, maximum yield, training opportunities).*

**3. Delivery**

*Please describe what role Council would like to take in delivery of the project, and how this would be approached. This may include:*

- *Project and Program management*
- *Land management and procurement of title suitable for new housing*
- *Design, design management, design approval process*
- *Builder (as Sponsor)*
- *Builder (as Principal Contractor)*
- *Sub-contractor for each work(s)*

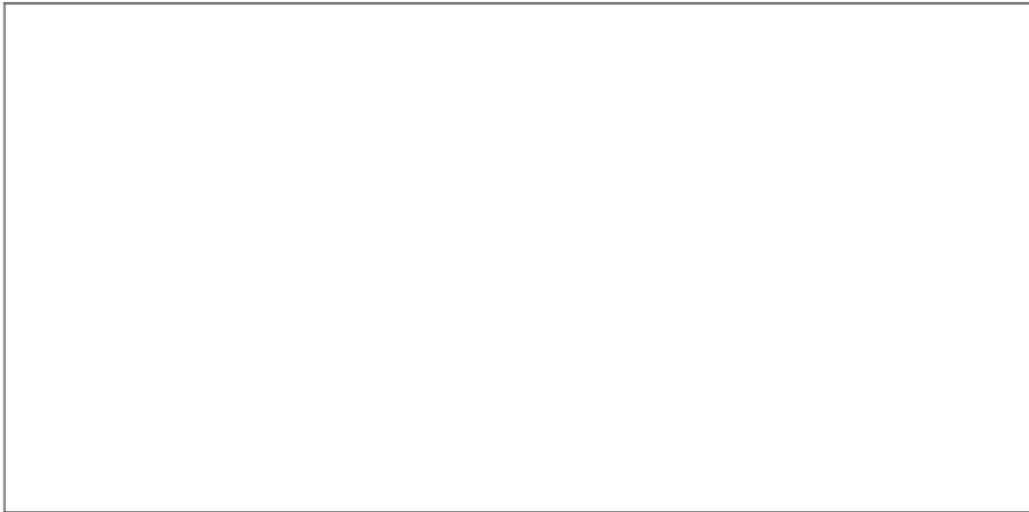
*Please provide information regarding capacity to undertake the proposed functions. This should include consideration of licensing and other legislative requirements. If Council proposes to sub-contract or purchase particular elements, please make this clear.*

*Please also provide indicative timelines for delivery.*

**4. Funding method**

*Please describe Councils preferred funding and contracting arrangements, and any requirements.*

*Note, this should align with the delivery method.*



**5. Service delivery and ongoing management**

*Please describe Councils preferred service delivery arrangements for the properties once complete.  
This should include consideration of allocation processes, tenancy management, and contracting arrangements.*



**FINANCIAL & RESOURCE IMPLICATIONS**

Allocation of \$2.35 million in funding

**RECOMMENDATION**

1. That Council provide formal resolution to the items in the Implementation Plan Template as follows;
  - (a) Funding be allocated to Plug in / Add on housing relieving Overcrowding  
Or  
Funding be allocated to New Build Housing relieving waiting lists
  - (b) Mornington Shire Council will take the role as Principal Contractor
  - (c) Preferred funding method is to Mornington Shire Council
  - (d) Preferred service delivery and ongoing management is to be as per normal community housing guidelines
  - (e) Council to advise on:  
If Plug ins are chosen  
~the 10 highest priority addresses for works to be undertaken.  
If New Build is chosen  
~The new Build site addresses

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.3 COMMONWEALTH GOVERNMENT FUNDING - \$105 MILLION FOR COMMUNITY HOUSING****Author:** Executive Manager Infrastructure Services**Attachments:** 1 Summary of meeting with Minister Wyatt.jpg**PURPOSE (EXECUTIVE SUMMARY)**

To seek councils direction on who should control this funding

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

\$105 million Commonwealth government funding – it seems that only 5 million will be made available this financial year and when that is split up there is not much to go around but the document below has some points that need to be considered and resolved.

An important decision for Council to resolve is whether TCICA is an appropriate body to be funded for housing or should Commonwealth funding be direct to individual Councils or via HPW (which ever method Council decides). The rest of the process can be decided after proposed meetings in late January/February as outlined.

See attached a summary or the meeting TCICA Mayors had with Minister for Indigenous Australians Ken Wyatt. The attachment summary was provided by Minister Wyatt's office through Warren Entsch.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council resolve if TCICA is an appropriate body to be funded for housing or should Commonwealth funding be direct to individual councils or via HPW.

In short, the broad plan going forward looks like:

1. Working with the Councils at the centre of all of this – individually and with TICCA, we define which communities are in scope and for what number of houses/bedrooms.
2. This information should be available through needs assessment and should be verified with the councils and Qld Govt.
3. This is in order to notionally allocate the \$105m /\$210m.
4. Using this information, we will need to determine with each council whether they have the capacity and/or desire to project manage the delivery of the houses – themselves, or in partnership with Qld Govt, or for the Qld Govt to manage entirely on behalf of the respective councils.
5. Funds management needs further consideration, noting the TICCA is a small Secretariat type organisation which is not geared up to handle funds of this magnitude.
6. Ideally Qld would handle all of the funds in a transparent manner such that the Councils are (as a minimum) directing the allocation and delivery of houses. Of course this would also need to be negotiated with Qld. If this weren't possible, we would need to explore whether TICCA or individual councils or another organisation could auspice the funds.

Furthermore:

- Minister was clear that the election commitment will be honoured - \$5m this financial year and \$100m the following year
- Following meetings with respective Mayors this week in Canberra it was agreed that Councils would be at the centre of the program.
- Minister Wyatt will be writing to each Council/Mayor this week outlining the timeline moving forward.
- A more fulsome meeting and comprehensive workshops with all relevant Councils will be held in late January or early February
- Minister Wyatt is meeting with Qld Minister De Brenni next week to finalise terms of matching money commitment, delivery and property/tenancy management.

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.4 KOPPENS CAMPSITE****Author:** Executive Manager Infrastructure Services**Attachments:** 1 Location  
2 Agreement**PURPOSE (EXECUTIVE SUMMARY)**

To Seek Council permission for NDRRA Contractor Koppens to use Campground North East side of the dam

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Koppens have in previous years, with Council permission used the campground on the North Eastern edge of the dam for setup of their roadworks camp.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council approve agreement for use of the Campground by Koppens.





ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

	Koppen Developments Pty Ltd ABN: 65 064 651 449 Suite 4/10 Grafton Street, Cairns Qld 4870 PHONE (07) 40 522 600 FAX (07) 40 522 650 EMAIL info@koppens.com.au
	Date: <u>04/12/2019</u>

To Whom It May Concern

Koppens Developments Pty Ltd requests your agreement to utilise the space shown in the attached document for their construction camp - accommodation and amenities facilities. Koppens request this space be utilised for the duration of there works associated with the Restoration of Mornington Shire Road Assets Project – Contract Number: 02/2019/10075

Yours Faithfully  
Koppen Developments Pty Ltd



Dari Armitage  
Project Manager

Ph: 0411 338 420

I accept terms of this agreement

Name:

Signature:

Ph:



## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.5 DRFA ROADWORKS WATER USEAGE****Author:** Executive Manager Infrastructure Services**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

To inform Council of water usage for roadwork restoration and ask Council to provide alternative locations and seek permission for water extraction if needed

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

DRFA roadworks have typically used MSC dam water for roadwork restorations. Alternative water sources have been used in previous years when dam levels have become critically low.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council accept the use of dam water for DRFA roadworks, and or

That Council provide and seek permission for alternative water sources should the need arise.

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.6 HOUSING REPORT****Author:** Executive Manager Infrastructure Services**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 November 2019.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****CURRENT BAS WORKS PROGRAMS UNDERWAY**

- **2018/19 BAS Do & Charge Program** – As at the date of this report, 10 jobs out of a total of 1634 Repairs & Maintenance Jobs for the 2018/19 financial year remain outstanding as detailed below:

- i. Carpentry – 4 (2 awaiting materials on order)
- ii. Pest Control – 3 (awaiting on Contractor)
- iii. Tree Maintenance – 2
- iv. Plumbing – 1

- **2019/20 BAS Do & Charge Program** – 151 jobs out of a total of 711 current jobs issued remain are yet to be completed as detailed below:

- i. Plumbing – 62
- ii. Electrical – 24
- iii. Tree Maintenance/Arboreal Works – 23
- iv. Carpentry – 21
- v. Fencing Repairs – 12
- vi. Pest Control – 9

**BAS Do & Charge Jobs Summary 2018/19 to 2019/20 at 02.12.19:**

Total number of jobs issued on the BAS Portal 252  
Total number of jobs completed/ready for billing 74  
Total number of jobs outstanding/yet to complete 178

- **2018/19 BAS Purchase Orders Program** – there are 7 outstanding PO jobs for the financial year. These jobs comprise of:

- i. 1x Fencing Upgrade at Mornington Island State School – materials have been received, a variation has been requested by the client for additional fencing which has been approved and awaiting a new work order to commence works;
- ii. 10 HIPS (Housing Improvement Program) remain to be completed. The timeline for each property are as follows:

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**ORDINARY COUNCIL MEETING AGENDA****11 DECEMBER 2019**

- 10/500 Lardil – completed, minor defects outstanding;
  - 2A/506 Lardil – works completed, vinyl flooring defected by MSC, scheduled to be re-rectified by 09/12/19;
  - 2B/506 Lardil – internal works commenced 30/11/19;
  - Res 4/503 Lardil – external cladding completed, internal works to commence on 06/12/19;
  - 5A/264 Lardil – works off hold on 29/11/19, sourcing quotes and organising work for second week of January 2020, engineers' inspection report yet to be received;
  - 5B/264 Lardil – works off hold on 29/11/19, sourcing quotes and organising work for second week of January 2020, engineers' inspection report yet to be received.
- **2019/20 BAS Purchase Orders Program** – BAS has released a total of 56 jobs to date valued at \$2 million (GST-inclusive) as follows:
- i. 26x Carports valued at \$1.09 million – 60% of materials have arrived on the island, contractors on the island on the 12/11/19, works have commenced 13/11/19, 5 completed with minor defects, 73 Djinkiya under construction, 77 Djinkiya awaiting variation order for power attachment point to be relocated;
  - ii. 18x Driveways valued at \$500,000 – Driveways underway, 15 have been completed, 2 formed up to be completed by 06/12/19, the final driveway to be boxed and completed by 06/12/19;
  - iii. 2x Fencing Upgrades valued at \$31,000 – works completed and billed;
  - iii. 1x Flooring Upgrade valued at \$22,000 – Vinyl layers are back on island 09/12/19, works to be completed in conjunction with Airport works;
  - 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 – 6 jobs have been fully completed, 21 Lardil 90% completed;
  - vi. 1x NAHA Refurbishment valued at \$203,500 – currently sourcing quotes with anticipated commencement in January 2020.

**STAFFING REPORT**

- Andrew Halpin (Carpenter – Contractor) and Kim Kersh (Supervisor – Contractor) to commence second week of January 2020;
- Mark Morris (Housing Supervisor) has ceased employment 28/11/19;
- Nelson Davidson (Electrician) has ceased employment 21/11/19;
- Currently sourcing Estimator, electrician and carpenter).

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

## FINANCIAL REPORTING

1. Plug Ins x10 Project		
Sep19 Claim (Variation) - Submitted	\$527,893.72	Yet to receive approval from BAS
<b>TOTAL</b>	<b>\$527,893.72</b>	

**Commentary:** The Progress Claim 12 (Variation Claim) for this project worth approximately \$527,894 has been raised for the 10x properties and submitted in the September month. QBuild has requested further breakdown of costs.

2. BAS PO Jobs		
Nov19 Invoices	\$1,060,131.39	42 Invoices
<b>TOTAL</b>	<b>\$986,142.34</b>	

**Commentary:** A total of 36 invoices were raised for the November month.

3. BAS D&C Jobs			
Nov19 invoices	\$278,606.94	287 Invoices	Avg. \$ /Invoice
<b>TOTAL</b>	<b>\$278,606.94</b>		

**Commentary:** Averaged around \$564/Invoice for the month of October.

4. Private Works Jobs			
Nov19 Invoices	\$	Invoice	N/A
<b>TOTAL</b>	<b>\$</b>		

**Commentary:** There are outstanding invoices that will be invoiced in the month of December.

## FINANCIAL &amp; RESOURCE IMPLICATIONS

Nil

## RECOMMENDATION

That Council note and receive this report

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.7 SPECIAL PROJECTS - LELKA MURRIN UPGRADE****Author:** Executive Manager Infrastructure Services**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

To inform Council of planned works and seek acceptance of the proposed scope.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Lelka Murrin Tavern Upgrade (BOR)

*Overview*

The project is progressing along with investigations, designs and consultancy advice. Priority has been given to works which will impact the cyclonic tie-down works being undertaken on the tavern as part of the Places of Refuge project. The following updates are provided:

*Scope*

Council advised at the last meeting that there was insufficient information had been provided to allow Council to approve the proposed scope. 360 degree 3D views have been commissioned for the internal and external façade of the building to provide more clarity on proposed scope.

The following scope is proposed for the tavern upgrade:

Repair, replace and remediate damaged and deteriorating building elements

- Replace existing roof, gutters and fascias – except for back addition
- Replace all fittings & fixtures and remove any redundant fittings & fixtures
- Increase size of kitchen exhaust hood to cover all appliances as required
- Remove Perspex doors, security grills, etc and replace with new aluminium framed glazed doors for two pairs (cyclone shutters over) and replace one set with solid core swing doors for fire escape.
- Repaint building inside & out
- Remove all diagonal slats and support structures – replace with cyclone shutters
- Refinish floors in dining hall and verandah
- New counter tops
- Replace ceiling in dining hall with acoustic ceiling
- New glazed wall and doors between dining hall and verandah with crimsafe ultimate to prevent damage from slingshots – see Attachment 4.5 for examples
- New air conditioning systems in dining hall
- Remodel existing toilets to include compliant wheelchair accessible and ambulant toilets
- Relocate walls and modify toilets in accordance with proposed plans
- Provide an access from the laundry area to the hallway beside the toilets
- Provide an access door from the kitchen servery to the dining hall
- New utility space and plant enclosure on motel side
- New horse & dogproof fencing
- New landscaping
- New access from car parks to entry
- New decorative screen panels and gates to dining verandah

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**ORDINARY COUNCIL MEETING AGENDA****11 DECEMBER 2019**

- Remodel two car parks to make a wheelchair compliant car park
- Compliant access and facilities
- New roller shutter on kiosk
- Works to fix bar cool-room

Council is requested to confirm acceptance of the proposed scope for the tavern upgrade.

*Works in progress:*

1. New roof installation
2. Framing for glazed wall
3. New ceiling installation
4. Electrical switchboard upgrade
5. Re-wiring of Kiosk area
6. **3D imagery currently under construction. This will be presented to the Council meeting on 11/12/19**

*Budget*

The balance of funds yet to be expended at 30th November 2019 is \$1,181,339.

The estimated costs for completion of defects and outstanding works is \$1,181,339.

*Program*

The project is planned to be complete in 2020.

The funding deadline for project to be complete is 1 December 2020.

**FINANCIAL & RESOURCE IMPLICATIONS**

As detailed

**RECOMMENDATION**

That Council notes and supports the Lelka Murrin Tavern planned works, program and expenditure in accordance with this report, including:

- Acceptance of proposed scope

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**14.8 CIVIC CENTRE - ADMINISTRATION BUILDING ( LGGSP)****Author: Executive Manager Infrastructure Services****Attachments: Nil****PURPOSE (EXECUTIVE SUMMARY)**

To inform Council of progress and to seek approvals of recommendations

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Council have been advised by the department that a letter needs to be sent to the Minister requesting that the approved funding can be utilised as a 100% contribution without Council required to contribute to the project and that the approved funding will be sufficient to provide infrastructure to meet the requirements of Council for an administration building.

An extension of time will also be required to enable the project to be undertaken. Council expressed interest in forming a Project Control Group that consisted of Councillors, the CEO and the Executive Manager Infrastructure Services.

Once funding changes are approved the building must be re-scoped to fit within the approved funding amount of \$5,317,692. The first step will be to have the original Quantity Surveyor assess the project and confirm the maximum area that could be constructed for the new project budget as well as value engineering and identifying cost saving opportunities for the project. The scope and inclusions for the project would then be revised to fit the budget in accordance with advice from the QS for presentation for approval to proceed with calling tenders for a design consultancy team.

The Concept Briefing document was supplied at the last Council meeting.

*Budget*

An amount of \$4,237 has been expended on this project to date. The below table details the expenditure and cost centres for the previous budget and a draft budget. The draft budget will be revised based on the outcomes from the QS assessment.

Description	Yet to Expend	Expended	Draft Budget	Budget
Design Contingency	264,024		264,024	444,406
Construction	4,140,553		4,140,553	6,969,381
Construction Contingency	220,542		220,542	371,217
Professional Fees	548,323	4,237	552,560	934,306
FF&E	-		-	-
ICT	-		-	-
Qleave	25,854		25,854	43,517
Project Contingency	114,159		114,159	187,916
<b>TOTAL</b>	<b>5,313,456</b>	<b>4,237</b>	<b>5,317,692</b>	<b>8,950,742</b>

It should be noted that an amount of \$22,875 has been expended on this project in preliminary works for the grant applications to date. These funds are not recoverable within the grant funding due to the nature and timing of the expenditure.

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*Program*

The program has been significantly impacted by the change to the project budget. It is recommended that Council:

1. Request the Minister confirm the approved funding can be utilised as 100% funding for the project without additional co-contributions from Council
2. Advise the Department of Local Government Racing and Multicultural Affairs that an extension of time will be required to complete the project. The extension of time should be to 30th December 2021. The current approved funding deadline is 30 June 2021.
3. Delegate authority to review/approve on their behalf all project approvals to a Project Control Group (PCG).

**FINANCIAL & RESOURCE IMPLICATIONS**

As detailed

**RECOMMENDATION**

That Council notes and supports the planned works, program and expenditure in accordance with this report, inclusive of the following:

1. A letter requesting approval from the Minister for the approved funds to be utilised as 100% funding for the project without co-contribution from Council
2. An extension of time be requested from the Department of Local Government Racing and Multicultural Affairs for this project to 30th December 2021
3. The delegation of authority to a Project Control Group (PCG) to review and approve project phases.

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**15 STAFF REPORTS - HUMAN SERVICES****15.1 BYNOE CACS AND CDP ARRANGEMENTS****Author:** Executive Manager of Finance and Human Services**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

This report was deferred from the July 2019 Council meeting due to concerns over conflicts of interest. This report is now re-presented for Council consideration.

This report provides Council an update on the Community Development Program (CDP) service currently being delivered by Bynoe Community Advancement Cooperative Society (CACS) Limited and the future partnership with Mundalbe Enterprises Limited.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Bynoe CACS are in the process of transitioning matters from Rise Ventures. Bynoe have kept the majority of staff from Rise Ventures, it is understood to maintain corporate knowledge. The staff are operating from the same buildings as Rise Ventures occupied and participants are transitioning to the new arrangements.

Bynoe CACS are in the process of arranging a community engagement committee meeting which at this stage will be held on 24<sup>th</sup> July, 2019. Council will recall at the last Ordinary Meeting, they approved the Mayor as Council's delegate on this committee.

Council will recall that it has created a company to partner with Bynoe CACS on the operations of the CDP service with the mind of transitioning the total service to Council's new company over a period of years. This new company Mundalbe Enterprises Limited has now been created by MacDonnells Law.

Now that this has been confirmed it is suggested a joint venture agreement should be developed to cover the responsibilities and transition arrangements of the "partnership" with Bynoe CACS. This is more so a matter for Mundalbe as opposed to Council, though Council may want to facilitate given Mundalbe does not have a bank account, staff, etc to facilitate the matter on its own accord at this present time. The joint agreement is likely to require some legal advice and expertise, but in the first instance Bynoe CACS will be approached to ascertain whether they have had a similar arrangement with anyone else and if so, some pro-forma documentation maybe used to save on costs, time and legal work.

**FINANCIAL & RESOURCE IMPLICATIONS**

As detailed in the report

**RECOMMENDATION**

That Council approve and fund the development of a joint venture agreement between Mundalbe and Bynoe CACS that covers the responsibilities and transition arrangements between the two entities.

**15.2 INFORMATION AND COMMUNICATION TECHNOLOGY QUARTERLY REPORT**

**Author:** Information and Technology Manager

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with an update on ICT, Telecommunications and related Projects.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

*IT Transformation Journey*

In May Council has approved ICT CouncilWise migration and transition from Civica / Practical site based model to Cloud hosted environment - Office 365, SharePoint, AvePoint, Xero, ApprovalMax PropertyWise and related systems. Consequently “do not extend services” notice letters have been issued in relation to Civica and Practical support agreements, effectively ending services upon expiration of 3 year support agreement at the end of 2019.

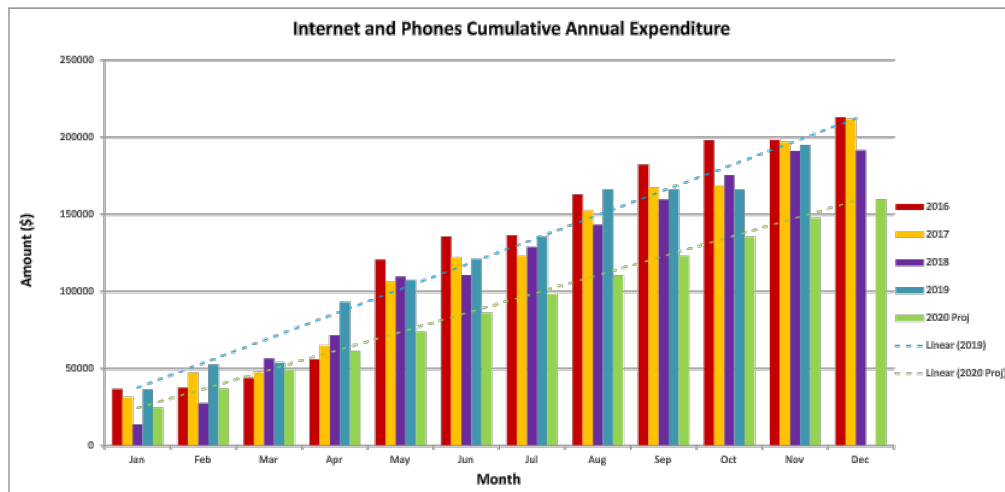
Subsequently considerable time and effort has gone into planning, preparation and migrations activities of CouncilWise systems with successful go-live on 1<sup>st</sup> of July. I am pleased to report that Office 365, SharePoint Xero, ApprovalMax and PropertyWise systems have been rolled out across all departments.

The migration has also highlighted issues with the current file structure which present challenges with Record management, resulting in a separate activity to sort and consolidate file structure inline with Organisational structure to allow import of file share to SharePoint in conjunction with AvePoint Record management.

*IT Transformation Journey – Financial Outcomes*

Below is a summary of ICT expenditure for the Quarter. Actual values are inline with projected expenditure, extrapolated expenditure for FY20 has been updated to reflect optimisation of services and re-allocation towards ICT services such as ICT consultants to continue development and improvement of ICT services.

**Telecommunications - Mobiles, Telephony and Internet**



\*Graph is based on raw financial data extracted for Creditor TELCOU (Telstra) from Practical Plus and Telstra from Xero Financials for period FY2015-2019

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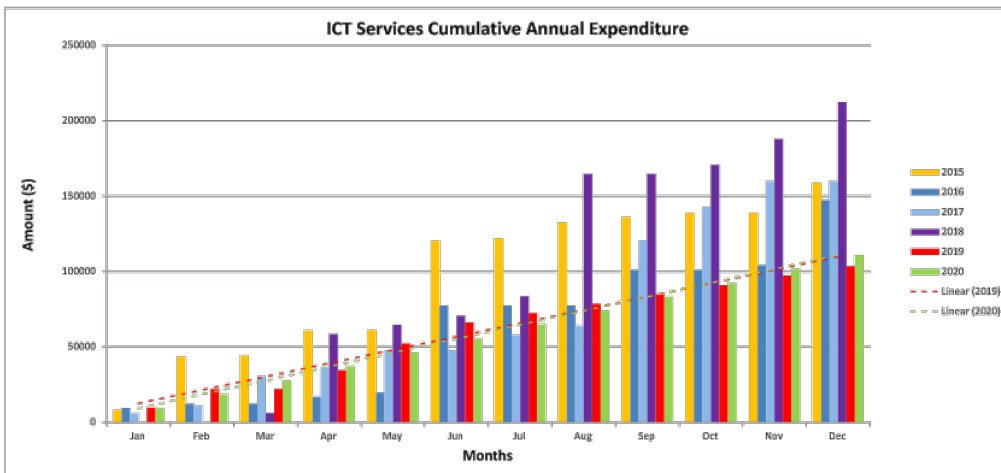
**Observations:**

1. Based on YTD cumulative expenditure figures (Jan-Nov 2019), Telstra projected expenditure is in line with previous years.
2. Following table shows recommendations for proposed adjustments to Telecommunications services. Currently Telstra BDSL 10/10mbit link provides bulk of Council's bandwidth, in addition an NBN Satellite 35/5mbit service has been provisioned and is being evaluated. Should the trial yield positive results and prove to be an effective solution as primary internet link at the Council, Telstra's BDSL services may be retired. In turn, this will allow for expansion of mobile device fleet such as Smart phones and iPads with capability to integrate with new Cloud systems (Office 365, Xero and ApprovalMax)

Projected Monthly Telecommunications Expenditure (2020)							
Service	Number	Amount	Total (\$)	Curent (\$)	Monthly Reduction (\$)	Reduction (%)	Net Annual Red (\$)
Mobile	30	50	1500				
4G Data	20	30	600				
Telstra TIPT	30	30	900				
Business DSL	1	5000	5000				
SkyMuster	20	150	3000				
Landlines	10	30	300				
Phones/iPads	2	500	1000				
<b>Total</b>			<b>12300</b>	<b>15961.57083</b>	<b>3661.57</b>	<b>29.77%</b>	<b>-43938.85</b>

3. Adjusted forecast shows 30% reduction in Telecommunications expenditure.

**Core IT Services**



\*Graph is based on raw financial data extracted for Creditor CIVICA from Practical Plus and Xero Financials for period FY2015-2019

**Observations:**

1. Based on YTD cumulative expenditure figures (Jan-Nov 2019), projected ICT expenditure is below average compared to previous years.
2. Following table shows recommendations for adjusted ICT expenditure which takes into account migration of systems to scalable Cloud solution, thus taking away significant upfront costs for on-site server and system licencing and maintenance (Civica and Practical). The new ICT model creates an opportunity to allocate funding towards ICT vendors and consultants to continue optimisation and development of systems.

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Projected Monthly ICT Expenditure (2020)							
Service	Number	Amount	Total	Current (\$)	Monthly Reduction (\$)	Reduction (%)	Net Annual Red (\$)
Councilwise	1	3625	3625				
Office 365 E3	40	30	1200				
Office 365 E2	25	11	275				
Xero	1	150	150				
Consultants	2	2000	4000				
<b>Total</b>			<b>9250</b>	<b>17706.10</b>	<b>8456.10</b>	<b>91.42%</b>	<b>-101473.19</b>

3. Adjusted forecast shows 91.4% reduction in ICT expenditure.

#### Other ICT Projects Update

**Warehouse System** – Kounta solution has proven to be ineffective in MSC Warehouse environment. Councilwise have been engaged to assist with implementation of alternative WMS system (Dear Inventory) which offers comprehensive inventory management features and will streamline inventory management process with Housing/BAS operations and financial reconciliation.

*Latest Update: Dear Inventory is fully implemented and allows Warehouse to perform paperless stock issuing with direct integration stream into Xero Financials.*

**HR Management System** – HR department identified a need for Office 365 integrated HRMS system with functionality such as recruitment, on boarding, training and development, WHS management and reporting. An interim solution has been developed in SharePoint while suitable systems are being evaluated.

**InfoCouncil** – InfoCouncil database and templates have been forwarded to InfoCouncil development team in preparation for Office 365 integration in September. While InfoCouncil provides migration as a value added service at no additional cost, there is currently an 8 weeks lead time from submission of request to implementation.

*Latest Update: MSC Office 365 / Azure InfoCouncil integration has been successfully completed in – UAT (user acceptance testing) is currently underway with Governance with projected roll out to production in December 2019.*

#### IT Vendor Updates

**Telstra** – Internet, Telephony and 4G.

A review of Telstra Services has been conducted, resulting in retirement of a large number of legacy/redundant services.

Further analysis is being carried out in collaboration with Telstra account manager to identify opportunities for service optimisation and improvement.

*Latest Update: A major technical issue has been uncovered by Telstra technicians during site visit which prevents the Internet connection from Operating at contracted 10Mbit. Technical and Accounts teams are investigating and will provide a good will credit for affected services for past year since upgrade of service from 6Mbit to current 10Mbit.*

**Delta** – Multi-Function Printers

Three major printing/scanning faults have been reported by Head office, Housing and Tech Services respectively. In most cases root cause was noted to be operator error / user damage.

Delta was able to dispatch replacement parts based on photographic description of faults. Installation was performed onsite with instructions provided, restoring devices to operation in 2-3 days. This is a notable improvement on previous period where similar faults required Delta technicians to attend site, resulting in considerable delays.

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Users have been instructed not to attempt self service / maintenance of devices and to refer the matter to IT Manager / Delta support to avoid equipment damage.

**Air Bridge** – Wireless links infrastructure and support.

**Wireless Infrastructure** - While in-house installation and repair of Ubiquiti wireless links has proven to be effective in the short term, some WHS challenges were encountered with installation of devices at heights above 3m.

It has been therefore decided that AirBridge are best qualified to attend site and complete the upgrade of wireless infrastructure and decommission of legacy equipment.

*Latest Update: After further review and procurement of Ubiquiti onsite spares at MSC, it was not necessary to perform any additional installations by 3<sup>rd</sup> party as upgraded Ubiquiti infrastructure provides extensive WiFi network coverage at Mornington and offers simple and flexible maintenance for both on and off site administrators.*

**SINEFA Traffic Management** – With introduction of Office 365 and Cloud based systems, there is a growing need for traffic management and prioritisation to ensure quality of service is maintained. AirBridge offers a managed SINEFA solution which integrates on the network level with capability to monitor and control network traffic at the source. Provisions have been made to include SINEFA trial installation during the next site visit.

*Latest Update: SINEFA device has been installed on site at MSC in September and allowed extensive network optimisation, significantly improving efficiency and bandwidth utilisation.*

**NBN / SkyMuster** – I am pleased to report that Mornington Shire Council has been accepted to participate in Business NBN Satellite trial commencing in August. With an opportunity to trial the service in business environment and evaluate functionality before the service becomes commercially available at the start of 2020.

Network integration has been scheduled to commence during next site visit.

***IT Asset Updates*****PCs and Laptops**

Council's PC and laptop fleet has been upgraded to latest Windows 10 build with full Office 365 integration.

**IT Training room (ex fishing tackle shop)** – Training room fit out has been completed with recycled materials and computer hardware, creating additional training resource for the Council.

***Current ICT Activities and Initiatives:***

- Ongoing improvements and upgrades to Training Room (ex tackle shop) equipment and systems.
- Refurb of Audio-Visual equipment at Council Chambers (upgrade of Teleconferencing equipment, cameras and projector) - ETA 25.12.2019
- Implementation of Cloud based and Office 365 integrated InfoCouncil environment - ETA 15.01.2020
- Migration of Records to SharePoint (completed for all departments except Finance H Drive share) - ETA 01.01.2020
- Migration of Archive (historical) records to Records Archive on SharePoint - Completed.
- Business Satellite NBN upgrade to 30Mbit/5Mbit link – In progress, ETA 25.12.2019
- Telstra BDSL link (symmetrical 10/10Mbit) stability of connection investigation, currently operating at 7.5/7.5Mbit – Ongoing, credit to be issued for BDSL service not operating at contracted capacity since 07.09.2018

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- Provision of SkyMuster Satellite services with public WiFi (pay as you go) at VAC, sponsored by Activ8me - ETA 15.01.2020
- Migration of Practical Plus Application and Database to Office 365 Cloud environment – ETA 15.01.2020
- Secondary ICT support Agreement with Councilwise – see ICT Secondary Support report.
- CCTV Infrastructure and scope of upgrades / new installations – Ongoing.
- Provision of WiFi (pay as you go) service with guest portal to Motel Accommodation – Completed
- Provision of WiFi access at Tavern and Gym – Completed
- Installation of TV and PC at the gym to provide streaming services access via NBN – Completed.
- Development of MSC Media Platform for Council Staff accommodation utilising NBN services – Ongoing.

**FINANCIAL & RESOURCE IMPLICATIONS**

Capital and Operation ICT expenditure has been reduced by over \$145,000 (45% reduction compared to FY17/18 ICT expenditure) annually as outlined in above report.

**RECOMMENDATION**

That Council notes the Information and Technology Quarterly Report.

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**15.3 MORNINGTON SHIRE COUNCIL - TENDER FOR SECURITY AND PATROL SERVICES****Author: Executive Manager of Finance and Human Services****Attachments: Nil****PURPOSE (EXECUTIVE SUMMARY)**

This report was deferred from the November 2019 Ordinary Council meeting due to a lack of a quorum. It is represented to Council for information.

The purpose of this report is to provide Council an update on the recent tender process undertaken for security and patrol services.

Council will recall from the confidential August Council meeting that the consideration of this matter and decision was delegated to the CEO or delegate due to all councillors having a conflict of interest with the tender process. This was caused due to family relationships with the Mayor being one of the tenderers.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

In the initial opening of Tenders, which closed on 2<sup>nd</sup> August, 2019 Council received 5 tenders. These being;

- Australian Indigenous Security Services (AISS) - current security provider
- East Coast Security
- Big Dog Security
- Bradley Wilson Security
- Guardrite Security & Venue Management

Whilst none of the tenderers met the essential criteria with the Request for Tender (RFT), two tenderers in particular did rank highly in regards to the overall criteria within the RFT. These being;

- Big Dog Security
- Bradley Wilson Security.

One matter that became apparent in the initial tender opening was that Council's budget was not going to be able to fund any of the tenders received. Based on this information there is a budget review adjustment being prepared to increase Council's budget capacity to provide a service for 60 hours a week, including some weekend coverage. It was also apparent in the initial tender evaluation that comparing "apples with apples" was impossible due to the lack of information many tenderers supplied.

Notwithstanding the above, to ensure all respondents were treated fairly and equally, it was decided to send a Request for Extra Information (RFEI) to all parties who initially responded to the tender. The RFEI was focussed on key elements of information to ensure an "apples with apples" comparison would be possible. This RFEI closed on 1<sup>st</sup> November, 2019 with only one submission being provided. One late submission was provided by email on Monday 4<sup>th</sup> November, 2019. The tenderers that responded were as follows;

- Bilby Security (formerly Bradley Wilson Security)
- AISS – current provider, but RFEI recd late.

In terms of the original tender criteria which are as provided below and the assessment compiled by the tender panel, due to Big Dog Security not responding to the RFEI, Bilby Security is left as the only tender with ranking sufficiently high enough to support a supply contract. Bilby Security were the only tenderer with local content, though Big Dog Security did have a plan to enable local

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participation over a three (3) year period. Big Dog certainly has a wealth of experience and minimal risk but it looked as though their submission would come at some cost to Council.

QUALITATIVE CRITERIA		WEIGHTING
1.	<b>Capability to conduct service effectively</b> <ul style="list-style-type: none"> <li>• Previous experience with security services conducted in remote indigenous communities or with indigenous people.</li> <li>• Demonstrated ability to collaborate and communicate effectively with all stakeholders</li> <li>• Demonstrated understanding and compliance with the proposed contract</li> </ul>	15%
2.	<b>Capacity</b> <ul style="list-style-type: none"> <li>• Mandatory requirements listed in section 5.1 Scope of Work</li> <li>• Resources committed to the project including qualifications, skills and experience in delivering quality outcomes</li> <li>• Use and maintenance of performance/quality/workplace health and safety/reporting management systems in relation to the proposed Contract</li> </ul>	20%
3.	<b>Financial Viability</b> <ul style="list-style-type: none"> <li>• Demonstrated financial capacity to provide, over the term of the contract, all of the requirements in the scope of work</li> </ul>	10%
4.	<b>Risk &amp; Risk Management</b> <ul style="list-style-type: none"> <li>• Compliance with proposed contract</li> <li>• Demonstrated understanding and compliance with proposed contract</li> <li>• Identification and assessment of any current risks or which may occur during the currency of the contract</li> </ul>	10%
5.	<b>Social Responsibility</b> <ul style="list-style-type: none"> <li>• How would the Contractor add value to the local community</li> </ul>	5%
6.	<b>Financial</b> <ul style="list-style-type: none"> <li>• The Tendered Price Schedule submitted as part of the return will be used to assess this criterion</li> </ul>	40%

Given this tenderer is local and from a financial perspective, pricing of the service is very similar to other tenders the service offer from Bilby Security will be accepted and will commence as soon as possible. There are some scheduling issues to finalise and these cannot be finalised until Council approves the budget adjustment for the service. If the budget is not approved, then the envisaged number of serviced hours being sixty (60) will reduce or a change in schedules will be negotiated.

This tenderer will be a new business in the Mornington Community and as such this also fits with Council's corporate goal of assisting in the creation of 10 local business opportunities.

In line with this goal and Council's desire to assist new local business ventures, the successful tenderer has sought a suitable vehicle to carry out patrol services for a period of 12 months. This in essence is no different to the support Council has been providing the current security provider (free of charge) and a similar local business proposition recently approved by Council.

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In addition a suitable office space is requested to conduct the business and from inception of the tender being placed, Council officers have had the view of the service station being a great location from which to run a service. The only other location with any form of suitability would be the Visitors Accommodation Complex (VAC), however Council officers are attempting to assist in the security concerns on this site by employing an on-site caretaker.

Once there is certainty on budget capacity, Council officers will sit down and negotiate a suitable contract, schedule and other arrangements with the new service provider. It is envisaged Council will be in a position to commence the new service offering before school holidays commence in December 2019.

**FINANCIAL & RESOURCE IMPLICATIONS**

Council will be requested to increase the budget for this service as part of the quarterly budget review process.

**RECOMMENDATION**

1. That Council note the report.

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**15.4 ICT SECONDARY SUPPORT & COUNCIL-WISE INVESTIGATION****Author:** Information and Technology Manager**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with a status update on two items included in the current Corporate and Operational Plan. These items are as follows;

- Investigate Council-wise Shared Service Model – due date 30<sup>th</sup> June 2020,
- Develop primary / secondary service provider solution matrix for all ITC activities – due date 31<sup>st</sup> December 2019.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Taking into consideration that Council-wise have assisted with major parts of the ICT migration of systems and records to Office 365 and Sharepoint, it is recommended that there will be an ongoing agreement in place to offer ad-hoc assistance and support to MSC staff in the event of any emergencies, particularly in situation where ICT support is not available onsite.

Further, Council-wise are assisting with on going systems development and continuous improvement, which plays into maintaining the relationship going forward.

Details of the agreement that have been discussed so far:

- Telephone and remote support as well as onsite support.
- Onsite coverage when IT staff are on leave - require 4 weeks notice prior to the onsite session, and dependent on flight availability to the island
- Provide off-site coverage, to the extent that support can be done remotely, for all aspects of Mornington Shire's ICT environment (User, system and network administration and support).
- Standard hourly flat rate of \$300/hour, plus expenses

**FINANCIAL & RESOURCE IMPLICATIONS**

It is estimated that Council-wise engagement will be required for approximately 1-5 hours every quarter which amounts to \$300-\$1500 quarterly or \$1200 - \$6000 annually.

**RECOMMENDATION**

That Council notes the directions outlined in this report.

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**15.5 FACILITIES QUARTERLY REPORT- JULY TO SEPTEMBER****Author:** 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:

- Lelka Murrin Kiosk
- Guest House
- Motel
- Visitors Accommodation Complex
- Staff Housing
- Bakery
- 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 Facilities Department have switched over from Little Hotelier to Preno. The new system seems to be working well, guest are encouraged to book and pay online via the 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 continues to be a common target for vandalism and theft. Facilities have identified areas where we can improve and have addressed some of the issues which have been incorporated into the security tender. Some of the works we are currently undertaking to improve the safety of guests are; installing internet and cctv footage, upgrade of the boundary fence, install and replace broken lighting and upgrading rooms.

The facilities dept. are working in cohesion with other services and departments to arrange for pest control treatments, fire safety checks and emergency evacuation procedures for the VAC and motel. We are in the process of replacing old linen, kitchen ware and furniture starting in the Motel. This has been challenging as the facilities dept. don't have access to a lockable storage area for furniture and linen which means we have to order on a needs basis, this can be a long process.

The revenue from July to September 2019 was \$437,054.00 which is shown in the below graph. The accommodation has seen an increase in demand; this is mostly due to the contractors whom are here to complete projects on the Island.

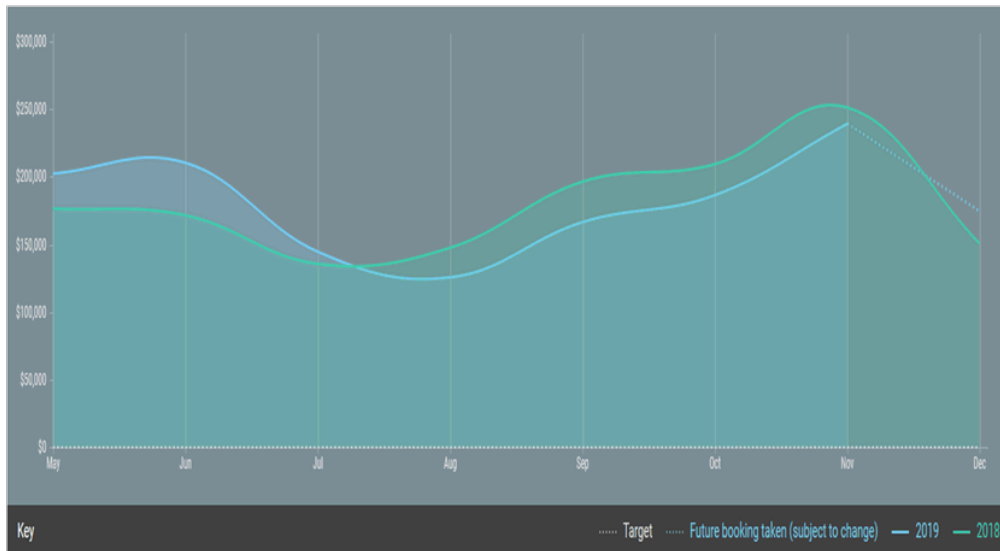
Current Status: All guest accommodation is fully booked with the revenue for the October to December quarter estimated at \$600,000.00 plus.

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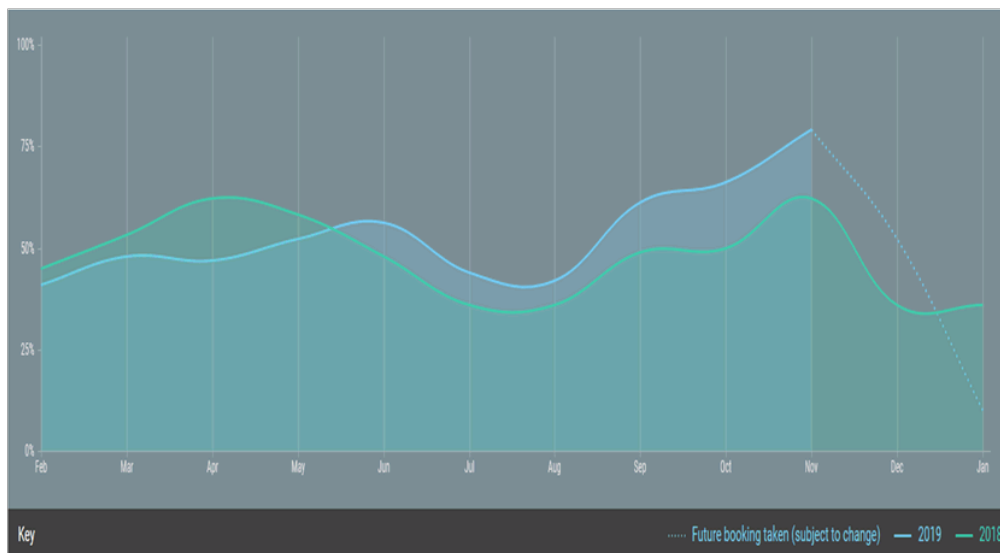
The below graph shows the month on month comparison of revenue for the Motel and VAC. It is noted that the report used to collate the figures also includes rooms in the old VAC and Guest House.

Revenue this month compared to others



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

Occupancy this month compared to others



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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. The facilities Department put out an expression of interest to tender, advertising locally. We received five responses from interested parties, a request for further information was sent out to all five parties. With the minimal responses returned, facilities have decided not to continue with the expression of interests due to the lack of information provided by the parties to the request for further information. Officers are now advertising to a wider audience, such as advertising in other areas including Cairns, Townsville and Mount Isa.

Mornington Shire Council acquired funding to undertake the refurbishment of the 'Lelka Murrin' Tavern which has commenced. These works are funded by Works for Queensland 2019-2020 Places of Refuge and a portion of funding for the project is to be provided by Building Our Regions Round 4 (BoR R4).

Council aims to deliver the Project, to the satisfaction of all relevant internal and external stakeholders, in accordance with the project objectives.

**BAKERY**

Michael has worked hard to build positive relationships with customers and clients including Gununamanda.

We estimated that there was previously a 300% increase in the purchasing of bread and other products. This has been affected by the recent financial issues between Council and Gununamanda and the cease of products being supplied daily to the shop. The implications have come at a substantial loss of revenue of up to \$12000 a month.

It is essential that the Facilities department look into providing an outlet for community members to access and purchase products in the future, in the event of Gununamanda or any other major customer ceasing it's order requests of bakery products.

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There continues to be an increase of catering orders to businesses and organisations. The baker is conducting an audit on all prices of products, keeping the bread as minimal priced as possible. Discussions have been held around increasing the cost of catered products and including delivery charges with minimal impact as possible to the local community.

Current Status: At the end of November, Gununamanda started to purchase bakery products. They aren't willing to purchase the bread as they have a back log of frozen bread they want to sell first. However, we hope to have the previous arrangement with Gununamanda reinstated, which will see an increase in revenue.

**STAFF HOUSING & LEASES**

The provision of staff accommodation continues to be a challenge for Council. Most houses are occupied; with further staff to be employed it is now critical to provide 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 number of high staff turnover.

The facilities dept. are in the process of contracting pest control to treat all staff housing, accommodation and Council buildings and are working in with Council's WHS officer and CHUBB to have all houses and buildings fire safe and up to standard.

**FACILITIES CLEANING & GROUND STAFF**

The Cleaning Department currently have 5 cleaners with 4 fulltime and 1 casual cleaner in line with councils FTE for the 2019/20 financial year.

The Facilities Manager sourced funding from LGAQ for accredited training, on the 14<sup>th</sup> and 15<sup>th</sup> of October in which 3 cleaners completed a 'Certificate II prepare room for guests,' which was onsite training for 2 days. The training was provided by Chris Theisfield and Associates.

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 recently filled the position of VAC Caretaker Anthony Saltmere on the 28<sup>th</sup> November on a casual contract.

The Facilities Department are currently reviewing the following positions to ensure Council can continue to service its increasing needs; Cleaning Supervisor and Bus Driver.

**SECURITY TENDER**

An expression of interest for the provision of a Security Company was advertised by MSC which closed on the 2<sup>nd</sup> July 2019. We received 5 responses from companies whom have submitted their tenders. Following the tender process, the successful tender applicant is Bilby Security Pty Ltd.

Current Status: Current provider AISS have been notified of the decision and given one month notice before their contract with Council will fully cease for all Council buildings on the 20<sup>th</sup> December 2019.

**ORDINARY COUNCIL MEETING AGENDA****11 DECEMBER 2019**

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Discussions are being held between Council and Bilby Security Pty Ltd as to the service delivery and scope of works. An agreement between Council and Bilby Security Pty Ltd is in the process of being drafted.

**FINANCIAL & RESOURCE IMPLICATIONS**

Refer to graphs in report body

**RECOMMENDATION**

That Council note and receive this report

**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 Mundalbe Enterprises Limited**

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

**17.2 Councillors Fees Overpayment**

This matter is considered to be confidential under Section 275(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government budget.

**17.3 Barge Sale**

This matter is considered to be confidential under Section 275(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government budget.

**17.4 Junkuri Laka - Letter on Possible Staff Housing Accommodation**

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

**17.5 Gulf Region Aboriginal Corporation (GRAC) - Lease for Rangers Base**

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

**17.6 DRFA - Koppens Claim 1**

This matter is considered to be confidential under Section 275(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government budget.

**18 NEXT MEETING**

**19 CLOSURE**



**Date:** Wednesday, 11 December 2019  
**Time:** 9:00  
**Location:** Council Chamber  
Mission Road  
Gununa

# **BUSINESS PAPER**

## **Late Reports**

### **Ordinary Council Meeting**

**11 December 2019**

**Frank Mills**  
Chief Executive Officer

**Order Of Business**

**12 Chief Executive Officer's Reports..... 3**

    12.9 Community Liquor Permit, application by Gununamanda Limited for  
        consideration of Council for endorsement. .... 3

## ORDINARY COUNCIL MEETING AGENDA

11 DECEMBER 2019

**12 CHIEF EXECUTIVE OFFICER'S REPORTS****12.9 COMMUNITY LIQUOR PERMIT, APPLICATION BY GUNUNAMANDA LIMITED FOR CONSIDERATION OF COUNCIL FOR ENDORSEMENT.****Author:** Executive Manager of Finance and Human Services**Attachments:** 1 CLP Application Gunanamanda**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to seek Council endorsement, comment or objection, if any to an application for a Community Liquor Permit lodged by Gununamanda Limited of Mornington Island.

This report is a late report as the request from Office of Liquor and Gaming Regulation (OLGR) was received at 4.01pm on 5<sup>th</sup> December, 2019.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Gununamanda Limited has lodged an application for a community liquor permit with the Office of Liquor and Gaming Regulation for an end of year breakup / xmas results for the year function to be held on Saturday the 21<sup>st</sup> December 2019. Details of the function are as follows:

**Event:** Gununamanda end of year breakup / xmas results for the year**Venue:** Gununamanda Ltd, Lardil Street, Mornington Island - back undercover area of storeroom attached to supermarket.**Patrons:** Approximately 50 - 60, members and guests only.**Minors:** Nil**Consumption area:** 1 serving point - Café Counter 15m x 12m as well as outside back under cover area of storeroom attached to supermarket.**Date/Time:** Saturday 21<sup>st</sup> December 2019 4:30pm – 9:30pm**Other:** Cans only, food available.**Toilets:** 3**Security:** 3 volunteer based security providers will be in attendance for the total duration of the event. Police endorsement was provided on 14<sup>th</sup> November 2019.

Whilst this application has been sent to Council, Council is under no obligation to make any comment as the event is not in a public space. OLGR would though appreciate comment.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil to Council

**RECOMMENDATION**

1. That Council provide their endorsement / objection or comment, if any to the CLP application from Gununamanda Limited.
2. That Council provide direction in regard to considering on going requests of this nature.

Liquor Act 1992

Form 7



Application for a community liquor permit

Office of Liquor and Gaming Regulation

This application can be submitted online at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

<p><b>Office use only</b></p> <p>Date received: _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> <p><b>Fees:</b> To find out the current application fee go to <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></p>	<p><b>Information</b></p> <p>A community liquor permit may be granted for:</p> <ul style="list-style-type: none"> <li>one-off events such as a trivia nights or presentations</li> <li>booths at sporting matches</li> <li>the sale of commemorative bottles of wine.</li> </ul> <p>The following limitations will apply when considering an application for a community liquor permit:</p> <ul style="list-style-type: none"> <li>the application must be lodged at least 21 days prior to the (first) date of your event</li> <li>the applicant must be applying on behalf of a non-profit organisation (i.e. not-for-profit organisation)</li> <li>a person or commercial operation cannot obtain a permit to make money for themselves</li> <li>the person responsible for the permit must be aged 18 years or older</li> <li>the event must be held in Queensland.</li> </ul> <p>Please visit the Community Liquor Permit page on our website at <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a>. Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, please visit our website <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a> or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (1374 68).</p> <p><b>Privacy statement – please read</b></p> <p>OLGR is collecting the information on this form to assess your application for a community liquor permit. This information is authorised by section 43 of the Liquor Act 1992. This information will only be accessed by authorised employees within the department. A copy of your application may be given to Queensland Police Service and the relevant local council. Business information is placed on a register that may be inspected by the public, authorised by section 43 of the Liquor Act 1992. Your information will not be disclosed to any other parties unless authorised or required by law.</p> <p><b>Warning</b></p> <p>False or misleading statements may attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to the immediate cancellation of a permit.</p> <p>Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.</p>
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Part A – Full requirements for lodging applications

	<p><b>Are you exempt?</b></p> <p>There have been changes to laws about when an application for a Community Liquor Permit (CLP) is required. From 1 July 2013, not-for-profit community groups running one-off events, including raffles, may not need a permit.</p> <p>Your group may not need a CLP to hold an event at which alcohol is served. Check before applying by reviewing the fact sheet on our website at <a href="http://www.olgr.qld.gov.au/resources/legislation/community-exemptions.pdf">www.olgr.qld.gov.au/resources/legislation/community-exemptions.pdf</a></p> <p>OLGR requires applications to be completed in full prior to commencing processing of the application. This means that any application lodged without full documentation attached will not be accepted. Applications will be returned to the applicant if all questions are not completed correctly. By implementing this policy OLGR is seeking to reduce the processing times for permit applications. If the application is returned, the lodgement date will be taken from the date the application is resubmitted. Applications that are not lodged with OLGR at least 21 days in advance of the event will not be considered.</p> <p>You can lodge this application using one of the following methods:</p> <ul style="list-style-type: none"> <li>online at <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></li> <li>by post (see Part D for lodgement details)</li> <li>in person (see Part D for lodgement details).</li> </ul> <p><b>Your application will not be accepted unless the following requirements are completed.</b> (Use the checklist below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Payment of the prescribed fee:             <ul style="list-style-type: none"> <li>one fee for a single-date event</li> <li>one fee per day for each date of a multiple-date event.</li> </ul> </li> <li><input type="checkbox"/> Police endorsement (prior to lodging this application) if you are applying to supply liquor between 12 midnight and 10 am. See Section 17 of this form</li> <li><input type="checkbox"/> Council endorsement (prior to lodging this application) if the event is to be held in a public place (e.g. a park) or a venue controlled by your local council. See Section 18 of this form.</li> </ul>
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<p><b>High risk events</b></p> <p>You will be required to complete an Event Management Plan and provide it to an OLGR officer or Queensland Police Officer upon request prior to, during, or after the event has taken place if any of the following criteria apply to your event:</p> <ul style="list-style-type: none"> <li>• estimated attendance throughout any particular day exceeds 2000 people</li> <li>• estimated patrons consuming liquor throughout any particular day exceeds 1000 people</li> <li>• the application includes a request to supply liquor between 12 midnight and 10 am</li> <li>• the application includes a request for liquor consumption area/s totalling more than 400 square metres.</li> </ul> <p><i>Note: The Event management Plan can be downloaded from <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></i></p>	
<p><b>Part B – Applicant and eligibility details</b></p>	
<p><b>Section 1</b> Contact details (details of the person responsible for the permit)</p>	<p>Title <u>MR</u> First name <u>ANTONY</u>                  Middle name (if applicable) <u>JAMES</u> Last name <u>DIFRANCESCO</u>                  Date of birth <u>14/03/1969</u>                  Daytime phone <u>(07) 47457233</u> Fax _____                  Mobile <u>0458 142 412</u>                  Email <u>tony@quinnamanda.com.au</u>                  (acknowledgement and permit will be sent to this email address)                  Postal address <u>c/o POST OFFICE MORNINGTON ISLAND</u>                  Suburb <u>GUNYA</u> State <u>QLD</u> Postcode <u>4892</u></p>
<p><b>Section 2</b> Applicant eligibility</p>	<p>A community liquor permit can only be issued to a non-proprietary club, association or not-for-profit organisation. A person or commercial operation cannot obtain a permit to profit from the sale of liquor.</p> <p>Is this application on behalf of a club or association? (Please tick one box.)</p> <p><input type="checkbox"/> Yes – go to Section 3</p> <p><input checked="" type="checkbox"/> No – go to Section 4</p>
<p><b>Section 3</b> Details of club/association beneficiary to the event</p>	<p>Name of club or organisation _____                  Postal address _____                  Suburb _____ State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                  Organisation type (e.g. community club, school, sporting club, motorcycle club, university/college, other – please specify) _____</p> <p>Go to Section 6</p>
<p><b>Section 4</b> Profit from sale of liquor</p>	<p>Will the profit from the sale of liquor be used to benefit the community for a charity or for fundraising purposes? (Please tick one box.)</p> <p><input type="checkbox"/> Yes – go to Section 5</p> <p><input checked="" type="checkbox"/> No – this application cannot proceed as a person or commercial operation cannot benefit from the sale of liquor. <u>N/A</u></p>

<p><b>Section 5</b> Endorsement by the beneficiary (e.g. charity organisation)</p>	<p>Organisation name ..... <u>GUNUNAMANDA L.T.D</u></p> <p>Organisation contact person:</p> <p>Title <u>MR</u> First name <u>LYLE (JIMMY)</u></p> <p>Middle name (if applicable) <u>EDWARD</u> Last name <u>WILSON</u></p> <p>Position in organisation <u>CHAIRMAN GUNUNAMANDA L.T.D</u></p> <p>Daytime phone <u>0475 159 800</u></p> <p>Endorsement date <u>11/12/2019</u></p>
<p><b>Section 6</b> Compliance history</p>	<p>Has the individual/club/association had any adverse compliance history with OLGR (e.g. warning, infringement notice/fine or cancelled permit)? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>Part C – Venue and event details</b></p>	
<p><b>Section 7</b> Venue details</p>	<p>Name of venue <u>GUNUNAMANDA L.T.D</u></p> <p>Venue address <u>LARDIL ST</u></p> <p>Suburb <u>MORNINGTON IS.</u> State <u>QLD</u> Postcode <u>4892</u></p> <p>Is the venue a public place (e.g. park), community centre or venue controlled by your local council? (Please tick one box.)</p> <p><input checked="" type="checkbox"/> Yes – council endorsement must be provided (see Section 18 of this form)</p> <p><input type="checkbox"/> No – Applicant must have consent to use venue from registered land owner</p>

**Section 8**  
**Liquor consumption area/s**  
 (Applicant must complete all questions. If more than one consumption area, patrons cannot move between consumption areas while in possession of liquor.)  
 Inside consumption area examples: community recreation centre, auditorium foyer, conference room, school hall, multi-purpose room, assembly hall.  
 Outside consumption area examples: next to clubhouse, adjoining the school hall, located on the northern side of sporting field.

Liquor may only be sold and consumed in defined consumption areas. Please provide the following details:  
 How will the consumption area/s be defined?  
 (The use of ropes and temporary fencing may be acceptable. Signage or chalk marking is not acceptable.)  
 (Please tick one or more boxes.)

Within the boundary of a room or building  
 Temporary fencing at least 1 metre high  
 Permanent fencing  
 Other (please specify) .....

**Consumption area (1)**  
 Number of serving points: (1) CAFE COUNTER  
 Consumption area size (m x m): 15 m x 12 m  
 If inside—what is the name of the building?  
N/A  
 If outside—what is the location of the consumption area within the property? BACK UNDER COVER AREA OF STORE ROOM ATTACHED TO SUPERMARKET

**Consumption area (2)**  
 Number of serving points: N/A  
 Consumption area size (m x m): ..... x .....  
 If inside—what is the name of the building?  
 .....  
 If outside—what is the location of the consumption area within the property?  
 .....

**Consumption area (3)**  
 Number of serving points: N/A  
 Consumption area size (m x m): ..... x .....  
 If inside—what is the name of the building?  
 .....  
 If outside—what is the location of the consumption area within the property?  
 .....

**Section 9**  
**Liquor trading times**

What are the proposed liquor trading times?

Day	Date	Time
SATURDAY	21 <sup>ST</sup> DEC 2019	4:30pm - 9:30pm

Note: Police endorsement is required if you are applying to trade between 12 midnight and 10 am (see Section 17 of this form).

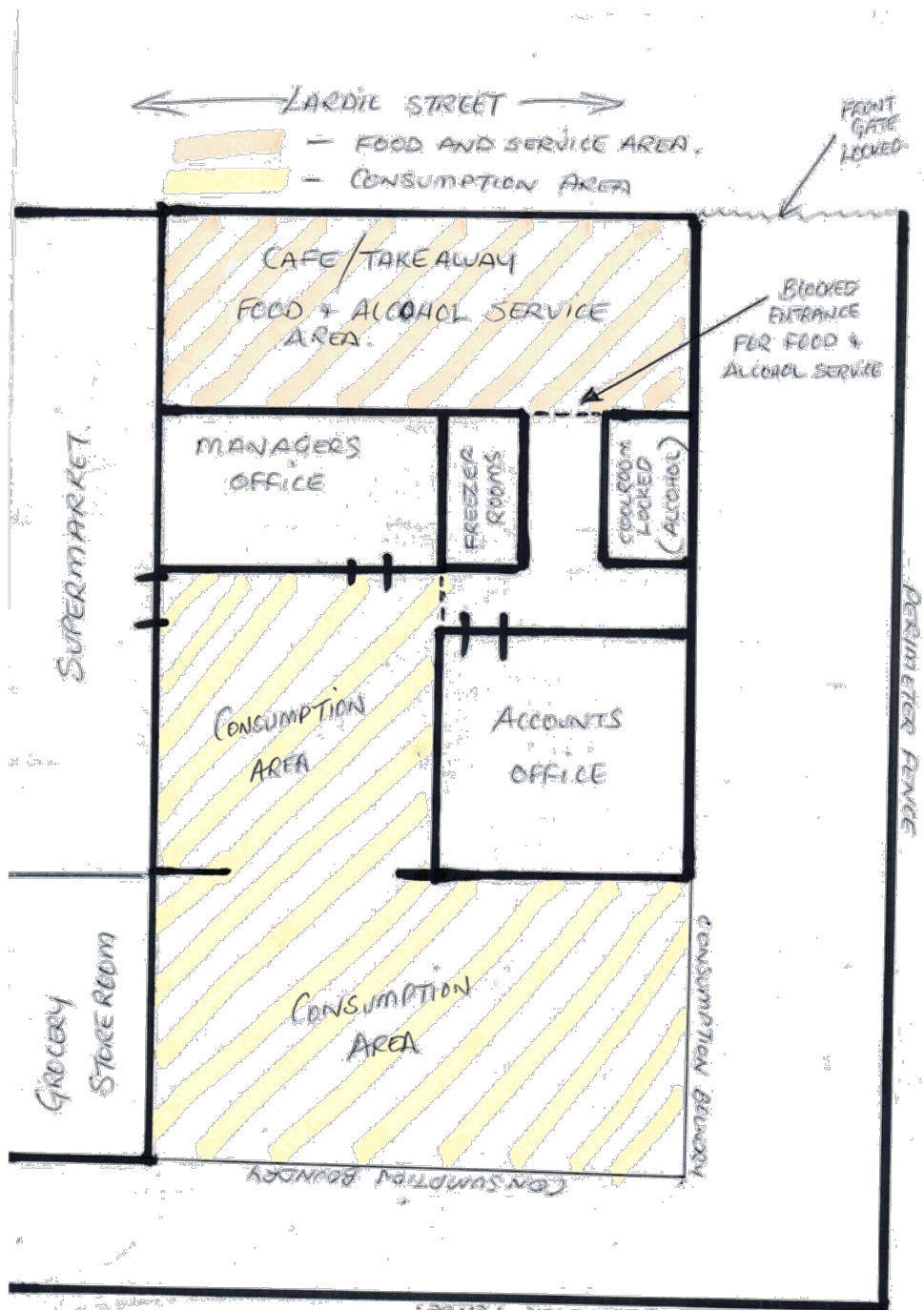
<p><b>Section 10</b> Event and attendees details</p>	<p>Name of the event: <u>GUNUNAMANDA END OF YEAR BREAKUP / XMAS RESULTS FOR THE YEAR.</u></p> <p>Who is the event open to? (Please tick one or more boxes.)</p> <p><input type="checkbox"/> General public</p> <p><input checked="" type="checkbox"/> Members and guests</p> <p>Estimated attendance at the event (per day) <u>50-60</u></p> <p>Estimated patrons to consume liquor at the event (per day) <u>50</u></p> <p><b>Minors</b></p> <p>Will minors be attending the event? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Will minors be permitted in consumption area/s? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Will minors be accompanied by a parent/guardian in the consumption area/s? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No <u>N/A</u></p> <p><b>Patron age details (estimate)</b></p> <p>0-12 years: <u>    </u> % of total attendance</p> <p>13-17 years: <u>    </u> % of total attendance</p> <p>18-25 years: <u>5</u> % of total attendance</p> <p>26-40 years: <u>60</u> % of total attendance</p> <p>41-55 years: <u>30</u> % of total attendance</p> <p>55+ years: <u>5</u> % of total attendance</p> <p>Total = 100%</p>
<p><b>Section 11</b> Liquor serving container types</p>	<p>How do you intend to serve liquor at the event? (Please tick one or more boxes.)</p> <p><input checked="" type="checkbox"/> Cans</p> <p><input type="checkbox"/> Bottles</p> <p><input type="checkbox"/> Disposable cups</p> <p><input type="checkbox"/> Glasses</p>
<p><b>Section 12</b> Food</p>	<p>Will food be available during the proposed liquor trading hours (as specified in Section 9)?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p><b>Section 13</b> <b>Entertainment</b></p>	<p>What type of entertainment will be provided, if applicable? (Please tick one or more boxes.)</p> <p><input type="checkbox"/> Boxing/martial arts</p> <p><input type="checkbox"/> DJ</p> <p><input type="checkbox"/> Live music</p> <p><input type="checkbox"/> Rodeo</p> <p><input type="checkbox"/> Horse racing</p> <p><input type="checkbox"/> Adult entertainment (if selected, please contact OLGR to discuss your application)</p> <p><input checked="" type="checkbox"/> Other (please specify) <u>PORTABLE SPEAKER</u></p>
<p><b>Section 14</b> <b>Noise management</b></p>	<p>Describe the steps you will take to minimise noise levels at your event (e.g. person of authority in charge of volume control, regular walks around the venue assessing whether noise is excessive, letterbox drop to nearby residents providing a telephone number if there are noise issues, etc.)</p> <p>1. <u>ANTHONY DI FRANCESCO (IN CHARGE OF NOISE LEVELS)</u></p> <p>2. <u>POLICE CHECKS</u></p> <p>3. <u>NOTIFY COMMUNITY MEMBERS</u></p> <p>4. <u>POLICE ATTENDANCE FOR DURATION OF EVENT.</u></p>
<p><b>Section 15</b> <b>Toilets</b></p>	<p>Will toilet facilities be available at the event?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, how many?</p> <p><input type="checkbox"/> Male toilets</p> <p><input type="checkbox"/> Female toilets</p> <p><input type="checkbox"/> Unisex toilets</p> <p><input type="checkbox"/> Disabled toilets</p>
<p><b>Section 16</b> <b>Security</b></p>	<p>What type of security will be provided, if applicable? (Please tick one or more boxes.)</p> <p><input type="checkbox"/> Licensed security providers</p> <p><input checked="" type="checkbox"/> Volunteer-based security providers</p> <p>How many security providers will there be? (Please complete each box.)</p> <p><input type="checkbox"/> Roaming permit area</p> <p><input type="checkbox"/> Stationed at entrance</p> <p><input type="checkbox"/> Stationed at liquor servery area</p>

<p><b>Section 17</b> <b>Police endorsement</b></p>	<p>Police endorsement is only required if you are applying to trade between 12 midnight and 10 am. Police will require full details of your application. They may provide endorsement by telephone or may require you to print and submit your application in person for endorsement. Visit the Police website (<a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>) to find contact details of the police station responsible for the location in which the event will be held.</p> <p>Please provide details of the Officer-in-Charge you obtained endorsement from:</p> <p>First name <u>Emma</u> Last name <u>REILLY</u>                  Rank <u>Senior Sergeant</u> Station <u>Mornington Island</u>                  Phone <u>07 47 67 9890</u> <u>Stalley</u></p> <p>Do police object to your application? (Please tick one box.)  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Endorsement date <u>14/11/2019</u></p>
<p><b>Section 18</b> <b>Council endorsement</b></p> <p>N/A</p>	<p>Council endorsement is only required if the event is to be held in a public place or venue controlled by your local council (e.g. local park, community centre). Council will require full details of your application. They may provide endorsement by telephone or may require you to print and submit your application in person for endorsement. Visit the Department of Infrastructure and Planning website (<a href="http://www.dip.qld.gov.au">www.dip.qld.gov.au</a>) to find contact details of your local council.</p> <p>Please provide details of the Council representative you obtained endorsement from. This person must be authorised to provide comment on behalf of Council:</p> <p>First name: ..... Last name: .....                  Position/title: ..... Council name: .....                  Phone: .....</p> <p>Does council object to your application? (Please tick one box.)  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Endorsement date <input type="text"/>/ <input type="text"/>/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>Section 19</b> <b>Declaration and signature of applicant</b></p> <p>(signature must be same person as noted in Section 1 of this form)</p>	<p>I declare/certify that:</p> <ul style="list-style-type: none"> <li>the information in this application and any attachments are true and correct</li> <li>the applicant has the right to occupy the venue listed in this application during the event</li> <li>I am aged 18 years or over</li> <li>I am authorised to sign this application on behalf of the non-proprietary club, organisation or association.</li> <li>I acknowledge that I will complete an Event Management Plan and provide it to an OLGR or Queensland Police Officer upon request prior to, during or after the event has taken place if any of the following criteria apply to my event:                         <ul style="list-style-type: none"> <li>estimated attendance throughout any particular day exceeds 2000 people</li> <li>estimated patrons consuming liquor throughout any particular day exceeds 1000 people</li> <li>the application includes a request to supply liquor between 12 midnight and 10 am</li> <li>the application includes a request for liquor consumption area(s) totalling more than 400 square metres.</li> </ul> </li> </ul> <p>Printed name <u>ANTHONY JAMES DI FRANCESCO</u>                  Signature <u>[Signature]</u>                  Date <u>14/11/2019</u></p>

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**12.5 STATE GOVERNMENT FUNDING - \$2.35 MILLION FOR COMMUNITY HOUSING**

**Author:** Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding the State Government funded \$2.35 million community housing program as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an "informal meeting".

Discussion at the "informal meeting" on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

At the Technical Working Group meeting on 10<sup>th</sup> January 2020, the following matters were discussed and require resolution of Council:

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.

**FINANCIAL & RESOURCE IMPLICATIONS**

This program provides an opportunity for allocation of 2.35 million dollars from the State Government for the development of the community housing program on Mornington Island.

**RECOMMENDATION**

That provide advice and direction on:

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.

**12.6 COMMONWEALTH GOVERNMENT FUNDING - \$105 MILLION FOR COMMUNITY HOUSING.**

**Author:** Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding the proposed Commonwealth Government funded \$105 million community housing program as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an "informal meeting".

Discussion at the "informal meeting" on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

Advice from Kate Connors the A/Executive Director, Aboriginal and Torres Strait Islander Housing - Department of Housing and Public Works (HPW) has been received as follows:

*At their December meeting, Minister Wyatt and Minister de Brenni agreed the best way forward is for this investment to be implemented in a tripartite arrangement between the Commonwealth, State and Councils. The Commonwealth funding of \$105m will complement the Queensland Government's \$40 million Interim Remote Capital Program and financial commitment to maintenance and upgrade works on existing dwellings. The Commonwealth and Queensland Governments have also reaffirmed their intent that Aboriginal and Torres Strait Islander Councils to play a central role in the planning and delivery of housing for their communities with the Queensland Government's Aboriginal and Torres Strait Islander Housing Action Plan 2019-2023 serving as the implementation mechanism.*

*In order to commence discussion on the arrangements for implementation, the Commonwealth and State agencies would like issue a placeholder for Mayors and CEO's to attend a workshop in Cairns on 6 February 2020 at 10.30am.*

In addition to this meeting, the Torres Cape Indigenous Council Alliance (TCICA) has convened a meeting on the 5<sup>th</sup> of February 2020 to in part:

*The TCICA meeting will focus on:*

- *TCICA's approach for the joint Commonwealth / State housing workshop on 6 February*
  - o *Note it is likely DHPW will coordinate a pre-workshop meeting or teleconference over the coming weeks for detailed discussion on housing need, allocation methodology etc*

Council's Mayor and Chief Executive Officer have accepted the invitation to both meetings and a report of the outcome of those meetings will be tabled at the February 2020 Ordinary meeting of Council.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil at this stage

**RECOMMENDATION**

That Council note and receive this report.

**12.7 KOPPENS CAMPSITE**

**Author:** Chief Executive Officer

**Attachments:** 1 Dithery Creek Dam - map of Council land

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding the site of Koppens Developments Pty Ltd campsite as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an "informal meeting".

Discussion at the "informal meeting" on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

Koppens Developments Pty Ltd was awarded the contract to carry out remediation of Councils road network funded under the Disaster Recovery Funding Arrangements (DRFA) administered by the Queensland Reconstruction Authority.

Due to constraints connected to the DRFA funding, Koppens Developments Pty Ltd have established their own works and accommodation camp, at their cost, at the Dithery Creek Dam site. The location of the camp is on Council land and the attached map clearly outlines this. Koppens Developments Pty Ltd have used this site in the past and they have all appropriate environmental controls in place for the duration of their occupancy of the site.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive this report.

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16°37'45"S 139°11'42"E




16°38'57"S 139°10'27"E

16°38'57"S 139°11'42"E

A product of  
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Department of Natural Resources, Mines and Energy

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 Legend

 Attribution

Natural parcel boundary

Railway

Road parcel

Cities and Towns

Land parcel

Parcel

Easement parcel



Strata parcel



Volumetric parcel



Land parcel label

Road crossing

— Bridge

Tunnel

Road

■ Highway

▬ Main

▬ Local

▬ Private

DigitalGlobe

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**12.8 DRFA ROADWORKS WATER USAGE**

**Author:** Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding water usage by Koppens Developments Pty Ltd (Koppens) during the road restoration works as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an "informal meeting".

Discussion at the "informal meeting" on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

Koppens was awarded the contract to carry out remediation of Councils road network funded under the Disaster Recovery Funding Arrangements (DRFA) administered by the Queensland Reconstruction Authority.

Until mid-December 2019, Koppens had been utilising water from the Dithery Creek Dam for use in the road network remediation project. In order to maintain sufficient water for use by residents and the community, on 17<sup>th</sup> December 2019, Koppens were prohibited from using dam water for roadworks until further notice.

With the onset of the wet season and seasonal rainfall, the dam level has begun to increase and will be monitored daily by the Acting Executive Manager of Technical Services. A report on the current dam level is to be tabled by the Acting Executive Manager of Technical Services for Council information. No approval will be given to Koppens to recommence using dam water until the dam level increases to a level sufficient to meet the needs of residents and community and Koppens.

**FINANCIAL & RESOURCE IMPLICATIONS**

Water usage as approved by Council which is paid for as per Council's Commercial and Regulatory Fees and Charges 2019/2020.

**RECOMMENDATION**

That Council note and receive this report.

**12.9 CIVIC CENTRE - ADMINISTRATION BUILDING (LGGSP)**

**Author:** Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding the Civic Centre – Administration Building (LGGSP) report as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an “informal meeting”.

Discussion at the “informal meeting” on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

This report relates to State Government funding of \$5,317,692.00 for the construction of a new civic centre on Mornington Island. Outlined, in part, in the report to Council for the December 2019 Ordinary Meeting was:

*The program has been significantly impacted by the change to the project budget. It is recommended that Council:*

1. *Request the Minister confirm the approved funding can be utilised as 100% funding for the project without additional co-contributions from Council*
2. *Advise the Department of Local Government Racing and Multicultural Affairs that an extension of time will be required to complete the project. The extension of time should be to 30th December 2021. The current approved funding deadline is 30 June 2021.*
3. *Delegate authority to review/approve on their behalf all project approvals to a Project Control Group (PCG).*

Immediate action required by Council with regard to the funding and progression of this project is:

- A written request to Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs requesting approval for the funding amount of \$5,317,692.00 to be able to be utilised as 100% of stage one of the project, with no additional co-contribution from Council, and
- A written request to Minister Hinchcliffe, the Minister for Local Government Racing and Multicultural Affairs requesting approval for an extension of time to complete the project from the 30<sup>th</sup> June 2021 to 30<sup>th</sup> December 2021.

With Council currently revising its systems and processes for the management of projects from infancy through to completion and acquittal, further investigation of the need and role of a “Project Control Group” is required. It is envisaged that further details regarding the progression of project management for this project will be tabled at the February 2020 Ordinary Meeting of Council.

**FINANCIAL & RESOURCE IMPLICATIONS**

As outlined in this report, with 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 be able to be utilised as 100% of stage one of this project, there will be no requirement for a co-contribution from Council.

**RECOMMENDATION**

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.

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.

**12.10 SPECIAL PROJECTS - LELKA MURRIN UPGRADE**

**Author:** Chief Executive Officer

**Attachments:** 1 Community Consultation Document

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding the Special Projects – Lelka Murrin Upgrade report as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an “informal meeting”.

Discussion at the “informal meeting” on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

At the request of Council, a public consultation process was conducted regarding the design and future use of the Lelka Murrin Tavern. Posters (see attached) were displayed throughout the community and social media was used to advise community members of the upgrade project and provide draft designs for comment.

The consultation period ran from 23.12.2019 to 15.01.2020 and apart from several questions from members of the community involving when the “pub will be open” no other feedback has been received.

**FINANCIAL & RESOURCE IMPLICATIONS**

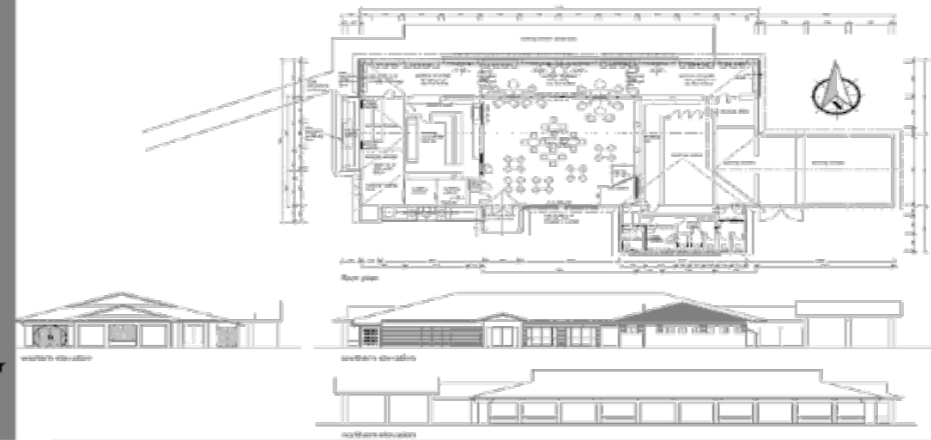
Nil

**RECOMMENDATION**

That Council note and receive this report.



### LELKA MURRIN UPGRADE PROJECT



For community Comments and Feedback, contact

Frank Mills

Ph: 07 4745 7801

Mobile: 0437 999 754

Check out Mornington Shire Council Facebook Page



**12.11 BARGE SALE**

**Author:** Chief Executive Officer  
**Attachments:** 1 Barge EOI  
2 Wurruku Valuation Report

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with additional information regarding the Barge Sale report as tabled at the December 2019 Ordinary meeting of Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A previous report for this matter was tabled for endorsement at the December 2019 Ordinary Meeting of Council.

Following advice from the Regional Manager, Northern Region of the Department of Local Government, Racing and Multicultural Affairs, Mr Jim Evans, that Councils December Ordinary meeting convened on the 11th of December failed to reach a quorum and as such no business could be formally conducted, any discussions held at the meeting are considered part of an "informal meeting".

Discussion at the "informal meeting" on the 11th December 2019, in part, involved the provision of additional background information and knowledge of the matters referred to in the report and the following additional information is provided to meet the request:

This report relates to the proposed sale of the "Wurruku" barge which is owned by Council.

Expressions of interest were sought for the possible sale of the Council barge "Wurrurku" via a advertising campaign commencing on 20<sup>th</sup> September 2019 and ran until 11<sup>th</sup> October 2019 (see attached). A total of fifteen expressions of interest were received for the "Wurruku" ranging in price from \$15,000.00 to \$95,000.00.

At the November 2019 ordinary meeting of Council, additional information was requested by Council prior to agreeing to sale of the "Wurruku" or not.

Marcel Boat Design was engaged to carry out a valuation and assessment of the "Wurruku" and provide an estimated sale price to Council after the assessment was carried out by Marcel Maujean a boat surveyor with over 40 years experience in the boating industry (see attached).

The assessment report in part states:

*This barge was designed and built to MSQ 2 C survey for 12 persons in early 2000 by CAIRNS CUSTOM CRAFT from drawings approved by GA GLANVILLE & CO. as then requested that the MORNINGTON SHIRE.*

*The vessel was originally powered by two 90 hp Yamaha 90 hp 2 strokes. The vessel had a complete refurbishing in 2017 with 2 new 4 strokes motors fitted, new electronics, and a complete overhaul of the electrical wiring.*

*The new motors have now only done 100 hrs, and look and run like new. This is a solidly built vessel ideal for coastal work especially within the GBRMP area.*

*We researched the sales of similar vessels on the coast of Australia and New Zealand both in Auction sales and private sales. We also consulted*

*A couple of reputable brokers and the consensus of opinion is that \$120,000.00 for the barge and \$ 10,000.00 for the trailer would be a conservative estimate.*

*This value can be improved by bringing the boat to current survey, and offering delivery of the vessel and trailer on the main land.*

**FINANCIAL & RESOURCE IMPLICATIONS**

The "Wurruku" barge underwent repairs and the trailer was rebuilt during 2017 with in excess of \$168,000.00 being spent by Council on the vessel. Since returning to Mornington Island, the barge has had little use other than a 3 month period for flood relief work in 2019.

The barge is out of survey from the 6th December 2019 and the life raft has been out of survey since 31<sup>st</sup> May 2019.

Non compliance with Australian Marine Safety Authority survey also relates to:

- Non compliant Fire Extinguishers,
- Life jackets should comply to AS 4758,
- Corrosion on bottom plate under bridge (requires cleaning and checking for rewilding),
- Access to bottom PL under cargo deck was restricted and removal of soft patches and checking for corrosion required, and
- A 15kg high holding anchor with at least 35 metres of 10mm short link galvanised chain required.

It has been estimated that to bring the barge back to survey standard this may cost as much as \$30,000.00.

Current insurance costs per year of \$9,809.53 apply with the current insurance expiring 30 June 2020.

The "Wurruku" is currently depreciating at \$8,434 per year and whilst it sits idle and not in use, cannot recoup any revenue for Council or pay for the cost of depreciation, survey and annual maintenance and upkeep.

**RECOMMENDATION**

That Council provide their advice and direction regarding the proposed sale of the "Wurruku" barge.



**MORNINGTON  
SHIRE COUNCIL**

1 Mission Road  
GUNUNA, QLD 4892  
TEL: (07) 4745 7824  
FAX:(07) 4745 7275  
[tenders@morningsong.qld.gov.au](mailto:tenders@morningsong.qld.gov.au)

## **Invitation for Expressions of Interest (EOI) Aluminium Front Loading Landing Barge**

**Open: 20/09/2019**

**Closes: 11/10/2019**

Expressions of Interest are invited for the purchase of an Aluminium Front Loading Landing Barge.

The barge is 9.89M in length and has been in survey for Class 2C previously (not currently). It is powered by 2 Yamaha F115XB outboards.



The barge has an array of safety gear, which whilst in good condition would need to be assessed for anyone wanting survey status. The barge is also fitted with a number of electronic features including sounder, GPS and marine radio.

For further information please contact Morningsong Shire Council on 0438 554 058 or 07 4745 7881 or email our workshop manager, Geoff Size on [workshop@morningsong.qld.gov.au](mailto:workshop@morningsong.qld.gov.au).

Submissions are to be forwarded to:  
[tenders@morningsong.qld.gov.au](mailto:tenders@morningsong.qld.gov.au) by 5pm EST 11<sup>th</sup> October 2019

BOAT PLANS  
VALUATIONS  
CONDITION REPORTS  
PROJECT  
MANAGEMENT



127 RUSSELL ST, CAIRNS, QLD 4870  
P.O. BOX 204 - B, BUNGALOW, QLD. 4870  
PHONE : 083852966  
EMAIL : marcel@mbd1.com.au  
ABN : 66275017823

**MARCEL MAUJEAN**  
MARINE SURVEYOR  
40 YEARS EXPERIENCE IN THE BOATING INDUSTRY

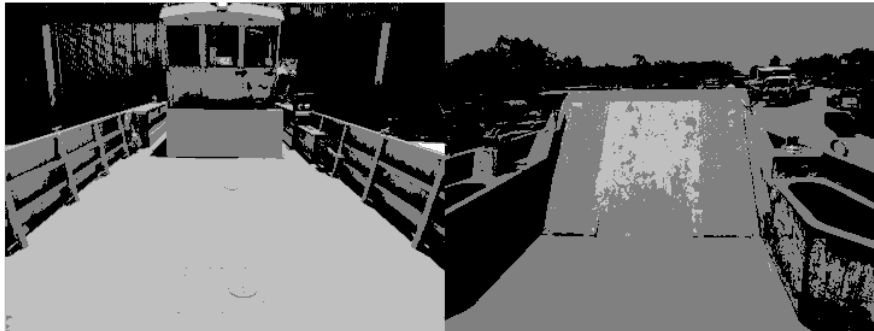
**This is to certify that the undersigned marine surveyor attended the vessel known as WURRURKU on the 04/12/2019 at the MORNINGTON SHIRE WORKSHOP on behalf of : THE MORNINGTON SHIRE, TO PROVIDE A CONDITION ASSESSMENT AND AN ESTIMATE OF MARKET VALUE.**



Copies in whole or in part should not be released to, or consulted by, other parties without the prior written permission of Marcel Boat Design.

Whilst all due care and diligence has been exercised in the collection of data for the preparation of this report, Marcel Boat Design purports to provide an advisory service only, based on the opinion and experience of the individual consultant responsible for its compilation.

1.

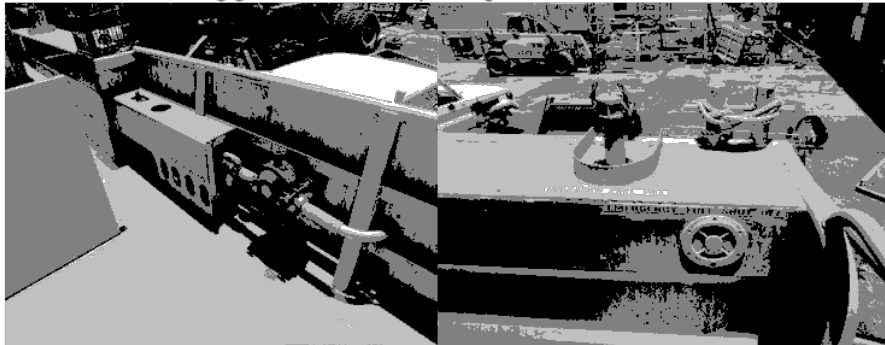


BRIDGE AND FORE DECK

Marcel Boat Design issues such advice in good faith and without prejudice nor guarantee. Anyone wishing to rely on such opinion should first satisfy themselves as to its accuracy and feasibility. Marcel Boat Design shall not be liable for any loss (including indirect and consequential loss), damage, delay, loss of market, costs, expenses of whatsoever nature or kind and however sustained or occasioned.

Notwithstanding the aforementioned, notice of a claim or suit must be made to Marcel Boat Design in writing within 30 days of the date the services were first performed or the date the damages were first discovered, whichever is the later, failing which lack of notice shall constitute an absolute bar to the claim or suit against Marcel Boat Design.

This survey report is a factual report on the inspection carried out, and the opinions expressed are given in good faith as to the condition of the vessel as seen at the time of the survey. It implies no guarantee, nor safeguard against latent defects, subsequent defects, or defects not discovered at the time of the survey in woodwork, steel, aluminium or composites, or areas of the vessel which are covered, or not accessible to the surveyor internally or externally due to the installation of non-removable linings, panels, internal structures, items of equipment, cargo, or agreement and permission and instructions not being given to the surveyor to gain access to closed off areas.

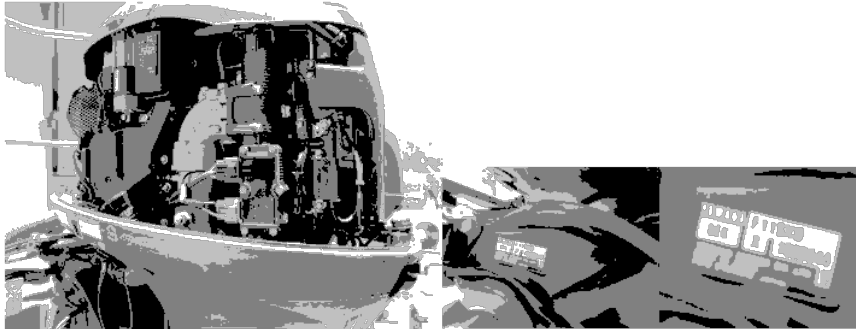


MANUAL BILGE

FUEL TANK COMPARTMENT

This survey is personal and confidential to our client (s) and has no extended warranty if disposed of to a third party for any purpose.

'Copyright remains with the surveyor.' 2.



This report carries no warranty regarding ownership of the vessel or any warranty regarding outstanding mortgage, charge, or other debt there may be on the vessel.

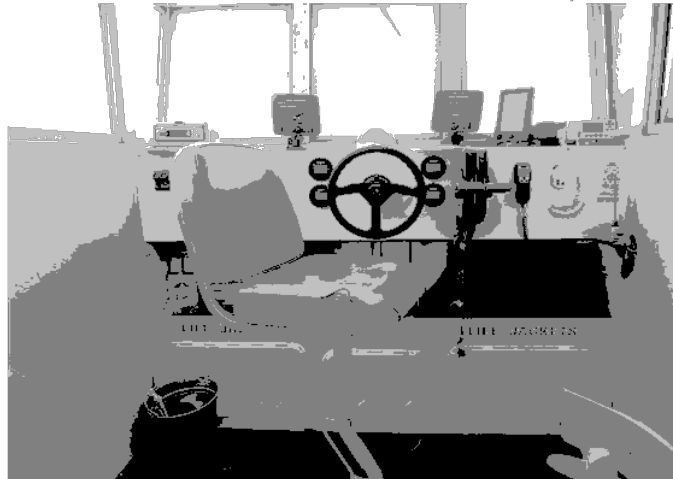
This report does not address stability, vessel performance or overall design, and no warranty is conveyed under these headings.

No machinery was run or opened up for inspection, or, if the reverse, which items were so surveyed and inspected and tested.

If any estimate of cost(s) of repairs is mentioned in this report, the client should be aware that costs vary substantially from agency to agency and written quotations should be obtained before decisions are made.

'A full condition survey did not take place, and no warranty regarding fitness for purposes can be given.'

This survey is issued without prejudice. In our opinion, the report constitutes a statement of the condition of the vessel at the time the survey was carried out.





RAY MARINE GPS

RAY MARINE SOUNDER



RADAR



VHF RADIO



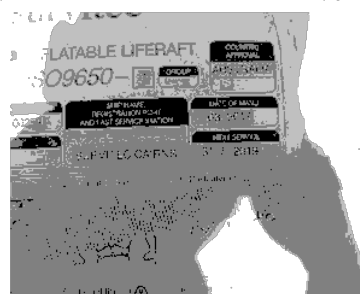
HOUR METER



BATTERY COMPARTMENT.



CORROSION UNDER BRIDGE



LIFE RAFT EXPIRED 4

**NON COMPLIANCES TO AMSA SURVEY:**

1. LIFE RAFT OUT OF DATE.
2. NO COMPLIANT FIRE EXTINGUISHERS ( 2 X 2 KG DCP MINIMUM )
3. LIFE JACKETS SHOULD COMPLY TO AS 4758.1
4. CORROSION ON BOTTOM PLATE UNDER BRIDGE. ( CLEAN WITH WIRE BRUSH AND CHECK FOR REWELD.)
5. ACCESS TO BOTTOM PL UNDER CARGO DECK WAS RESTRICTED I SUGGEST REMOVAL OF SOFT PATCHES AND CHECKING FOR CORROSION
6. ANCHOR WINCH WAS NOT TESTED .
7. WE RECOMMEND A 15 KG HIGH HOLDING ANCHOR WITH AT LEAST 35 M OF 10MM
8. SHORT LINK APPROVED GALVANISED CHAIN.

**ESTIMATED MARKET VALUE.**

**This barge was designed and built to MSQ 2 C survey for 12 persons in Early 2000 by CAIRNS CUSTOM CRAFT from drawings approved by GA GLANVILLE & CO. as then requested that the MORNINGTON SHIRE. The vessel was originally powered by two 90 hp Yamaha 90 hp 2 strokes.**

**The vessel had a complete refurbishing in 2017 with 2 new 4 strokes motors fitted, new electronics, and a complete overhaul of the electrical wiring.**

**The new motors have now only done 100 hrs. and look and run like new. This is a solidly built vessel ideal for coastal work specially within the GBRMP area.**

**We researched the sales of similar vessels on the coast of Australia and new Zealand both in Auction sales and private sales. We also consulted A couple of reputable brokers and the consensus of opinion is that \$ 120,000.00 for the barge and \$ 10,000.00 for the trailer would be a conservative estimate.**

**This value can be improved by bringing the boat to current survey, and offering delivery of the vessel and trailer on the main land.**



**MARCEL MAUJEAN.**

**12.12 CUSTOMER STANDARD & DRINKING WATER QUALITY MANAGEMENT PLAN - FOR COUNCIL APPROVAL**

**Author:** Chief Executive Officer

**Attachments:** 1 Drinking Water Quality Management Plan 2018-2019  
2 Customer Service Standards Policy

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to seek Council approval of the draft Customer Service Standards Policy 2017 – 2022 for drinking water quality management and table the Drinking Water Quality Management Plan 2018-2019.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The Department of Natural Resources, Mines and Energy requires through its legislative processes that Council must adopt a Customer Service Standards Policy and a Customer Standard and Drinking Water Quality Management Plan and display them on Council's website.

A draft of Council's Customer Service Standards Policy 2017 – 2022 and the Customer Standard and Drinking Water Quality Management Plan have been developed and are attached hereto for adoption by Council.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

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.

## **Drinking Water Quality Management Plan Report**

Mornington Shire Council

SPID: 515

2018-2019

This report has been prepared in accordance with the Drinking Water Quality Management Plan Report Guidance Note.

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DWQMP Report Template, Department of Natural Resources, Mines and Energy 2018

## 1 Introduction

This is the Drinking Water Quality Management Plan report for Mornington Shire Council for the financial year 2018-19.

Mornington Shire Council is a registered service provider with identification {SPID} number 515. Mornington Shire Council is operating under an approved DWQMP to ensure consistent supply of safe quality drinking water in order to protect public health. This is done through proactive identification and minimisation of public health related risk associated with drinking water.

This DWQMP report includes:

- The activities undertaken over financial year in operating our drinking water service
- Drinking water quality summary
- Summary of our performance in implementing our approved DWQMP

This report is submitted to the Regulator to fulfil our regulatory requirement, and is also made available to our customers through our website or for inspection upon request at office

**2 Summary of scheme/s operated**

Gununa draws its water from Dithery Creek Dam which is located north of the community. The dam has a storage capacity of 846mL when at 100% full. The raw water is pumped from the dam by three submersible pumps. Two pumps are call upon and one is on stand by.

The raw water is generally clear for most of the year however the raw water turbidity increases significantly during heavy rainfall events due to surface run off. Turbidity is normally 1 and can get as high as 10. This raises significant concerns about the efficiency of chlorine as a disinfectant. During these times of high turbidity, chlorine dosing is higher and the flushing of the mains are doubled from one to twice a week.

At the WTP sodium hydroxide is used to adjust the pH as the raw water from Dithery Creek Dam has a pH of 5.8 to 6.1. The aim is to adjust the pH between 6.8 to 7.2. Chlorine is also being used as a disinfectant before the reticulation. Treated water is pumped to two 1.7mL clearwater reservoirs. Treated water is pumped into the community by four inline constant pressure pumps.

*Table 1 – Summary of schemes*

	<i>Water Source</i>	<i>Treatment processes</i>	<i>Treatment capacity</i>	<i>Towns supplied</i>
Gununa	Dithery Dam	Chlorination, Ph. correction	1 ML/day	Gununa

### 3. DWQMP implementation

The actions undertaken to implement the DWQMP are summarised below.

In October 2018 a DWQMP regular audit report was carried out by Karen Pither from Viridis Consultants.

The scope of the audit included site inspections of the raw water intake, the water treatment plant and verification monitoring points. (*Refer to audit findings*).

Currently Mornington Shire Council has a monthly meeting with council staff in the sewerage and water department to discuss any water and sewer issues. This provided the opportunity to refer to the approved DWQMP and emphasise the importance of using the plan. Including record keeping in all areas of the WTP.

During the reporting period Council has had new staff recruited, and these new staff will be may aware of the approved DWQMP. Training will be implemented on all process of the water and sewerage operations.

The actions undertaken to implement the risk management improvement program are discussed in Table 2.

**Table 2 – Risk management improvement program implementation status**

Scheme name	Ref	Component	Improvement actions	Target date	Actions taken to date	Status and revised target date	Responsible Officer / Position
Gununa	WT1	Whole of Scheme	Operators to be trained And hold an appropriate Water operators certificate	2019	Operators will be enrolled to under-Take it as priority next available Course 2019	In progress Jan 2019	Human Resource Manage
Gununa	WT2	Whole of Scheme	Developed robust Record Keeping Procedures	Dec.2019	Operators to undertake training in Record keeping procedures	In progress Dec 2019	Operations Supervisor
Gununa	WT3	Treatment	Training in SCADA for adjustments and alarms	Dec.2019	SCADA alarm awareness and Required response times.	In progress Dec.2019	Operations Supervisor
Gununa	WT4	Whole of Scheme	Developed formal procedures for all other aspects of water operations	Dec. 2019	Available for all staff necessary to carry out operations	In progress Dec. 2019	Operations Supervisor



#### 4 Verification monitoring - water quality information and summary

This section discusses the compliance with the water quality criteria.

*Table 3 – Drinking water quality performance - verification monitoring*

Scheme name	Parameter	No. of samples required to be collected (as per the approved DWQMP)	No. of samples actually collected and tested	Water quality criteria (i.e ADWG health guideline value)	No. of non compliant samples	Comments
Gununa	E.coli	235	235	<cfu/ 100ml	0	N/A
Gununa	Chlorine	248	248	..02-4.5 mg/l	0	
Gununa	pH	248	248	5.7-7.2	0	
Gununa	Turbidity	248	248	1.2 - <1	0	



**Table 4. E. coli compliance with annual value**

Drinking water scheme: Gununa

Year	2018 – 2019											
Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
No. of samples collected	20	25	20	20	25	15	25	20	20	20	25	20
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	255	255	255	255	255	255	260	260	255	255	255	20
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES



## 5 Incidents reported to the regulator

The incidents reported to the regulator and management actions undertaken over the financial year are provided in this section.

*Table 5 – Incidents reported to the regulator*

Incident date	Scheme / location	Parameter / issue	Preventive actions
NONE	NONE	NONE	NONE

## 6 Customer complaints

This section discusses details of any complaints received about the drinking water service

Refer to section 2.3.6 in the Guidance Note.

**Table 6 – Example: customer complaints about water quality**

Scheme	Health concern	Dirty water	Taste and odour	Other
Gununa	0	0	0	0
<b>Total</b>				

Mornington Shire Council investigates each complaint relating to alleged illness from our water quality, typically by testing the customers tap and closest reticulation sample point for the presence of E coli. During the reporting period there were 0/no confirmed cases of illness arising from the water supply system.

A review was undertaken during the financial year. Peter Mosse was the author of this report and a number of recommendation was report. Refer. To Peter Mosse Report.. Council is working towards these recommendation and is a work in progress.

## 7 DWQMP review outcomes

A summary of the outcomes of the review and how issues/changes raised in the review, were actioned is provided in this section.

**Table 7 – DWQMP review outcomes**

**Review Date: DD/MM/YY**

Review component	Findings	Outcomes	Status of actions	Responsible Officer / Position
Service description	No changes	N/A	N/A	-
Details of infrastructure				
Water quality and catchment characteristics	No changes in catchment	N/A	N/A	-
Risk assessment	Updating	Updating	Schedule revised	Risk management team
Operations and maintenance procedures	Record keeping needs updating	Maintenance schedule updating	Maintenance schedule has been revised	Water & Sewerage Officer
Management of incidents and emergencies	No changes	N/A	N/A	
Risk management improvement program	Implementing improvements	Risk management improvement to be revised	A workshop review of improvements	Water & Sewerage Officer
Service wide information management	No changes	N/A	N/A	
Operational monitoring	Record keeping update	Operational monitoring		Water & Sewerage Officer
Verification monitoring	As above	Program to be advised	Operational monitoring program in progress (ongoing)	

## **8 DWQMP audit findings**

The audit findings and any recommendations and/or opportunities for improvement (OFI), including how these were actioned are discussed below.

The actions undertaken to address the audit recommendations are outlined in Table 8.

**Table 8 – DWQMP audit findings and status**

Item	Recommendation or OFI	Action	Status of actions	Responsible Officer / Position
Raw water turbidity	Trail measure to reduce silt run off	A geotextile battle put in place	Trial still in place	Treatment plant operator
Suitable instruments and portable turbidity meter	Turbidity monitoring	Purchased high quality portable turbidity meter	Completed operational monitoring	Treatment plant operator
Chlorine gas cylinders	Secured at all times	Secured on metal pallet for easy pick up	Completed	Treatment plant operator
Chlorine gas cylinder storage	Storage of full & empty	Constructed lean to	Completed	Treatment plant operator
Verification of monitoring	Improve record keeping process	MSC offices preparing annual reports to ensure information is provided in the reports	Ongoing training and have administrative support	Treatment plant operator



**MORNINGTON SHIRE COUNCIL**

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**Customer Service Standards 2017-2022**  
**RESOLUTION NO. VERSION V1**

**THIS AN OFFICIAL COPY OF THE CUSTOMER SERVICE STANDARDS 2017 - 2022**

of **Morningson Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Morningson Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.*

Statutory Policies comply with a legislative requirement; the **CUSTOMER SERVICE STANDARDS 2017 - 2022**

is approved by the Morningson Shire Council for the operations and procedure of Council.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	22/10/2014	To Be Advised	<b>Responsible Officer</b> Executive Manager Human Services
V2		To Be Advised	<b>Responsible Officer</b> Executive Manager Human Services
		To Be Advised	<b>Responsible Officer</b> Executive Manager Human Services
			EXPIRY