



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

Date: Wednesday, 24 June 2020
Time: 9:00am
Location: Council Chamber
Mission Road
Gununa

BUSINESS PAPER

Ordinary Council Meeting

24 June 2020

Frank Mills
Chief Executive Officer

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

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1 OPENING OF MEETING**2 ACKNOWLEDGEMENT OF COUNTRY**

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

3 PRESENT**4 APOLOGIES****5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF****6 CONDOLENCES AND MEMORIALS****7 CONFIRMATION OF MINUTES**

Ordinary Meeting - 20 May 2020

Special Meeting - 27 May 2020

8 BUSINESS ARISING**9 ACTION SCHEDULE**

Nil

10 CALL FOR ITEMS OF GENERAL BUSINESS**RECEPTION & CONSIDERATION OF COMMITTEE REPORTS****11 COMMITTEE REPORTS**

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

12 MAYOR AND COUNCILLORS REPORTS**12.1 DEPUTY MAYOR MSC MATTERS**

Author: Deputy Mayor

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to inspect the following matters:

- Housing Policy for Mornington Shire Council
- AMP Review
- Local Disaster Management Policy & Biosecurity Act
- Re-visit General Business items raised in April & May Council meetings
- Local Government Training
- Mornington Shire Council Code of Conduct Policy

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Housing Policy for Mornington Shire Council**

Housing Policy for Mornington Shire Council and process for eligibility to approval for a Council house under the Housing and Public Works policy in conjunction with Mornington Shire Council's policy.

Council has been able to identify the Housing and Public Works Policy but there has not yet been detailed information surrounding the eligibility for certain Council employees to receive prior approval from Council. If Council approval is not needed, the reason for this needs to be provided along with the process and detailed HPW/Council Policy of how approval is completed.

AMP Review

There is an outstanding update to the review of the Alcohol Management Plan which was not provided in the last Council meeting. There was some discussion relating to the AMP however it was not to satisfactory terms due to lack of information including:

- What work in detail has occurred including the next process implemented
- How the tavern will go from here in relation to the review
- AMP committee review to identify reopening of the tavern
- Whether or not there has been any submissions of applications for liquor licencing
- When the alcohol ban will be lifted from the community
- Moving on from here in relation to the current implications of what's actually happening with the taverns re-opening
- Discussions around the permits being successful when holding one off events such as special occasions

Local Disaster Management Policy & Biosecurity Act

Local Disaster Management Group policy needs to be advised more frequently in regards to changes. There is a lot of confusion in the community surrounding how these changes are made and how the process is done in general. It is understandable that there are constant changes daily to this policy due to the Covid-19 restrictions and how we under the Biosecurity Act follow these instructions; however there is not really any understanding to detail when Mornington Island's Covid-19 Policy was implemented to the community. This is simply an attempt to assist the community to

familiarise themselves in situations where they cannot return. Questions have been raised around possible return permits being more directive to specific dates to ensure easier return.

Re-visit General Business Items from April & May Council Meetings

Updated report feedback reminder for the ideas tabled and recorded in last months minutes:

- a) Waste management – vehicle waste management and clean up at old dump (opposite airport), transport old vehicles to existing dump to areas where outstanding vehicles are left.
- b) Cemetery clean up/parks and gardens request to have the cemetery cleaned – ongoing
- c) Housing in general discussion relating to the availability of housing in the community.
- d) Discussion around the new Council building and availability of building a waterpark for kids - included in the budget? Recent council approval?
- e) Upgrade of a new pathway from one end of town to the other – top end to bottom end.

Local Government Training

Local government training upcoming, including additional online induction needed for all new and existing Councillors. There are ongoing requests from Local Government in Councillor's emails regarding the need to undergo online induction training as well as other additional training. This training need to schedule a date sooner rather than later to address these obligations and to ensure that we are up to date with our Council Local Government training as required by QEC.

Mornington Shire Council Code of Conduct Policy

Code of Conduct is the key and it needs to be ensured that it does not contravene at any point. This policy needs to be maintained to a maximum to show a good Council performance in all areas.

Mornington Island Health Council

It is integral that Mornington Shire Council are aware of the movements of the Mornington Island Health Council. A solid communication line between MSC and MIHC would be beneficial as it will allow transparency of objectives so that MSC can coordinate/facilitate where necessary (and vies versa). A report from Susan Sewter surrounding the process of the Health Council and her involvement in the community in correlation with the service delivery requirements would be beneficial to Council in that it will create a solid line of communication between MSC and MIHC which will then allow transparency between the two organizations so that Council can facilitate/coordinate where necessary (and vies versa) The report should also include:

- The organisational structure (current chairs/directors)
- Proposed meeting dates and meeting outcomes in relation to planning
- Overall objectives
- Plan for 2020 in relation to moving forward
- What's happening in the community

Permission Prior to Travel to Mornington Island (non-locals)

The Mornington Shire Council website specifies the following:

Permission to visit must be sought from Mornington Shire Council six weeks prior to any intended visit, and visitors need to have made all accommodation arrangements PRIOR to arrival.

A search conducted by the Governance Coordinator revealed that MSC utilised a 'Permit for Visitors' from which seems to have been disregarded as of 2014. For monitoring purposes, it is recommended that Council revisit this process, adjust as needed and reinforce it as a compulsory process. This will

allow Council to monitor who is coming on/going off the island and will help avoid abuse of the sacred land that is Mornington Island.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

1. That Council be presented a summary of the available housing policy to identify Council staff entitlements and eligibility around receiving housing preferences as well as details surrounding how staff are approved for preference (either via Contract or entitlements only).
 - (a) That Council suggest to table this matter at next Council meeting to raise and approve any outstanding applications (if any).
 - (b) That Council be updated on current Council leased houses regarding leasing agencies and term periods.
 - (c) That Council be informed around Council refurbishments, what contractors are outstanding in the community and what time frames of completion (if any) for contracted buildings that are not complete.
2. That Council be provided with an update on AMP review and submissions relating to liquor licencing (if any).
3. That Council participate in a teleconference with Debbie Dixon (Liquor Licencing Commission) to discuss tavern licences and to acquire suggestions for Council on moving forward.
4. That Council provide better education around Biosecurity Act and Policy (specific to Mornington Island) and distribute to community members – COVID Response Officer to generate a simplified version with information to assist residents.
5. That Council be provided with updates and any changes in the general business items
6. That Councillor's outstanding and upcoming online LGAQ Induction training modules be scheduled and facilitated.
7. That Council agree to encourage the implementation of the Code of Conduct policy at all times and ensure all Council employees understand the policy as well as Council operation procedures.
8. That Council agree to coordinate a meeting with Susan Sewter to address enquiries listed in this report related to Mornington Island Health Council.
9. That Council revisit and re-adopt the 'Permission to Visit' process.

13 CHIEF EXECUTIVE OFFICER'S REPORTS**13.1 STAFF HOUSING - MAYOR YANNER**

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with information regarding the provision of Council housing to Mayor Yanner and his immediate family.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Previously, Mayor Yanner made a request to CEO Frank Mills to consider the provision of staff accommodation to he and his immediate family within the township primarily to alleviate the need for the Mayor to communicate back and forth from his outstation to attend meetings and perform the duties of Mayor.

In addition a residence in town will provide the Mayor with access to information communication technology essential to receive and send communications prevalent in the day to day performance of Councillor Duties.

Council had previously taken advice on this matter which indicates the provision of accommodation to the Mayor, as an employee of Council is within the scope of 'benefits' and does not contravene legislation or regulation. Legal advice also indicates that the rental amount payable should reflect current market value, and the current market value for the proposed residence, 108 Yardil Street, is calculated to be \$325 per week.

Under other circumstances the allocation of housing to staff would fall under the delegated authority of the CEO in approving salary packaging and housing provision for executive and other staff where appropriate. In this situation with the Mayor being the recipient of the benefit of housing allocation it is appropriate for Council to consider this matter.

The provision of staff housing is made subject to Council's Housing Policy and the standard tenancy agreement for staff housing drawn up between Council as the landlord and Mayor Yanner as tenant. The contract provides for the tenant to pay electricity and gas and to maintain the house to a pre-determined standard.

In this particular instance the tenancy will run for as long as Mayor Yanner is a Councillor and will terminate when he stops being a Councillor.

FINANCIAL & RESOURCE IMPLICATIONS

There is a positive financial benefit to Council in the rent amount to be received.

RECOMMENDATION

1. That Council agree to provide Mayor Yanner with a Council house subject to Council's Housing Policy, and the tenancy agreement to be drawn up between Council and Mayor Yanner.
2. That Council direct the Acting CEO to sign such tenancy agreement on behalf of Council.

13.2 MUNDALBE ENTERPRISES

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on this matter with reference to previous considerations by Council commencing with Motion 2018/138 passed at Council's ordinary meeting of 10 August 2018. And most recently its consideration at its ordinary meeting of 7th February 2020 when Council moved that the matter be re-presented to Council after the LG Elections held in April 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council looked to establish Mundalbe Enterprises as an entity separate from Council in 'partnership' with Bynoe CACS to facilitate economic development and be in a position to access government funding for this purpose that may not have been available to a local government.

Mundalbe Enterprises was incorporated on the 18/6/2019 as an Australian Public Company, Limited by Shares with the following persons named as Directors: Bradley Wilson, Sarah Isaacs and Robert Thompson. It is unclear how many shares, if any and to what value has been issued.

Currently, Council controls an entity that is fundamentally dormant and unfunded. There is a requirement for such entity to hold a general meeting with 18 months of its formation to meet ASIC regulations. There is no evidence to suggest that such a meeting has been held, annual registration fee will become due on the 18/6/2020. The annual review fee charged by ASIC for a standard company is \$248.

It is prudent for Council to consider the ongoing requirements of this entity and the management thereof. Council is limited in its capacity to provide funding to this entity under the Statutory Bodies Financial Arrangements Act [SBFAA].

The Council can if it chooses provide grant funds to this entity under its Community Grants Policy which is subject to the provisions of Sec 195 Local Government Regulation 2012. Councils current Community Grants Policy [Attached] is very generic and offers limited guidelines. However, currently there is inadequate budget available to provide a meaningful contribution to Mundalbe Enterprises.

Council could also consider advancing a loan to fund this entity, however any such loan must be made subject to SBFAA regulation and is limited to an amount of \$120,000 and a term of ten years, without direct authority of the State Treasurer.

Considering the change in Council and a review of the appetite for Council to control and participate in such an entity. Council is encouraged to consider the following;

Council should write to the current Directors of Mundalbe Enterprises to gauge their interest in remaining Directors.

If the current Directors resign then Council will need to 'recruit' new directors for the entity to continue, if Council see a need for it to continue. Council might consider the future need of Mundalbe at a future meeting.

Or, alternatively Council investigate the process to wind up the entity, or allow the entity to remain dormant.

At the time of writing Council has expended approximately \$7,600 on legal and consultation fees to establish and file the appropriate registrations for Mundalbe Enterprises.

FINANCIAL & RESOURCE IMPLICATIONS

Council will required to pay the ASIC annual review fee of \$248

RECOMMENDATION

1. That the Acting CEO writes to the current Directors of Mundalbe Enterprises Ltd to ascertain their intent on remaining Directors. And the Acting CEO report to Council the responses received from the current Directors.
2. That Council pay the ASIC annual review fee when it becomes due.

13.3 ACTING CHIEF EXECUTIVE OFFICER REPORT

Author:	Acting Chief Executive Officer
Attachments:	1 Wilssed Rangers Letter
	2 LGA Policy Executive
	3 LGM Liability Contribution
	4 TCICA Meeting Minutes 05.02.2020
	5 TCICA Communique Jun2020
	6 Kalngkurr Wellbeing Centre Letter
	7 WHS Report June2020

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**General**

Lyndon Prior was appointed Acting CEO by Council on May 20th on receiving notification from CEO Frank Mills that he was stepping aside from his role as CEO for personal reasons.

Meetings

The Acting CEO attended the following meetings on behalf of Council;

May 21st – COVID update, with Qld Chief Health Officer Dr Jeanette Young

May 26th – COVID update, Datsip

May 27th – Community Health Group, Susan Sewter

May 27th – COVID update, DLRMA

May 29th – COVID Road map, DDMG

June 2nd – Dept. Environmental Services update

June 2nd – Sorry Business Protocols, Service Providers

June 2nd – COVID Works for Qld Funding, DLRMA

June 3rd – COVID update, Qld Health Dr Steven Donohue

June 3rd – Gidgee Healing update

June 3rd – LDMG meeting

June 4th – COVID update, TCICA

June 5th – CEO Update – LGAMQ

June 5th – Water Security Projects – Unity Water

June 5th – E-Meeting, Bob Katter MP

June 9th – Project Funding, PCYC

June 10th – Monthly meeting, TCICA

June 10th – CDEP projects, Ross Furnari

June 11th – MI Champion, Dr John Wakefield, Haylene Grogan

June 11th – COVID update, DATSIP

June 15th – Health Council, A&TSHID QLD

June 16th – Councillor's Site Tour

Correspondence

The following correspondence is tabled and attached for Councillors interest.

1. Wilssed Rangers Information Paper
2. LGAQ Policy Executive
3. LGM Liability Contribution
4. TCICA Meeting Minutes 05.02.2020
5. TCICA Communique June 2020
6. Kalngkurr Wellbeing centre Letter

Work Health & Safety Report

Monthly report from Council's Work Health and Safety consultant attached for information. Attachment 7.

Mornington Island Aboriginal and Torres Strait Islander Service Delivery Reform Project

The Service Reform Project aims to meet the unique needs, priorities and characteristics of the Mornington Island community and restore community authority and shared decision-making in the design and delivery of programs and services to focus on improving outcomes for children and families at risk of entering the statutory child protection system.

For the month of May the following has progress with the project:

- Project Commencement Documents completed and submitted to funding area
- Meeting with Service Providers in community
- Meeting with Child Safety Youth and Women – Department of Child Safety Staffs
- Meeting with Child Safety Youth and Women – Regional Office Brisbane
- Consultation with Special Projects Manager around the 'On Country Program'
- Attend Bynoe consultation meeting around 'Back on Country' CDP Activity
- Engage with the Regional Youth Alliance Network Meetings
- Engaged a Service Delivery Support Officer to commence in the position from July 2020 – pending applicant accepting this position.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

1. That Council receive and note this report.
2. That Executive responds to correspondence from Wilssed Rangers and Kalngkurr Wellbeing Centre to seek more information and clarifying their requests.

Proposal for WILSSED to Pursue Fee-For-Service Opportunities on Mornington Island**What is being proposed?**

WILSSED is proposing to approach MSC to establish fee-for-service work programs on council properties. During the next council government meeting, WILSSED is seeking to deliver a presentation and prospectus to lead discussions about local environmental management issues (primarily weeds), and highlight the Ranger team's capabilities, capacity and expertise to deliver fee-for-service work. If MSC agrees to engage WILSSED in fee-for-service activities, specific contracts outlining rates, deliverables and timeframes will be developed between the parties. Once a demonstrated successful working relationship with MSC is established and meaningful outcomes are delivered, and priority areas on council properties are being managed appropriately, WILSSED can approach other local organisations where land management is required, to expand fee-for-service activities incrementally (for example Ergon Energy, QLD Government Housing).

Why is this needed?

Weed management is considered a priority for land management within MSC, as large infestations have been identified around town. WILSSED Rangers have identified the following priority invasive weeds for targeted control within MSC areas:

- Bellyache bush – weed of national significance; considered to be 'one of the worst weeds in Australia'; poisonous to animals and people; outcompetes native vegetation and reduces biodiversity
- Neem trees – decomposing plant matter can affect aquatic life; reduces native insect populations; forms dense stands and directly reduces diversity of native plant species
- Leucaena – forms dense stands, excludes native plants and impedes movement of animals
- Bindii weed – very sharp seed prickles, painful to walk on (for humans and animals)
- Grader grass – forms dense monocultures, excluding native grass; alters fire regimes promoting hotter, more frequent fires

Under fee-for-service arrangements, weed management would be undertaken strategically to maintain environmental and cultural values while reducing infestations around town. Gununa contains high densities of the weeds listed above, impacting the local environment by reducing native plant and animal species and potentially harming the community. Weeds within MSC are also a seed source for weed spread to other areas of Mornington and different islands in the Wellesley group. Eradicating weed thickets from within MSC is important for the health of the local environment and protecting the community, as well as removing the source of weed seeds. This will reduce weed spread across the IPA, and make treatment and removal of weeds from outside MSC boundaries more effective long-term.

What are the benefits?*Environmental*

WILSSED management of invasive weeds within MSC will have positive effects on the local environment, increasing biodiversity and allowing native plant and animal populations to recover. Removing dense patches of weeds (and the source of many seeds) will help limit the spread of invasive plants across the shire as well as more broadly across native title lands. Reducing weed

cover, especially grader grass, is important for maintaining a healthy fire regime, allowing right-way fire at the right time of the year.

Community

Removing dangerous plants such as bellyache bush and bindii weeds will directly help protect the community and improve the social environment where people live. Undertaking work within MSC will expose the community more directly to some of the land management activities that Rangers undertake, and should help showcase and improve understanding of what the Rangers are doing for the local community and environment. Carrying out weed management activities within the community (which is currently not being done) may also help to raise community and local business/organisational awareness about the presence and impact of weeds in the local area.

Economical

Undertaking fee-for-service weed management can generate significant income for WILSSED while delivering positive environmental outcomes on Country. Successful delivery of initial activities and contracts will showcase Ranger ability and capacity to carry out land management within the community, and likely help generate future fee-for-service agreements with MSC for other activities (such as prescribed burning) as well as with other local organisations (i.e. Ergon Energy).

Resolution

The GRAC/WILSSED BOD resolves for WILSSED to discuss and develop fee-for-service activities with MSC, starting with weed management.

Election of LGAQ Policy Executive 2020

Dear Frank,

Please note that after the final count of Policy Executive Ballot Votes on Monday, 25 May 2020, the following mayors and councillors have been elected on the Policy Executive for 2020-2024.

Returning Members

District 2 – SEQ Northern Region: Mayor Mark Jamieson
District 2 – SEQ Southern Region: Mayor Karen Williams
District 3 – Wide Bay Burnett: Mayor Jack Dempsey
District 6 – Central Queensland: Mayor Matt Burnett
District 9 – Northern: Mayor Jenny Hill
District 10 – Far North: Mayor Bob Manning

New Members

District 1 – Brisbane City Council: Cr Peter Matic (and alternate member Cr Steve Toomey)
District 2 – SEQ Western Region: Cr Paul Tully
District 4 – Darling Downs: Mayor Paul McVeigh
District 5 – South West: Cr Robyn Fuhrmeister
District 7 – Whitsunday: Mayor Andrew Wilcox
District 8 – Central West: Mayor Robert Dare
District 11 – North West: Mayor Jane McNamara
District 12 – Aboriginal & Island: Mayor Jason Woibo & Mayor Wayne Butcher

Congratulations to all returning and new members. We look forward to the first official Policy Executive meeting on the 26 June (further details will be sent in due course).

Regards,
Greg Hallam
CEO and Returning Officer



3 June 2020

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LGM LIABILITY MEMBERSHIP 2020/21

The LGM Queensland Board of Management has established membership contributions and supporting insurance arrangements for the 2020/21 period.

Specifics of the LGM Liability 2020/21 membership arrangements along with the covers, risk management and other services available to Members are detailed below and in the attached invoice and certificate of currency.

Over the past 3 years, general insurance markets have hardened significantly. The major driver of these conditions has been the deteriorating loss experience of insurers resulting from increased catastrophe claims. Whilst this has implications for the supporting insurance program, it is important to recognise that LGM Liability has been deliberately structured as a member owned mutual insurance vehicle to:

- ensure long term availability of coverage
- ensure long term stability and sustainability of cost, and
- be supported to better understand and manage risks faced by the sector.

It is acknowledged that the current COVID-19 pandemic is already having a financial impact worldwide and that this equally applies to Qld local government. The Board has carefully considered the need to balance these impacts with the long term stability and sustainability of the scheme in setting this year's membership contributions.

All members receive benefit of the same RM rebate as last year unless bettered by their results from this year's Liability Risk Self-Assessment Survey.

It is anticipated that a surplus distribution of \$2.45 million will be declared by the LGAQ as Trustee in June 2020 that will be distributed to all continuing Members in proportion to member contributions. This has been made possible by the ongoing commitment of Members to LGM Liability, improved risk management by member Councils resulting in a reduction in claims costs.

This distribution to Members continues to demonstrate benefits arising from mutual ownership, which allows operating surpluses to be retained and where appropriate distributed to Members in the form of financial dividends and additional services.



LGM LIABILITY MEMBERSHIP PERFORMANCE UPDATE

LGM Liability continues to exist for the sole purpose of benefiting Queensland local government by providing effective and appropriate coverage for the legal liability of Members with a long term goal of achieving cost stability and minimising the impacts of volatility experienced in the general insurance and financial sectors.

The LGW / LGM Annual Report for 2018/19 confirms that LGM continues to perform well financially.

The LGM General Liability (public liability and professional indemnity) portfolio has tracked steadily and the actuarial claims forecast remains positive. This is notwithstanding some significant claims in excess of the \$1m that LGM Liability retains for each and every claim.

From 30 June 2019, LGM Liability members have been provided with Cyber Liability cover. This responds to the increased cyber exposure for all entities, including local governments. This cover was provided to Members in 2019/20 at no additional membership contribution and LGM will fund the majority of the cost this year and continue to partly fund the cost for the next two years.

The LGM Councillors & Officers Liability (including employment practices liability) claims experience has suffered a considerable deterioration in the last 5 years due to a number of different factors and it is considered likely that these impacts will continue over coming years.

These factors include:

- increases in the number of corruption allegations levelled at Councillors and Officers within Queensland local government, particularly over recent years;
- ongoing investigative focus of relevant agencies such as the Crime and Corruption Commission and Office of Independent Assessor on the conduct of Councillors and Officers;
- related amendments to the relevant legislation with respect to these matters; and
- a number of significant claims involving allegations of wrongful dismissal and other employment related matters.

The broader Directors & Officers Liability market has also seen an increase in claims over a number of years, in part due to the multi-million dollar exposure relating to shareholder class actions which has resulted in substantial increase in the rates for obtaining this cover within the context of hardening insurance market conditions more generally.

LGMS mission: Specialist Risks of Local Government

As a result of these direct and general factors, the renewal premium for the LGM Councillors & Officers Liability cover has been subject to significant increases. The annual cost of this cover has again increased this year however as the claims show signs of stabilising the uplift has not been as significant.

The LGM Casual Hirers Liability cover is unique in that it covers the liability of a casual hirer of any Council facility including parks and recreational areas. In doing so it provides Council with protection in the event of an injury or damage occurring on Council premises as a result of the hirer's negligence.

The cover has been enhanced in recent years to cover not only individual ad hoc hirers of Council facilities but also group hirers. The broader cover has seen a significant increase in the number of hires per year reported by Members.



LIABILITY COVERS

Limits for the **Standard Covers** provided for each LGM Liability Member are:

STANDARD COVERS	LIMIT OF INDEMNITY
Public Liability	\$600 million each claim
Products Liability	\$600 million in the aggregate each Member
Professional Indemnity	\$600 million in the aggregate each Member

From 30 June 2019 the general liability cover was also extended to include Members' liability arising from their operation of airports and aerodromes.

The cover extends to include Members' liability arising from their operation of Remotely Piloted Aircraft (RPA) as permitted by and on the basis of compliance with Civil Aviation Safety Authority (CASA) Regulations and a 500 metre height restriction.

Electrical Contractor Consumer Protection liability cover continues to be included where needed by Members to satisfy statutory requirements.

The following **Additional Covers** are included within the annual membership contribution, but only if Members complete the relevant proposal and questionnaire:

ADDITIONAL COVERS	LIMIT OF INDEMNITY
Councillors & Officers Liability	\$10 million in the aggregate each Member
Employment Practices Liability	\$2 million in the aggregate each Member
Casual Hirers Liability	\$10 million (\$20 million automatic increase)
New Cyber Cover	\$2 million in the aggregate each Member

The **Optional Covers** which can be arranged on behalf of Members where required include:

OPTIONAL COVERS
Councillors & Officers Liability – for limits in excess of \$10 million
Pollution Legal Liability – environment / effluent reuse
Council Swimming Pool Lessees Liability
Local Community Insurance Services

SUPPORTING INSURANCE PROGRAMS

By acting cooperatively for over 25 years, LGM Liability has:

- adopted a \$1 million self-insured retention and **enabled collective engagement** of Queensland local government with reinsurance markets at very keen prices
- avoided direct dependence upon the commercial public liability insurance market and its volatility in respect of availability and cost and need to satisfy the profit requirements of commercial insurer shareholders
- obtained further benefit by acting in concert with each of the state based Local Government liability schemes to purchase supporting public liability and professional indemnity excess layer cover
- achieved increased and enhanced cover with Public Liability and Professional Indemnity limits increased to \$600 million, with cover extended to Remotely Piloted Aircraft / Drone liability cover as well as Airport Operations liability
- ensured **certainty** about future programs.

LGMS mission: Collaborative & Collective

RISK MANAGEMENT SERVICES

The LGM Risk Management Service continues to provide access to:

- technical yet practical liability risk management advice and materials, supported by a dedicated Senior Risk Consultant, including the development and release of new and reviewed Guides each year
- organisation wide Enterprise Risk Management (ERM) guidance and support
- the ongoing assistance of the LGMS Regional Risk Coordinators who partner at a strategic level with Councillors and senior managers to encourage ERM and respond to requirements of regulatory authorities including the Department of Local Government and the Queensland Audit Office
- JRS, an internet based risk management tool.

CLAIMS SERVICES

LGM Liability provides a unique claims management service which continues to develop processes to involve levels of **consultation with Members** which are not available from commercial insurers.

The claim services are delivered by

- a sophisticated and dedicated liability specialised team
- with high levels of relevant legal and risk industry qualifications, expertise and experience
- committed to Queensland Local Government demonstrated by long periods of involvement
- who are based here in Queensland.



CLAIM NOTIFICATIONS

Any matter that the Member is aware of or which they should reasonably be aware of for one of the "claims made" covers should be notified to LGM by 30 June 2020. The claims made covers are the Professional Indemnity, Councillors & Officers Liability and Employment Practices Liability covers.

LGMS mission: Accountability & Transparency

LGMS GOVERNANCE

As one of the three LGMS schemes, LGM Liability has a robust governance framework which ensures that it operates effectively, remains accountable and is able to achieve its objectives. The LGMS governance framework is exemplified by:

- Local Government Association of Queensland trusteeship – as Trustee the LGAQ is bound by its fiduciary duty to act only in the interests of the scheme's beneficiaries, that being the Members
- Board and Management Committee oversight – each of the LGMS schemes is overseen by a Board or Management Committee comprised of current elected members, senior representatives of local government and legal and industry specialists
- Developed policies which are reviewed on an annual basis relating to risk management, corporate governance, capital management, investments, member contributions, related party disclosures and delegations
- The provision to Members of detailed financial statements by way of an Annual Report which is subject to audit by the Queensland Audit Office each year.

Members may at any time direct governance queries directly through to the LGAQ as scheme Trustee.

LGM BOARD OF MANAGEMENT

The LGM Board of Management and various sub committees oversees the operation of both the LGM Liability and LGM Assets schemes. Each board member comes with significant direct local government experience. This in-depth understanding of what is a complex industry ensures all Members interests are represented.

The LGM Board has considered and determined membership contributions and supporting insurance arrangements for the 2020/21 period.



MEMBERSHIP CONTRIBUTION 2020/21

When setting the LGM Liability membership contributions for 2020/21, the Board have taken into account:

- a positive actuarial claim forecast recognising continued overall claims improvement
- organic growth in legal liability exposures due to population and CPI increases
- the increased cost of the supporting insurance program
- anticipated future investment returns
- the desire to maintain and protect the **financial stability** enjoyed by LGM Members
- **equity between Members** with contributions consistent with Member's respective liability exposures and claims experiences
- application of a cap to protect individual Members against significant fluctuations.

LGMS mission: Results Based

SURPLUS DISTRIBUTION

It is anticipated that a \$2.45 million surplus distribution will be declared by the LGAQ as Trustee in June 2020 that will be distributed to all ongoing Members

- acknowledging the continuing positive scheme performance, investment returns and its impact on the strength of LGM's accumulated financial reserves
- maintaining financial reserves based on APRA prudential requirements and avoiding volatility in the various elements of the liability environment
- planning for future cost stability in membership contributions
- while considering the potential financial implications and the impacts of COVID-19.

STAMP DUTY

As LGM Liability is a mutual self-insurance scheme, it is confirmed that no stamp duty has been applied to the Council's membership contributions.



RISK MANAGEMENT REBATE

The results of the annual LGM Liability Risk Self-assessment 2020 are being collated and will be communicated to participating Members.

Member Councils were again encouraged to complete the self-assessment, as it enables Members to review their risk management systems and processes against recommended practice in:

- enterprise risk management maturity, and
- roads, footpaths and recreational area management.

This year the risk management participation rebates applied in 2019/20 have been applied in 2020/21 for any member Council that elected not to participate in this year's Liability Risk Self-Assessment Survey. This is in recognition of the significant organisational upheaval and uncertainty arising from the current COVID-19 pandemic for all Councils.

Participation in the self-assessment is voluntary, with a 1% participation rebate and further 1% performance rebate applied where the results exceed the previous year's Scheme average.

The self-assessment remains open to 30 September and member Councils are encouraged to complete this at their leisure. Any Member that elected to complete and return the Survey before 1 May will receive any additional rebate achieved.

The adjustments applied this year further distinguish LGM Liability as a mutual with a focus on its membership.

LGMS mission: Members First

YOUR MEMBERSHIP CONTRIBUTION 2020/21

The resulting membership contribution and surplus distribution will be:

LGM LIABILITY MEMBERSHIP CONTRIBUTION 2020/21	
Membership Contribution	\$45,108.43
Risk Management Rebate	(\$ 448.95)
Membership Contribution Invoice (excl GST)	\$44,659.48
GST	\$4,465.95
Membership Contribution Invoice (incl GST)	\$49,125.43
Surplus Distribution	(\$-4,787.95)
FINAL AMOUNT PAYABLE (incl GST)	\$44,337.48
FINAL AMOUNT PAYABLE (excl GST)	\$39,871.53



LGM LIABILITY STRENGTHS AND CAPACITIES

LGM Liability continues as

- a body **entirely owned and operated by Queensland Local Government**
- with ongoing almost universal membership
- which exists for the sole purpose of benefiting Local Government by providing effective and appropriate coverage for the legal liability of Members
- achieving best possible outcomes in risk management, claims and supporting insurance outcomes and ultimately financial stability
- with the ultimate tangible manifestation of these benefits being the surplus distribution and the ongoing development of additional risk related services.

LGM has a proven track record of achieving the goals to:

- avoid direct dependence on the commercial insurance market (which continues to be characterised by volatility in availability and cost)
- provide effective and appropriate cover for liability risks tailored to the needs of local government
- provide consistent and stable annual contributions as a result of long term strategic capacity;
- have a complete understanding of the risk by local government
- adopt a strategic rather than transactional approach
- provide a broad service offering – more than just insurance
- provide a superior claims service with a consistent approach to claims management as well as financial data management
- support an intensive targeted collective approach to risk improvement which will lead to reduced costs and better outcomes.

Details of the covers provided pursuant to LGM Liability membership including all relevant complete Wordings and Risk Management materials can be found on the [LGMS Member Centre](#) website

Should you require any further information or wish to discuss any aspect, please contact the LGM Liability team to discuss.

Yours faithfully,



Ian Leckenby
Chair, LGM Board of Management

Encl





3 June 2020

Chief Executive Officer
Morrington Shire Council
C/- Post Office Morrington Island
GUNUNA QLD 4871

Public Sector
Queensland & Northern Territory
Jardine Lloyd Thompson Pty Ltd
ABN 69 009 098 864
Local Government House
27 Evelyn Street
Newstead QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006
Direct +61 7 3000 5519
Fax +61 7 3000 5550
Email Jenny.Dooley@jlta.com.au
www.jlta.com.au

CERTIFICATE OF CURRENCY

Coverage Class: Public Liability, Products Liability and Professional Indemnity

Member Name: Morrington Shire Council

Additional Name(s): N/A

Coverage Expiry Date: 30 June 2021

Situation: Worldwide excluding USA & Canada

Interest: Legal liability to third parties;

- for Personal Injury and/or Damage to Property caused by an occurrence and/or,
- arising out of any negligent act, error or omission whenever or wherever the same was or may have been committed or alleged to have been committed by the Member,

in connection with, or in the conduct of, the Member's business.

Limit of Indemnity:

Public Liability:	\$600,000,000
Products Liability:	\$600,000,000 in the aggregate
Professional Indemnity:	\$600,000,000 in the aggregate.

Deductible: \$7,500

Coverage Provided By: Queensland Local Government Mutual (LGM Liability)

Reference NMaranoaumber: MORNIN000129

Special Provisions: N/A

This certificate of currency provides a summary of the cover and is current on the date of issue. It is not intended to amend, extend, replace or override the terms and conditions contained in the actual coverage documents. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours faithfully,

Jenny Dooley
Divisional Manager – Liability & Risk



3 June 2020

Mornington Shire Council
c/- PO Mornington Island
GUNUNA QLD 4871

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
Jardine Lloyd Thompson Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555
Fax +61 7 3000 5550

www.lgm.jlta.com.au

Statement

Month June 2020
Client Code 092-MORNIN

Date	Ref No	Class/Details	Policy Owner	Amount	Outstanding	Due By
29/05/2020	092-104403	Public Liability- Professional Indemnity	Mornington Shire Council	49,125.43	49,125.43	30/06/2020
29/05/2020	092-104418	Local Government Liability	LGM Master Client	4,787.95CR	4,787.95CR	
				Balance Due	\$44,337.48	

Remittance Advice

Please forward your payment to:
LGM Queensland
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, Fortitude Valley BC QLD 4006

Month June 2020
Client Code 092-MORNIN
Team 001
Balance Due \$44,337.48

Payment Options

Pay by cheque. Detach this remittance advice and return together with your payment.

Pay by direct credit into the following AUD account:

Bank: ANZ Banking Group Ltd
Branch: 3 Breakfast Creek Road, NEWSTEAD QLD 4000
Account Name: Queensland Local Govt Mutual
BSB: 014-245
Account No: 8373 22706



29 May 2020

Mornington Shire Council
c/- PO Mornington Island
GUNUNA QLD 4871

Queensland Local Government Mutual

ABN 48 871 511 808

Managed by

Jardine Lloyd Thompson Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555

Fax +61 7 3000 5550

www.lgm.qla.com.au

Tax Invoice

YOUR SERVICE CONTACTS ARE JENNY DOOLEY (+61 7 3000 5519) & RIIKKA CHALLINOR (+61 7 3000 5551)

Invoice #	092-104403	Client ID	092-MORNIN	Contribution 44,659.48 GST 4,465.95
Our Ref	000087	Policy No	MORNIN000129	
Class	Public Liability-Professional Indemnity			
Member	Mornington Shire Council			
Location	Anywhere in Australia			
Scheme	Qld Local Govt Mutual Brisbane Qld			Total Due \$49,125.43
Inception	30/06/2020	To	30/06/2021	

Insurance has been arranged subject to payment and to the policy terms and conditions. ensure that your sums insured are reviewed at least annually.

Remittance Advice

Please forward your payment to:
LGM Queensland
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, FORTITUDE VALLEY BC QLD 4006

Invoice # 092-104403
Client Code 092-MORNIN
Payment Due 30/06/2020
Total Due \$49,125.43

Payment Options

Pay by cheque. Detach this remittance advice and return together with your payment.

Pay by direct credit into the following AUD account:

Bank: ANZ Banking Group Ltd
Branch: 3 Breakfast Creek Road, NEWSTEAD QLD 4000
Account Name: Queensland Local Govt Mutual
BSB: 014-245
Account No: 8373 22706

Ref: 000087, Team: 001
Date Printed: 29/05/2020

ABUNN



Invoice # 092-104403
Morrington Shire Council

IMPORTANT INFORMATION

MUTUAL STATUTORY NOTICE

LGM Queensland is a Mutual Risk Product as defined by ASIC that is neither authorised under, nor subject to, the provisions of the Insurance Act 1973. LGM Queensland is not a product regulated by APRA. LGM Queensland estimates its future liabilities based upon procedures which are supported by both independent legal and actuarial experts. LGM Queensland also maintains specific financial provisions for late reported claims (IBNR) and future claim developments plus a prudential risk margin. These provisions are amounts in addition to specific claim estimates. LGM Queensland and Jardine Lloyd Thompson Pty Ltd (JLT) as the Scheme Manager have established financial targets to ensure that adequate financial resources are available to discharge future liabilities and make future payments. This is achieved via a combination of financial management strategies which may include purchasing reinsurance, developing risk margins and retaining surplus funds. The LGM Queensland Board of Management review the operating financial statements at regular intervals and an independent audit occurs annually with its findings reported to Members. The Queensland Local Government Mutual Trust Deed and Scheme Rules are the primary documents which govern the operation of the Mutual Schemes. Warnings on each Scheme are issued as a guide as to the terms under which a claim will be considered and settled. A copy of the Queensland Local Government Mutual Trust Deed and Scheme Rules are available on the website at www.lgm.qld.com.au.

DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty of disclosure under the Insurance Contracts Act 1984. You have a duty to tell us anything that you know, or could reasonably be expected to know, may affect the insurer's decision to insure you and on what terms. You have this duty until the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

If we ask you questions that are relevant to the insurer's decision to insure you and on what terms, you must tell us anything that you know and that a reasonable person in the circumstances would include in answering the questions.

Also, we may give you a copy of anything you have previously told us and ask you to tell us if it has changed. If we do this, you must tell us about any change or tell us that there is no change. If you do not tell us about a change to something you have previously told us, you will be taken to have told us that there is no change.

You do not need to tell us anything that: reduces the risk insured; or, is common knowledge; or, the insurer knows or should know as an insurer; or the insurer waives your duty to tell them about.

If you do not tell us something

If you do not tell us anything you are required to, the insurer may cancel your contract or reduce the amount it will pay you if you make a claim, or both. If your failure to tell us is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

CHANGE OF RISK OR CIRCUMSTANCES

Please tell us about any changes to your circumstances or business, such as any alteration of risk, location changes, new or changed business activities, as they could affect your insurances.

AVERAGE CLAUSE – UNDER INSURANCE

Home buildings and contents, fire, business interruption, industrial special risks, and other policies often contain an average clause. This means that you should declare full value which may be replacement, indemnity or market value depending on the type of insurance cover or protection arranged. If you are under insured your claim may be reduced in proportion to the amount under declared.

UNREPORTED LOSSES

Please let us know whether there are any losses which have occurred that have not been reported to us/the Scheme/insurers, whether you intend making a claim or not.

HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION RIGHTS

You may prejudice your rights to a claim if, without prior agreement from your insurer or relevant Scheme, you make any agreement that could prevent the insurer or Scheme from recovering the loss from a third party. These "hold harmless" clauses are often found in leases, licences and contracts for maintenance, supply, construction and repair.

PROTECTING THE INTEREST OF OTHER PARTIES

If you require the interest of another party to be covered by the policy or Scheme, you MUST request this. Most policies and scheme protection will attempt to exclude indemnity to other parties (e.g. mortgagees, lessors, principals etc.) unless their interest is expressly noted on the policy.

NEW CLAIMS

Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience (or change in the underwriting information) between the date insurers or LGM Queensland quoted their terms and the inception date of the cover. If changes do occur during this period, insurers/LGM Queensland have the right to revise the terms quoted or even withdraw their quotation.

SEVERAL LIABILITY

Where your cover is provided by more than one insurer/reinsurer it is important to note that each insurer/reinsurer is only responsible to the extent of their individual subscription and there is no obligation for that insurer/reinsurer to make up the shortfall of any other subscribing insurer/reinsurer in a claim or return premium or contribution payment.

CONFIRMATION OF TRANSACTION

You may contact us by telephone or in writing to confirm any transaction under your insurance policies or LGM Queensland Schemes, such as renewals and endorsements. If necessary, we will obtain the information for you from the insurer or reinsurer.

COOLING OFF PERIOD FOR RETAIL CLIENTS

If you are a retail client as defined in the Corporations Act 2001 as amended (the 'Act'), you may be entitled to a minimum 14 day cooling-off period during which you may return the insurance policy and receive a refund of the insurance premium paid (less amounts lawfully deducted), subject to the requirements of the Act and the terms and conditions of your policy.

This does not affect any other cancellation rights you may have under your policy.

Please check your policy and schedule upon receipt to be sure you have the cover you require. If the cover does not meet your needs, please contact your Jardine Lloyd Thompson Pty Ltd (JLT) account executive for advice as to your rights.

REMUNERATION AND OTHER INCOME

Our principal remuneration for arranging insurance on your behalf is either by way of commission paid by the Insurer and/or a fee including a service fee and an administration fee to be paid by you.

In addition to the above the Jardine Lloyd Thompson Group may receive income from insurers as follows: interest earned on insurance monies passing through our bank accounts; profit commissions or profit shares paid by insurers on specific classes of business; administrative service fees or expense reimbursements for limited specific services we provide to insurers as part of the placing or claims process.

Where we act as managers of a Mutual Scheme or Discretionary Trust, our fee is negotiated according to the services to be provided for that Scheme.

We will disclose any potential conflict of interest not included above which may occur and affect our relationship.

REFUND PREMIUMS OR CONTRIBUTIONS

In the event of any refund premium or contribution being allowed for the cancellation or adjustment of any insurance policy or scheme protection, JLT reserves the right to retain all brokerage, fees and charges.

RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES

JLT may, from time to time, offer you information about products and services which may be of interest to you. Please notify us if you do not wish to receive such additional information.

PRIVACY POLICY

JLT is committed to the protection of your privacy and is bound by the National Privacy Principles for the handling of your information. JLT's Privacy Policy can be examined by accessing our website www.au.jlt.com or by obtaining a copy from your account executive or the JLT Privacy Officer (at Jardine Lloyd Thompson Pty Ltd, One International Towers, 100 Barangaroo Ave, Sydney, NSW, 2000 or on telephone number 02 9290 8000).

SERVICE DIFFICULTIES

We would like to know if you are not satisfied with our services. If you have any difficulties please contact your JLT adviser or our Complaints Manager. JLT subscribes to the Australian Financial Complaints Authority (AFCA) (1800 931 678), which is a free consumer service, and the General Insurance Broker's Code of Practice. Additional information is available from your local JLT office.

IF THERE IS ANY PART OF THE ABOVE THAT YOU DO NOT UNDERSTAND OR YOU REQUIRE FURTHER EXPLANATION, PLEASE CONTACT US IMMEDIATELY.



Invoice # 092-104403
Morrington Shire Council

MEMBER	Morrington Shire Council										
PERIOD OF COVER	From: 30 June 2020 at 4 PM Local Time (QLD). To: 30 June 2021 at 4 PM Local Time (QLD). and any further period for which the Insurer(s) agrees to provide cover.										
LIMITS OF INDEMNITY & APPLICABLE DEDUCTIBLES	Broadform Liability <table> <tr> <td>Limit Public Liability</td><td>\$600,000,000</td></tr> <tr> <td>Limit Products Liability</td><td>\$600,000,000</td></tr> <tr> <td>Limit Professional Indemnity</td><td>\$600,000,000</td></tr> </table> Deductible \$7,500 Councillors & Officers Liability <table> <tr> <td>Limit of Indemnity</td><td>\$10,000,000</td></tr> </table> Deductible \$15,000 Employment Practices Liability <table> <tr> <td>Limit of Indemnity</td><td>\$2,000,000</td></tr> </table> Deductible 10% of loss subject to a minimum \$15,000 and a maximum of \$25,000	Limit Public Liability	\$600,000,000	Limit Products Liability	\$600,000,000	Limit Professional Indemnity	\$600,000,000	Limit of Indemnity	\$10,000,000	Limit of Indemnity	\$2,000,000
Limit Public Liability	\$600,000,000										
Limit Products Liability	\$600,000,000										
Limit Professional Indemnity	\$600,000,000										
Limit of Indemnity	\$10,000,000										
Limit of Indemnity	\$2,000,000										
ADDITIONAL COVER	N/A										
RISK MANAGEMENT REBATE	Membership Contribution includes Liability Risk Audit participation rebate (1%) of \$ 448.95.										



29 May 2020

Mornington Shire Council
c/- PO Mornington Island
GUNUNA QLD 4871

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
Jardine Lloyd Thompson Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555
Fax +61 7 3000 5550

www.lgm.jlta.com.au

Credit/Adjustment Note

YOUR SERVICE CONTACTS ARE CRAIG HINCHLIFFE (+61 7 3000 5506) & JENNY DOOLEY (+61 7 3000 5519)

Credit #	092-104418	Client ID	092-MORNIN
Our Ref	000274	Policy No	Equity Distribution
Class	Local Government Liability		
Member	LGM Master Client		
Situation	Australia		
Scheme	Qld Local Govt Mutual Brisbane Qld		
Inception	30/06/2020	To	30/06/2021
Endorsement			

Contribution	4,787.95
GST	0.00

Total Credit	\$4,787.95
---------------------	-------------------

Endorsement period 30/06/2020 to 30/06/2021.

A Surplus Distribution has been declared and applied to reduce the 2020/2021 membership contribution invoice amount.

LGM Queensland
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, FORTITUDE VALLEY BC QLD 4006

Credit Note # 092-104418
Client Code 092-MORNIN
Date 29/05/2020
Total Credit \$4,787.95

Ref 000274, Team 001
Date Printed: 29/05/2020

GIDHS



Credit Note # 092-104418
Mornington Shire Council

IMPORTANT INFORMATION

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Please let us know whether there are any losses which have occurred that have not been reported to us/the Scheme/insurers, whether you intend making a claim or not.

HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION RIGHTS

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IF THERE IS ANY PART OF THE ABOVE THAT YOU DO NOT UNDERSTAND OR YOU REQUIRE FURTHER EXPLANATION, PLEASE CONTACT US IMMEDIATELY.



MINUTES OF ORDINARY MEETING 1/2020
 Wednesday 5 February 2020
 Conference Room 5, The Bolands Centre, Cairns

Attendees and Apologies:

Name	Council	Position	Attendance
Dereck Walpo	Aurukun Shire Council	Mayor	Apology Phoned in at 1.45pm
Bernie McCarthy	Aurukun Shire Council	CEO	Apology Phoned in at 1.45pm
Peter Scott	Cook Shire Council	Mayor	Yes
Linda Cardew	Cook Shire Council	CEO	Yes
June Pearson	Hope Vale Aboriginal Shire Council	Acting Mayor	Yes
Steve Linnane	Hope Vale Aboriginal Shire Council	CEO	Yes
Michael Yam	Kowanyama Aboriginal Shire Council	Mayor	Yes
Gary Uhlmann	Kowanyama Aboriginal Shire Council	CEO	Yes
Aileen Addo	Mapoon Aboriginal Shire Council	Mayor	Apology
Brendan Brown	Mapoon Aboriginal Shire Council	Councillor	Yes
Naseem Chetty	Mapoon Aboriginal Shire Council	CEO	Yes
Wayne Butcher	Lockhart Aboriginal Shire Council	Mayor	Yes
Dave Clarke	Lockhart Aboriginal Shire Council	CEO	Yes
Bradley Wilson	Morrington Shire Council	Mayor	Yes
Frank Mills	Morrington Shire Council	CEO	Yes
Rex Burke	Napranum Aboriginal Shire Council	Mayor	Apology
Ilario Sabatino	Napranum Aboriginal Shire Council	CEO	Apology
Eddie Newman	Northern Peninsula Area Regional Council	Mayor	Yes
Graeme Gillam	Northern Peninsula Area Regional Council	CEO	Yes
Ralph Kendall	Pompuraaw Aboriginal Shire Council	Mayor	Yes
Edward Natera	Pompuraaw Aboriginal Shire Council	CEO	Apology
Vonda Malone	Torres Shire Council	Mayor	Yes
Dalassa Yorkston	Torres Shire Council	CEO	Yes
Fred Gela	Torres Strait Island Regional Council	Mayor	Yes
Keith Fell	Torres Strait Island Regional Council	Deputy Mayor	Yes
Jan Pool	Torres Strait Island Regional Council	Acting CEO	Yes
Michael Rowland	Weipa Town Authority	Chairman	Yes
Desmond Tayley	Wujal Wujal Aboriginal Shire Council	Mayor	Yes
Steve Wilton	Wujal Wujal Aboriginal Shire Council	CEO	Yes
Melinda Eades	TCICA	Executive Officer	Yes
Guests & Observers			
Ross Andrews	Yarrabah Aboriginal Shire Council	Mayor	Yes
Leon Yeatman	Yarrabah Aboriginal Shire Council	CEO	Yes
Tony Goode	Local Government Association of Qld	Workforce Strategy	Yes

The meeting commenced at 12.50pm

1.1 Chair's welcome and acknowledgement of Traditional Owners

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

TSIRC Deputy Mayor Keith Fell delivered an opening Prayer.

The Chair and Members acknowledged Sorry Business in Aurukun.

1.2 Attendance and apologies noted.

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

1.3 Confirmation of Previous Minutes and Actions Arising

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

The Executive Officer briefed Members on the status of actions arising from previous meeting. All actions closed.

Resolution: That the Minutes of the Ordinary Meeting held on 6 & 7 November 2019 are endorsed.

Moved: Mayor Vonda Malone

Seconded: Steve Wilton

CARRIED.

1.4 Conflicts of Interest

No conflicts of interest arising.

1.5 Executive Officer's Report

The Executive Officer gave a brief overview of key items in the report. Attention was drawn to a briefing paper prepared by Cook Shire Council recommending a TCICA contribution to Tourism Tropical North Queensland's Drive North Queensland tourism partnership initiative.

Members discussed the opportunity. It was noted that each Council's tourism offerings are at different stages of development or have varying focus. Members agreed that the timing is not right and that it would be best for individual councils to make their own decision about participating rather than TCICA contributing as a whole. Cook Shire Council offered to act as a broker if individual councils wish to participate.

Members noted that TCICA has written to Tourism Minister Kate Jones seeking support for a tourism development strategy.

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

Moved: Michael Rowland

Seconded: Mayor Desmond Tayley

CARRIED.

1.6 Financial Reports

The Treasurer briefed members on the current financial status of TCICA.

Resolution: That the Financial Report is endorsed.

Moved: Mayor Peter Scott

Seconded: Mayor Eddie Newman

CARRIED.

1.7 Chair's Update

The Chair noted the success of TCICA's November delegation to Canberra. The various Ministers and Shadow Ministers who met with TCICA have all received a follow up letter to ensure good awareness of TCICA.

The Chair advised Members of her appointment to the position of Chairperson of Community Enterprises Queensland (CEQ)/IBIS. This is an opportunity to work closely with Mayors on issues around food supply, affordability and food security.

2.0 Indigenous Housing workshop discussion

TCICA Members discussed the Commonwealth's commitment of \$105 million towards remote Indigenous housing in preparation for the State and Commonwealth Government facilitated housing meeting on 6 February. It was agreed that determining a fair and equitable methodology for the distribution of funds is critical, as it understanding the timeline for the rollout of this funding.

Members raised no objections to Mayor Peter Scott and Michael Rowland attending the workshop as observers.

Mayors acknowledged that this funding will not end the need for significantly more investment into new housing. Beyond this commitment, TCICA will continue to advocate strongly for a long term commitment to ensure that longstanding housing shortages can finally be overcome.

2.1 Aurukun matters

Mayor Walpo and CEO Bernie McCarthy joined the meeting at 1.45pm by telephone. Mayor Walpo briefed members on Aurukun matters and efforts underway to encourage people to return to community. Under whole-of-government coordination efforts, community members will also be supported to relocate permanently should they wish to. Mayor Walpo thanked Members for their support for Aurukun and particularly to those Councils currently accommodating displaced families.

Members noted some inaccurate and sensationalist reporting on Aurukun matters that is unhelpful and also portrays local people poorly. LGAQ's Tony Goode offered for LGAQ to assist or support Aurukun's media response and coordination efforts.

2.2 Service delivery

Members discussed what appears to a reduction in the level of services like mental health, social support, and health that are being delivered in communities. Service levels must be increased to better support people who are homeless, or currently displaced as a result of unrest in Aurukun.

Members agreed that TCICA should write to housing minister Mick de Brenni and health minister Steven Miles to raise these issues and ensure the appropriate level of support is being delivered, particularly in the communities currently home to Aurukun's displaced residents.

Action: Executive Officer to draft letters to Mick de Brenni and Steven Miles regarding the need for improvements in services delivered in communities and to current and former Aurukun residents.

3.0 TCICA Regional Roads and Transport Group

Members discussed their individual positions following their councils' deliberation and collectively agreed not to proceed with the formation of an RRTG at this stage. Whilst this is TCICA's current position, Members agreed that the matter should remain in focus and be reconsidered at another time. Neil Scales is to be advised of TCICA's decision to close this matter.

Resolution: That TCICA will not establish a Regional Roads and Transport Group at this time however will reconsider it again at another time.

Moved: Mayor Vonda Malone

Seconded: Mayor Eddie Newman

CARRIED.

Action: Executive Officer to draft letter to Department of Transport and Main Roads Director General Neil Scales advising him of TCICA's decision.

4.0 TCICA 2020 Strategic Plan

The TCICA 2020 Strategic Plan was presented to Members for discussion and endorsement. It was noted that for TCICA to properly own the plan and better promote our brand, 'region' should be changed to 'Cape, Torres and Gulf'.

Resolution: That TCICA endorses the TCICA 2020 Strategic Plan.

Moved: Mayor Vonda Malone

Seconded: Mayor Eddie Newman

CARRIED.

Action: Executive Officer to change 'region' to Cape, Torres and Gulf and finalise the 2020 Strategic Plan.

5.0 Cape, Torres and Gulf Opportunities Plan

Members were briefed on the final Cape, Torres and Gulf Opportunities Plan and the six projects and initiatives identified for immediate implementation.

It was noted that more consultation needs to take place as the plan doesn't fully consider all opportunities/challenges such as those arising from the Torres Strait Treaty. The plan also needs to include specific reference to the need to greatly improve access and affordability of housing in the region, which will be fundamental to the success of the plan.

Resolution: That TCICA endorses the Cape, Torres and Gulf Opportunities Plan and acknowledges that it is a living document and subject to ongoing revision.

Moved: Mayor Desmond Tayley

Seconded: Mayor Michael Rowland

CARRIED.

Resolution: The TCICA supports implementation of the six projects and initiatives outlined in the brief.

Moved: Steve Wilton

Seconded: Mayor Eddie Newman

CARRIED.

Action: Executive Officer to work with TSIRC to incorporate into the plan additional Torres Strait challenges and opportunities, including opportunities relating to the Torres Strait Treaty, and include specific reference to the importance of housing.

6.0 Remote Area Board Program 2020 project proposal

TCICA Members were briefed on a project concept for the next round of the Remote Area Board (RAB) program, which is aimed at implementing the Cape, Torres and Gulf Opportunities Plan. It was noted that as TCICA's proposal for the next round must be guided by the Opportunities Plan so there is a high likelihood the proposal will be accepted. Proposals for the next round close on 28 February.

Following endorsement of the Plan, the Executive Officer will send copies of the Plan to all Ministerial and Government Champions as well as key Australian Government Ministers and Members of Parliament.

Resolutions:

1. That TCICA endorses the project proposal "Implementation of the Cape, Torres and Gulf Opportunities Plan"; and
2. That TCICA directs the Executive Officer to submit the project proposal to the Department of State Development, Manufacturing, Infrastructure and Planning by 28 February.

Moved: Mayor Peter Scott
Seconded: Mayor Eddie Newman
CARRIED.

Actions:

1. Executive Officer to distribute copies of the Plan to Ministerial and Government Champions and key Australian Government Ministers and Members of Parliament
2. Executive Officer to submit project proposal to DSDMIP by 28 February.

7.0 LGAQ Update

Tony Goode referred to LGAQ's update which was circulated to TCICA members a few days prior to the meeting.

7.1 Local Government reforms – informal meetings

Tony briefed members on proposed regulatory reforms dealing with informal meetings of councils. Many members raised concerns about the amendments and the impracticalities of implementing the reforms.

Resolution: That TCICA writes to the Minister for Local Government Stirling Hinchliffe rejecting the need for additional regulation relating to informal meetings.

Moved: Mayor Wayne Butcher
Seconded: Mayor Michael Yam
CARRIED.

Action: Executive Officer to draft letter to Minister Hinchliffe rejecting the proposed changes.

7.2 Queensland Indigenous Waste Strategy

The QIWS has been well received so far. The State Government has some funds set aside to implement a number of the recommendations within the strategy. Plans are underway to commence working on a series of regional action plans. A CEOs meeting is planned for the end of March or early April to review and endorse the strategy.

7.3 Q-Coast program

It was noted that due to its success, more funding has been committed to the QCOast2100 program. Councils should consider participating if they are not already.

7.3 *Local Government insurance*

A report outlining the analysis of asset audits has been completed although LGAQ is yet to receive it. Further analysis is now underway by LGM to inform the development of a proposal to minimise the costs of insurance. Once finalised, LGM will present a scheme to Councils for their consideration. LGAQ is seeking a time line from LGM on this work. Tony committed to providing a project charter for Councils to review to ensure nothing is missing.

For a new scheme to be successful, it is likely to require the participation of all or most councils.

Members noted the differences between essential and non-essential infrastructure and that much of what councils are insuring is essential infrastructure, which is covered under Disaster Recovery Funding Arrangements. Councils could consider undertaking their own self-insurance assessment.

Action: Tony Goode to provide the Project Charter to TCICA Members.

8.0 *General Business*

8.1 *Bertiehaugh Road*

Michael Rowland briefed Members on the meeting in Mapoon with Australia Zoo. Terri Irwin will not acknowledge the importance of opening the road to save people hundreds of kilometres of travel between Mapoon and the Northern Peninsular Area to maintain family and cultural connections, and to stimulating the tourist economy in Weipa, Napranum and Mapoon. She will continue to advocate for the closure of the road reserve, which is against TCICA's position and that of Traditional Owners who are effectively shut out of the reserve.

It was agreed that letters should be written to all relevant ministers, including the Premier, Deputy Premier, Minister Lynham, Minister Enoch and Indigenous Australians Minister Wyatt, to highlight the importance of opening this road.

Action: Executive Officer to draft letters to all relevant Ministers confirming support for Bertiehaugh Road.

8.2 *Weipa Normalisation*

Michael Rowland updated Members on the progress of Weipa's pathway towards normalisation with the support of the Department of Local Government. He has a meeting with the Minister in the coming weeks and will be seeking a firm commitment to a timeframe and to making it happen.

8.3 *Skytrans services*

Mayor Yam raised the issue of Skytrans not linking their services to the requirements of the community and council. It was noted that this is a wider problem for those communities serviced by Skytrans. Lockhart River is facing the same issue, and their withdrawal altogether from the Northern Peninsula Area was extremely disappointing.

Members agreed that TCICA should write to Skytrans and ask them to give us an indication of how they plan to service our communities in the future. Mayor Newman, Gary Uhlmann and Dave Clarke agreed to assist with content for the letter.

Action: Executive Officer to work with Mayor Newman, Gary Uhlmann and Dave Clarke to draft a letter to Skytrans seeking advice on their intentions for Cape communities.

9.0 *Forward meeting schedule*

Tuesday 5 May (prior to the next Indigenous Leaders Forum on 6 & 7 May);
Wednesday 8 and Thursday 9 July;
Wednesday 9 and Thursday 10 September, incorporating TCICA's AGM;
Wednesday 11 and Thursday 12 November.

Frank Mills suggested that TCICA should consider video conferencing facilities to help minimise the need for travel. Members agreed that this should be explored, especially as teleconferencing is generally not effective.

Action: Executive Officer to explore video conferencing facilities for future meetings.

10.0 Meeting Close

The Chair thanked Members for their attendance and contribution to discussions and wished all Mayors the best of luck for the upcoming local government elections.

Mayor Gela gave the closing Prayer.

Meeting closed at 5.15pm.

Mayor Vonda Malone
Chair



TCICA Meeting Communiqué

The Torres Cape Indigenous Council Alliance (TCICA) Inc held its third meeting for 2020 on Wednesday 10 June.

Due to COVID-19 travel restrictions, leaders from across the Torres Strait, Cape York and Gulf regions met via video and teleconference to discuss key priorities for the TCICA and initiatives to deliver better social, cultural, economic and environmental outcomes for all communities in the region.

COVID-19

The Honourable Craig Crawford MP, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Fire and Emergency Services joined the meeting and discussed with Members the progress of planning for the easing of travel restrictions and the lifting of the Commonwealth's biosecurity determination.

Mayors acknowledged that each Local Disaster Management Group has determined its own position in relation to biosecurity planning to manage the risk of COVID-19 entering communities once the determination is lifted. Mayors respected the different approaches taken and asked the Minister to ensure that consideration is given to individual LDMG positions in the Chief Health Officer (CHO) directives.

Minister Crawford advised that the CHO directions are intended to be flexible to ensure they can respond quickly to changing situations.

State Election Advocacy

Mayors noted that this year is the first time that a Queensland election will be held on a fixed date, which is the last Saturday in October every four years. This year's election is set for 31 October.

Minister Crawford advised that the Queensland Government will likely go into caretaker on or about 1 October. Cabinet is still determining the process for the election, with any decision to be made dependent on advice of the CHO. The Minister suggested lobbying Ministers about key matters now, noting that COVID-19 and economic recovery is front of mind for all Ministers and the Premier. He recommended aligning lobbying activity with the COVID-19 economic recovery framework.

Mayors raised the ongoing sustainability of TCICA and asked Minister Crawford to support TCICA's efforts to lobby Ministers for funding to match the contribution by Members. The Minister committed to lobbying on TCICA's behalf for co-funding.

Mayors also raised the need for ongoing commitments to the Local Fare Scheme and to extending the Year of Indigenous Tourism into 2020. The Minister is to discuss these matters with other relevant Ministers.

Traditional Adoption election commitment

The matter of traditional adoption in the Torres Strait was raised with Minister Crawford. The Minister acknowledged that this was an election commitment and confirmed that the Queensland Government is working to fulfil this commitment before the October election.

The Member for Cook Cynthia Lui and Minister Leeanne Enoch are also pushing to have this matter considered on the floor of Parliament as soon as possible.

Remote Indigenous Housing

Minister Crawford noted that housing construction in remote communities is one of the best ways to drive local economies and recommended aligning advocacy on this matter with the Commonwealth's economic recovery strategy.

Mayors are scheduled to discuss the progress of the Commonwealth's \$105 million commitment to housing with the Minister for Indigenous Australians the Honourable Ken Wyatt MP on 15 June and will also meet with Queensland's Housing Minister Mick de Brenni at the end of the month for a further update.

A Mayors' Working Group will be established by the Department of Housing and Public Works to consider ongoing housing matters. Up to five TCICA Members will participate in this group, with Mayors to be selected from sub-regional clusters of councils to ensure a geographical spread of representation.

Clusters:

- Torres Strait / NPA – NPARC, Torres Shire, TSIRC
- Eastern Cape – Lockhart River, Wujal Wujal, Hopevale
- Northern Western Cape – Mapoon, Napranum, Aurukun
- Southern Western Cape – Pormpuraaw, Kowanyama, Mornington Shire

TCICA 2020-21 Budget

Mayors considered and approved TCICA's budget for the 2020-21 year.

TCICA Regional Priorities

Members considered a number key issues impacting the Cape, Torres and Gulf region to help inform the development of an annual strategic priorities plan. The annual plan underpins TCICA's State and Federal advocacy efforts.

Issues include:

- More funding for remote Indigenous housing.
- Increased funding for rural and remote local governments.
- Ongoing sealing of the Peninsula Development Road.
- Improving telecommunications and digital connectivity across the region.
- Addressing climate change and natural disaster resilience.
- Northern Australia development.
- Local governments as critical partners of the State and Commonwealth.
- Regional economic development – tourism, arts and culture, regional events, critical infrastructure such as access roads and ports.
- Improving education outcomes and training to support jobs growth.
- Environmental management.
- Regional resilience – natural disasters, food security, energy security, water security, lower living costs.

- Improving health outcomes for local residents.
- Managing biosecurity threats.
- Regional aviation services – keeping travel affordable and accessible, for example through the Local Fare Scheme.
- Supporting Weipa's transition to normal local government.
- Development of Bertiehaugh Road.
- Support for local businesses.

Members will continue to consider issues over the coming weeks and reconvene in July to agree regional priorities.

Next Meeting

TCICA's next meeting will be held on 13 and 14 July, in Weipa.



12 June 2020

Mr Lyndon Prior
Acting Chief Executive Officer
Mornington Island Shire Council
Gununa QLD 4892.

Dear Lyndon,

Thank you for speaking with our Executive Manager for Health Services, Jeremy Palmer, recently regarding repairs for the Kalngkurr Wellbeing Centre. The Wellbeing Centre (WBC) operates a range of Allied Health, Mental Health and Wellbeing services that form a valuable part of the social services network for the Island community.

Over time the WBC has sustained significant damages due in large part to the ongoing local youth crime. We have implemented a raft of new security measures including CCTV, remote security monitoring, and contracted security guards to reduce vandalism and the consequent damages. These new measures have been at a considerable expense to NWRH and to date have not halted the damages to the WBC. NWRH can provide video and photographic evidence of the damages and persons responsible should you request.

Due to the ongoing vandalism, the WBC is now in need of significant repairs which we as a Not for Profit organization are unable afford.

We seek the support of the Mornington Island Shire Council to complete, and fund, the required repairs. The condition of the WBC increases the attractiveness of the facility and therefore influences the community to utilize the services from the WBC. In this way a well maintained and presented Centre will allow us to better deliver and support the Mornington Island community.

The Mornington Island Shire Council has provided estimates for the cost for the required repairs. Additionally, we previously sought support to have the outside of the building repainted due to unsightly and offensive graffiti along with an assortment of internal maintenance matters.

We appreciate that this will be a matter for Council consideration and note that you advise that your next Council Meeting will be the 24th June 2020. We are grateful for your offer to include this matter on the Agenda for your next Council meeting.

Please feel free to contact me should you require any further information, otherwise look forward to the outcome of this request from the June Council meeting.

Yours Sincerely

John Cain
Acting Chief Executive Officer
NWRH

53 Enid Street/PO Box 1127, Mount Isa, Qld 4825 P (07) 4744 7600 F (07) 4744 7688 | 1800 221 131 | nwrh.com.au

**abw compliance consultants***Independent Risk Management Specialists & Training Consultants*

Mornington Shire Council.

WHS Risk Audit and Compliance Report - May 2020

Development of WHS Management Plan Progress –

- The plan has been completed, Fire Safety, Food Safety and Rehabilitation Return to Work management plans and documents have been entered onto the Councils Data Base, The WHS Plan and supporting documents have been completed and it is expected they will be available on the Council data base by Monday 8 June 2020
- Executive Management instructions to be provided during the July attendance to site

WHS documents under review

- Pulse Risk Management Register - ongoing
- Hazardous Chemicals and Safety Data Sheets register is under continued development,
- Risk assessments of all hazardous chemicals – ongoing
- Currently reviewing the Safe Work Australia National COVID-19 safe workplace principles these were released 29 April 2020
- Covid-19 business re opening plan is being developed, when completed it will be submitted to the acting CEO for comment

Safe Work Method Statements developed and provided**Housing –**

- Operation of Front-End Loader
- Operation of a Bobcat/Skidsteer
- Covid-19 SWMS

Lost Time due to Injury Report (LTIR)

- Lost time due to injuries for the reporting period is - 10 days.

Hazard, incident and risk reporting –

- 1 x Incident Report received during May 2020 – 20/05/2020
An Employee has submitted an Incident Report. The Employee has attended the hospital and was provided a worker's compensation medical certificate and is currently on sick leave. Claim has been submitted to LGW for assessment. Incident report has been entered into the system.

Rehabilitation and Return to Work –

- No current employees on return to work programs at the time of this report

1

PO Box 7409 East Brisbane Qld 4169. Mobile: 0404 525 575
Email: tony@abwcc.com.au

Workers Compensation Claim Pending –

- Two claim investigations are ongoing, decision on each will be provided to Council when known.

Workers Compensation Claims -

Application for Workers Compensation Claim Number WCQ202911.

- Claim is ongoing and being managed by Workcover.

Objectives proposed for next attendance to Council

On my next visit in 13 – 24 July 2020 depending on access to Mornington Island I will be focusing on the following tasks: -

- Assist with the implementation of Council WHS Representatives by working with the elected WHSR's in developing inspection check lists and other documentation that assist in supporting them while they support the various work groups
- Continue working with Lea Marshall and Peter Savage CT Management re Pulse Risk Registers Development
- Conduct Fire safety training for Workshop/Tech Services/Housing staff etc.
- Conduct Induction training for staff and contractors
- Conduct toolbox training re new Silica Dust exposure standards
- Conduct toolbox training sessions for Tech Services staff onsite
- Work from the Tech Service Office to further develop and improve communications with Tech Services staff including onsite toolbox sessions
- Implement online face to face WHS induction and training via Microsoft TEAMS
- Provide instruction to Executive Management Team on the completed WHS management plan
- Conduct site inspections and prestart meetings
- Organise Chubb fire service' next attendance to Council to perform required 6 monthly servicing of all fire emergency related equipment when isolation and travel restrictions have been lifted
- Continue the work on Hazardous chemicals risk register and SDS updates

13.4 ABORIGINAL DEVELOPMENT BENEFITS TRUST - BOARD VACANCY

Author: Acting Chief Executive Officer

Attachments: 1 ADBT Board Vacany

PURPOSE (EXECUTIVE SUMMARY)

For Council to provide a nomination for a candidate to fill a board vacancy on the Aboriginal Development Benefits Trust Board [ADBT].

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The ADBT was established in 1998 as an element of the Gulf Communities Agreement (GCA). The ADBT was established to administer negotiated funds from the Century Mine, primarily for business development and Indigenous ownership/investment in business.

Under the requirements of the GCA, appointment of community representatives to the Board has been historically made via the relevant local Councils which nominate a candidate for any vacancies as they arise.

Until recently, the community of Mornington Island was represented on the ADBT Board by previous Mayor Mr Bradley Wilson, however a vacancy now exists for the Mornington Island Community Representative following the resignation of Mr Wilson from the Board.

Council now has the opportunity to nominate a suitable candidate to fill the current board vacancy.

FINANCIAL & RESOURCE IMPLICATIONS

There are no extra financial and resource implications associated with this report or its recommendations as any associated costs will have already been included in Council's annual operating budget.

RECOMMENDATION

1. That Council nominate Mayor Kyle Yanner as a candidate to fill the vacant board position on the Aboriginal Development Benefits Trust Board.
2. That Council nominate Deputy Mayor Dwayne Rogers as proxy to Mayor Kyle Yanner as Board Member of the Aboriginal Development Benefits Trust Board.



8 June 2020

Mayor Kyle Yanner
1 Mission Road South
WELLESLEY ISLANDS QLD 4892

Via email: kyle.yanner@mornington.qld.gov.au

Dear Mayor Yanner,

I write to congratulate you on your recent election as Mayor of Mornington Shire and to alert you to a vacancy on the Board of the Aboriginal Development Benefits Trust (ADBT).

As you may be aware, the ADBT was established in 1998 as an element of the Gulf Communities Agreement (GCA). The ADBT was established to administer negotiated funds from the Century Mine, primarily for business development and Indigenous ownership/investment in business.

Under the requirements of the GCA, Century is required to facilitate an appointment of community representatives to the Board of GADC. Historically, Century has engaged with the relevant local Councils to nominate a candidate for any vacancies.

Until recently, the community of Mornington Island was represented on the ADBT Board by Mr Bradley Wilson, however a vacancy now exists for the Mornington Island Community Representative following the resignation of Mr Wilson.

To fill this vacancy, I would like to request the Mornington Shire Council's feedback on a suitable candidate from Mornington Island.

Once I receive your suggestion, I will pass it on to the Board of ADBT who will progress an appointment with the nominated candidate.

If you have any questions or concerns regarding this matter, please feel free to contact me via telephone 0434 039 106 or email SGoodwin@newcenturyresources.com

Sincerely,



Shane Goodwin
Head of Corporate Affairs and Social Responsibility

New Century Resources Limited | ACN 142 165 080
Registered Office: Level 4, 360 Collins Street, Melbourne VIC 3000
T: +61 3 9070 3300 | W: www.newcenturyresources.com | E: info@newcenturyresources.com

13.5 SPECIAL PROJECTS REPORT

Author: Acting Chief Executive Officer

Attachments: 1 Special Projects Attachment - June 2020

PURPOSE (EXECUTIVE SUMMARY)

To present to Council the special projects report for the month of May – June, and provide Council with preliminary review of the projects raised in General Business by Councillors.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Overview**

Works are continuing to be delayed on island due to the Covid-19 travel restrictions for the past month. Plans are underway to return a small crew of Special Projects tradesmen to resume works.

Airport

The Airport works scopes are being finalized for recommencement. The proposed fence options put before the previous Council are re-supplied for review and approval in Attachment 1A. Council previously selected the most expensive fencing option which had to be fabricated off island. With Council now required to fund the fence it is recommended that a more cost-effective solution is considered which has a natural look and is work that could be undertaken by local people.

Civic Centre – Administration Building (LGGSP)

The information requested by the Minister is being prepared with the majority of the work complete. All requested information is expected to be completed and supplied before the Minister's deadline of 30 June 2020. Once supplied contact will be made with the Minister's department to confirm acceptance and approval to proceed with the project.

Funding Programs Report

The following is an update on funding programs:

2020-21 Covid Works for Queensland Fund – this is a special funding round of the Works for Queensland program which is part of the Queensland Governments Economic Recovery Strategy. The program required shovel ready projects that could be completed by 30 June 2021 to be put forward for consideration by 12th June 2020. Due to the time constraints to respond to the department and the very short delivery period, a group of projects were put forward based on their ability to be fast tracked for completion, their priority and their expected positive impacts for Council and the community. Program budget: \$1,360,000. The projects are:

- Council Chambers re-stumping and substructure remediation works
- Motel expansion – increased revenue - additional units that can be multi-used for visitors and staff
- Lelka Murrin outdoor area improvements – improve safety and amenity
- VAC improvements for security and amenity – fencing works
- Guest House improvements – new toilet

Growing Tourism Infrastructure Fund 2020/21 – This funding program is also part of the Queensland Governments Economic Recovery Strategy. The program has a two-stage application process with the first stage: Project Registrations opened 10 June 2020 and closing 24 June 2020. If successful in the first stage applicants will be invited to submit a Full Business Case Application

by 31 July 2020. This program also requires shovel ready projects. The following projects are proposed for submission to the Project Registrations stage:

1. Lelka Murrin Marketplace - \$993,000

This project has had substantial planning work done as part of a previous funding application and is the development of the outdoor area adjacent the tavern to create a safe and maintainable outdoor entertainment space comprising:

- Terraced outdoor dining for the tavern
- Outdoor stage
- Outdoor dancefloor
- Outdoor movie screen
- Grassed Amphitheatre
- Community markets venue – micro business opportunity
- Bush tucker garden, interpretive & education space
- Kitchen garden & education space
- Wheelchair accessibility to the outdoor entertainment facilities

The construction of this project also provides numerous jobs and training opportunities for local people around earth moving, hard and soft landscaping and arborist works. See Attachment 1B.

2. Motel Expansion Stage 2 – approx. \$2,000,000

This project is the installation of additional cabins as was originally planned for the motel. The new cabins would provide a range of accommodation more suited to the types of visitors currently coming to the island to deliver services to the community and would provide additional units to cater for the high demand for this style of accommodation. This project has had some planning work undertaken, would be relatively easy to deliver within the timeframe and would increase Council's accommodation revenue stream. Attachment 1C provides some of the previous planning information as an example of what might be possible.

Councillor [General Business] Projects Report

Councillors have suggested the following projects be investigated for development on the island. Initial investigations have been undertaken on some projects and further clarifications are required on others.

Market Garden

Further investigations are required to determine the feasibility of this project, including a suitable location and year-round water availability. This project could be supported by Council in relation to seeking seed funding and in-kind assistance. The operation of this project would be best suited to a community-based organisation. Executive are working with the office of MP Bob Katter to access the previously 'promised' funding for this project.

Pontoons

Additional information is required from Councillors on the proposed purpose of the pontoons and confirmation that this relates to the pontoons that are currently being stored. Attachment 1E.

Community Bus

It is assumed a community bus service is required to give people without access to a vehicle the ability to get around the community and to the shop, Council administration, church, cemetery, etc. investigations are underway on this project. Advice is being sort from Queensland Transport as the primary public transport provider in Queensland. Ideally Council's role in a project such as this would be to assist a community-based organisation which would operate this service. Council could provide assistance in a variety of ways – provide a vehicle, on-going maintenance of the vehicle, one-off grants to assist with setting up the service, space to garage the vehicle, etc. Further information will be provided to Council in coming months.

Alternative Energy Source

Initial investigations have been undertaken by Peak Services Energy Advisors. Preliminary advice, other available energy services and demonstration of capability is in Attachment D. The following information is provided from the attachment:

There are many factors to consider to determine if solar is a viable option for Council and Mornington Island. The first barrier that must be investigated is the suitability of the existing grid infrastructure and willingness of the existing energy provider to consider alternate energy opportunities, as in some cases the introduction of alternate energy solutions is difficult or impacts the viability of the existing infrastructure.

Our initial investigations with the existing energy provider Ergon indicates that there is capacity in the network for the installation of a number of solar panel systems and that there is also some capacity for feeding electricity back into the grid.

Based on our experience in designing and installing alternative energy sources for other Councils and townships we believe the following is possible:

- 1. Opportunities for a whole-of-town approach – which would provide benefits across the community, a feasibility study is required to determine the cost to benefit ratio.....*
- 2. Opportunities for Council-owned buildings – which would likely provide on-going savings and opportunities to generate income via selling back to the grid. This option would also require a feasibility study to determine number of buildings that could be included and to determine the cost to benefit ratio.....*

Other elements to consider are the potential for vandalism and ongoing maintenance that will be required to be managed to guarantee the benefits into the future.

Recycling including kerbside pickup

Initial investigations have been undertaken with Peak Services Waste advisor. They have advised that the existing Council rubbish truck could be used to collect kerbside recycling. However, consideration must be given to what will be done with the recyclables once collected as the cost to transport some items to the mainland would be a high cost to Council with little or no return. Some high value items could be stored until sufficient volumes are achieved and then sent to the mainland such as aluminium cans. Other investigations revealed that some islands collect and crush glass for use as a component in road base. There are also plastic shredders which can turn this waste into a commodity, however the cost to transport the shredded plastic to the mainland together with the cost of sorting and shredding would make this a costly exercise with little expected return. Further investigation is required to determine if there are any on-island uses that recycled materials could be used for which would have a greater chance of being low cost or cost neutral.

The challenge that all Australian Councils face is a mixed waste stream. This comingling of wastes makes it very difficult to recycle materials. Kerbside collection of recycled materials does help but there will also be a percentage of contamination in the recycled waste streams which can be

expensive to deal with. Trials can help to determine the level of community commitment that could be expected which will help to determine the percentage of contamination that could be expected.

The LGAQ Queensland Indigenous Waste Strategy recommends a regional approach to a waste strategy that sees groups of Councils working together to achieve greater outcomes. This approach would allow a sharing of knowledge around what is possible, what other Councils are doing and would also be very attractive to funding bodies to fund.

Tip Shop

Tip shops can divert waste from landfill in a number of ways:

1. Inspect and remove items of value from self-haul waste
2. Scavenger rights at the landfill to collect items of value from the landfill face prior to cover
3. Accepting donations from the community of items no longer wanted
4. Accepting building materials for sorting and re-sale

A tip shop could become a secondhand shop for the island and could also deal in secondhand building materials which are currently being lost to recycling as they are either being landfilled, damaged onsite or decaying due to inadequate storage options.

This type of facility is best run by a not-for-profit community organisation. Endeavour foundation runs tip shops in some mainland locations with all funds raised going to providing services to the community. Council can play a role by obtaining funds to construct a suitable facility and supplying the use of machinery to help transport and organise materials.

Splash Park

Further investigations are required for this project. Several splash parks have been delivered for communities in Cape York, which will be investigated.

Would a tidal shark, jellyfish and crocodile proof salt water swimming enclosure be a project of interest. This type of facility would have little or no operational costs and very low maintenance requirements if done correctly. This allows all in the community to swim in traditional waters safely which have healing properties and provides a year-round saltwater pool that does not require chemical treatment. The enclosure would not be a manned swimming pool as it would be considered part of the foreshore. This project could also form part of a sea wall structure if required.

Slaughter House

The existing island slaughter house is no longer operational and likely to require extensive works to bring it back into a usable and compliant condition. There are a number of issues that need to be considered in relation to the reuse of this facility. Whilst cattle have been kept on the island in the past they can cause environmental damage as they are an introduced animal. This type of operation is more suited to commercial enterprise than Local Government due to licensing, insurance and constraints of local government regulations. Council could apply for or support funding applications for this project and assist with getting the facility operational, however commercial enterprise or community organisations should be lobbied to undertake the operation of the facility. Organisations such as ABDT may be interested in the commercial viability of an operation such as this if Council considers the reintroduction of cattle to the island a low risk.

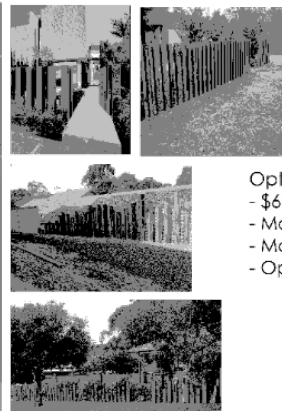
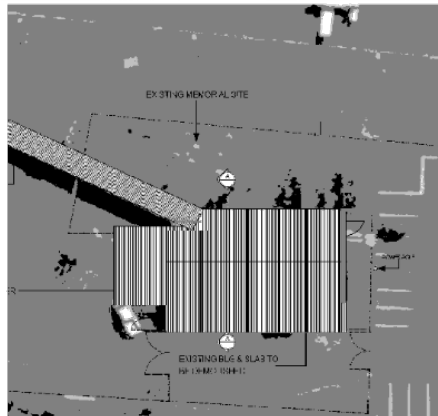
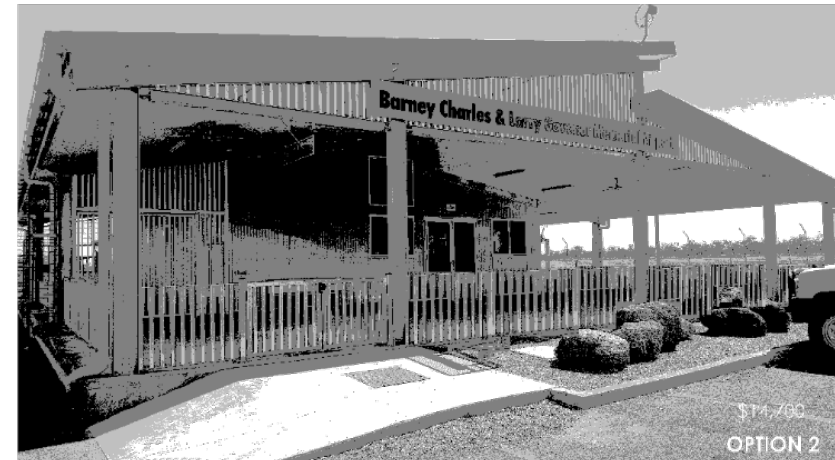
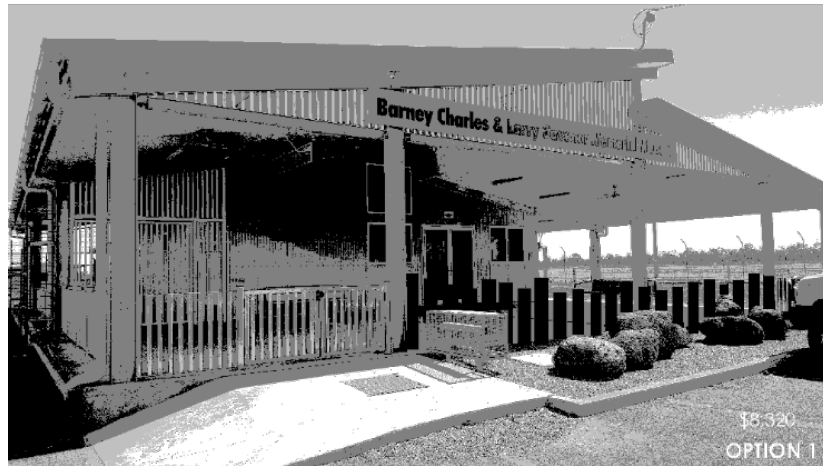
FINANCIAL & RESOURCE IMPLICATIONS

All financial implications specified in report.

RECOMMENDATION

1. That Council endorse the Airport fence concept depicted in Attachment 1 to be completed and funded in the current and/or 2020-21 budget.
2. That Council endorse the projects submitted for the 202-21 COVID Works for Queensland funding program.
3. That Council endorse the Lelka Murrin Marketplace project for the Growing Tourism Infrastructure funding program.
4. That Council endorse the Motel Expansion project for the Growing Tourism Infrastructure funding Program.
5. That Council instruct Executive to request a fee proposal from Peak Services to scope a Solar Panel System project, including identifying external funding sources for Mornington Island.

Attachment A



Option 1 preferred

- \$6k less expensive than Option 2
- Most robust - concerns re Option 3
- More inviting and less obtrusive
- Option 3 does not stop dogs





Attachment B

Stage / Dancefloor VIP Seating & Amphitheatre

A covered stage and open-air dancefloor (which can also double as VIP seating) for the following

- [illegible]

Terraced Outdoor Dining & Markets Venue:

A terraced area that provides two level terraces that can accommodate outdoor dining and market stalls with sun protection from existing trees and solar panels on steel pergola:

- Three spaces will be part of the open-space space for events in the stage or mezzanine areas as well as provide an outdoor dining space for the cafe and restaurant.
2. The terraced areas will also have a terrace and dining stage that allows people in restaurants to access all areas of the complex as well as looking with a wheelchair through the stage pathway to the stage/lounge and stage.
3. The five terraced spaces are sufficiently wide to allow for the creation of market stalls and open circulation to host markets. Markets could become a regular (weekly) event that would be held in the open space and could be connected to the market area at the parking, local arts and crafts, produce, etc. and generally bring the community together on a regular and informal basis. Music can be provided by the cafe, restaurant or stage area.
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Buhtucker Garden

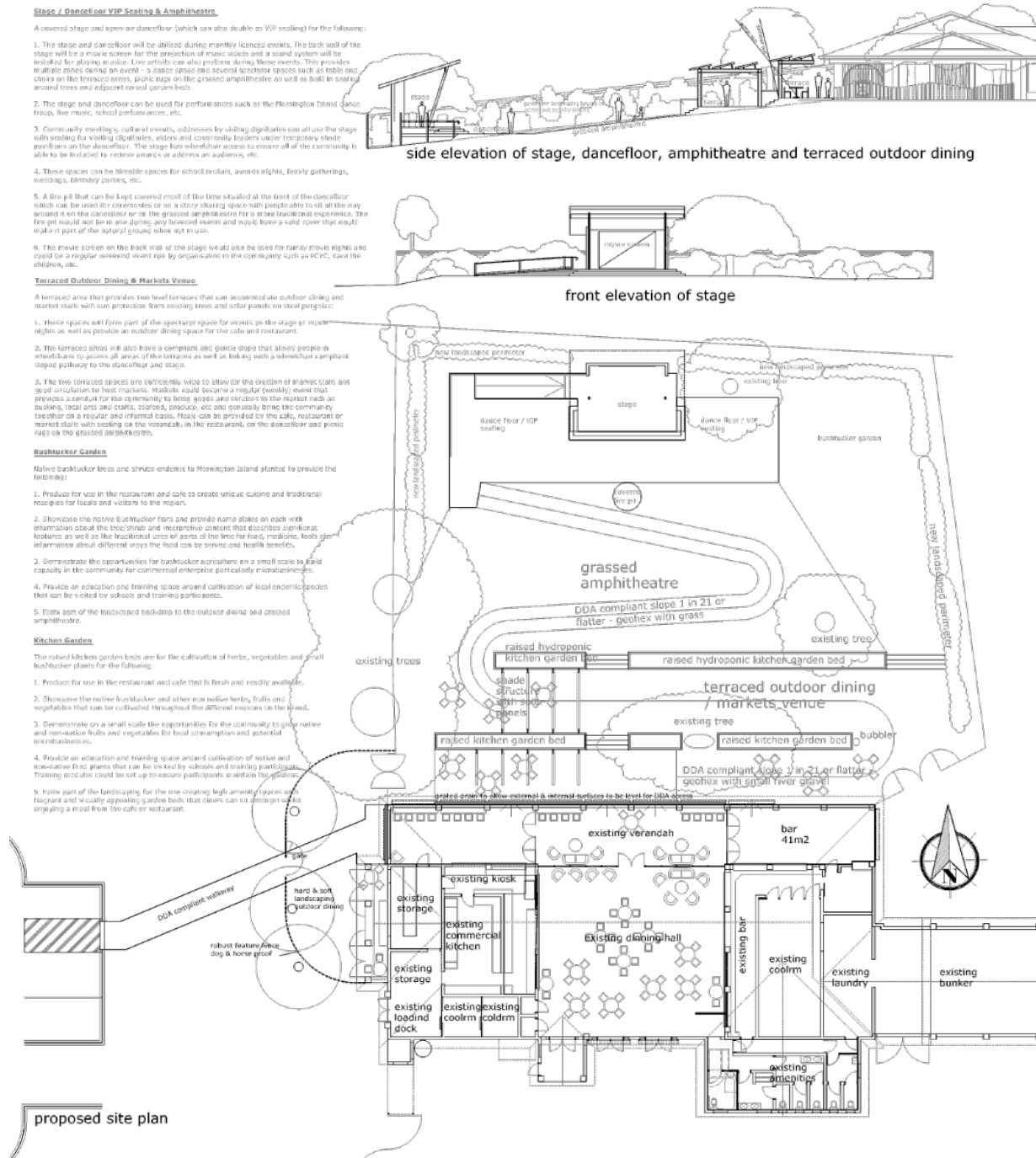
Native basketmaker trees and shrubs endemic to Mornington Island planted to provide the following:

1. Produce for use in the restaurant and cafe to create unique cuisine and traditional recipes for locals and visitors to the region.
2. Showcase the native architecture from and provide name plates on each exhibit about the history and the distinctive contents that describes agricultural features as well as the traditional uses of parts of the tree for food, medicine, tools etc. Information about different ways the food can be served and health benefits.
3. Demonstrate the opportunities for basketweaver agriculture on a small scale to build capacity in the community for commercial enterprise particularly microenterprises.
4. Provide an education and training space around cultivation of local endemic species that can be visited by schools and training participants.
5. Form part of the backdoor backdrop to the outdoor dining and dressed amphitheatre.

Kitchen Garden

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

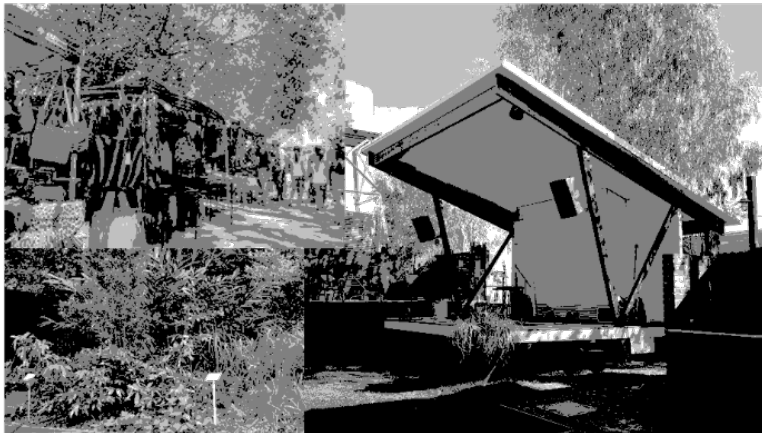
1. Produce for use in the restaurant and cater that is fresh and readily available.
2. Showcase the native (non-invasive) and other non-native herbs, plants and vegetables that can be cultivated throughout the different seasons on the island.
3. Demonstrate on a small scale the opportunities for the community to grow native and non-native fruits and vegetables for local consumption and potential micro-businesses.
4. Provide an education and training space around cultivation of native and non-native fruit plants that can be visited by schools and training participants. Training modules could be set up to ensure participants maintain this opportunity.
5. Train staff on the importance for the city creating high quality spaces with native plants and vegetables that can be used by citizens as an amenity or enjoying a meal from the cafe or restaurant.



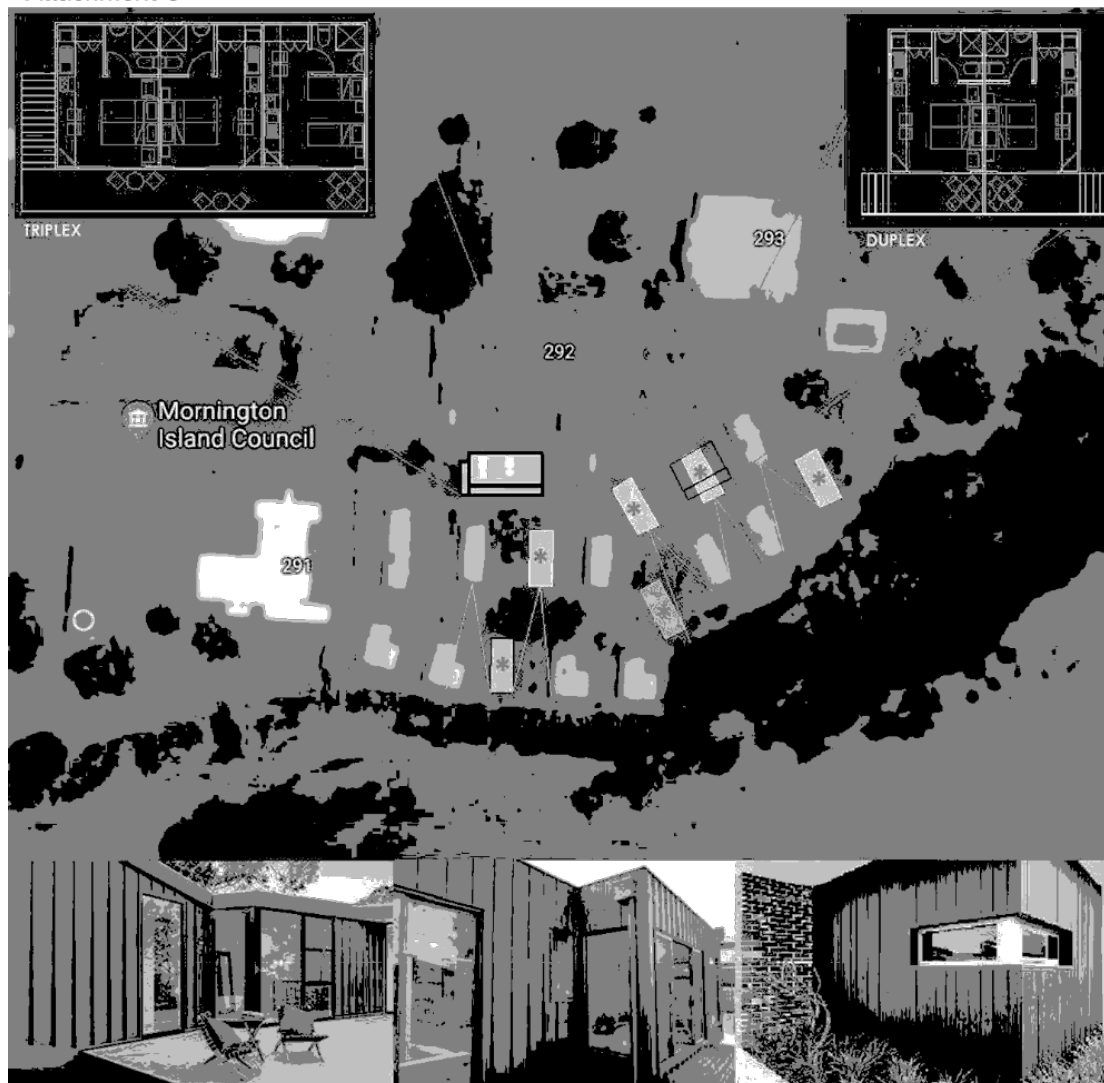








Attachment C

**Motel Maximisation**

The motel is booked out most week days of the year with demand for this accommodation out-stripping supply.

The motel has not had all cabins installed as per the design documentation. An additional 6 cabins could be installed - shown as * on the site plan. Whilst this will increase capacity there are other options that could be considered to maximise capacity. The current cabin design is very good and has the ability to support the high amenity expected by tourists. Most of the current demand is driven by service provider professionals visiting the Island. These patrons of the motel are just as satisfied with a more compact arrangement of facilities. The motel would benefit from the inclusion of some more compact, intensive and diverse accommodation mixed in with the existing cabins.

It is recommended that the 3 new beachfront cabins are of a similar or even higher quality than the existing cabins, particularly the cabin to the far east of the site. The 3 new cabins in the second row back from the beach could be duplex type cabins that still contain high amenity and functionality but accommodate double the current individual cabin capacity a shown in the floor plan on the top right of the site plan. The view paths for existing and new cabins in the second row are shown.

An additional triplex could be added at the back of the site as a highset building over the top of the existing car park, providing covered car parking underneath. The existing temporary airport building is a similar size to the proposed triplex and could be clad and fitted out to create the triplex - see images attached below.

This would increase the current motel capacity from 9 to 21 separate lettable spaces. It makes sense to intensify this use as it is an existing serviced site, installing infill cabins would be relatively easy, the use is close to current and proposed facilities at the tavern, the site has high amenity and is well patronised.



Attachment D

**M r****r****r****r****r r**

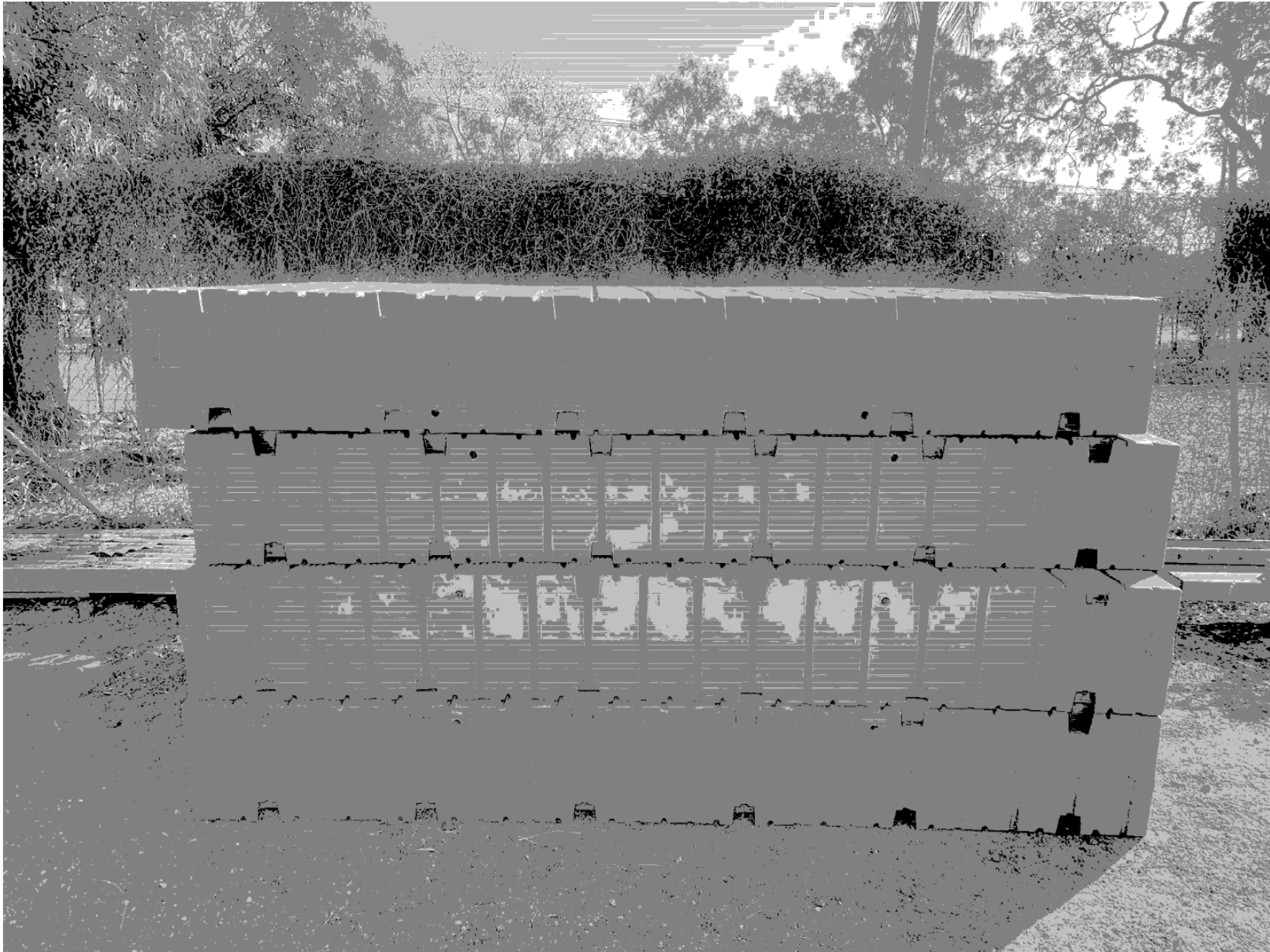
								
100% owned by the LGAQ	Peak is growing. Standard ISO9001:2015 certified	We have assisted 75 Councils in signing post-Landmark planning agreements	1,800 people attend our training sessions each year	Recruited twenty five Councils as new customers for Councils	24/7 call centre 72,000 calls per annum	Supported five Councils to improve their asset and asset management practices	Awarded a £2m grant by the council	Employed by a government-owned Council of Legal Practice



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Attachment E







13.6 LTC JOINT COORDINATING COMMITTEE

Author: Acting Chief Executive Officer

Attachments: 1 LTC Joint Coordinating Committee

PURPOSE (EXECUTIVE SUMMARY)

For Council to consider the opportunity to nominate a candidate for the Local Thriving Communities Joint Coordinating Committee

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Joint Coordinating Committee (JCC), which was established in April 2019, provides advice to us about co-design and implementation of the Local Thriving Communities reform which will bring greater decision making authority to 19 remote and discrete communities across the state.

- The Local Thriving Communities reform will result in government working in a visibly different way alongside these communities to improve outcomes for Aboriginal and Torres Strait Islander Queenslanders, particularly in relation to service delivery and economic development.
- The JCC is a key governance mechanism driving the reform process. It also champions the reframed relationship between Aboriginal and Torres Strait Islander peoples and the government.
- It will oversee design and implementation across all participating communities, and will ensure that all voices, including those of young people, are heard. Membership and meetings •

The JCC meets between four and six times a year and includes membership from government (local, state and federal) and Queensland Aboriginal and Torres Strait Islander communities.

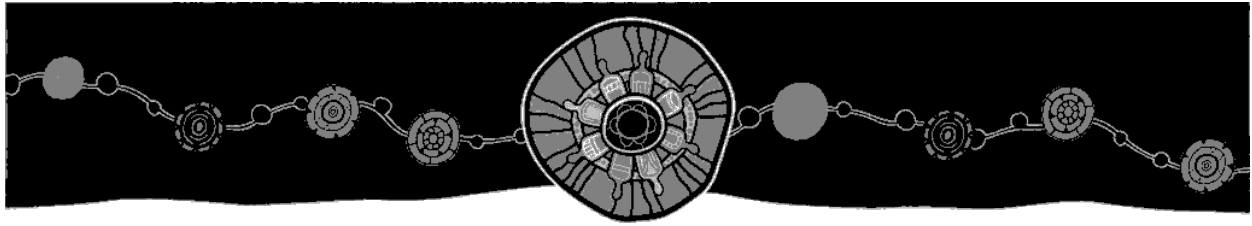
Where possible, meetings are held in communities.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report or its recommendations. Any cost to Council of members attending proposed meetings is already considered in the annual operating budget.

RECOMMENDATION

1. That That Council nominate Mayor Kyle Yanner as a candidate to fill a vacancy on the LTC Joint Coordinating Committee.
2. That Council nominate Deputy Mayor Dwayne Rogers as proxy to Mayor Kyle Yanner as a committee member of the LTC Joint Coordinating Committee



Local Thriving Communities Joint Coordinating Committee

Local Thriving Communities

- The Queensland Government is committed to working with the state's 19 remote and discrete Aboriginal and Torres Strait Islander communities to establish greater decision-making authority in service delivery and economic development through the Local Thriving Communities (LTC) reform.
- LTC is a significant long-term reform that will embed change, resulting in a visibly different way of working alongside communities across the state to improve outcomes for Aboriginal and Torres Strait Islander Queenslanders.
- This approach is based on mutual respect and high expectations relationships, applying a collaborative approach to give Aboriginal and Torres Strait Islander communities a greater voice in shaping their future.
- Independent decision-making bodies will begin providing a representative voice for engaging with Queensland Government to:
 - make decisions about their own future
 - build on their strengths as a community
 - invest in the things that will make communities stronger, that will make a difference to people's lives
 - create thriving communities.
- Community knowledge, research and evidence and lessons learnt over time will inform LTC, with the principles of self-determination, participation, equality and culture underpinning the initiative.
- LTC will not replace existing decision-making structures.

Background to the reform

- The Queensland Productivity Commission's inquiry into service delivery in remote and discrete Indigenous Communities considered how resources should be best used to meet the needs of those communities.
- The inquiry consulted with more than 500 stakeholders including members of those communities, and provided 22 recommendations for reform.
- LTC will deliver the Queensland Government's Response (PDF, 521 KB) to the Queensland Productivity Commission's recommendations.
- LTC is one element of Queensland's Tracks to Treaty: Reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders initiative. Another element is Path to Treaty.

How the reform will be designed

- The LTC is a new way of working for both the Queensland Government and remote and discrete communities.
- We will apply best practice for this reform by working with Aboriginal and Torres Strait Islander communities to co-design and implement the reform and establish local decision-making bodies, through engagement with government and key stakeholders.
- This means we will seek advice and guidance from each community about how the decision-making bodies should work for their unique needs, and what needs to happen to establish them.
- LTC supports Aboriginal and Torres Strait Islander Queenslanders to shape their own futures for their community.

Joint Coordinating Committee

- The Joint Coordinating Committee (JCC), which was established in April 2019, provides advice to us about co-design and implementation of the Local Thriving Communities reform which will bring greater decision-making authority to 19 remote and discrete communities across the state.
- The Local Thriving Communities reform will result in government working in a visibly different way alongside these communities to improve outcomes for Aboriginal and Torres Strait Islander Queenslanders, particularly in relation to service delivery and economic development.
- The JCC is a key governance mechanism driving the reform process. It also champions the reframed relationship between Aboriginal and Torres Strait Islander peoples and the government.
- It will oversee design and implementation across all participating communities, and will ensure that all voices, including those of young people, are heard.

Membership and meetings

- The JCC meets between four and six times a year and includes membership from government (local, state and federal) and Queensland Aboriginal and Torres Strait Islander communities. Where possible, meetings are held in communities.
- The following 22 members comprise the JCC:

NAME	POSITION
Ms Kelly Barclay	Community representative
Mr Michael Bond	Community representative
Ms Michelle Deshong	Community representative
Ms Joann Schmider	Co-Chair and Community representative
Ms Susan Sewter	Community representative
Mrs Patricia Yusia	Community representative
Mayor, Remote and discrete Aboriginal and Torres Strait Islander Council	Local Government representative
Mayor, Remote and discrete Aboriginal and Torres Strait Islander Council	Local Government representative
Mayor, Remote and discrete Aboriginal and Torres Strait Islander Council	Local Government representative
Mayor, Remote and discrete Aboriginal and Torres Strait Islander Council	Local Government representative
Mayor, Remote and discrete Aboriginal and Torres Strait Islander Council	Local Government representative
Director-General, Department of Aboriginal and Torres Strait Islander Partnerships	Co-Chair and Queensland Government representative
Deputy Director-General, Homelessness and Sport, Department of Housing and Public Works	Queensland Government representative
Deputy Director-General, Strategy, Department of Child Safety, Youth and Women	Queensland Government representative
Deputy Director-General, Justice Services, Department of Justice and Attorney-General	Queensland Government representative
Deputy Director-General, Community Services and Seniors, Department of Communities, Disability Services and Seniors	Queensland Government representative

NAME	POSITION
Assistant Commissioner, Regional Queensland, Queensland Police Service	Queensland Government representative
Chief Aboriginal and Torres Strait Islander Health Officer, Queensland Health	Queensland Government representative
Deputy Director-General, State Schools Education, Department of Education	Queensland Government representative
Deputy Under Treasurer, Agency Performance, Queensland Treasury	Queensland Government representative
Deputy Director-General, Policy, Department of the Premier and Cabinet	Queensland Government representative
National Director, Regional Network, National Indigenous Australians Agency, Department of the Prime Minister and Cabinet	Commonwealth Government representative

Roles and responsibilities

- All members:
 - COMMIT: work in a unified and collaborative way, acting as champions of the reframed relationship between Aboriginal and Torres Strait Islander peoples and the Queensland Government e.g. actions are underpinned by truth telling, listening, engaging and focussing on strengths
 - DESIGN: influence the emerging design of the overarching framework and approach for the Local Thriving Communities reform; product and service development (such as guidance, tools, administrative processes); development of the legislative and evaluation frameworks
 - COMMUNICATE: inform conversations about Local Thriving Communities reform at the community level (including with young people to ensure their views are heard), and across government (through sharing learnings and success stories)
 - INFLUENCE: contribute to community and government readiness and planning for implementation including flexible and coordinated funding arrangements; financial considerations; ways to improve the accountability of government and community entities, and to improve the coordination and integration of programs and services

14 STAFF REPORTS - FINANCIAL SERVICES**14.1 FINANCIAL REPORT AS AT 31ST MAY 2020****Author:** Finance & Administration Manager

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

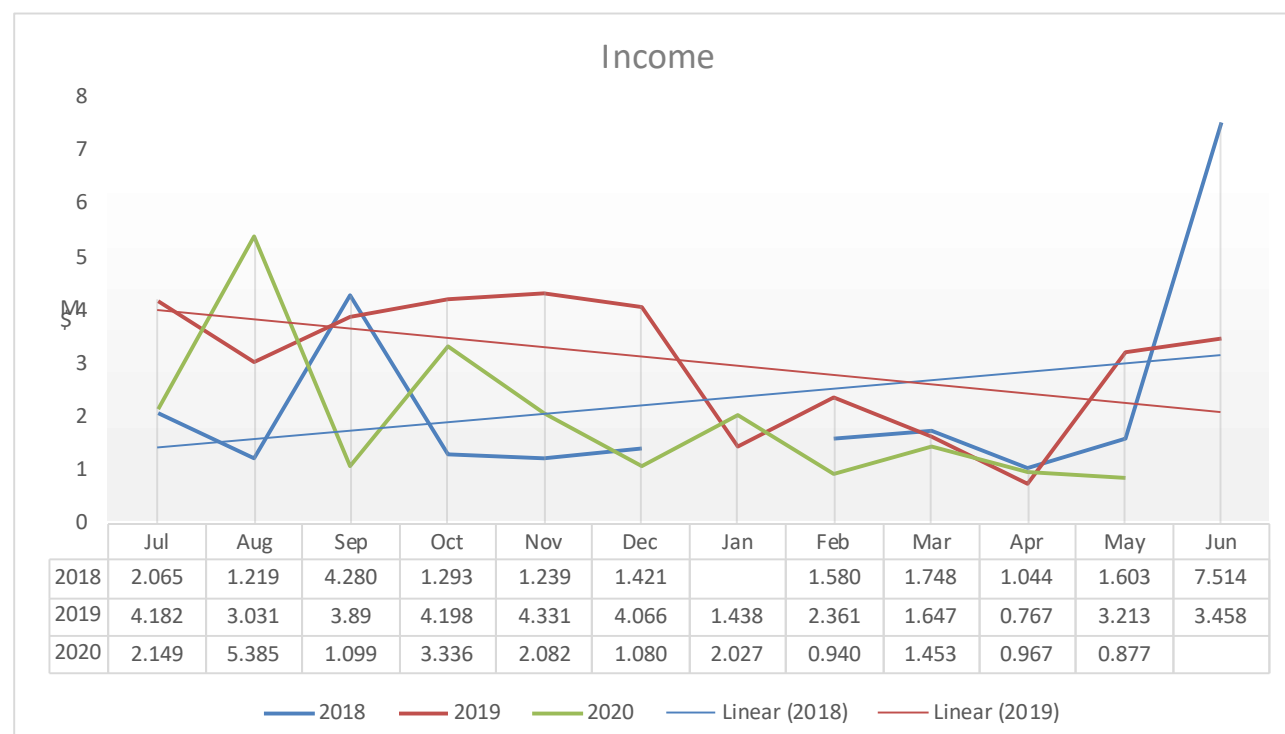
PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with a financial report as required under Section 204 of the Local Government Regulation 2012. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held. This report provides the following attachments as supporting information as at 31st May 2020 (i.e. 91.67% through the financial year);

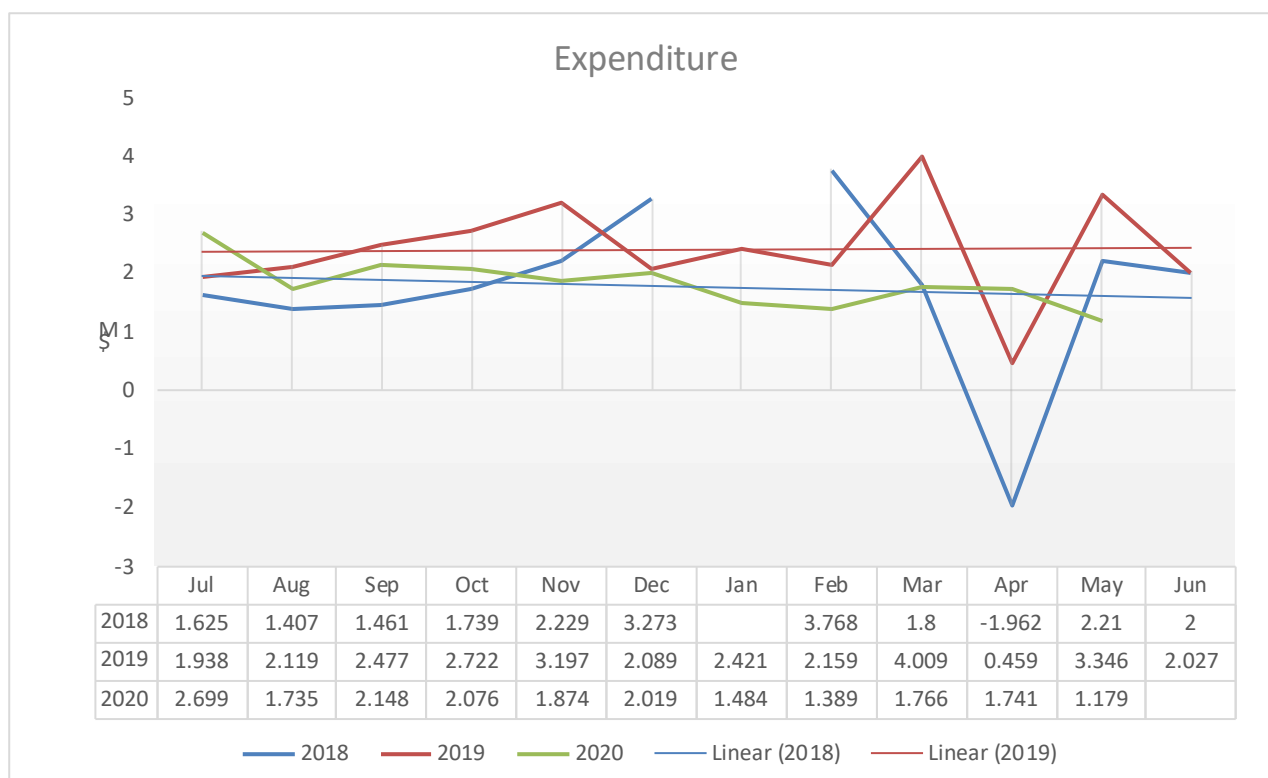
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows
- Capital Budget Summary

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

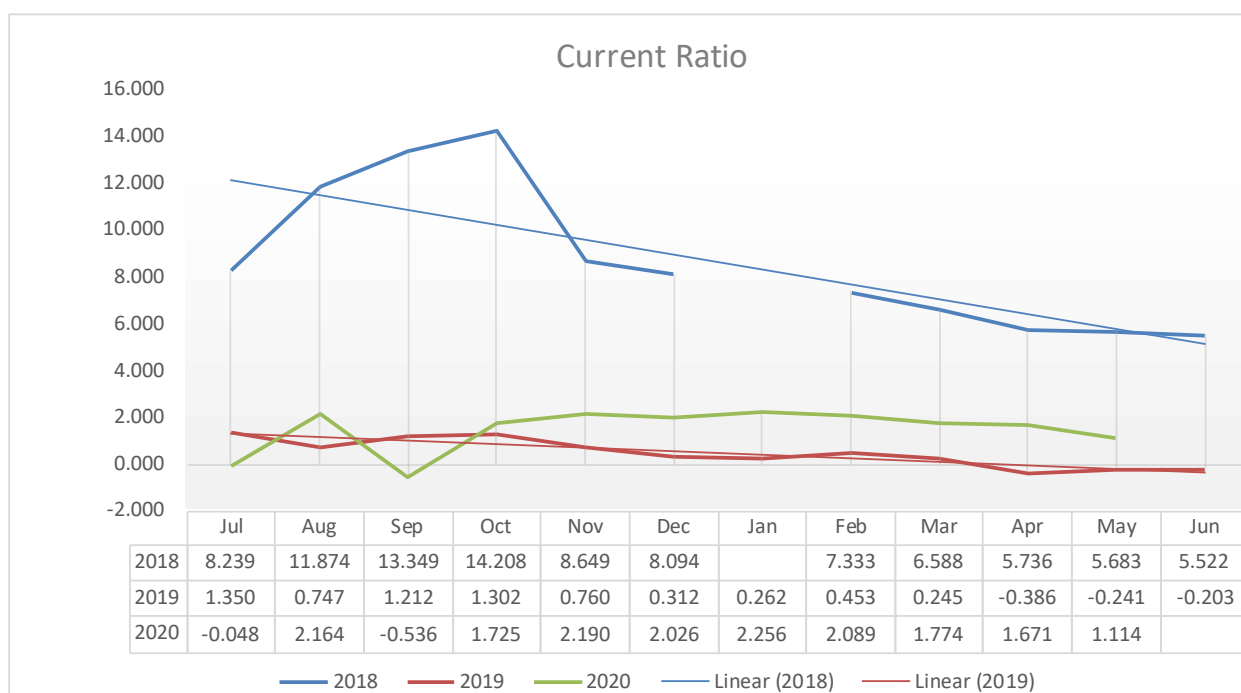
The following graphs illustrate the main points of interest. The data is drawn from the attached documents and comparative information which has been drawn from information presented to council in previous reporting months.



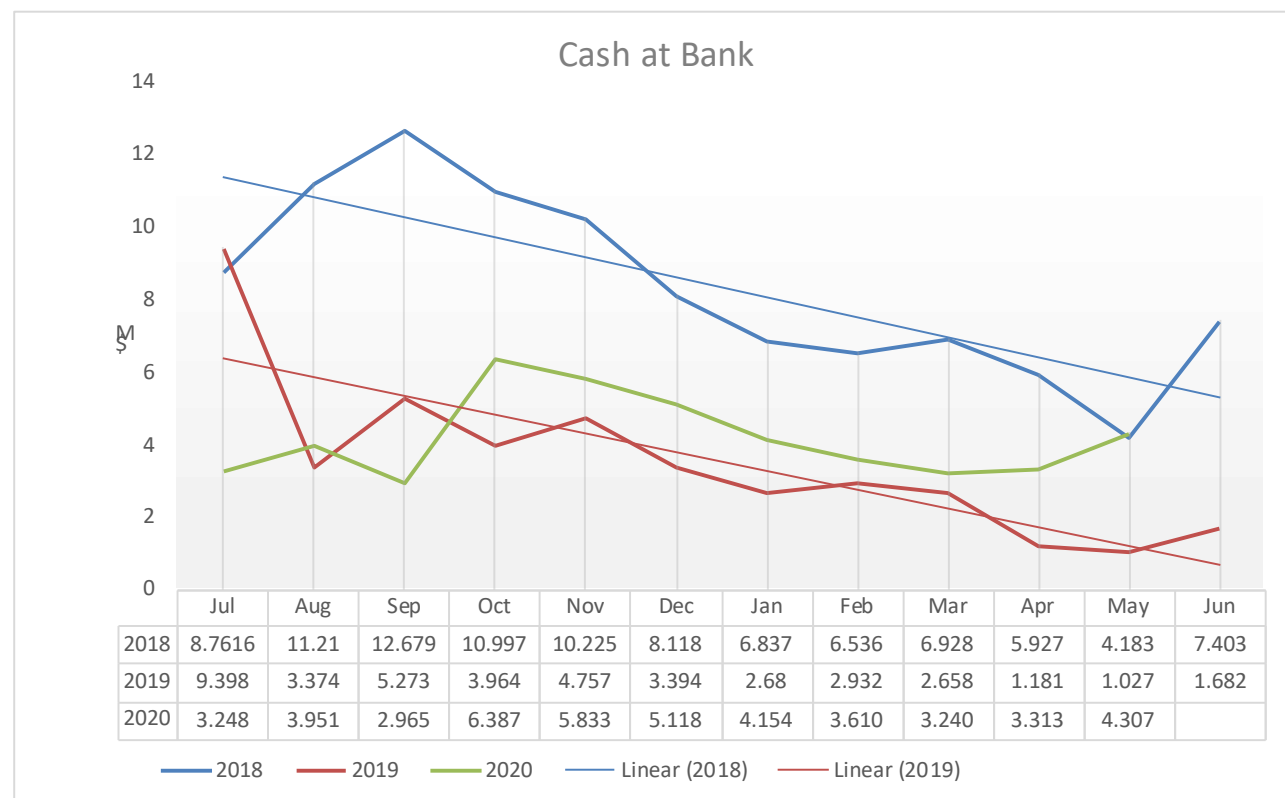
Comment: Total Income at 61% of total budget. Slightly down on budget YTD, predominantly as a result of timing of forecasted capital grants and contributions for disaster recovery works. Total recurrent revenue is 82% of budget as at 31 May 2020.



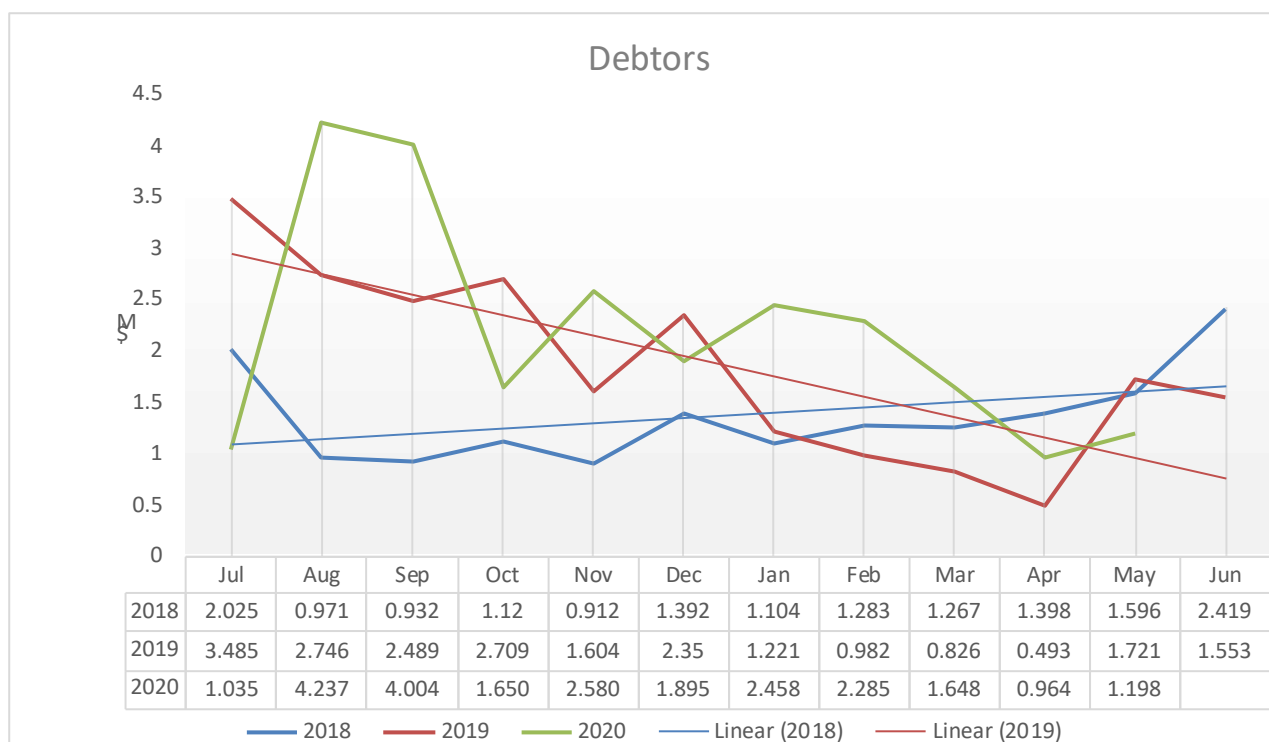
Comment: Expenditure at 81% of total budget and below the current budget. Employee benefits are currently 81% of budget as at 31 May 2020, materials and services are currently at 79% of budget. There is housing expenditure included in materials and services totalling approximately \$150,000 relating to variations in works which has been claimed and is currently being assessed. Depreciation expense is currently above budget, and an exercise in reviewing estimated useful lives of road infrastructure is being performed to ensure the fixed asset registers reflect current maintenance and renewal programs.



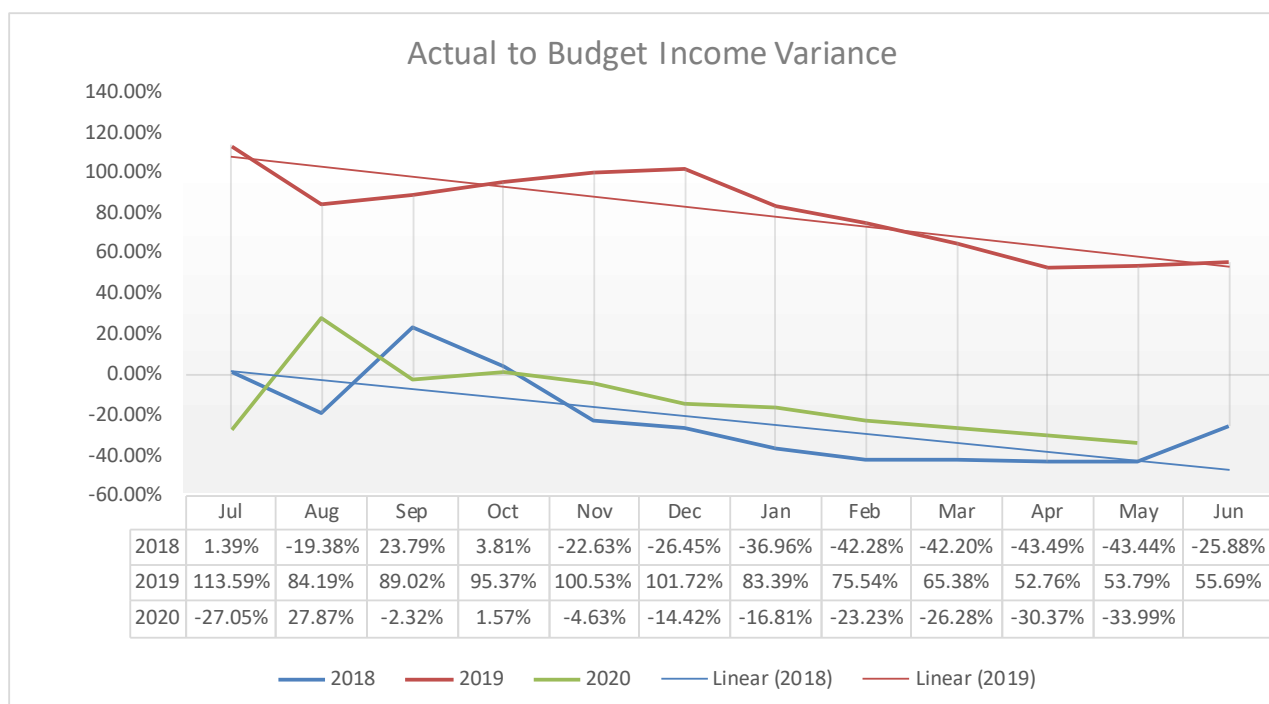
Comment: A current ratio above 1 is considered a minimum. Compared to 2018 this indicator excludes unexpended grant balances and debtors older than 30 days being included from current assets. It is envisaged this indicator will decrease in the later half of the year as Council draws down on the operational assistance grants received, and this is evident this month that a decrease has occurred to 1.114.



Comment: This graph provides comfort if it is trending upwards. This has remained at a similar value and increased in May 2020. When unexpended grants are excluded, Council has a positive cash at bank of \$1.940m, and improved during the month of May 2020. Council received the financial assistance grants totalling \$1,307,353 in May 2020, which represents 50% advance on the financial assistance grants allocated for 2020-21.

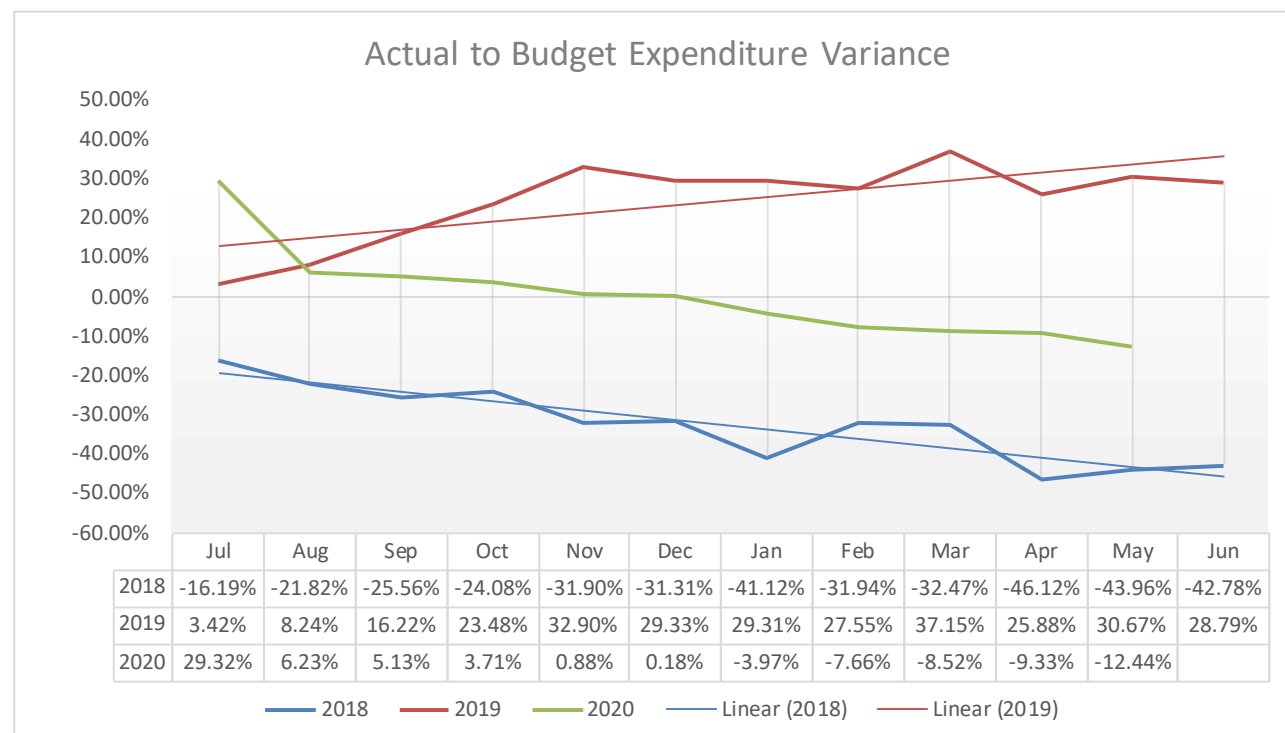


Comment: This graph should be trending downwards from the commencement of each year and has well and truly commenced this trend for 2019/2020. Whilst good progress has been achieved in the collection of council service charge revenue and ongoing housing program works, there are still several general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

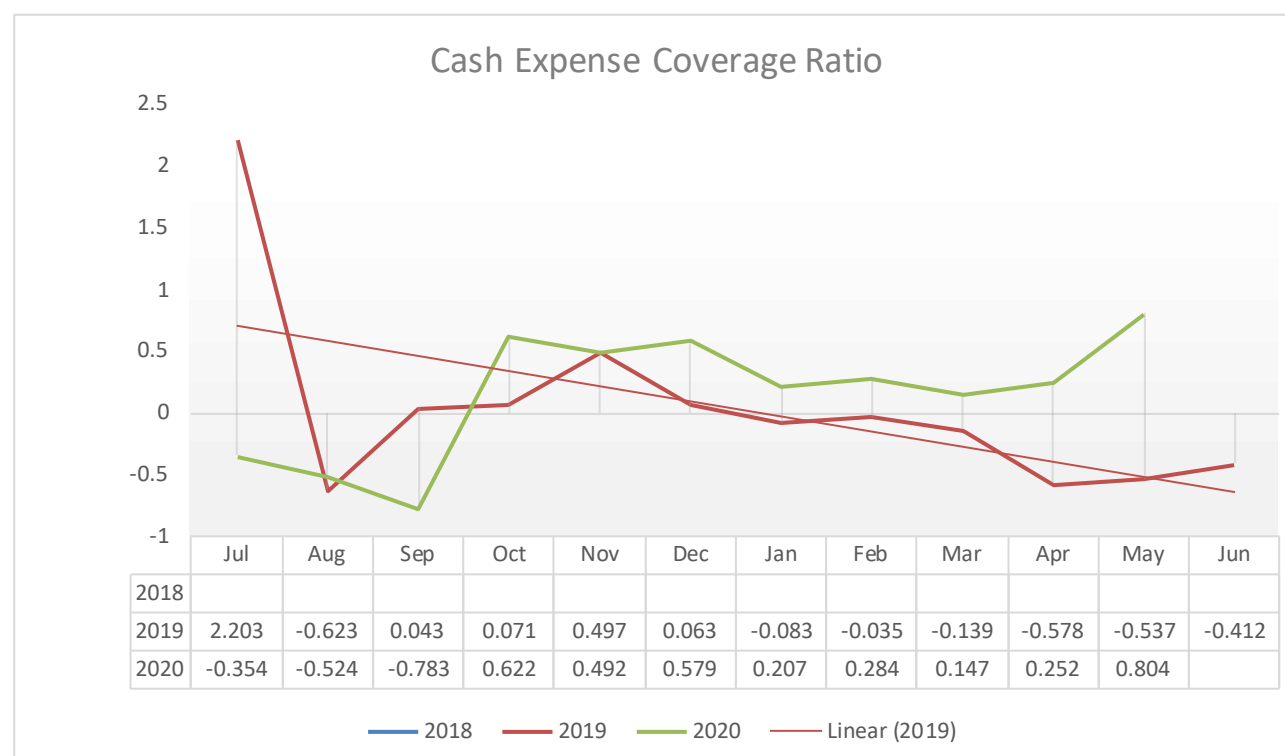


Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures have been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

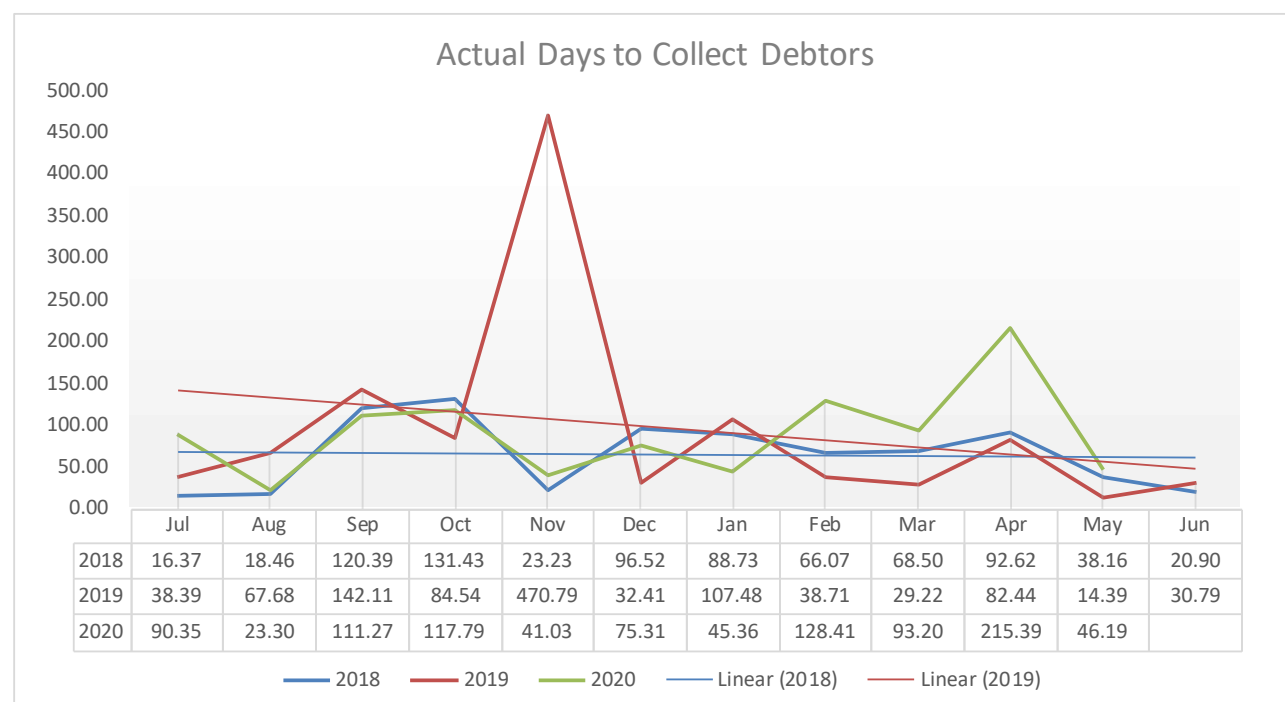
Budget Income variance has just fallen to -33.99% in May 2020, which predominantly is due to timing differences on the forecasting of Capital Grants and Contributions, i.e. disaster recovery funding.



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 below budget has increased slightly for the year to date of -12.44% at May 2020.



Comment: The expense coverage ratio has been included for the first time in 2019/2020 as is considered by QAO as a good indicator of a Council's short term liquidity. A healthy target as suggested by QAO is between three (3) and six (6). Mornington is one of nine (9) QLD councils with a cash expense coverage ratio of less than 3 months. This indicator needs to increase and further cost control measures may need to be taken if the ratio does not increase to acceptable levels. This ratio will decrease again as Council draws down on this cash. There is further works being reviewed to reduce operational expenditure, and maximise income opportunities. This ratio has improved this month due to the advance receipt of the financial assistance grants for 2020/21.



Comment: The actual days to collect debtors measures how quickly cash is being collected from debtors. A shorter number of days is preferred, else Council is financing debts of individuals and organisations. Council has implemented an interest charge for overdue debtors. It is hoped this acts as a disincentive for debtors with outstanding debts. The actual number of days to collect debtors improved during the month to an average of 46 Days, as Council has seen very good collections in current month billings being paid well ahead of terms, and the remaining average weighting increasing is due to institutions with outstanding general service charges to make their June Quarter instalment.

FINANCIAL & RESOURCE IMPLICATIONS

It is noted that the actual to budget income variance had decreased by -33.99%, and the actual to budget expenditure variance had decreased by -12.44% indicating a narrowing gap in the forecasted net result. This is due to an improvement in reducing and controlling ongoing operational expenditure. The % of actual vs. budget at 81% for the year to date is lower for recurrent expenditure then recurrent revenue at 82%. The effects in trading are still occurring as a result of a decrease in housing and accommodation revenue during the month of May 2020 due to Covid-19. The increase in the actual to budget total income variance is due to timing differences in the forecasting of the capital grants and contributions.

RECOMMENDATION

That Council notes and receives the information in this report.

Morrington Shire Council
Statement of Comprehensive Income
For the month ended 31 May 2020

	ACTUALS	ACTUALS/ BUDGET	ORIGINAL BUDGET	ORIGINAL BUDGET	REVISED BUDGET (@ Mar 20 Qbrs)
	31-May-20	%	31-May-20	30-Jun-20	30-Jun-20
Revenue					
Recurrent revenue					
Local Government Levies	2,837,022	85%	3,067,992	3,346,900	3,346,900
Fees and Utility Charges	1,469,289	263%	512,783	559,400	449,400
Rental Income	530,345	32%	1,530,558	1,669,700	1,339,700
Interest Earned	45,317	23%	183,333	200,000	50,000
Sales-Contracts and Recoverable Works	7,829,942	67%	10,710,929	11,684,650	10,856,650
Other Recurrent Income	100,130	40%	229,167	250,000	210,000
Grants, Subsidies and Contributions	4,996,953	126%	3,624,775	3,954,300	3,954,300
Total recurrent revenue	17,808,998	82%	19,859,538	21,664,950	20,206,950
Capital revenue					
Capital Grants, Subsidies, and Contributions	3,549,447		12,552,918	13,694,092	8,756,708
Total capital revenue	3,549,447	26%	12,552,918	13,694,092	8,756,708
Total revenue	21,358,445	60%	32,412,455	35,359,042	28,963,658
Capital Income	36,741	0%	0	0	0
Total income	21,395,186	61%	32,412,455	35,359,042	28,963,658
Expenses					
Recurrent expenses					
Employee Benefits	5,630,163	81%	6,391,722	6,972,788	6,620,788
Materials and Services	9,617,991	79%	11,156,257	12,170,462	11,911,462
Finance Costs	12,729	57%	20,442	22,300	12,000
Depreciation and Amortisation	5,035,788	86%	5,398,708	5,889,500	5,839,500
Total recurrent expenses	20,296,671	81%	22,967,129	25,055,050	24,383,750
Capital expenses					
Capital Expenses	-186,480		0	0	0
Impairment Losses	0		0	0	0
Total capital expenses	-186,480		0	0	0
Total expenses	20,110,191	80%	22,967,129	25,055,050	24,383,750
Net surplus	1,284,995	12%	9,445,326	10,303,992	4,579,908
Operating Capabilities before Depn and Capital Inc.	2,771,336		2,291,117	2,499,400	1,662,700
Operating Capabilities before Capital Income	-2,264,452		-3,107,592	-3,390,100	-4,176,800

Mornington Shire Council
Statement of Financial Position
For the month ended 31 May 2020

	ACTUALS	ORIGINAL BUDGET	REVISED BUDGET (@ Mar 20 Qbrs)
	31-May-20	30-Jun-20	30-Jun-20
Current Assets			
Cash and cash equivalents	4,306,693	4,768,154	1,723,249
Trade and other receivables	1,197,726	2,222,534	2,222,534
Inventories	873,613	469,406	469,406
Other financial assets	208,092	201,047	201,047
	<u>6,586,124</u>	<u>7,661,141</u>	<u>4,616,236</u>
	0	0	0
Total current assets	6,586,124	7,661,141	4,616,236
Non-current Assets			
Other financial assets non-current	5,731,595	6,122,400	6,122,400
Property, plant and equipment	113,480,484	130,371,683	122,087,864
Total non-current assets	119,212,079	136,494,083	128,210,264
TOTAL ASSETS	125,798,203	144,155,224	132,826,500
Current Liabilities			
Trade and other payables	2,404,615	1,425,036	905,336
Provisions	705,846	71,891	71,891
Loans	0	235,291	0
Total current liabilities	3,110,460	1,732,218	977,227
Non-current Liabilities			
Provisions	1,215,975	58,952	1,219,527
Loans	0	4,647,649	0
Total non-current liabilities	1,215,975	4,706,601	1,219,527
TOTAL LIABILITIES	4,326,435	6,438,819	2,196,754
NET COMMUNITY ASSETS	121,471,768	137,716,405	130,629,746
Community Equity			
Asset revaluation reserve	99,160,206	107,141,328	107,141,328
Retained surplus/(deficiency)	22,311,562	30,575,077	23,488,418
Other reserves	0	0	0
TOTAL COMMUNITY EQUITY	121,471,768	137,716,405	130,629,746

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

	ACTUALS	ORIGINAL BUDGET	REVISED BUDGET
	31-May-20	30-Jun-20	(@ Mar 20 Qbrs) 30-Jun-20
Cash flows from operating activities:			
Receipts from Customers	14,451,252	15,423,997	14,115,997
Payments to Suppliers and Employees	-16,959,215	-19,065,430	-18,556,428
	-2,507,963	-3,641,433	-4,440,431
Interest Received	45,317	200,000	50,000
Rental Income	1,389,939	1,614,043	1,614,043
Non-Capital Grants, Subsidies and Contributions	4,996,953	3,954,300	3,954,300
Borrowing Costs	0	-10,300	0
Net cash inflow (outflow) from operating activities	3,924,246	2,116,609	1,177,911
Cash flows from investing activities:			
Payments for Property, Plant and Equipment	-4,842,130	-18,626,400	-10,392,581
Payments for intangible assets	0	0	0
Proceeds from Sale of Property, Plant and Equipment	121,227	0	0
Finance lease Receipts	-627,308	0	0
Capital Grants, Subsidies and Contributions	3,549,447	13,694,092	8,756,708
Net cash inflow (outflow) from investing activities	-1,798,764	-4,932,308	-1,635,873
Cash flows from financing activities	0	5,000,000	0
Repayment of Borrowings	0	-117,060	0
Net cash inflow (outflow) from financing activities	0	4,882,940	0
Net increase (decrease) in cash held	2,125,482	2,067,241	-457,962
Cash at Beginning of Reporting Period	2,181,211	2,700,911	2,181,211
Cash at End of Reporting Period	4,306,693	4,768,152	1,723,249

Capital Budget Summary

Morrington Shire Council

31/05/2020

	Department	Budget	2019	YTD Capital Expenditure	Closing Balance	Committed Exp	Warehouse not posted	Adjusted Total	% of Budget	Grant Received in Previous Years	Current Year Grant	Total Grant Received	Restricted Funds
Project													
4100 Airport Terminal Building (RAAP)	Airport	1,790,000	1,652,401	118,922	1,771,323	8,500	-	1,779,823	99%	1,883,000	0	1,883,000	103,177
4100 Civic Centre (LGGSP)	Administration	8,662,820	22,875	5,999	28,874	1,200	-	30,074	0%	-	-	-	-
4100 Cyclone Shelter			11,321	-	11,321	-	-	11,321	-	-	-	-	-
4100 Dog Pound (W4Q)	Animal Control	472,000	460,334	19,001	480,235	-	-	480,235	102%	424,800	47,200	472,000	-
4100 Kiosk Upgrade	Leika Murrin: Kiosk		1,985	720	2,705	-	-	2,705	-	-	-	-	-
4100 Leika Murrin Tavern Upgrade (BOR)	Leika Murrin: Tavern	1,202,500	3,828	280,808	284,635	2,016	57	286,708	24%	500,000	-	500,000	213,292
4100 Places of Refuge (W4Q)		1,430,000	60,847	1,111,514	1,172,361	32,659	8,373	1,213,394	85%	715,000	572,000	1,287,000	73,606
4100 Staff Housing Install (W4Q)	Facilities: Residential	358,000	359,750	3,684	363,434	-	163	363,598	102%	322,200	35,600	358,000	-
4100 Storage Shed Refurb (W4Q)	Housing	340,000	44,904	313,927	358,831	4,567	6	363,423	107%	306,000	-	306,000	-
4100 Warehouse Shelving (W4Q)	Warehouse	210,000	214,897	-	214,897	-	-	214,897	102%	189,000	55,000	244,000	28,103
4100 RTO Demountable		-		11,431	11,431	-	-	11,431	100%	-	-	-	-
4150 Effluent Outflow Pipe (ICCP)	Sewerage Management	635,431	278,789	234,446	513,237	-	-	513,237	61%	816,067	120,230	936,297	423,060
4150 Sewer Pond Desludging (ICCP)	Sewerage Management			-	-	-	46	46	-	-	-	-	-
4150 Sewer Pump Station Upgrade (ICCP)	Sewerage Management	200,000		214,871	214,871	-	-	214,871	-	-	396,685	396,685	181,814
4250 Chlorine Hypo Dosing Upgrade (ICCP)	Water Management	103,011		111,273	111,273	-	-	111,273	-	-	86,719	86,719	-
4450 Airport Safety (RAAP)	Airport	1,210,000	846,546	391,282	1,237,827	750	335	1,238,912	102%	1,117,000	-	1,117,000	-
4450 Basketball Court Fencing		35,000	-	35,000	-	-	-	35,000	-	35,000	-	35,000	-
4450 Concrete Batch Plant (BOR)	Batching	496,556	484,970	1,212	486,182	-	-	486,182	98%	369,560	106,996	476,556	-
4450 Fuel Facility Upgrade (BOR)	Bowser	800,000	917,422	3,981	921,384	-	-	921,384	115%	501,220	-	501,220	-
4450 Service Station Upgrade (BOR)	Workshop and Plant	400,000	431,102	3,797	434,898	-	-	434,898	109%	400,000	-	400,000	-
DRFA - 2019 Event	Roads and Civil		114,446	2,014,380	2,128,826	-	-	2,128,826	-	35,940	2,128,826	2,164,766	35,940
Total		18,710,318	5,941,416	4,842,130	10,783,546	49,712	8,980	10,842,238	58%	7,614,787	3,549,447	11,164,234	1,059,992

14.2 BUDGET 2020-2021

Author: Acting Executive Manager Finance and Human Services

Attachments:

- 1 Draft Budget 2020-2021
- 2 Revenue Policy 2020-2021
- 3 Revenue Statement 2020-2021
- 4 Draft Fees and Charges 2020-2021
- 5 LTFP - Operating Statement - Ten Years Ended 30 June 2030
- 6 LTFP - Stmt of Financial Position - Ten Years Ended 30 June 2030
- 7 LTFP - Stmt of Cash Flows - Ten Years Ended 30 June 2030
- 8 LTFP - Stmt of Changes in Equity - Ten Years Ended 30 June 2030

PURPOSE (EXECUTIVE SUMMARY)

This report is for Council's approval of the proposed budget for 2020-2021.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 107A (2) of the Queensland Local Government Act 2009, outlines that the Mayor must give a copy of the budget, as proposed to be presented to the local government to each councillor at least 2 weeks before the local government is to consider adopting the budget. This first step was completed at the detailed presentation on 6th May 2020.

Council has a requirement under section 169 of the Queensland Local Government Act 2009 to prepare and adopt statements of financial position, cashflow, income and expenditure, changes in equity, a long term financial plan, fees and charges, revenue statement and revenue policy as part of adopting the Council Budget. These draft documents are presented for final approval and adoption.

Section 133 of the Local Government Regulation 2012 (LGR) and section 125 of the City of Brisbane Regulation 2012 (CBR) have been amended to change the way that the maximum interest rate on overdue rates and charges is calculated. The new method is based on the calculation used for the interest charged on unpaid State taxes under the *Taxation Administration Act 2001* (TAA) and the Taxation Administration Regulation 2012 (TAR) (i.e. the Reserve Bank of Australia (RBA) 'bank bill yield rate' plus a margin of 8 per cent). The interest rate for the 2020-2021 financial year will be 8.53 per cent.

FINANCIAL & RESOURCE IMPLICATIONS

The proposed budget documents the financial and resource implications if they are adopted as presented at the Council Meeting of 24th June 2020.

RECOMMENDATION

1. That the 2020-2021 budget documentation be adopted and approved.
2. That the 2020-2021 Revenue Policy be adopted and approved.
3. That the 2020-2021 Revenue statement be adopted and approved.
4. That the 2020-2021 fees and charges be adopted and approved.
5. That the 2020-2021 Interest rate be charged on overdue rates and charges be set at a rate of 8.53 per cent.

MORNINGTON SHIRE COUNCIL

DRAFT BUDGET 2020/21



Mornington Shire Council
Draft Budget 2020/21



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Mornington Shire Council
Draft Budget 2020/21



MAYOR'S WELCOME & INTRODUCTION

I would like to acknowledge the Traditional Owners and Custodians of this country and recognise their connection to land. I pay respect to them, their cultures, and to the Elders both past and present.

As your new Mayor, I am pleased to present Mornington Shire Council's proposed budget for the 2020/21 Financial Year.

In this years' budget Council has focused on investing in essential asset renewal and upgrade to ensure critical infrastructure and service delivery can meet the needs of our community now and into the future.

In addition, Council remains committed to its goal of generating revenues through our various business enterprises whilst at the same time looking for cost efficiencies across Council's operations, both in administration and community service delivery.

Council continues to work toward long-term financial sustainability, and to look at generating operating surpluses now and into the future. Our challenge is to work more efficiently and cost effectively to ensure the delivery of the planned services while still maintaining adequate skilled staffing levels.

The budget provides the framework from which the Operational Plan and Capital Projects Plan can be delivered which aims to strengthen our local economy, improve the health and opportunities of our people and protect our local environment.

The budget will look to deliver the following capital works projects:

- Administration and Civic Centre (Gununa Town Centre)
- Visitor Accommodation Centre (VAC) fence & security
- Plant replacement & upgrade
- Barge area safety and security
- Disaster Recovery Works (DRFA)
- Warehouse improvements
- Laneway upgrades

These projects are made possible due to our partnership with and support by State and Federal Government. I would like to thank our government stakeholders for their continued assistance, and I look forward to our ongoing collaboration to further strengthening the Mornington Island community.

Cr Kyle Yanner
Mayor

Mornington Shire Council
Draft Budget 2020/21



PREFACE

INTEGRATED REPORTING

The Budget is prepared as part of a suite of plans, reports and documents which align with Council's Strategic Corporate Plan, Asset management Plan, 10 Year Long Term Financial Plan and Annual Operational Plan.

The preparation and delivery of the Budget also ensures Council meets its Legislative and Regulatory obligations pursuant to the following:

LEGISLATIVE REQUIREMENTS:

Council is required to prepare a Budget for each Financial Year pursuant to:

- Local Government Act 2009 107A
- Local Government Act 2009 (12)(4)(b)
- Local Government Act 2009 (94)(2)
- Local Government Act 2009 (104) (5)(a)(iv)
- Local Government Regulation 2012 Chapter 5 Division 3

CORPORATE PARAMETERS:

OUR VISION

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

OUR MISSION

By 2021 Mornington will be a Community where:

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

**Mornington Shire Council
Draft Budget 2020/21**



OUR GOALS

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

- Enhancing community well-being
- Keeping our Culture alive
- Creating opportunities for prosperity
- Protecting our country
- Enhancing and supporting local business
- Having greater transparency and open communication between the three tiers of government.

COUNCIL VALUES

- Responsibility
- Respect
- Compassion
- Hard Work
- Working together
- Proud to belong

Mornington Shire Council
Draft Budget 2020/21



BUDGET OVERVIEW

Council has previously developed a ten-year Long-term Financial Plan, which details Council's projected operations as it works toward long-term financial sustainability. This budget is the second year of that ten-year plan.

The major focus in developing the budget continues to be the long-term financial sustainability of Council and the adequate maintenance of Community assets.

The Budget is comprised two major components:

- ✓ Recurrent (Operational) Budget
- ✓ Capital Expenditure Budget (Renewal, New and Upgrade)

The **Recurrent Budget**: effectively covers the day-to-day operations of the Council as determined by Council's Operational Plan.

The **Capital Expenditure Budget**: allocates funds to enable the replacement of assets at the end of their useful life, and acquisition of new and upgraded assets, as determined by the respective asset management plans for each class of assets.

New and upgraded assets included in the budget are generally funded by a combination of external funding sources such as grants, internal sources such as reserve funding, and operational surplus funds. There is no plan to use debt funding in the 2020/21 Budget.

Capital item purchases and project expenditure are generally identified within Council's Strategic and long-term Community Plans.

Key Objectives for the 2020/21 Budget:

- Continued emphasis on long-term financial sustainability.
- Fully maintain and replacement of existing asset base as and when it falls due.
- Expend the equivalent of the annual depreciation on the replacement of existing assets.
- Actively identify and pursue Grant funding.

Mornington Shire Council
Draft Budget 2020/21



SNAPSHOT OF THE BUDGET:

Summary of Income & Expenditure	
OPERATING REVENUE	\$ 20,450,320
Less: OPERATING EXPENDITURE	<u>\$ 22,161,022</u>
RESULT (Before Capital Income)	- (\$ 1,710,702)
Plus: CAPITAL INCOME	\$ 9,333,137
NET SURPLUS/ (COST of SERVICE)	<u>\$ 7,622,435</u>
Add back: DEPRECIATION	\$ 4,726,605
FUNDS Available for CAPITAL PROGRAM	<u>\$ 12,349,040</u>
Less: CAPITAL EXPENDITURE	- \$ 12,295,647
FUNDS Available for TRANSFER to RESERVE	<u>\$ 53,393</u>
TRANSFER to RESERVE (Internally Restricted)	- \$ 916,260
WORKING FUNDS SURPLUS/ (DEFICIT)	- (\$ 862,867)

The above table shows that the budget will require Council to ADD \$53,393 to its cash reserves after meeting all proposed **Operating** and **Capital Expenditure** commitments for the year. In addition, it proposes to 'quarantine' \$916,260 in internally restricted reserves to fund future asset replacement and upgrade for sewerage management, waste & landfill management, and water management.

Mornington Shire Council
Draft Budget 2020/21



PERFORMANCE INDICATORS:

Ratio	Definition	Target 2020-21	Forecast 2020-21	Status
Operating Surplus Ratio	Net result (excluding capital) divide by Total Operating Revenue (excluding capital)	0% to 10%	-8.37%	▼
Asset Sustainability Ratio	Capital Expenditure on replacement of Assets (Renewals) divide by Depreciation Expense	> 90%	110.89%	▲
Net Liabilities Ratio	Total Liabilities - less Current Assets divided by Total Operating Revenue (excluding Capital Revenue)	< 60%	27.51%	▲

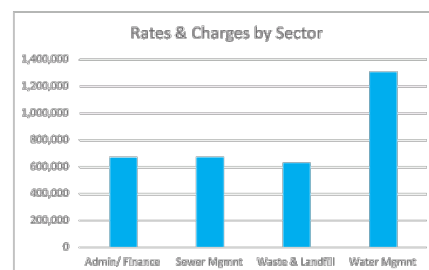
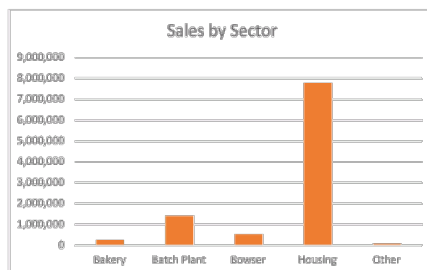
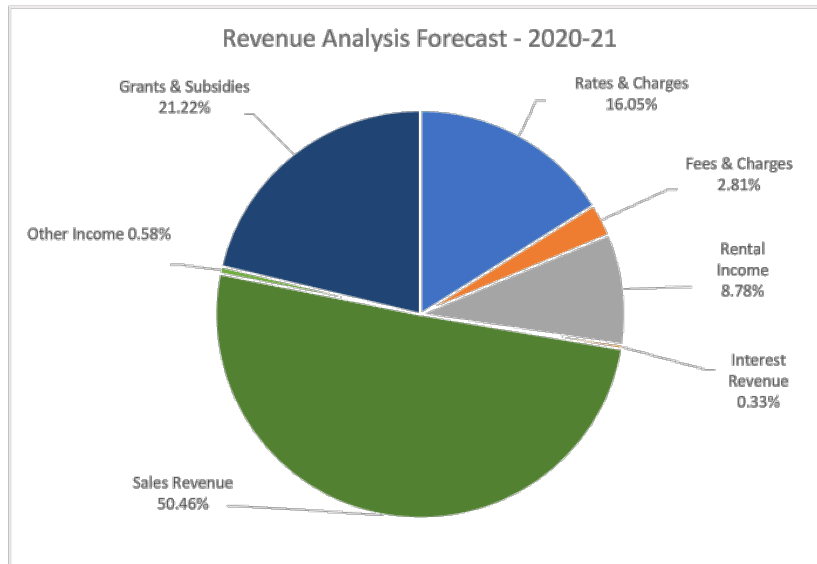
- Forecast Operating Deficit of (\$1.710 million) represents an Operating Surplus Ratio of -8.37% which falls outside Council's Target.
- Capital Expenditure on Renewal of Assets of \$4.91 million represents an Asset Sustainability Ratio of 110.89% which meets Council's Target.
- Council's Net Financial Liabilities ratio continues to be inside Council maximum Target.

Other Performance Measures				
Own Source Funds	Measures fiscal flexibility, the degree of reliance on external funding such as operating grants & contributions	> 60%	54.09%	▼
Current Ratio	To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council	> 1.5 times	7.91	▲
Cash Expense Cover Ratio	Indicates the number of months Council can continue paying its immediate expenses without additional cash inflows	3 Months	3 months	▲
Debt Service Cover Ratio	Measures the availability of operating cash to service debt including interest, principal and lease payments	> 2 times	>10 times	▲
Debt Service Ratio	Measures the Cost of repaying loan principal and interest as a percentage of revenue from ordinary activities	< 8.00%	-0.12%	▲
Building & Infrastructure Renewal Ratio	Measures the rate at which this asset class is renewed relative to the rate at which they are depreciated	> 100%	115%	▲

Mornington Shire Council
Draft Budget 2020/21



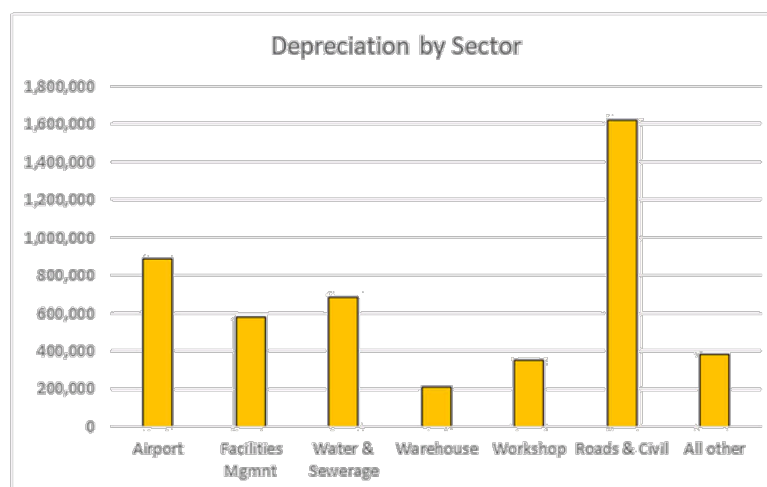
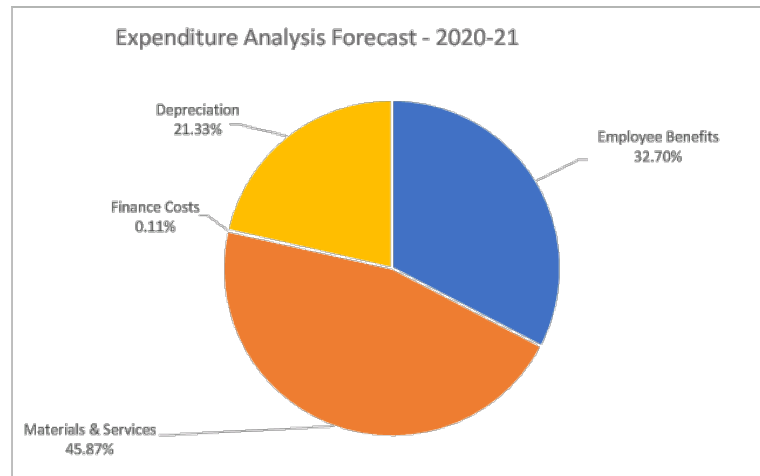
REVENUES



Mornington Shire Council
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EXPENSES



Mornington Shire Council
Draft Budget 2020/21



STAFF NUMBERS

Department	Staff FTE's	TOTAL
Executive Management		5.0
Governance & Communications		8.5
Finance & Human Services		26.5
- Finance & Administration	9.5	
- Sport & Recreation	1.0	
- Information Technology	1.0	
- Warehouse	4.0	
- Facilities Management	11.0	
Technical Services		22.0
- Tech Services Admin	1.0	
- Animal Control/ EHO	1.0	
- Water & Sewerage	6.0	
- Airport	1.0	
- Roads & Civil Works	5.0	
- Parks & Gardens	4.0	
- Waste & Landfill	4.0	
Infrastructure		40.0
- Infrastructure Admin	1.0	
- Housing	22.0	
- Batch Plant	4.0	
- Fencing Crew	5.0	
- Workshop	8.0	
- General Trades Crew	3.0	
- Special Projects	1.0	
TOTAL STAFF FTE		102.0

TOTAL STAFF FTE'S ARE DOWN FROM 123.5 in 2019/20

Mornington Shire Council
Draft Budget 2020/21



MOVEMENTS IN THE BUDGET -
COMPARISONS TO 2019/20 [ORIGINAL] BUDGET

ITEM	2019/20	2020/21	COMMENTS
Total Recurrent Revenue	\$21.665m	\$20.450m	Down due to budgeted Tavern/ Kiosk sales not occurring in 2020/21 (Lease Arrangement)
Total Capital Revenue	\$13.69m	\$ 9.333m	Down due to Tavern Refurbishment Grant in 2019-20 not reoccurring & Recovery funding less required in 2020/21
Total Expenditure	\$25.05m	\$22.161m	Down due to reduced Employee/ Contractor costs, reduced materials associated with reduced sales plus significant adjustment to Depreciation Expenses of Gravel Roads not in designated in Council control.
TOTAL Comprehensive Income	\$10.30m	\$ 7.622m	Down primarily due to the reduction in capital Grants income

BUSINESS ENTERPRISE PERFORMANCE

ENTERPRISE	\$ SURPLUS	COMMENTS
Bakery	\$ 1,800	The budget provides a 'break-even' forecast, investment in upgraded equipment and additional human resources is needed, new Kiosk/Tavern may provide a wholesale market for product.
Batch Plant	\$ 385,200	The budget reflects an operational margin of 30% with strong demand forecast for budget period.
Bowser	\$ 126,440	The bowser operates on a 30% margin, which is reflected in this budget, however with recent decreases in the cost of fuels [crude oil], Council can either maintain the current pump price and increase margin or pass savings onto the community.
Housing	\$ 2.44m	The Housing budget is the largest section of the 'sales' budget and typically returns Council a surplus of around \$2m. However, the planned works program may be impacted by COVID-19 restricting access to trades and other off-island contractors.
Motel	\$ 331,770	The motel is continually booked to above 90% capacity. Investment in additional rooms and amenities will meet additional demand and increase operating surpluses.
Visitor Accommodation Centre	\$ 490,920	The VAC continues to return an adequate return to Council.

Mornington Shire Council
Draft Budget 2020/21



BUDGET SUMMATION

- Capital Expenditure is limited to projects that enhance Council's compliance with Workplace Health and Safety, and/ or where available grant funding is available to enable Council to leverage on its own funds, and in consideration of other budget constraints.
- With the proposed organisation chart, it is forecasted to significantly limit employee overtime as staff numbers are at a level to meet forecasted capacity needs. This will bring forth significant savings to Council's on-going operational costs and improve operational efficiency and overall productivity. Employee Structure costs forecasts to rise with applicable award increases.
- Increase in Fees and Charges and operating expenditure mostly in line with forecast CPI of 1.80%.
(ABS, Weighted average of eight capital cities, All groups CPI, Dec 19 Qtr.)
- Utility Charges are proposed to increase by 20% to align revenues with costs and to provide for reserve funds for future asset replacement required. General Service Charge is proposed to increase by 4%.
- Current levels of operating revenue from Council's own sources cannot cover operating expenditure. Council is reliant on untied grants to maintain council services including:
 - ✓ Council administration and councillor remuneration
 - ✓ Town streets
 - ✓ Parks & Gardens
 - ✓ Sports and Recreation
 - ✓ Warehouse and Barge
- Council Enterprises – the goal is that all Council Enterprises return a profit in 2020/21. This includes the batch plant, bakery, motel, visitor accommodation centre, housing, workshop and plant operations. Reviews of all enterprises are scheduled in the budget year to ensure profits are achieved and optimised.
- Tied Grants
 - ✓ Unexpended grant funds quarantined in Councils bank accounts
 - ✓ Accurate allocation of project costs from requisition level
 - ✓ Close monitoring of expenditure levels
 - ✓ Timely lodgement and acquittals of reports.
- Untied Grants
 - ✓ Essential for Council long-term sustainability, as there is insufficient profitability from enterprises to cover total Council operations.

Mornington Shire Council
Draft Budget 2020/21



CAPITAL EXPENDITURE PROGRAM

CAPITAL EXPENDITURE SUMMARY

#	Item/ Project	Budget \$	Ind.
1	Admin Centre Redevelopment [B'fwd from 19/20]	\$ 5,908,547	R-U -7.
2	Roads & Civil Works – Gununa Lanes Re-Sheeting	\$ 152,800	R - 1.
3	DRFA - Disaster Recovery Works	\$ 2,923,500	R – 2.
4	Warehouse - Red shed floor	\$ 200,000	N
5	- Warehouse yard seal/ concrete	\$ 200,000	N
6	- Barge & Jetty safety Upgrade (Stage 1-2)	\$ 200,000	N
7	- LPG refill station	\$ 5,000	N
8	Information Technology – PC & peripherals	\$ 40,000	R
9	Bakery – equipment	\$ 40,000	R
10	Batch Plant – Amenities Block	\$ 5,000	N
11	Emergency Service – residence	\$ 170,000	N – 4.
12	Parks & Gardens – Storage Container - Cemetery	\$ 20,000	N
13	- Casket Lowering Device	\$ 15,000	R
14	Technical Services – Cable Locator	\$ 5,000	N
15	Works for Queensland – Covid-19	\$ 1,160,000	N-R
16	Council housing (insurance recovery)	\$ 200,000	R – 3.
17	Visitor Accommodation Centre (VAC) Improvements	\$ 170,000	R
18	Council special projects (Carried forward 2019/20)	\$ 241,000	U
19	Workshop Plant & Equip – Backhoe	\$ 200,000	R
20	- Parks & Gardens - Ride-On Mowers (Qty 2)	\$ 30,000	R
21	- Small Plant & Equipment	\$ 20,000	R
22	- All Terrain Forklift	\$ 150,000	N
23	- Low Loader	\$ 50,000	R
24	- Triton Utility (Qty x 2)	\$ 70,000	R
25	- Gravel Truck	\$ 40,000	R
26	- Dingo Digger/ Post hole digger	\$ 49,800	R
27	- Street Sweeper (Tractor linked)	\$ 30,000	N
	TOTAL CAPITAL EXPENDITURE PROPOSED (*1)	\$12,295,647	

* (1) All Capital Expenditure projects are required to meet criteria set through Council's Project framework.

Mornington Shire Council
Draft Budget 2020/21



CAPITAL REVENUE SUMMARY

	Source	Item/ Project	Budget \$
1.	Roads to Recovery	Roads & Civil Works	\$ 152,800
2.	DRFA	Cyclone recovery works	\$ 2,923,500
3.	Insurance Recoveries	House Replacement	\$200,000
4.	Sale of Surplus Plant/ Equipment	Workshop Plant & Equipment	\$ 20,000
5.	Qld State Govt.	Emergency Services – New Residence	\$ 150,000
6.	Qld State Govt.	Works for Queensland – Covid-19	\$ 1,160,000
7.	Comm/ State Govt.	Admin Centre Redevelopment (* \$1,595,308 Received 2019/20 x contract Debtor)	\$ 4,726,837
	TOTAL CAPITAL REVENUE		\$ 9,333,137

Index.

- R – Asset Renewed (i.e. Existing Asset Replaced)
 U – Asset Upgraded (i.e. Increase in Functionality and Capacity of Existing Asset)
 N – New Asset
 # – Grant Funding

PROJECTS FRAMEWORK

Council will apply the use of the Project Management Control system which provides a framework for the planning, organising, execution, and management of all projects from inception to completion within an organisation. The budget project items will be put through a configurable business case framework. This flexible approval engine allows the executive to define the specific approval criteria which drives the approval workflow. The use of the Project Management Control provides oversight across all projects to monitor planning and progress against budget.

WORKS FOR QUEENSLAND GRANT (COVID-19) WORKS

This Budget provides for an amount of \$1,360,000, which will be used as follows:

- *Maintenance - \$200,000*

The project will rectify several council buildings, facilities and compounds. Works will include re-stumping, modifications and minor repairs, fencing, painting, replacing fittings and fixtures as necessary.

- *Upgrades - \$1,160,000*

Construction of 2 accommodation units and associated site works. Rectification of outdoor entertainment areas at the motel site, visitor's accommodation camp and staff housing, inclusive of hard and soft landscaping, painting and restoration as required.

PRE-PROJECT & FEASIBILITY WORKS

This Budget provides for an amount of \$200,000 in the administration/ finance operations budget for consultant work on pre-project and feasibility study for identified future capital works projects.

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It is essential now, when applying for Government Grant Funding to have projects “shovel ready” to be considered for approval. Management consider this an essential step in providing Council with every opportunity for success in its strategy of identifying and seeking capital grant funds. A major project planned in the next five years subject to acquiring grant funding will be to expand the storage capacity of the water storage dam and assisting with improving water security for the township of Gununa.

BUILDING AND CONSTRUCTION

During the coming 12 months our Community will see:

- The commencement of the new Administration Centre
- New residence for Emergency Services
- Visitor Accommodation Centre [VAC] improvements to improve security.
- Upgrades to Warehouse & ‘Red Shed’ floor and ground surfaces
- Amenities and storage at various Council & Community sites.
- Construction of 2 accommodation units
- Outdoor entertainment area & associated site works - Tavern

ROADS AND CIVIL CONSTRUCTION

Works to roads and infrastructure will be limited to maintenance and repair, funded by the annual Roads to Recovery Funding and any DRFA funding provided for repair of damage caused by Cyclones and Monsoonal troughs.

It is proposed that the commonwealth roads to recovery will be able to complete the following projects in 2020/21:

	Proposed Works	Location	Program
1.	Re-Sheeting	Laneway - Wengka Street to Mukakiya Street, Gununa	2019/20 Cfwd
2.	Re-Sheeting	Laneway – Jimbarn Street to Mukakiya Street, Gununa	2020/21



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PLANT & EQUIPMENT

Significant investment in the replacement and upgrade of plant & equipment is required to ensure continuation of services across all areas of the community. To optimise efficiencies, a detailed analysis has identified the following items requiring replacement in 2020/21. These include:

- Back-hoe
- Parks & Gardens – ride-on mowers
- Low loader
- Light Vehicles - Triton utilities (Qty x 2)
- All terrain forklift
- Gravel truck
- Dingo digger / post hole digger
- Street sweeper (Tractor led)
- Small plant – e.g. Wacker, high-pressure sand blaster

MAJOR PROJECTS

Mornington Shire Council Civic Centre

The Mornington Shire Civic Centre will deliver a new 'smart' Council administration building & Chambers in the town centre consolidating all Council operations into one facility. The building includes a one-stop reception, visitor information centre, Council chambers, offices & open plan office for 23 staff in stage 1, CCTV control room / security base, disaster management centre.



Council has received approved grants to date of \$5,317,692. Mornington Shire Council will contribute \$590,855 towards the project over two years.

Benefits

- This project will create jobs for the community, delivering jobs during construction and 17.75 FTE post-construction
- Increases commercial viability off town centre
- Improves access to services and activities
- Efficiency dividends co-locating staff and leveraging adjoining facility
- Landscaping, open reception and targeted activities attract and build connection with community and youth
- Streetscape, outside meeting areas, video-arcade, future water play and amphitheatre improved amenity
- Community safety is enhanced through well-equipped disaster management centre as well as visible security
- Building is sustainable, energy and water efficient

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Barge Safety and Security Upgrade

It is proposed to commence the barge area security & safety upgrade. This will include fencing and a boom gate to the barge loading & uploading area immediately securing the area throughout barge operations. This capital will mitigate the risk to the public at these times.



This project is to reduce the extreme risk of serious injury to members of the public and Mornington shire Council employees through a controlled operational area utilising barricading and signage. This will incorporate an implemented traffic management plan for the unloading of the barge by restricting the unauthorised entry of vehicles. Thus, resulting in a significant reduction in risk regarding vehicle collision due to one entry point to the barge operations.

Special Projects Carried Forward (x 2019/20)

As per resolution 2020/107, the following budgets have been allocated to complete special projects from 2019/20. These include:

SPECIAL PROJECT	AMOUNT
Airport Works	\$ 40,000
Dog Pound Termite Proofing – Enabling final certification	\$ 5,000
'Red Shed' Ground Stabilisation, Cross Overs	\$ 20,000
Batch Plants	\$ 40,000
IT Network Infrastructure Project	\$ 136,000
	\$ 241,000

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OTHER TARGETS & INDICATORS

The 2020/21 Budget continues Council's strategy operate sustainably and to build up Council Cash Reserve Funds for future capital projects and shire development.

All Capital purchases/ projects are supported by a Business Case and assessed against Council and Community needs, whilst considering the Strategic and Long-term plans of Council.

There are current projects underway which have been based in previous budgets. These programs will be assessed at the end of the year in establishing a carry-over program of works to be considered in the June and September Quarterly Budget Review.

The Budget has allocated **Transfer to Reserves** (Internally Restricted) as follows:

Transfer to Reserve	\$
Sewerage Management	\$ 137,200
Waste & Landfill Management	\$ 322,940
Water Management	\$ 456,120
+ Reserve Funds (Internally Restricted)	\$ 916,260

The Transfer to Reserve amount is the Surplus Revenue amount, after all expenses [including Depreciation] for that Departments Operations. This in effect 'quarantines' funds for future capital replacement of Assets within those operations.

NOTE:

Council is required to provide provision for the rehabilitation of its land-fill site pursuant to legislation and regulation administered by the Environmental Regulatory Practice, Department of Environment and Science, Queensland Government, and as such Council recognises an unfunded liability of \$1.095 million in its Balance Sheet to reflect this.

Other Considerations:

- Resource scheduling for capital works indicates it will be necessary for the works to be completed by a combination of contractors and Council's existing workforce.
- Materials and Supplies costs are aligned with the proposed program of works.
- Wages cost are programmed to decrease over the next three years of the LTFP. It is targeted for a \$1m decrease per annum in wages.
- A strategy is to set a target of 25% apprentice, trade assistants and structure traineeships has been set for the long-term. As the strategy is implemented, there will be the potential to increase the FTE staff in the short term for an equivalence of costs. This will have the additional benefit of providing succession opportunities, a younger workforce and provide skill development for the community.

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- A strategy is also to have a goal of 80-85% Indigenous workforce within our council. The minimum baseline goal set is at 75% indigenous employees which equates to 77 personnel.
- Several strategies will be deployed to meet resourcing requirement peaks. If the internal resourcing is insufficient to meet the delivery needs of the works program. These will include such things as outsourcing, short-term labour hire arrangements and more flexible work arrangements with current staff.
- It is anticipated that in the proposed budget will see the continuation of implementing lean principles and a philosophy of best practice, there will be a measurable increase in productivity per employee.
- It is anticipated with the implementation of the new Corporate Information System, which besides ongoing saving in licensing costs, there will be cost savings as technological improvements roll out. Day-to-day administrative procedures will be replaced by electronic workflows through the 'Cloud', and reduce paper based time-consuming systems.

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PROJECTED FINANCIAL STATEMENTS

Mornington Shire Council			
Projected OPERATING STATEMENT 2020/21			
	Original Budget 19/20	Revised Budget 19/20	Budget 20/21
Revenue			
Operating Revenue			
Rates and Charges	3,346,900	3,346,900	3,281,500
Fees and Charges	559,400	449,400	527,700
Rental Income	1,669,700	1,339,700	1,796,200
Interest Revenue	200,000	50,000	68,000
Sales Revenue	11,684,650	10,856,650	10,318,480
Other Income	250,000	210,000	118,740
Grants, Subsidies, Contributions	3,954,300	3,954,300	4,339,700
Total Recurrent Revenue	21,664,950	20,206,950	20,450,320
Capital Revenue			
Grants, Subsidies, Contributions	13,694,092	8,756,708	9,113,137
Other Capital Revenue	0	0	220,000
Gain on sale of non-current Assets	0	0	0
Total Capital Revenue	13,694,092	8,756,708	9,333,137
Total Income	35,359,042	28,963,658	29,783,457
Expenditure			
Operating Expenditure			
Employee benefits	(6,972,788)	(6,620,788)	(7,245,577)
Materials & Services	(12,170,462)	(11,911,462)	(10,164,840)
Finance Costs	(22,300)	(12,000)	(24,000)
Depreciation	(5,889,500)	(5,839,500)	(4,726,605)
Total Expenditure	(25,055,050)	(24,383,750)	(22,161,022)
OPERATING CAPABILITIES [BEFORE DEPRECIATION & CAPITAL INCOME]	2,499,400	1,662,700	3,015,903
OPERATING CAPABILITIES [BEFORE CAPITAL INCOME]	(3,390,100)	(4,176,800)	(1,710,702)
TOTAL COMPREHENSIVE INCOME	10,303,992	4,579,908	7,622,435

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Mornington Shire Council	
Projected STATEMENT of FINANCIAL POSITION 2020/21	
Projected As at 30/6/2021	Budget 20/21
Current Assets	
Cash and Cash Equivalents	5,161,224
Trade and Other Receivables	1,671,338
Inventories	756,761
Other Financial Assets	247,187
Total Current Assets	7,836,510
Non-Current Assets	
Trade and Other Receivables	0
Other Financial Assets	5,731,595
Property, Plant and Equipment	126,820,334
Total Non-Current Assets	132,551,929
TOTAL ASSETS	140,388,439
Current Liabilities	
Trade and Other Payables	286,822
Provisions	703,514
Loans	0
Total Current Liabilities	990,336
Non-Current Liabilities	
Trade and Other Payables	0
Provisions	1,219,527
Loans	0
Total Non-Current Liabilities	1,219,527
TOTAL LIABILITIES	2,209,863
NET COMMUNITY ASSETS	138,178,576
Community Equity	
Asset Revaluation Reserve	107,141,328
Retained Surplus	30,120,988
Other Reserves	916,260
TOTAL COMMUNITY EQUITY	138,178,576

Mornington Shire Council
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Mornington Shire Council				
Projected STATEMENT of CHANGES in EQUITY				
Budget 2020/21				
Projected As at 30/6/2021				
	Asset. Rev. Reserve	Retained Surplus	Other Reserves	Total
Opening Balance	107,141,328	23,414,813	-	130,556,141
Revaluation Adjustments				-
Net Operating Results		6,706,175		6,706,175
Transfers to Capital				-
Transfers to Reserves			916,260	916,260
Transfers from Reserves				-
Closing Balance	107,141,328	30,120,988	916,260	138,178,576

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Mornington Shire Council	
Projected CASHFLOW STATEMENT 2020/21	
Projected as at 30/6/2021	Budget 20/21
Cash flows from operating activities:	
Receipts from Customers	14,246,420
Payments to Suppliers and Employees	(17,410,417)
	(3,163,997)
Interest Received	68,000
Rental Income	1,796,200
Operating Grants & Subsidies	4,339,700
Borrowing Costs	(24,000)
Net Cash Inflow (Outflow) from operating activities	3,015,903
Cash flows from investing activities:	
Payments for Property, Plant and Equipments	(9,492,400)
Payments for Intangible Assets	
Proceeds from Sales of Property, Plant & Equipment	220,000
Finance Lease Receipts	
Capital Grants and Subsidies	9,113,137
Net Cash Inflow(Outflow) from investing activities:	(159,263)
Cash flows from financing activities:	
Proceeds from borrowings	0
Proceeds from Borrowings	0
Repayment of Borrowings	0
Net Cash Inflow(Outflow) from financing activities	0
Net Increase(Decrease) in Cash and Cash Equivalents:	2,856,640
Cash and Cash Equivalents at Beginning of reporting Period	2,304,584
Cash and Cash Equivalents at End of Reporting Period	5,161,224

Morrington Island Council																
Proposed CONSOLIDATED BUDGET 2020/21																
Ratrs, Levies & Charges	Fees & Charges	Rental Income	Revenue			Expenditure					Total Operating Capacity before Depreciation	Capital		Total Capital Revenue	the Dec in Operating Capacity	Total
			Interest Rec'd	Sales	Other Income	Grants - Operational	Total Recurrent Revenue	Materials & Services	Employee Costs	Finance Costs		Total Recurrent Expenses (w/ Depreciation)	Depreciation			
670,000	450,000		68,000	3,600	5,600	3,614,000	4,361,200	1,656,245	(704,685)	(24,000)	(2,884,930)	(40,000)	1,936,270	200,000	4,926,837	6,863,107
						450,000	450,000	(135,420)	(159,000)		(194,420)	(890,000)			0	(634,420)
						170,200	170,200	(81,180)	(157,000)		(170,200)	(1,000)			0	(68,980)
						250,000	250,000	(64,800)	(167,600)		(232,800)	(2,800)	1,800		0	1,800
						1,432,000	1,432,000	(811,000)	(159,800)		(1,010,800)	(84,000)	385,200		0	385,200
						533,500	533,500	(399,560)	(117,700)		(499,260)	(11,700)	126,440		0	126,440
							0	(98,600)	(309,600)		(408,200)				0	(408,200)
							23,000	0	(116,400)		(93,400)				0	(70,400)
							23,000	0	(1,685,077)		(1,662,077)	(173,720)	150,000		0	(1,684,797)
							0	0	(252,250)		(252,250)	(9,000)			0	(261,250)
							419,400	0	0		(612,410)	(9,000)			0	(621,410)
							419,400	0	0		(59,340)	(157,135)	163,265		0	163,265
							47,340	0	0		(19,340)	(208,175)	220,175		0	(220,175)
							210,000	0	0		(332,625)	(7,450)	2,444,550		0	(114,625)
							7,790,000	0	0		(902,200)	(15,380)	2,444,550		0	2,444,550
							50,000	0	0		(131,780)	(284,300)	(315,080)		0	(316,080)
								0	0		(418,820)	(12,300)	(493,120)		0	(493,120)
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REVENUE POLICY STATEMENT

COMMENCEMENT

The Mornington Shire Council Revenue Statement will take effect following the adoption of Council's Budget.

PURPOSE

Pursuant to Section 169(2)(b) and Section 172 of the Local Government Regulation 2012, Council is required to adopt a Revenue Statement outlining the levying of General Rates and Service Charges.

INTRODUCTION

Council is unable to levy a general rate as the Shire contains no Freehold Land over which Council can maintain any control owing to its location.

Council is therefore reliant on continued government grant funding, remaining at least at its current level, to continue its operations.

DIFFERENTIAL GENERAL RATES

On 15 March 2008, the Mornington Shire Council boundaries were amended to include land on Sweers and Bentick Islands, not previously included within the Shire. Some of this land is freehold land. However, as Mornington Shire has no funds to manage the introduction of a rating system for that land, or to provide services in keeping with those expected by ratepayers being levied such a rate, the Mornington Shire Council considers that all land within its local government area as non-rateable.

Consequently, the Council does **NOT** levy a general rate.

SEWERAGE CHARGES

The Sewerage Utility Annual Charge proposed for 2020-21 is \$1,510 per pedestal per year.

This amount has **increased by 20%** from last year to achieve a surplus position as required by Council, and to build Reserves to maintain and renew Sewerage Infrastructure as outlined in Council's Asset Management Plan.

A sewerage utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with connection to the sewerage service.

The sewerage charge is set to recover the cost associated with the provision of sewerage and wastewater services provided by Council in the financial year. These costs include the cost of on-going maintenance and operation of the system, including treatment plant operations.

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WASTE COLLECTION CHARGES

The Waste Collection Utility Annual Charge proposed for 2020-21 is \$1,790 per bin per year.

This amount has **increased by 20%** from last year to achieve a surplus position as required by Council, and to build Reserve Funds to maintain plant & equipment and to fund the rehabilitation of our landfill site.

Council currently has an unfunded liability of \$1.095 million [shown in the Financial Position Statement] to reflect this position.

A waste collection utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with a waste collection service.

The waste collection utility service charge is set to recover the cost incurred by Council in the collection and disposal of residential or commercial premises' waste in the financial year. These costs include the cost of on-going maintenance and operation of the system, including the supply and maintenance of bins, compactors, earth-moving equipment and a waste management facility.

WATER SUPPLY CHARGES

The Water Supply Annual Charge set for 2020-21 is \$3,545 per unit per year.

This amount has **increased by 20 %** from last year to achieve a surplus position as required by Council, and to build Reserve Funds to maintain and rehabilitate the Water Treatment Facility to ensure the town's water supply going forward.

The water supply utility charge is calculated on a per unit basis in line with a premise permitted use. A water supply utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with connection to the water supply service.

The water supply utility service charge is set to recover the cost incurred by Council in the supply of water to a residential, or commercial premises in the financial year. These costs include the cost of on-going maintenance and operation of the system, including a reservoir and water treatment facility.

This will enable Council to renew Water Supply Network Infrastructure as outlined in Council's Asset Management Plan.

- Residential Household Connection = 1 Unit
- Commercial Connection = 2 Units
- Guest House/Motel/Visitors Accommodation Centre/Aged Pension Home = 1 Unit for every 4 rooms or part thereof.

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COUNCIL GENERAL SERVICE CHARGE

The General Service Annual Charge proposed for 2020-21 is \$9,360 per year.

This amount has **increased by 4.0%** from last year to ensure revenues increase in alignment with the increased cost of inputs, services and materials.

The General Service Charge is applicable to the commercial entities including service providers operating on Mornington Island. Council provides services to the business enterprises, and community of Mornington Island.

These services include construction and maintenance of roads and drainage infrastructure, barge and jetty service, emergency management, public conveniences, parks and gardens, sport, recreation & events (CLP functions), community communications, council governance and administration.

(Until June 2019, these services have been provided free of charge to the community).

RATES & CHARGES - OTHER CONSIDERATIONS

LIMITATION OF INCREASE IN RATES

The Council has not resolved to exercise the powers conferred under the legislation regarding a limitation of increase in rate levied.

GRANTING OF CONCESSIONS

Council will not be granting any concessions in the levying of service charges for properties in the Shire.

RECOVERY OF RATES AND CHARGES

The Council requires payment of charges within the specified period. All residents in arrears shall be subject to legal action to recover outstanding debts in accordance with the Council's debt recovery procedures.

INTEREST ON OVERDUE RATES AND CHARGES

Council will accrue Interest on overdue rates and charges. The rate applied will be based on the calculation used for the interest charged on unpaid State taxes under the *Taxation Administration Act 2001* (TAA) and the Taxation Administration Regulation 2012 (TAR) (i.e. the Reserve Bank of Australia (RBA) 'bank bill yield rate' plus a margin of 8 per cent). The interest rate for the 2019-20 financial year will be 8.53 per cent.

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SCHEDULE of FEES & CHARGES

Generally, unless otherwise stated in this Budget Plan, Council has sought to increase Fees and Charges by the current CPI to ensure revenues increase in alignment with the increased cost of inputs, services and materials.

COMMERCIAL & REGULATORY FEES & CHARGES DRAFT 2020/21

STATEMENT

The below clauses outline the parameters of Councils Fees and Charges from herewith in:

"Community" - is defined as work carried out for an individual member of the community on community owned housing or a privately-owned vehicle or other equipment.

Community members (including Council staff) are required to pay 100% of cost or estimated cost prior to commencement of works.

Pensioner Concession applies on presentation of a Health Benefit Card, **NOT** a Centrelink Card.

"Commercial" is defined as a corporate or non-for-profit organisation which currently holds an active Australian Business Number.

Commercial organisations are required to supply Council with an authorised Purchase Order prior to the commencement of works.

Commercial organisations are also required to adhere to Councils strict **30-Day Payment** policy. Council holds the right to withhold the supply of goods and services to Commercial organisation who do not comply with Councils payment policy.

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Fees and Charges Description	Authority	GST	2020/21 Fees
ADMINISTRATION			
EFTPOS Transaction Fee - Cash Out (Per Transaction)	Local Government Act 2009	Inclusive	\$1.00
Cheque Cashing Fee (Per Cheque) NOT AVAILABLE		Inclusive	\$0.00
A3 - Black and White (Per Page)	Local Government Act 2009	Inclusive	\$3.20
A3 - Colour (Per Page)		Inclusive	\$3.60
A4 - Black and White (Per Page)		Inclusive	\$2.00
A4 - Colour (Per Page)		Inclusive	\$2.60
Fax (Per Page)		Inclusive	\$3.50
Copy of Standard Document		Exclusive	\$26.50
Copy of Statutory Document		Exclusive	\$26.50
(Local Laws Policies, Minutes, Budget, Regulatory & Commercial Charges, Financial Statements, Operational Plan, Corporate Plan, Annual Report or Other Public Document)			
Book-Keeping Fees (Per Hour)	Local Government Act 2009	Inclusive	\$100.00
ADMINISTRATION - GRANT PROJECT MANAGEMENT			
Administration Fee - Management Operational Grants (* Not Reflected in oncost returns)	Local Government Act 2009	Inclusive	20.00%
Administration Fee - Management Capital Grants (* Not Reflected in oncost returns)		Inclusive	5.00%
RIGHTS TO INFORMATION			
These fees are set by the Right to Information Regulation 2009. These fees will automatically adjust when the State Government makes changes to the Regulation.			
Right to Information Application Fee	Part 3 Section 4 Right to Information Regulation Act 2009	Exclusive	\$46.40
2020/2021			
Right to Information Inspection & Processing Charges	Part 3 Section 4 Right to Information Regulation Act 2009	Exclusive	\$7.20
(First five [5] hours free, fee of \$7.20 per 15 minutes applies thereafter)			

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Fees and Charges Description	Authority	GST	2020/21 Fees
COUNCIL FACILITIES HIRE			
Council Chambers Bond (Refundable)	Local Government Act 2009	Exclusive	\$600.00
Council Chambers Hire (Per Day)		Inclusive	\$305.00
Council Training Room Bond (Refundable)	Local Government Act 2009	Exempt	\$610.00
Council Training Room (Per Day)	Local Government Act 2009	Inclusive	\$305.00
RECREATION			
Gym Key Bond (Refundable) (*Mornington Shire Council Staff Exempt)	Local Government Act 2009	Exempt	\$55.00
Gym Membership - Per Week	Local Government Act 2009	Inclusive	\$10.00
Gym Membership - Annual (*Mornington Shire Council Staff Exempt)	Local Government Act 2009	Inclusive	\$60.00
UTILITY CHARGES			
Sewerage - Annual Service Charge - Per Pedestal		Exclusive	\$1,510.00
Water - Annual Service Charge - Per Unit (Refer to Revenue Statement for Unit Allocations)	\$99 Local Government Regulation 2012	Exclusive	\$3,545.00
Water Usage (Per KI)		Exclusive	\$4.80
Garbage - Annual Service Charge - Per Bin		Exclusive	\$1,790.00
General Services Charge (Commercial Entities) (Per Annum)	Local Government Act 2009	Exclusive	\$9,360.00
INTEREST ON OVERDUE RATES AND CHARGES			
Accrual of interest on rates and charges	\$133 Local Government Regulation 2012(LGR) + \$125 City of Brisbane Regulation 2012 (CBR)	Exempt	8.53%

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
CLEANING			
Replacement Wheelie Bin	Local Government Act 2009	Inclusive	\$175.00
Landfill Access Fee for Demolition Material/ Trade Waste (Per Property)	Local Government Act 2009	Inclusive	\$2,045.00
Bulk Refuse Disposal (Per m3)	Local Government Act 2009	Inclusive	\$16.50
CEMETERY			
Burial Fee	Local Government Act 2009	Inclusive	\$4,395.00
AERODROME LANDING FEES			
All Aircraft (Except RFDS) (Per 1000Kg)	13(1)(F) LL10 Public Aerodrome	Inclusive	\$48.00
Minimum Landing Fee	13(1)(F) LL10 Public Aerodrome	Inclusive	\$106.00
Passenger Levy	13(1)(F) LL10 Public Aerodrome	Inclusive	\$22.40
ANIMAL CONTROL			
Dog/Cat Trap Hire Deposit (Refundable)	Local Government Act 2009	Inclusive	\$62.00
Dog/Cat Trap Hire Fee (Per Week)	Local Government Act 2009	Inclusive	\$16.00
FOOD LICENCE			
Initial Application (Including Annual Fee)	S23 & S31 Food Act 2006	Exclusive	\$275.00
Annual Renewal Fee	S23 & S31 Food Act 2006	Exclusive	\$110.00
Licence Restoration	S73 Food Act 2006	Exclusive	\$165.00
Licence Amendment	S74 Food Act	Exclusive	\$82.00

Mornington Shire Council
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Fees and Charges Description	Authority	GST	2020/21 Fees
ACCOMMODATION			
Motel (Single Room) (Per Night)	Local Government Act 2009	Inclusive	\$260.00
Motel (Twin Share) (Per Night)	Local Government Act 2009	Inclusive	\$415.00
Motel (Day Room)	Local Government Act 2009	Inclusive	\$160.00
Staff Housing (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$160.00
Staff Housing (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$1,040.00
VAC - Non-Ensuite (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$110.00
VAC - Non-Ensuite (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$730.00
VAC - Ensuite (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$160.00
VAC - Ensuite (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$830.00
VAC - Self Contained Accommodation (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$160.00
VAC - Self Contained Accommodation (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$1,040.00
Guest House (Per Night) (Single Room) (Less than 7 Days)	Local Government Act 2009	Inclusive	\$195.00
Guest House (Per Night) (Single Room) (7 Days or Greater)	Local Government Act 2009	Inclusive	\$175.00
Guest House (Per Night) (Twin Share) (Per Person)	Local Government Act 2009	Inclusive	\$95.00
Lost Key fee	Local Government Act 2009	Inclusive	\$65.00
Excess Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$185.00
After Hours Check-In / Check-Out Fee	Local Government Act 2009	Inclusive	\$75.00
NOTE: The following cancellation rates apply to all Council accommodation:			
No Show - Full Amount of Booking Required			
1-7 Days Notice of Cancellation - One (2) night's fee required			
7-14 Days Notice of Cancellation - 50% of one (2) night's fee required			
Staff Housing (Rental Charge Per Week)	Local Government Act 2009	Exclusive	\$60.00

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
BARGE HANDLING FEES			
Half Pallet at Shed (1-9 Boxes) (Pickup) (Per Delivery) (Coles Express Deliveries Exempt)		Inclusive	\$11.00
Pallet at Shed (10-18 Boxes) (Pickup) (Per Delivery)		Inclusive	\$22.00
Pallet at Shed (Pickup) - Annual Fee (Community)		Inclusive	\$280.00
Pallet at Shed (Pickup) - Annual Fee (Commercial)		Inclusive	\$560.00
Per Pallet Delivered (Per Week)		Inclusive	\$56.00
Container 6 Foot (Pick Up or Delivered)	\$59 Local Government Regulation 2009	Inclusive	\$115.00
Container 10 Foot (Pick Up or Delivered)		Inclusive	\$230.00
Container 20 Foot (Pick Up or Delivered)		Inclusive	\$340.00
Container 40 Foot (Pick Up or Delivered)		Inclusive	\$565.00
Forklift Use (Per Lift)		Inclusive	\$20.00
Plant and Equipment (Motor Bike)		Inclusive	\$20.00
Plant and Equipment (Motor Vehicle)		Inclusive	\$25.00
Plant and Equipment (Boat)		Inclusive	\$30.00
Plant and Equipment (Other vehicles etc.) - Per Tonne		Inclusive	\$16.00
Building Materials and Large Items - Per Tonne		Inclusive	\$16.00
Fuel, Water, Roadbase, Gravel, etc - Per Tonne		Inclusive	\$16.00
Barge Handling Fee (Non-Food Barges) - Per Vessel		Inclusive	\$235.00
PRIVATE WORKS			
Labour - Tradesman - Carpentry (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Plumbing (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Electrical (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Painting (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Carpentry (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$230.00
Labour - Tradesman - Plumbing (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$230.00
Labour - Tradesman - Electrical (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Labour - Tradesman - Painting (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$225.00
Labour - Other (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$77.00
Labour - Other (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$150.00
Cleaning/Gardening Supervisor (Per Hour)	Local Government Act 2009	Inclusive	\$185.00
Cleaner (Per Hour)	Local Government Act 2009	Inclusive	\$170.00

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
Gardener (Per Hour)	Local Government Act 2009	Inclusive	\$155.00
Materials	Local Government Act 2009	Inclusive	Cost + 30%
Quotation (Refundable if Work Proceeds)	Local Government Act 2009	Inclusive	\$100.00
Temporary Fencing (Per Panel) (Per Day) (Includes Footings)	Local Government Act 2009	Inclusive	\$35.00
Diesel (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Opal (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Oil (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Waste Oil Disposal (Per Litre)	Local Government Act 2009	Inclusive	\$0.50
9kg Gas Bottle (Full)	Local Government Act 2009	Inclusive	\$100.00
9kg Gas Bottle (Refill)	Local Government Act 2009	Inclusive	\$60.00
45Kg Gas Bottle	Local Government Act 2009	Inclusive	\$280.00
45Kg Gas Bottle (Pensioner Concession)	Local Government Act 2009	Inclusive	\$240.00
190Kg Gas Bottle	Local Government Act 2009	Inclusive	\$1,085.00
Minor Tyre Repairs	Local Government Act 2009	Inclusive	\$65.00
Major Tyre Repair	Local Government Act 2009	Inclusive	Labour + (Cost + 30%)
Minor Tyre Fitting	Local Government Act 2009	Inclusive	\$45.00
Major Tyre Fitting	Local Government Act 2009	Inclusive	Labour + (Cost + 30%)

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
MATERIALS			
Bedding/ Concrete Sand (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$420.00
Crusher Dust (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$415.00
2.2 Road Base (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$475.00
Corefill Mix (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$2,290.00
20/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,450.00
25/10 Concrete (Per Cubic metre)	Local Government Act 2009	Inclusive	\$1,650.00
30/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,730.00
35/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,935.00
20/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,450.00
25/20 Concrete (Per Cubic metre)	Local Government Act 2009	Inclusive	\$1,650.00
30/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,730.00
35/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,935.00
*NOTE: The above materials expenses DO NOT include the cost of delivery. Cost of delivery will be charged in accordance with Councils Wet Plant Hire Rates as set out in the Schedule of Commercial and Regulatory Fees and Charges.			
WET VEHICLE HIRE (EXCLUDING FUEL)			
Single CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$130.00
Dual CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$160.00
Single CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$175.00
Dual CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$200.00
Station Wagon 4WD (Per Day)	Local Government Act 2009	Inclusive	\$200.00
Crew Cab Vehicle, Bus or Passenger Van (Per Day)	Local Government Act 2009	Inclusive	\$240.00
Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$185.00

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
WET PLANT HIRE (EXCLUDING FUEL)			
6M3 Truck (Per Hour)	Local Government Act 2009	Inclusive	\$150.00
8M3 Truck (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Backhoe (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Bulldozer (Per Hour)	Local Government Act 2009	Inclusive	\$365.00
Front End Loader/ Telelifter (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Grader (Per Hour)	Local Government Act 2009	Inclusive	\$325.00
Excavator 4T(Per Hour)	Local Government Act 2010	Inclusive	\$250.00
Multi Tyre Roller (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Tilt Tray (Per Hour)	Local Government Act 2009	Inclusive	\$220.00
Vibrating Roller (Per Hour)	Local Government Act 2009	Inclusive	\$270.00
Skidsteer Loader/ Forklift (Per Hour)	Local Government Act 2009	Inclusive	\$170.00
Water Truck (Per Hour)	Local Government Act 2009	Inclusive	\$260.00
Vibrating Plate (Per Hour)	Local Government Act 2009	Inclusive	\$21.00
Concrete Vibrator (Per Hour)	Local Government Act 2009	Inclusive	\$21.00
Water Pump (Per Hour)	Local Government Act 2009	Inclusive	\$21.00
Drain Cleaning Machine (Per Hour)	Local Government Act 2009	Inclusive	\$95.00
Excavator (Per Hour)	Local Government Act 2009	Inclusive	\$270.00
Concrete Agitator (Per Hour)	Local Government Act 2009	Inclusive	\$220.00
Batching Plant (Per m3)	Local Government Act 2009	Inclusive	\$19.00
Bobcat Auger (Per Hour)	Local Government Act 2009	Inclusive	\$51.00
Low Loader (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Furniture Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$70.00
Street Sweeper (Per Hour)	Local Government Act 2009	Inclusive	\$60.00
Tractor/ Slasher (Per Hour)	Local Government Act 2009	Inclusive	\$115.00
Box Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$35.00
Vacuum/ Hydro Excavator (Per Hour)	Local Government Act 2009	Inclusive	\$265.00
Construction Water (Per KL)	Local Government Act 2009	Inclusive	\$5.00
Barge (Per Day)	Local Government Act 2009	Inclusive	\$1,080.00
Barge (Community Per Day)	Local Government Act 2009	Inclusive	\$540.00
Airport Bus Fees (Per Pick-Up)	Local Government Act 2009	Inclusive	\$11.00
Bus Fares (Including Staff & Contractors) (Per Week)	Local Government Act 2010	Inclusive	\$5.00

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
TOWN PLANNING			
Refund of Application Fees - No refund will be given in the event of a refusal of an application, or if an applicant decides not to proceed after Council has decided the			
A formal withdrawal of an application for Material Change of Use, Reconfiguration of a Lot or Operational Works will attract the following refunds based on what stage of IDAS the application is in at the time of			
(a) Application Stage - 80%			
(b) Information Stage & Referral Stage - 60%			
(c) Notification Stage - 40%			
(d) Decision Making Stage (Prior to assessment report being completed) - 20%			
Code Assessable Development Applications*	Sustainable Planning Act 2009	Exclusive	\$9,300.00
Impact Assessable Development Applications*	Sustainable Planning Act 2009	Exclusive	\$10,545.00
*NOTE: Complex development applications requiring independent specialist professional input (i.e. professional engineering and environmental specialist input) will result in a additional charge which will be calculated At Cost + 15% .			
Application seeking a time extension to the currency of an existing application	Sustainable Planning Act 2009	Exclusive	\$2,485.00
Change or cancel conditions of development	Sustainable Planning Act 2009	Exclusive	\$4,345.00

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
PLUMBING/ WATER DRAINAGE			
Search for Water or Drainage Plans (Per Hour)	Plumbing & Drainage Act 2002	Exclusive	\$185.00
Camera & Operator (Per Hour)		Exclusive	\$250.00
Sewer/ Water Location Fee (Per Hour)		Exclusive	\$280.00
Sewer/ Water Dis-Connection		Exclusive	\$280.00
Lodgement of Plans for Plumbing Works			
Class 1 & 10 Buildings			
Lodgement of plans for regulated plumbing & drainage work including scrutiny, inspection & final compliance certificate for Class 1 & 10 new buildings & major additions/ alterations to existing dwellings			
First 3 Fixtures	Plumbing & Drainage Act 2002	Exclusive	\$435.00
Additional Fixtures (Each)		Exclusive	\$48.00
Commercial/Industrial/Multi-Residential - New Fixtures/Sub-meters/Testable Backflow Devices (COMM)			
Assessment of assessable plumbing & drainage work for up to 5 fixtures/sum-meters/testable backflow devices	Plumbing & Drainage Act 2002	Exclusive	\$435.00
Between 6-15 fixtures/sub-meters/testable backflow devices - per item		Exclusive	\$31.00
16 or more fixtures/sub-meters/testable backflow devices - per item	Plumbing & Drainage Act 2002	Exclusive	\$21.00
Inspection Fee			
Inspection of compliance assessable plumbing & drainage work for up to 2 fixtures/sub-meters/testable backflow devices	Plumbing & Drainage Act 2002	Exclusive	\$240.00
Inspection of compliance assessable plumbing & drainage work for 3 fixtures/sub-meters/testable backflow devices		Exclusive	\$445.00
In excess of 3 fixtures/sub-meters/testable backflow devices - per item		Exclusive	\$48.00
Plumbing Consultancy			
On Site Sewerage Assessment (Per Advice)	Plumbing & Drainage Act 2002	Exclusive	\$190.00
Reinspection (Under Slab, Drainage, Water Plumbing Rough In, Plumbing and Drainage Final)		Exclusive	\$190.00

Mornington Shire Council
Draft Budget 2020/21



Fees and Charges Description	Authority	GST	2020/21 Fees
Stormwater Inspection Fees			
Sewer Location Fee	Plumbing & Drainage Act 2002	Exclusive	\$165.00
Clean Blocked Drains/ High Pressure Jetter (Per Hour)		Inclusive	\$260.00
Water Services Connection Fee			
Domestic Water Service (25mm) Excluding Road Crossing	Water Act 2000	Exclusive	\$4,705.00
Industrial Water Service (50mm) Excluding Road Crossing		Exclusive	\$6,800.00
All Industrial Water Connections' Which Exceed 50mm Diameter		Exclusive	At Cost + 15%
Water Sample Testing (Per Sample)		Exclusive	\$155.00
Thermostatic Mixing Valve Testing Fee (per valve)	Water Act 2000	Exclusive	\$125.00
Back Flow Valve Testing Fee (per valve)		Exclusive	\$125.00
Sewerage Fees			
Jump Up Connection 150mm	Plumbing & Drainage Act 2002	Exclusive	\$3,420.00
Jump Up Connection Greater Than 150mm as per DA Conditions		Exclusive	At Cost + 15%
Sewerage Connection Fee - 1st Pedestal		Exclusive	\$3,710.00
Sewerage Connection Fee - Each Additional Pedestal		Exclusive	\$1,740.00
Inspection Fee - Septic/Composting/Other on Site Sewerage Systems (Per Year)		Exclusive	\$168.00
Call Out Fee (Per Hour)		Exclusive	\$152.50
Pumping Grease Trap/Septics			
Pumping Time (Includes Tankage and Disposal) (Per Hour)	Plumbing & Drainage Act 2002	Inclusive	\$645.00
Cleaning Blocked Drains (High Pressure Jetting) (Per Hour)		Inclusive	\$260.00



**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Revenue Policy
RESOLUTION NO. 2020/xxx VERSION V6

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

Statutory Policies comply with a legislative requirement; the **Revenue Policy** is approved by the Mornington Shire Council for the operations and procedure of Council. Note that Financial Year Policies are reviewed and replaced annually for the new Financial Year.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	29/06/2015	169/2015	Responsible Officer Manager Finance Description Statutory Policy
V2	29/06/2016	2016/112	Responsible Officer Manager Finance Description Statutory Policy
V3	21/06/2017	2017/110	Responsible Officer Executive Manager Financial Services Description Statutory Policy
V4	27/06/2018	2018/116	Responsible Officer Executive Manager Finance & Human Services Description Statutory Policy
V5	19/06/2019	2019/099	Responsible Officer Executive Manager Finance & Human Services Description Statutory Policy
V6	24/06/2020	2020/xxx	Responsible Officer Acting Executive Manager Finance & Human Services Description Statutory Policy
		EXPIRY	30.06.2021

**MORNINGTON
SHIRE COUNCIL****MORNINGTON SHIRE COUNCIL**
Revenue Policy
RESOLUTION NO. 2020/xxx VERSION V6**Policy Statement****Commencement**

The Mornington Shire Council Revenue Policy will take effect following the adoption of Council's Budget at the Ordinary Council Meeting on 24 June 2020.

Policy Instruction**Purpose**

The purpose of the Revenue Policy, pursuant to Section 193 of the Local Government Regulation 2012, is to set out the principles used by Council in the 2020/2021 Financial Year for:

- (1) *The revenue policy must state –*
 - (a) *The principles that the local government intends to apply in the financial year for:*
 - i. *the levying of charges; and*
 - ii. *granting concessions for charges; and*
 - iii. *recovering overdue charges; and*
 - iv. *cost-recovery fees; and*
 - (b) *if the local government intends to grant concessions for charges – the purpose for the concessions; and*
 - (c) *the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development; and*
- (2) *The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.*
- (3) *The local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.*

Principles

To adopt principles for setting charges for the raising of revenue by Council in respect of the 2020/2021 Financial Year.

Council's objective is to maintain:

- A "user pays" principle approach to the making of charges;
- Equity - the Council strives to distribute the revenue burden in a fair manner between landowners and classes of landowner; and
- Consistency - the Council strives to achieve some consistency in the distribution of the revenue burden from year to year by limiting the overall increase in revenue across the Local Government Area.

In outlining the revenue policy, the Council will adhere to specific legislative requirements for the content of the revenue policy.

**MORNINGTON
SHIRE COUNCIL****MORNINGTON SHIRE COUNCIL**
Revenue Policy
RESOLUTION NO. 2020/xxx VERSION V6**Policy****Making of Utility Charges**

Charges levied pursuant to Section 94 of the Local Government Act and Chapter 4 of the *Local Government Regulation 2012* are to be determined after due consideration of the following factors:

- The objectives outlined in Council's Corporate Plan;
- The statutory obligations as outlined in the *Local Government Act 2009*;
- The statutory obligations as outlined in the *Local Government Regulation 2012*;
- The needs and expectations of the community;
- The expected change in prices for goods and services;
- The ability of the community to pay; and
- The ten-year strategic financial plan.

Levying of Charges

In accordance with Chapter 4, Part 9 of the *Local Government Regulation 2012*, Council shall issue charges notices as follows:

- Annual Charges shall be issued for the financial year (current, ensuing, and previous) following Council's statutory budget meeting.
- Supplementary Charge Notices will be issued on a regular basis for those properties that have had a new service connected.
- In accordance with Chapter 4, Part 9 of the *Local Government Regulation 2012*, Council must adjust the charges, so they are calculated only for the period when the person was entitled to occupy the land.
- In accordance with Chapter 4, Part 9 of the *Local Government Regulation 2012*, the charges notice must state the date of issue, the payment due date and if applicable the terms of the discount and the last day of the discount period.

Recovery of Unpaid Amounts of Rates and Charges

Council requires payment of charges within the specified period. It is Council's policy to pursue the collection of outstanding charges diligently, but with due concern for the financial hardship faced by some members of the community.

Council has established administrative processes which allow for the payment of charges by instalment and access to a selection of various options (including legal action) for the recovery of debt.

In so doing, it will be guided by the following principles:

- Making the obligations clear to the payer, as well as making clear the processes used by Council to assist payers to meet these obligations;
- Making clear the processes utilised by Council to recover outstanding charges; and
- The provisions of Chapter 4, Part 12 of the *Local Government Regulation 2012*.

Interest on Overdue Rates and Charges

Council will accrue Interest on overdue rates and charges. The rate applied will be based on the calculation used for the interest charged on unpaid State taxes under the *Taxation Administration Act 2001* (TAA) and the Taxation Administration Regulation 2012 (TAR) (i.e. the Reserve Bank of Australia (RBA) 'bank bill yield rate' plus a margin of 8 per cent). The interest rate for the 2020-21 financial year will be 8.53 per cent.

MORNINGTON SHIRE COUNCIL – REVENUE POLICY

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**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Revenue Policy
RESOLUTION NO. 2020/xxx VERSION V6

Exercising Powers to Grant Rebates and Concessions

In considering the application of concessions under Chapter 4, Part 10 of the *Local Government Regulation 2012*, Council will be guided by the principles of:

- Equity by having regard to the different levels of capacity to pay within the local community;
- Consistent treatment for organisations with similar circumstances; and
- Transparency by making clear the requirements necessary to receive concessions.



**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Revenue Statement
For the Financial Period 2020/2021

This is an official copy of the **Revenue Statement** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws, and current Council Policies*.

Statutory Policies comply with a legislative requirement; the **Revenue Statement** is approved by the Mornington Shire Council for the operations and procedure of Council. Note that Financial Year Policies are reviewed and replaced annually for the new Financial Year.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	21/06/2017	2017/110	Responsible Officer Executive Manager Financial Services Description Statutory Policy
V2	27/06/2018	2018/116	Responsible Officer Executive Manager Finance & Human Services Description Statutory Policy
V3	19/06/2019	2019/099	Responsible Officer Executive Manager Finance & Human Services Description Statutory Policy
V4	24/06/2020	2020/XXX	Responsible Officer Acting Executive Manager Finance & Human Services Description Statutory Policy
			EXPIRY 30.06.2021

**MORNINGTON
SHIRE COUNCIL****MORNINGTON SHIRE COUNCIL**
Revenue Statement
For the Financial Period 2020/2021**Policy Statement****Commencement**

The Mornington Shire Council Revenue Statement will take effect following the adoption of Council's Budget at the Ordinary Council Meeting on 24 June 2020.

Purpose

Pursuant to Section 169(2)(b) and Section 172 of the *Local Government Regulation 2012*, Council is required to adopt a Revenue Statement outlining the levying of General Rates and Service Charges.

Introduction

Council is unable to levy a general rate as the Shire contains no Freehold Land over which Council is able to maintain any control owing to its location.

Council is therefore reliant on continued government grant funding, remaining at least at its current level, to continue its operations.

Differential General Rates

On 15 March 2008 the Mornington Shire Council boundaries were amended to include land on Sweers and Bentick Islands, not previously included within the Shire. Some of this land is freehold land. However, as Mornington Shire has no funds to manage the introduction of a rating system for that land, or to provide services in keeping with those expected by ratepayers being levied such a rate, the Mornington Shire Council considers that all land within its local government area as non-rateable.

Consequently, the Council does not levy a general rate.

Sewerage Charges

A sewerage utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with connection to the sewerage service.

The sewerage charge is set to recover the cost associated with the provision of sewerage and wastewater services provided by Council in the financial year. These costs include the cost of on-going maintenance and operation of the system, including treatment plant operations.

The sewerage utility charge set for 2020/2021 is \$1,510.00 per pedestal per year. This amount has increased by 20% from last year to reflect a closer to break even position as required by Council to maintain a sustainable position.

Waste Collection Charges

A waste collection utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with a waste collection service.

The waste collection utility service charge is set to recover the cost incurred by Council in the collection and disposal of residential or commercial premises' waste in the financial year. These costs include the cost of on-going maintenance and operation of the system, including the supply and maintenance of bins, compactors, earth-moving equipment, and a waste management facility.



**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Revenue Statement
For the Financial Period 2020/2021

The waste collection utility charge set for 2020/2021 is \$1,790.00 per bin per year. This amount has increased by 5% from last year to reflect a break-even position as required by Council to maintain a sustainable position.

Water Supply Charges

A water supply utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with connection to the water supply service.

The water supply utility service charge is set to recover the cost incurred by Council in the supply of water to a residential, or commercial premises in the financial year. These costs include the cost of on-going maintenance and operation of the system, including a reservoir and water treatment facility.

The water supply utility charge is calculated on a per unit basis in line with a premises permitted use, the water supply charges set for 2020/2021 is \$3,545.00 per unit per year. This amount has increased by 40% from last year to reflect a break-even position as required by Council to maintain a sustainable financial position.

Residential Household Connection = 1 Unit

Commercial Connection = 2 Units

Guest House/Motel/Visitors Accommodation Centre/Aged Pension Home = 1 Unit for every 4 Rooms or part thereof.

Limitation of Increase in Rates

The Council has not resolved to exercise the powers conferred under the legislation regarding a limitation of increase in rate levied.

Granting of Concessions

Council will not be granting any concessions in the levying of service charges for properties in the Shire.

Recovery of Rates and Charges

The Council requires payment of charges within the specified period. All residents in arrears shall be subject to legal action to recover outstanding debts in accordance with the Council's debt recovery procedures.

Council General Service Charge

Council provides services to the business enterprises, and community of Mornington Island. These services include construction and maintenance of roads and drainage infrastructure, emergency management, public conveniences, bakery, Lelka Murrin kiosk, parks and gardens, sport, recreation & events (CLP functions), community communications, barge and jetty operations, warehouse operations, council governance and administration. Until June 2019, these services have been provided free of charge to the community. This service charge is applicable to the commercial entities including service providers operating on Mornington Island. In 2020-21 financial year, this will be charged at \$9,360 per annum



**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Revenue Statement
For the Financial Period 2020/2021

Funding of Depreciation

All depreciation for the 2020/2021 financial year will be treated as un-fundable.

Council is not in a position to fund depreciation and other non-cash expenses.

Unlike most Queensland Local Authorities, Council does not have an established general rate base that would allow it to easily provide for funding long term asset replacement by provision of funding for depreciation.

The majority of Shire residents have low incomes and any attempt by Council to increase the levy or replace it with other revenue raising policies would have an adverse effect on both their economic and social well being.



DRAFT Commercial and Regulatory Fees and Charges 2020-2021

ADOPTED
ORDINARY MEETING: 24 June 2020

Mornington Shire Council - Commercial and Regulatory Fees and Charges 2019/2020

STATEMENT

The below clauses outline the parameters of Councils Fees and Charges from herewith in:

community on community owned housing or a privately owned vehicle or other equipment.

Community members (including Council staff) are required to pay 100% of cost or estimated cost prior to commencement of works.

Pensioner Concession applies on presentation of a Health Benefit Card, **NOT** a Centrelink Card.

"Commercial" is defined as a corporate or non-for-profit organisation which currently holds an active Australian Business Number.

Commercial organisations are required to supply Council with an authorised Purchase Order prior to the commencement of works.

Commercial organisations are also required to adhere to Councils strict **30 Day Payment** policy. Council holds the right to withhold the supply of goods and services to Commercial organisation who do not comply with Councils payment policy.

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Morrington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
ADMINISTRATION			
EFTPOS Transaction Fee - Cash Out (Per Transaction)	Local Government Act 2009	Inclusive	\$1.00
Cheque Cashing Fee (Per Cheque) NOT AVAILABLE		Inclusive	\$0.00
A3 - Black and White (Per Page)	Local Government Act 2009	Inclusive	\$3.20
A3 - Colour (Per Page)		Inclusive	\$3.60
A4 - Black and White (Per Page)		Inclusive	\$2.00
A4 - Colour (Per Page)		Inclusive	\$2.60
Fax (Per Page)		Inclusive	\$3.50
Copy of Standard Document		Exclusive	\$26.50
Copy of Statutory Document		Exclusive	\$26.50
(Local Laws Policies, Minutes, Budget, Regulatory & Commercial Charges, Financial Statements, Operational Plan, Corporate Plan, Annual Report or Other Public Document)			
Book-Keeping Fees (Per Hour)	Local Government Act 2009	Inclusive	\$100.00
ADMINISTRATION - GRANT PROJECT MANAGEMENT			
Administration Fee - Management Operational Grants (* Not Reflected in oncost returns)	Local Government Act 2009	Inclusive	20.00%
Administration Fee - Management Capital Grants (* Not Reflected in oncost returns)		Inclusive	5.00%
RIGHTS TO INFORMATION			
These fees are set by the Right to Information Regulation 2009. These fees will automatically adjust when the State Government makes changes to the Regulation.			
Right to Information Application Fee	Part 3 Section 4 Right to Information Regulation Act 2009	Exclusive	\$46.40
2020/2021			
Right to Information Inspection & Processing Charges	Part 3 Section 4 Right to Information Regulation Act 2009	Exclusive	\$7.20
(First five [5] hours free, fee of \$7.20 per 15 minutes applies thereafter)			

Mornington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
COUNCIL FACILITIES HIRE			
Council Chambers Bond (Refundable)	Local Government Act 2009	Exclusive	\$600.00
Council Chambers Hire (Per Day)		Inclusive	\$305.00
Council Training Room Bond (Refundable)	Local Government Act 2009	Exempt	\$610.00
Council Training Room (Per Day)	Local Government Act 2009	Inclusive	\$305.00
RECREATION			
Gym Key Bond (Refundable) (*Mornington Shire Council Staff Exempt)	Local Government Act 2009	Exempt	\$55.00
Gym Membership - Per Week	Local Government Act 2009	Inclusive	\$10.00
Gym Membership - Annual (*Mornington Shire Council Staff Exempt)	Local Government Act 2009	Inclusive	\$60.00
UTILITY CHARGES			
Sewerage - Annual Service Charge - Per Pedestal	\$99 Local Government Regulation 2012	Exclusive	\$1,510.00
Water - Annual Service Charge - Per Unit (Refer to Revenue Statement for Unit Allocations)		Exclusive	\$3,545.00
Water Usage (Per Kl)		Exclusive	\$4.80
Garbage - Annual Service Charge - Per Bin		Exclusive	\$1,790.00
General Services Charge (Commercial Entities) (Per Annum)	Local Government Act 2009	Exclusive	\$9,360.00
INTEREST ON OVERDUE RATES AND CHARGES			
Accrual of interest on rates and charges	\$133 Local Government Regulation 2012(LGR) + \$125 City of Brisbane Regulation 2012 (CBR)	Exempt	8.53%

Morrington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
CLEANING			
Replacement Wheelie Bin	Local Government Act 2009	Inclusive	\$175.00
Landfill Access Fee for Demolition Material/ Trade Waste (Per Property)	Local Government Act 2009	Inclusive	\$2,045.00
Bulk Refuse Disposal (Per m3)	Local Government Act 2009	Inclusive	\$16.50
CEMETERY			
Burial Fee	Local Government Act 2009	Inclusive	\$4,395.00
AERODROME LANDING FEES			
All Aircraft (Except RFDS) (Per 1000Kg)	S13(1)(F) LL10 Public Aerodromes	Inclusive	\$48.00
Minimum Landing Fee	S13(1)(F) LL10 Public Aerodromes	Inclusive	\$106.00
Passenger Levy	S13(1)(F) LL10 Public Aerodromes	Inclusive	\$22.40
ANIMAL CONTROL			
Dog/Cat Trap Hire Deposit (Refundable)	Local Government Act 2009	Inclusive	\$62.00
Dog/Cat Trap Hire Fee (Per Week)	Local Government Act 2009	Inclusive	\$16.00
FOOD LICENCE			
Initial Application (Including Annual Fee)	S23 & S31 Food Act 2006	Exclusive	\$275.00
Annual Renewal Fee	S23 & S31 Food Act 2006	Exclusive	\$110.00
Licence Restoration	S73 Food Act 2006	Exclusive	\$165.00
Licence Amendment	S74 Food Act	Exclusive	\$82.00

Mornington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
ACCOMMODATION			
Motel (Single Room) (Per Night)	Local Government Act 2009	Inclusive	\$260.00
Motel (Twin Share) (Per Night)	Local Government Act 2009	Inclusive	\$415.00
Motel (Day Room)	Local Government Act 2009	Inclusive	\$160.00
Staff Housing (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$160.00
Staff Housing (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$1,040.00
VAC - Non-Ensuite (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$110.00
VAC - Non-Ensuite (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$730.00
VAC - Ensuite (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$160.00
VAC - Ensuite (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$830.00
VAC - Self Contained Accommodation (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$160.00
VAC - Self Contained Accommodation (Per Person) (Per Week)	Local Government Act 2009	Inclusive	\$1,040.00
Guest House (Per Night) (Single Room) (Less than 7 Days)	Local Government Act 2009	Inclusive	\$195.00
Guest House (Per Night) (Single Room) (7 Days or Greater)	Local Government Act 2009	Inclusive	\$175.00
Guest House (Per Night) (Twin Share) (Per Person)	Local Government Act 2009	Inclusive	\$95.00
Lost Key fee	Local Government Act 2009	Inclusive	\$65.00
Excess Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$185.00
After Hours Check-In / Check-Out Fee	Local Government Act 2009	Inclusive	\$75.00
NOTE: The following cancellation rates apply to all Council accommodation:			
No Show - Full Amount of Booking Required			
1-7 Days Notice of Cancellation - One (2) night's fee required			
7-14 Days Notice of Cancellation - 50% of one (2) night's fee required			
Staff Housing (Rental Charge Per Week)	Local Government Act 2009	Exclusive	\$60.00

Morrington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
BARGE HANDLING FEES			
Half Pallet at Shed (1-9 Boxes) (Pickup) (Per Delivery) (Coles Express Deliveries Exempt)	S59 Local Government Regulation 2009	Inclusive	\$11.00
Pallet at Shed (10-18 Boxes) (Pickup) (Per Delivery)		Inclusive	\$22.00
Pallet at Shed (Pickup) - Annual Fee (Community)		Inclusive	\$280.00
Pallet at Shed (Pickup) - Annual Fee (Commercial)		Inclusive	\$560.00
Per Pallet Delivered (Per Week)		Inclusive	\$56.00
Container 6 Foot (Pick Up or Delivered)		Inclusive	\$115.00
Container 10 Foot (Pick Up or Delivered)		Inclusive	\$230.00
Container 20 Foot (Pick Up or Delivered)		Inclusive	\$340.00
Container 40 Foot (Pick Up or Delivered)		Inclusive	\$565.00
Forklift Use (Per Lift)		Inclusive	\$20.00
Plant and Equipment (Motor Bike)		Inclusive	\$20.00
Plant and Equipment (Motor Vehicle)		Inclusive	\$25.00
Plant and Equipment (Boat)		Inclusive	\$30.00
Plant and Equipment (Other vehicles etc.) - Per Tonne		Inclusive	\$16.00
Building Materials and Large Items - Per Tonne		Inclusive	\$16.00
Fuel, Water, Roadbase, Gravel, etc - Per Tonne		Inclusive	\$16.00
Barge Handling Fee (Non-Food Barges) - Per Vessel		Inclusive	\$235.00
PRIVATE WORKS			
Labour - Tradesman - Carpentry (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Plumbing (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Electrical (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Painting (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$120.00
Labour - Tradesman - Carpentry (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$230.00
Labour - Tradesman - Plumbing (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$230.00
Labour - Tradesman - Electrical (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Labour - Tradesman - Painting (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$225.00
Labour - Other (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$77.00
Labour - Other (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$150.00
Cleaning/Gardening Supervisor (Per Hour)	Local Government Act 2009	Inclusive	\$185.00
Cleaner (Per Hour)	Local Government Act 2009	Inclusive	\$170.00

Morrington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
Gardener (Per Hour)	Local Government Act 2009	Inclusive	\$155.00
Materials	Local Government Act 2009	Inclusive	Cost + 30%
Quotation (Refundable if Work Proceeds)	Local Government Act 2009	Inclusive	\$100.00
Temporary Fencing (Per Panel) (Per Day) (Includes Footings)	Local Government Act 2009	Inclusive	\$35.00
Diesel (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Opal (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Oil (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Waste Oil Disposal (Per Litre)	Local Government Act 2009	Inclusive	\$0.50
9kg Gas Bottle (Full)	Local Government Act 2009	Inclusive	\$100.00
9kg Gas Bottle (Refill)	Local Government Act 2009	Inclusive	\$60.00
45Kg Gas Bottle	Local Government Act 2009	Inclusive	\$280.00
45Kg Gas Bottle (Pensioner Concession)	Local Government Act 2009	Inclusive	\$240.00
190Kg Gas Bottle	Local Government Act 2009	Inclusive	\$1,085.00
Minor Tyre Repairs	Local Government Act 2009	Inclusive	\$65.00
Major Tyre Repair	Local Government Act 2009	Inclusive	Labour + (Cost + 30%)
Minor Tyre Fitting	Local Government Act 2009	Inclusive	\$45.00
Major Tyre Fitting	Local Government Act 2009	Inclusive	Labour + (Cost + 30%)

Morningside Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
MATERIALS			
Bedding/ Concrete Sand (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$420.00
Crusher Dust (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$415.00
2.2 Road Base (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$475.00
Corefill Mix (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$2,290.00
20/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,450.00
25/10 Concrete (Per Cubic metre)	Local Government Act 2009	Inclusive	\$1,650.00
30/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,730.00
35/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,935.00
20/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,450.00
25/20 Concrete (Per Cubic metre)	Local Government Act 2009	Inclusive	\$1,650.00
30/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,730.00
35/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,935.00
*NOTE: The above materials expenses DO NOT include the cost of delivery. Cost of delivery will be charged in accordance with Councils Wet Plant Hire Rates as set out in the Schedule of Commercial and Regulatory Fees and Charges.			
WET VEHICLE HIRE (EXCLUDING FUEL)			
Single CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$130.00
Dual CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$160.00
Single CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$175.00
Dual CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$200.00
Station Wagon 4WD (Per Day)	Local Government Act 2009	Inclusive	\$200.00
Crew Cab Vehicle, Bus or Passenger Van (Per Day)	Local Government Act 2009	Inclusive	\$240.00
Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$185.00

Morningside Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
WET PLANT HIRE (EXCLUDING FUEL)			
6M3 Truck (Per Hour)	Local Government Act 2009	Inclusive	\$150.00
8M3 Truck (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Backhoe (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Bulldozer (Per Hour)	Local Government Act 2009	Inclusive	\$365.00
Front End Loader/ Telelifter (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Grader (Per Hour)	Local Government Act 2009	Inclusive	\$325.00
Excavator 4T(Per Hour)	Local Government Act 2010	Inclusive	\$250.00
Multi Tyre Roller (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Tilt Tray (PerHour)	Local Government Act 2009	Inclusive	\$220.00
Vibrating Roller (Per Hour)	Local Government Act 2009	Inclusive	\$270.00
Skidsteer Loader/ Forklift (Per Hour)	Local Government Act 2009	Inclusive	\$170.00
Water Truck (Per Hour)	Local Government Act 2009	Inclusive	\$260.00
Vibrating Plate (Per Hour)	Local Government Act 2009	Inclusive	\$21.00
Concrete Vibrator (Per Hour)	Local Government Act 2009	Inclusive	\$21.00
Water Pump (Per Hour)	Local Government Act 2009	Inclusive	\$21.00
Drain Cleaning Machine (Per Hour)	Local Government Act 2009	Inclusive	\$95.00
Excavator (Per Hour)	Local Government Act 2009	Inclusive	\$270.00
Concrete Agitator (Per Hour)	Local Government Act 2009	Inclusive	\$220.00
Batching Plant (Per m3)	Local Government Act 2009	Inclusive	\$19.00
Bobcat Auger (Per Hour)	Local Government Act 2009	Inclusive	\$51.00
Low Loader (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Furniture Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$70.00
Street Sweeper (Per Hour)	Local Government Act 2009	Inclusive	\$60.00
Tractor/ Slasher (Per Hour)	Local Government Act 2009	Inclusive	\$115.00
Box Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$35.00
Vacuum/ Hydro Excavator (Per Hour)	Local Government Act 2009	Inclusive	\$265.00
Construction Water (Per KL)	Local Government Act 2009	Inclusive	\$5.00
Barge (Per Day)	Local Government Act 2009	Inclusive	\$1,080.00
Barge (Community Per Day)	Local Government Act 2009	Inclusive	\$540.00
Airport Bus Fees (Per Pick-Up)	Local Government Act 2009	Inclusive	\$11.00
Bus Fares (Including Staff & Contractors) (Per Week)	Local Government Act 2010	Inclusive	\$5.00

Mornington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
TOWN PLANNING			
Refund of Application Fees - No refund will be given in the event of a refusal of an application, or if an applicant decides not to proceed after Council has decided the application.			
A formal withdrawal of an application for Material Change of Use, Reconfiguration of a Lot or Operational Works will attract the following refunds based on what stage of IDAS the application is in at the time of withdrawal:			
(a) Application Stage - 80%			
(b) Information Stage & Referral Stage - 60%			
(c) Notification Stage - 40%			
(d) Decision Making Stage (Prior to assessment report being completed) - 20%			
Code Assessable Development Applications*	Sustainable Planning Act 2009	Exclusive	\$9,300.00
Impact Assessable Development Applications*	Sustainable Planning Act 2009	Exclusive	\$10,545.00
*NOTE: Complex development applications requiring independent specialist professional input (i.e. professional engineering and environmental specialist input) will result in a additional charge which will be calculated At Cost + 15% .			
Application seeking a time extension to the currency of an existing application	Sustainable Planning Act 2009	Exclusive	\$2,485.00
Change or cancel conditions of development	Sustainable Planning Act 2009	Exclusive	\$4,345.00

Mornington Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
PLUMBING/ WATER DRAINAGE			
Search for Water or Drainage Plans (Per Hour)	Plumbing & Drainage Act 2002	Exclusive	\$185.00
Camera & Operator (Per Hour)		Exclusive	\$250.00
Sewer/ Water Location Fee (Per Hour)		Exclusive	\$280.00
Sewer/ Water Dis-Connection		Exclusive	\$280.00
Lodgement of Plans for Plumbing Works			
Class 1 & 10 Buildings	Plumbing & Drainage Act 2002		
Lodgement of plans for regulated plumbing & drainage work including scrutiny, inspection & final compliance certificate for Class 1 & 10 new buildings & major additions/ alterations to existing dwellings			
First 3 Fixtures		Exclusive	\$435.00
Additional Fixtures (Each)		Exclusive	\$48.00
Commercial/Industrial/Multi-Residential - New Fixtures/Sub-meters/Testable Backflow Devices (COMM)			
Assessment of assessable plumbing & drainage work for up to 5 fixtures/sub-meters/testable backflow devices	Plumbing & Drainage Act 2002	Exclusive	\$435.00
Between 6-15 fixtures/sub-meters/testable backflow devices - per item	Plumbing & Drainage Act 2002	Exclusive	\$31.00
16 or more fixtures/sub-meters/testable backflow devices - per item		Exclusive	\$21.00
Inspection Fee			
Inspection of compliance assessable plumbing & drainage work for up to 2 fixtures/sub-meters/testable backflow devices	Plumbing & Drainage Act 2002	Exclusive	\$240.00
Inspection of compliance assessable plumbing & drainage work for 3 fixtures/sub-meters/testable backflow devices		Exclusive	\$445.00
In excess of 3 fixtures/sub-meters/testable backflow devices - per item		Exclusive	\$48.00
Plumbing Consultancy			
On Site Sewerage Assessment (Per Advice)	Plumbing & Drainage Act 2002	Exclusive	\$190.00
Reinspection (Under Slab, Drainage, Water Plumbing Rough In, Plumbing and Drainage Final)		Exclusive	\$190.00

Morningside Shire Council - Commercial and Regulatory Fees and Charges 2020/2021

Fees and Charges Description	Authority	GST	2020/21 Fees
Stormwater Inspection Fees			
Sewer Location Fee	Plumbing & Drainage Act 2002	Exclusive	\$165.00
Clean Blocked Drains/ High Pressure Jetter (Per Hour)		Inclusive	\$260.00
Water Services Connection Fee			
Domestic Water Service (25mm) Excluding Road Crossing	Water Act 2000	Exclusive	\$4,705.00
Industrial Water Service (50mm) Excluding Road Crossing		Exclusive	\$6,800.00
All Industrial Water Connections' Which Exceed 50mm Diameter		Exclusive	At Cost + 15%
Water Sample Testing (Per Sample)		Exclusive	\$155.00
Thermostatic Mixing Valve Testing Fee (per valve)	Water Act 2000	Exclusive	\$125.00
Back Flow Valve Testing Fee (per valve)		Exclusive	\$125.00
Sewerage Fees			
Jump Up Connection 150mm	Plumbing & Drainage Act 2002	Exclusive	\$3,420.00
Jump Up Connection Greater Than 150mm as per DA Conditions		Exclusive	At Cost + 15%
Sewerage Connection Fee - 1st Pedestal		Exclusive	\$3,710.00
Sewerage Connection Fee - Each Additional Pedestal		Exclusive	\$1,740.00
Inspection Fee - Septic/Composting/Other on Site Sewerage Systems (Per Year)		Exclusive	\$168.00
Call Out Fee (Per Hour)		Exclusive	\$152.50
Pumping Grease Trap/Septics			
Pumping Time (Includes Tankage and Disposal) (Per Hour)	Plumbing & Drainage Act 2002	Inclusive	\$645.00
Cleaning Blocked Drains (High Pressure Jetting) (Per Hour)		Inclusive	\$260.00

MORNINGTON SHIRE COUNCIL
Projected Annual Operating Statement
 For 10 years to 2029/30

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2025/27	2027/28	2028/29	2029/30
Operating Revenue										
Rates and Charges	3,281,500	3,445,600	3,617,900	3,798,800	3,988,700	4,188,100	4,397,500	4,617,400	4,848,300	5,090,700
Less: Discount, Rebate & Remissions	-	-	-	-	-	-	-	-	-	-
	3,281,500	3,445,600	3,617,900	3,798,800	3,988,700	4,188,100	4,397,500	4,617,400	4,848,300	5,090,700
Fees and Charges	2,323,900	2,440,100	2,562,100	2,690,200	2,824,700	2,965,900	3,114,200	3,269,900	3,433,400	3,605,100
Interest	68,000	71,400	75,000	78,800	82,700	86,800	91,100	95,700	100,500	105,500
Other	118,740	124,700	130,900	137,400	144,300	151,500	159,100	167,100	175,500	184,300
	2,510,640	2,636,200	2,768,000	2,906,400	3,051,700	3,204,200	3,364,400	3,532,700	3,709,400	3,894,900
Recoverable Works Revenue	10,318,480	10,421,700	10,734,400	11,056,400	11,388,100	11,729,700	12,081,600	12,444,000	12,817,300	13,201,800
Contributions	-	-	-	-	-	-	-	-	-	-
Subsidies and Grants	4,339,700	4,383,100	4,426,900	4,471,200	4,515,900	4,561,100	4,606,700	4,652,800	4,699,300	4,746,300
	14,658,180	14,804,800	15,161,300	15,527,600	15,904,000	16,290,800	16,688,300	17,096,800	17,516,600	17,948,100
Total Operating Revenues	20,450,320	20,886,600	21,547,200	22,232,800	22,944,400	23,683,100	24,450,200	25,246,900	26,074,300	26,933,700
Operating Expenditure										
Corporate Governance	4,830,900	4,835,731	4,840,567	4,845,407	4,850,253	4,898,755	4,913,451	4,928,192	4,942,976	4,957,805
Transport Services	1,639,720	1,656,100	1,672,700	1,689,400	1,706,300	1,757,500	1,810,200	1,864,500	1,920,400	1,978,000
Net Plant Operating Costs	29,600	29,900	30,200	30,500	30,800	31,100	31,400	31,700	32,000	32,300
Health and Building Costs	965,500	975,200	985,000	994,900	1,004,800	1,034,900	1,065,900	1,097,900	1,130,800	1,164,700
Community Services	3,307,100	3,340,200	3,373,600	3,407,300	3,441,400	3,475,800	3,510,600	3,545,700	3,581,200	3,617,000
Recoverable Works Costs	5,974,297	6,034,000	6,094,300	6,155,200	6,216,800	6,527,600	6,854,000	7,196,700	7,556,500	7,934,300
Other Technical Services Costs	663,300	669,900	676,600	683,400	690,200	724,700	760,900	798,900	838,800	880,700
Finance	24,000	24,720	25,462	26,225	27,500	28,900	30,300	31,800	33,400	35,100
Depreciation	4,726,605	4,962,900	5,012,500	5,062,600	5,113,200	5,164,300	5,215,900	5,268,100	5,320,800	5,374,000
	22,161,022	22,528,651	22,710,928	22,894,933	23,081,253	23,643,555	24,192,651	24,763,492	25,356,876	25,973,905
Total Operating Expenditure	22,161,022	22,528,651	22,710,928	22,894,933	23,081,253	23,643,555	24,192,651	24,763,492	25,356,876	25,973,905
OPERATING RESULT	(1,710,702)	1,642,051	(1,163,728)	(662,133)	(136,853)	39,545	257,549	483,408	717,424	959,795
Capital Items										
Profit on Sale of Non-Current Assets	220,000	-	-	-	-	-	-	-	-	-
Capital Grants and Subsidies	9,113,137	9,386,500	9,668,100	9,958,100	10,256,800	10,564,500	10,881,400	11,207,800	11,544,000	11,890,300
Contributions	-	-	-	-	-	-	-	-	-	-
	9,333,137	9,386,500	9,668,100	9,958,100	10,256,800	10,564,500	10,881,400	11,207,800	11,544,000	11,890,300
INCR / (DECR) IN OPERATING CAPABILITY	7,622,435	7,744,449	8,504,372	9,295,967	10,119,947	10,604,045	11,138,949	11,691,208	12,261,424	12,850,095

MORNINGTON SHIRE COUNCIL
Annual Projected Balance Sheet
For 10 years to 2029/30

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Current Assets										
Cash and cash equivalents	5,161,224	5,698,991	6,395,007	7,255,802	8,288,086	9,461,453	10,784,701	12,263,309	13,903,035	15,709,819
Trade and other receivables	1,671,338	1,477,406	1,519,957	1,568,132	1,618,413	1,670,683	1,725,123	1,781,775	1,840,740	1,902,162
Inventories	756,761	464,628	469,271	473,961	478,704	502,636	527,769	554,158	581,863	610,954
Other financial assets	247,187	247,187	247,187	247,187	247,187	247,187	247,187	247,187	247,187	247,187
Total Current Assets	7,836,510	7,888,212	8,631,423	9,545,081	10,632,390	11,881,960	13,284,780	14,846,428	16,572,824	18,470,122
Non-Current Assets										
Trade and other receivables	-	-	-	-	-	-	-	-	-	-
Other financial assets	5,731,595	5,731,595	5,731,595	5,731,595	5,731,595	5,731,595	5,731,595	5,731,595	5,731,595	5,731,595
Property, plant and equipment	126,820,334	135,397,615	143,167,625	151,558,863	160,600,553	169,990,387	179,759,763	189,982,935	200,554,098	215,884,596
Total Non-Current Assets	132,551,929	141,129,210	148,899,220	157,290,458	166,332,148	175,721,982	185,491,358	195,714,530	206,285,693	221,616,191
TOTAL ASSETS	140,388,439	149,017,422	157,530,642	166,835,540	176,964,538	187,603,942	198,776,139	210,560,958	222,858,517	240,086,313
Current Liabilities										
Trade and other payables	286,822	1,171,357	1,180,205	1,189,135	1,198,185	1,233,546	1,266,792	1,360,404	1,396,537	1,434,218
Borrowings	-	-	-	-	-	-	-	-	-	1
Provisions	703,514	703,514	703,514	703,514	703,514	703,514	703,514	703,514	703,514	703,514
Other	-	-	-	-	-	-	-	-	-	-
Total Current Liabilities	990,336	1,874,871	1,883,719	1,892,649	1,901,699	1,937,060	1,970,306	2,063,918	2,100,051	2,137,733
Non-Current Liabilities										
Trade and other payables	-	-	-	-	-	-	-	-	-	-
Borrowings	-	-	-	-	-	-	-	-	-	-
Provisions	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527
Total Non-Current liabilities	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527	1,219,527
TOTAL LIABILITIES	2,209,863	3,094,398	3,103,246	3,112,176	3,121,226	3,156,587	3,189,833	3,283,445	3,319,578	3,357,260
NET COMMUNITY ASSETS	138,178,576	145,923,025	154,427,397	163,723,364	173,843,312	184,447,355	195,586,305	207,277,513	219,538,939	236,729,053
Community Equity										
Asset Revaluation Reserve	107,141,328	107,141,328	107,141,328	107,141,328	107,141,328	107,141,328	107,141,328	107,141,328	107,141,328	111,481,349
Retained Surplus	30,120,988	37,865,437	46,369,809	55,665,776	65,785,724	76,389,767	87,528,717	99,219,925	111,481,351	124,331,444
Other Reserves	916,260	916,260	916,260	916,260	916,260	916,260	916,260	916,260	916,260	916,260
TOTAL COMMUNITY EQUITY	138,178,576	145,923,025	154,427,397	163,723,364	173,843,312	184,447,355	195,586,305	207,277,513	219,538,939	236,729,053
		0	0	0	0	0	0	0	0	0
Operating Surplus	Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2025/27	2027/28	2028/29
0 - 15%		-8.37%	-7.9%	-5.4%	-3.0%	-0.6%	0.2%	1.1%	1.9%	2.8%
Target Achieved		x	x	x	x	x	✓	✓	✓	✓
Net Financial Liabilities	Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2025/27	2027/28	2028/29
< 60%		-27.5%	-23.0%	-25.7%	-28.9%	-32.7%	-36.8%	-41.3%	-45.8%	-50.8%
Target Achieved		✓	✓	✓	✓	✓	✓	✓	✓	✓
Asset Sustainability	Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2025/27	2027/28	2028/29
> 90%		200.8%	160.2%	169.1%	178.2%	187.6%	190.7%	194.4%	198.3%	202.1%
Target Achieved		✓	✓	✓	✓	✓	✓	✓	✓	✓

MORNINGTON SHIRE COUNCIL
Projected Annual Statement of Cash Flows
For 10 years to 2029/30

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Cash flows from operating activities:										
Receipts from customers	14,246,420	14,634,104	15,245,506	15,881,206	16,542,404	17,230,001	17,945,396	18,689,589	19,463,880	20,269,469
Payments to suppliers and employees	(17,410,417)	(17,541,031)	(17,672,967)	(17,806,107)	(17,940,553)	(18,450,355)	(18,946,451)	(19,463,592)	(20,002,676)	(20,564,805)
	(3,163,997)	(2,906,927)	(2,427,461)	(1,924,901)	(1,398,148)	(1,220,354)	(1,001,056)	(774,003)	(538,796)	(295,336)
Interest received	68,000	71,400	75,000	78,800	82,700	86,800	91,100	95,700	100,500	105,500
Rental Income	1,796,200	1,797,996	1,799,794	1,801,594	1,803,396	1,805,199	1,807,004	1,808,811	1,810,620	1,812,431
Operating grants and contributions	4,339,700	4,383,100	4,426,900	4,471,200	4,515,900	4,561,100	4,606,700	4,652,800	4,699,300	4,746,300
Borrowing costs (Finance Costs)	(24,000)	(24,720)	(25,462)	(26,225)	(27,500)	(28,900)	(30,300)	(31,800)	(33,400)	(35,100)
Net cash inflow (outflow) from operating activities	3,015,903	3,320,849	3,848,772	4,400,467	4,976,347	5,203,845	5,473,449	5,751,508	6,038,224	6,333,795
Cash flows from investing activities:										
Payments for property, plant and equipment	(9,492,400)	(7,951,664)	(8,476,395)	(9,023,021)	(9,591,913)	(9,847,760)	(10,142,004)	(10,444,457)	(10,755,201)	(11,074,415)
Payments for Intangible Assets	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	220,000	-	-	-	-	-	-	-	-	-
Finance Lease Receipts	-	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	9,113,137	5,168,582	5,323,639	5,483,348	5,647,849	5,817,284	5,991,803	6,171,557	6,356,704	6,547,405
Net cash inflow (outflow) from investing activities	(159,263)	(2,783,082)	(3,152,755)	(3,539,672)	(3,944,064)	(4,030,476)	(4,150,201)	(4,272,901)	(4,398,498)	(4,527,011)
Cash flows from financing activities:										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from financing activities	0	0	0	0	0	0	0	0	0	0
Net increase (decrease) in cash held	2,856,640	537,767	696,016	860,795	1,032,284	1,173,369	1,323,248	1,478,608	1,639,726	1,806,784
Cash at beginning of reporting period	2,304,584	5,161,224	5,698,991	6,395,007	7,255,802	8,288,086	9,461,453	10,784,701	12,263,309	13,903,035
Cash at end of reporting period	5,161,224	5,698,991	6,395,007	7,255,802	8,288,086	9,461,453	10,784,701	12,263,309	13,903,035	15,709,819

MORNINGTON SHIRE COUNCIL
Projected Annual Statement of Cash Flows
For 10 years to 2029/30

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Cash flows from operating activities:										
Receipts from customers	14,246,420	14,634,104	15,245,506	15,881,206	16,542,404	17,230,001	17,945,396	18,689,589	19,463,880	20,269,469
Payments to suppliers and employees	(17,410,417)	(17,541,031)	(17,672,967)	(17,806,107)	(17,940,553)	(18,450,355)	(18,946,451)	(19,463,592)	(20,002,676)	(20,564,805)
	(3,163,997)	(2,906,927)	(2,427,461)	(1,924,901)	(1,398,148)	(1,220,354)	(1,001,056)	(774,003)	(538,796)	(295,336)
Interest received	68,000	71,400	75,000	78,800	82,700	86,800	91,100	95,700	100,500	105,500
Rental Income	1,796,200	1,797,996	1,799,794	1,801,594	1,803,396	1,805,199	1,807,004	1,808,811	1,810,620	1,812,431
Operating grants and contributions	4,339,700	4,383,100	4,426,900	4,471,200	4,515,900	4,561,100	4,606,700	4,652,800	4,699,300	4,746,300
Borrowing costs (Finance Costs)	(24,000)	(24,720)	(25,462)	(26,225)	(27,500)	(28,900)	(30,300)	(31,800)	(33,400)	(35,100)
Net cash inflow (outflow) from operating activities	3,015,903	3,320,849	3,848,772	4,400,467	4,976,347	5,203,845	5,473,449	5,751,508	6,038,224	6,333,795
Cash flows from investing activities:										
Payments for property, plant and equipment	(9,492,400)	(7,951,664)	(8,476,395)	(9,023,021)	(9,591,913)	(9,847,760)	(10,142,004)	(10,444,457)	(10,755,201)	(11,074,415)
Payments for Intangible Assets	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	220,000	-	-	-	-	-	-	-	-	-
Finance Lease Receipts	-	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	9,113,137	5,168,582	5,323,639	5,483,348	5,647,849	5,817,284	5,991,803	6,171,557	6,356,704	6,547,405
Net cash inflow (outflow) from investing activities	(159,263)	(2,783,082)	(3,152,755)	(3,539,672)	(3,944,064)	(4,030,476)	(4,150,201)	(4,272,901)	(4,398,498)	(4,527,011)
Cash flows from financing activities:										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from financing activities	0	0	0	0	0	0	0	0	0	0
Net increase (decrease) in cash held	2,856,640	537,767	696,016	860,795	1,032,284	1,173,369	1,323,248	1,478,608	1,639,726	1,806,784
Cash at beginning of reporting period	2,304,584	5,161,224	5,698,991	6,395,007	7,255,802	8,288,086	9,461,453	10,784,701	12,263,309	13,903,035
Cash at end of reporting period	5,161,224	5,698,991	6,395,007	7,255,802	8,288,086	9,461,453	10,784,701	12,263,309	13,903,035	15,709,819

14.3 DEBTORS WRITE OFF

Author: Acting Executive Manager Finance and Human Services

Attachments: 1 Provision for Doubtful Debts as at 30th June 2019
2 Debtors Write Off as at 30th June 2020

PURPOSE (EXECUTIVE SUMMARY)

To remove aged debtors from Council's records which are uneconomical to recover.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The attached supporting document outlines outstanding debts owed to Council which have been deemed doubtful and therefore have been recommended to be written off. Council has followed procedure outlined within the Sundry Debt Collection Policy, however the invoices in question are deemed to be uneconomical to pursue through an external debt collection agent.

FINANCIAL & RESOURCE IMPLICATIONS

As these debts proposed to be written off were allowed for in the Provision for Doubtful Debts as at 30th June 2019, there will be no effect on the Operating Result for 2019/20. The proposed write off will result in a reduction to the outstanding receivables balance and offset through the Provision for Doubtful Debts.

RECOMMENDATION

That Council approve the write off of doubtful debts totalling \$ 56,212.84.

Mornington Shire Council
Provision for Doubtful Debts as at 30th June 2019



Account	Debtor Name	90 Days	60 Days	30 Days	Current	Total Doubtful Debts (As at 30th June 2019)	Recommend Debtors Write Off 30.06.2020	Comments
ASBESTOS	Asbestos Solutions & Management Pty Ltd	51,963.46				51,963.46	51,963.46	Recommend Write Off - Invoices In Dispute
BAYKIM	Kim Bayly	4,249.38				4,249.38	4,249.38	Recommend Write Off - Ex-Employee
CENTRELINK	Centrelink	25,837.39				25,837.39		Following Up Repayment - Sub-Lessee
GUNUNA	Gununamanda Pty Ltd	84,739.51	16,271.22	9,735.82	11,025.41	121,771.96		Repayment Plan has been Followed (Up-to-Date)
INTERLEA	Interleasing	372.50				372.50		Continuing to Follow Up Repayment
LINFARR	Farah Linden	2,720.10				2,720.10		Repayment Plan being Followed
LINDLA	Laurie Lindner Constructions Pty Ltd	2,000.00				2,000.00		Continuing to Follow Up Repayment
LINDSE	Sean Linden	847.88				847.88		Continuing to Follow Up Repayment
MOALEX	Alexis Mo	2,831.40				2,831.40		Continuing to Follow Up Repayment
ROGERD	Dessire Rogers	408.58				408.58		Continuing to Follow Up Repayment
WATTFRAN	Frank Watts	2,000.00				2,000.00		Repayment Plan agreed - yet to commence
WILSJA	James Wilson	416.48				416.48		Continuing to Follow Up Repayment
WILSOJI	Jimmy Wilson	1,083.00				1,083.00		Continuing to Follow Up Repayment
		\$ 179,469.68	\$ 16,271.22	\$ 9,735.82	\$ 11,025.41	\$ 216,502.13	\$ 56,212.84	

Mornington Shire Council
Debtors Write Off as at 30th June 2020



Account	Debtor Name	Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Comments	
ASBESTOS	Asbestos Solutions & Management Pty Ltd	23/02/2018	213720	LH1801199414838	\$600.00	Accomodation	
		2/03/2018	213748	LH1801199415022	\$2,200.00	Accommodation	
		2/03/2018	213749	LH1801199415541	\$1,840.00	Accommodation	
		2/03/2018	213750	LH1802129719893	\$480.00	Accommodation	
		7/03/2018	213820	LH1801199414994	\$2,320.00	Accommodation	
		13/03/2018	213947	FUEL SALES 28/02/2018	\$185.00	Fuel Sales	
		24/03/2018	214074	LH1802279910826	\$240.00	Accommodation	
		29/03/2018	214089	LH1801199415567	\$4,800.00	Accommodation	
		9/04/2018	214144	FUEL SALES 26/02/2018	\$888.00	Fuel Sales	
		10/04/2018	214176	FUEL SALES 12.03.2018	\$5.00	Fuel Sales	
		10/04/2018	214202	FUEL SALES 16.03.2018	\$185.00	Fuel Sales	
		10/04/2018	214203	FUEL SALES 19.03.2018	\$96.01	Fuel Sales	
		10/04/2018	214218	FUEL SALES 21.03.2018	\$29.00	Fuel Sales	
		11/04/2018	214251	STORES REQ# 284583	\$33.66	Stores	
		13/04/2018	214267	LH1801199414918	\$7,200.00	Accommodation	
		13/04/2018	214268	LH1801199415046	\$7,200.00	Accommodation	
		13/04/2018	214269	LH1801199414889	\$7,200.00	Accommodation	
		13/04/2018	214270	LH1802229849690	\$5,400.00	Accommodation	
		4/05/2018	214484	LH18041110459203	\$1,960.00	Accommodation	
		4/05/2018	214485	LH18041110459200	\$1,960.00	Accommodation	
		4/05/2018	214486	LH18041110459205	\$1,960.00	Accommodation	
		4/05/2018	214487	LH18041110459255	\$2,200.00	Accommodation	
		4/05/2018	214488	LH18041110459184	\$2,200.00	Accommodation	
		15/05/2018	214556	FUEL SALES 17.04.2018	\$37.02	Fuel Sales	
		15/05/2018	214583	FUEL SALES 16.04.2018	\$559.77	Fuel Sales	
		12/06/2018	214758	FUEL SALES 04/04/2018	\$185.00	Fuel Sales	
						\$51,963.46	Recommend Write Off - In dispute
BAYKIM	Kim Bayly	9/04/2016	204355	REIMBURSEMENT OF REPATRIATION	\$2,866.18		
		3/10/2016	207332	REIMBURSEMENT - RELOCATION EXP	\$1,383.20		
					\$4,249.38	Recommend Write Off - Ex-Employee	
					\$56,212.84		

15 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES**15.1 HOUSING DEPARTMENT REPORT**

Author: Housing Manager

Attachments: 1 Table 1: Completed QBuild PO Jobs at 11.06.20
2 Table 2: WIP QBuild PO Jobs at 11.06.20

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide the Council with an update of the Housing program for the month of May 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2018/19 BAS Do & Charge Program – As at the date of this report, 3 carpentry jobs out of a total of 1634 Repairs & Maintenance Jobs for the 2018/19 financial year remain outstanding.

2019/20 BAS Do & Charge Program – 81 jobs out of a total of 1347 current jobs issued remain are yet to be completed as detailed below:

- Plumbing – 13
- Electrical – 4
- Tree Maintenance/Arboreal Works/Mow Tidy – 23
- Carpentry – 25
- Fencing Repairs – 3
- Pest Control – 4
- Painting – 0
- Various (311B Kirdikir) – 9

BAS Do & Charge Jobs Summary 2018/19 to 2019/20 at 11.06.2020:

Total number of jobs issued on the BAS Portal	83
Total number of jobs completed/ready for billing	4
Total number of jobs outstanding/yet to complete	79

2018/19 BAS Purchase Orders Program – there are 3 outstanding PO jobs for the financial year. These jobs comprise of:

- 3 HIPS (Housing Improvement Program) remain to be completed. The timeline for each property is as follows:
- Res 4/503 Lardil – remaining works on hold awaiting ACM removals, variation issued approved; on hold due to COVID-19;
- 5A/264 Lardil – engineers' inspection report received, quoted works and approved, sourcing materials, laundry on hold, ACM variation issued and approved, on hold due to COVID-19;

- 5B/264 Lardil – external painting completed, external cladding completed, internal painting completed, engineers' report received, works approved, sourcing materials, kitchen installed, robes installed, bathroom completed, vinyl flooring and approved ACM removals on hold due to COVID-19.

2019/20 BAS Purchase Orders Program – BAS has released a total of 109 jobs to date valued at \$6 million (GST-inclusive). 89 jobs valued at \$3 million have been completed and paid. A remainder 20 jobs valued at \$3 million are yet to be completed.

Table 1 attached to this report shows a summary of the completed jobs for the current financial year.

Table 2 attached to this report shows a summary of the 20 jobs valued at \$3 million. Commentaries on these works-in-progress are as follows:

- 2x Fencing Upgrades worth \$28,600 – QAS Residences fencing jobs are works-in-progress, materials have arrived on the island, expected completion date 19/06/20;
- 1x Flooring Upgrade worth \$5,300 – currently in discussions with supplier to complete works;
- 1x MI Hospital Ceiling Replacement worth \$12,300 – awaiting direction from Department of Health, has been billed for materials and 40% completion;
- 3x Asbestos Removal worth \$50,300 – these are HIPS variation jobs and are currently on hold due to COVID-19, currently rescheduling to complete;
- 1x Roof Replacement Project worth \$57,700 – currently under review and pending delivery process;
- 2x Disability modification project worth \$35,200 – materials sourced and ordered, to be scheduled upon confirmation of delivery of materials;
- 4x Veranda Rectification jobs worth \$165,500 – currently sourcing materials;
- 1x Full Refurbishment project worth \$205,900 – currently sourcing materials and shop drawings for kitchen;
- 1x Driveway job remaining worth \$32,000– under construction, to be completed by 12/06/20;
- 1x Fencing Works worth \$16,900 – awaiting materials expected by 24/06/20;
- 1x Garage Install job worth \$29,700 – panels have been constructed and forwarded for hot dip galvanising, delivery expected soon;
- 1x Full Refurbishment worth \$78,700 – works completed excluding vinyl flooring which is currently being re-scheduled;
- MISS Security Fencing Project – works commenced Thursday 21/05/20
 - PCYC Oval Demolition completed and billed
 - Materials ordered, first delivery arrived on 10/06/20 and is on site, second and final delivery due 17/06/20
 - Works on installation of fence due to commence on 11/06/20 delayed due to machinery failure, parts ordered and due on the island on 12/06/20, works to commence Monday 15/06/20.

STAFFING REPORT

- Andrew Campbell has been engaged to fill the final carpentry position with-in the ORG chart and will commence once restrictions from COVID-19 are lifted.
- Housing Department currently advertising for the Housing Administration Officer-Trainee position.
- Michael Wilson (Mixer) is currently job shadowing Rohan Gibbs in the role of Housing Supervisor.

FINANCIAL & RESOURCE IMPLICATIONS

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

Commentary: The Progress Claim 12 (Variation Claim) for this project worth approximately \$527,894 was raised and submitted in the September month and is currently being reviewed. QBuild aims to have the claim finalised by the end of the financial year.

2. BAS PO Jobs				
	Feb20	Mar20	Apr20	May20
Total Revenue (\$)	\$254,197	\$345,773	131,269.20	439,208.00
Invoice Quantity	8 Invoices	14 Invoices	9 Invoices	25 Invoices
Average \$/invoice	\$31,775	\$24,698	\$14,585	\$17,568

Commentary: The table above indicates an increase in the revenue figures for the QBuild Purchase Order Projects this month. This is attributed to larger scale program works scheduled for 2019-20 that have been successfully completed well ahead of schedule. Allowing sourcing of additional works allowing continued progress of revenue billing.

3. BAS D&C Jobs				
	Feb20	Mar20	Apr20	May20
Total Revenue (\$)	\$192,395	\$121,807	\$186,547	\$158,802
Invoice Quantity	144 Invoices	87 Invoices	124 Invoices	121 Invoices
Average \$/invoice	\$1,336	\$1,400	\$1,504	\$1,312

Commentary: The table above showed revenue figures remained relative to previous months. Much of the aged cards have been closed off. Some work has been affected due to COVID-19 and associated travel restrictions, however a shift in direction has ensured and secured a constant work and revenue flow for Council.

4. Private Works Jobs			
May20 Invoices	\$	Invoice	N/A
TOTAL	\$		

Commentary: There are no outstanding invoices that have been invoiced in the month.

RECOMMENDATION

That Council note and accept this report.

Table 1: Completed QBuild PO Jobs at 11.06.20

Address	Description of Works	Total Value Including GST
129 Wengka St	Carport Upgrade	39,433.65
128 Wengka St	Carport Upgrade	39,433.65
70 Wardirran St	Carport Upgrade	39,433.65
44 Wardirran St	Carport Upgrade	39,433.65
322 Mukakiya St	Carport Upgrade	39,433.65
321 Mukakiya St	Carport Upgrade	39,975.76
295 Mukakiya St	Carport Upgrade	42,648.40
286 Mukakiya St	Carport Upgrade	39,433.65
315 Lardil St	Carport Upgrade	39,433.65
251 Lardil St	Carport Upgrade	39,433.65
202 Lardil St	Carport Upgrade	40,732.21
200 Lardil St	Carport Upgrade	39,433.65
67 Lardil St	Carport Upgrade	39,433.65
49 Lardil St	Carport Upgrade	40,649.87
307 Kirdikir St	Carport Upgrade	69,925.65
306 Kirdikir St	Carport Upgrade	56,412.15
156 Maarn Maarn Katha St	Carport Upgrade	39,983.02
155 Maarn Maarn Katha St	Carport Upgrade	39,433.65
57 Gunkarra St	Carport Upgrade	41,747.86
227 Dunlyu St	Carport Upgrade	39,433.65
226 Dunlyu St	Carport Upgrade	39,433.65
225 Dunlyu St	Carport Upgrade	40,533.65
80 Djinkiya St	Carport Upgrade	40,533.65
77 Djinkiya St	Carport Upgrade	41,046.25
73 Djinkiya St	Carport Upgrade	45,052.05
76 Djinkiya St	Carport Upgrade	39,433.65
295 Mukakiya St	Driveway Upgrade	29,862.25
40 Marndatharrkan St	Driveway Upgrade	34,155.00
159 Ngerrawum St	Driveway Upgrade	21,367.50
167 Dungah Cl	Driveway Upgrade	22,610.50
57 Gunkarra St	Driveway Upgrade	37,482.73
56 Gunkarra St	Driveway Upgrade	25,759.25
80 Djinkiya St	Driveway Upgrade	29,535.00
77 Djinkiya St	Driveway Upgrade	40,144.61
76 Djinkiya St	Driveway Upgrade	26,439.60
73 Djinkiya St	Driveway Upgrade	38,032.50
44 Wardirran St	Driveway Upgrade	28,151.20
42 Wardirran St	Driveway Upgrade	18,668.54
251 Lardil St	Driveway Upgrade	33,940.50
67 Lardil St	Driveway Upgrade	30,654.58
49 Lardil St	Driveway Upgrade	16,500.00
21 Lardil St	Driveway Upgrade	27,332.25
251 Lardil St	Variation - Additional Concrete Required to Complete Carport	7,898.00
18 Lardil St	Driveway Upgrade	23,042.25
9 Lardil St	Driveway Upgrade	30,658.65
144 Ngerrawum St	Kitchen Upgrade	28,842.52
286 Mukakiya St	Kitchen Upgrade	29,144.50

248 Wardirran St	Flooring Upgrade	21,821.80
192 Yarrabarkan St	Fencing Upgrade	16,332.49
193 Jimbarn St	Fencing Upgrade	14,300.50
11 Lardil St	Internal Repaint	15,805.35
11 Lardil St	External Repaint	20,075.34
21 Lardil St	Internal Repaint	16,852.61
226 Dunlyu St	Internal Repaint	16,425.17
308 Mukakiya St	Internal Repaint	28,931.55
311B Kirdikir St	External Repaint	16,342.92
126 Wengka St	Internal Repaint	13,470.16
139 Ngerrawum St	NAHA Refurbishment	203,465.32
Mornington Island Watch House	Supply Install Toilet Basin Combo REF Quote 67	8,383.10
MI State School	Full External Repaint to Admin Block	31,939.51
MI State School	Full External Repaint to D Block	27,429.51
Gidgee Healing	Design Construct Carport REF Tender WS 146234	58,369.74
MI State School	Trenching Laying Conduit with PITS REF Tender WS 146579	76,102.73
301 Jimbarn	Concrete Works	10,094.88
MI State School	SIE Upgrade Block C Record of Clarification V001	57,807.20
80 Djinkiya St	Upgrade works per Tender WS 146357 excluding item 5 External Repairs	33,107.64
251 Lardil St	Flooring Upgrade	26,955.50
311B Kirdikir St	Full Refurbishment	78,738.00
Res 28 Maarn Maarn Katha	Hot Water Replacement	3,672.89
228 Dunlyu	Shower Repairs as per WS 149363	26,886.08
Res 24 Maarn Maarn Katha	Kitchen Repairs from water damage	7,482.20
QAS Residence	External Repaint Refer Tender WS 149571	15,653.00
309 MukakiyaSt	ClothesLine & Footpath Upgrade refer WS 149329 Items 6&7	10,590.56
318A Wanji Cl	Handrails & Balustrades refer WS 149329 Item 4 and ROC V2	18,302.86
72 Djinkiya	Driveway Upgrade refer WS 149329 Items 1, 2 & 3	57,479.31
MI State School	Security Fence Upgrade Works - Oval Demolition / Removal	160,391.00
204 Lardil St	Rear Patio Upgrade	11,855.11
MI State School	INSTALL HOIST, F BLOCK AS PER TENDER 149902	27,509.17
70 Wardirran St	Laundry Upgrade	14,127.50
33 Lardil St	Concrete Works to Underside of Residence	28,279.55
62 Wardirran St	Replace Solar HWS	13,456.29
66 Lardil St	Replace Solar HWS	13,456.29
20 Lardil St	Replace Solar HWS	13,456.29
286 Mukakiya St	Supply Install Gas Oven Misc Works	2,337.50
106 Wurrurku Cr	Driveway - Revised Earthworks	26,895.32
245 Wardirran St	Driveway - Revised Earthworks	20,896.95
308 Mukakiya St	Driveway - Revised Earthworks	32,449.31
313 Lardil St	Driveway - Revised Earthworks	34,830.84
79 Djinkiya St	Driveway - Revised Earthworks	28,162.55
		3,032,455.05

Table 2: WIP QBuild PO Jobs at 11.06.20

Address	Description of Works	Total Value Including GST
Mornington Island Hospital	Ceiling Replacement REF Quote 1586	12,315.71
167 Dunga Cl	Flooring Upgrade	5,316.74
QAS Residence Res 15	Fencing Upgrade per Item 1&2 WS 146446	17,617.60
QAS Residence Res 16	Fencing Upgrade per Item 3 WS 146446	10,939.50
505 Lardil St	Roof Replacement	57,706.00
MI State School	Security Fence Upgrade Works - School & Residence Fencing	1,190,899.60
MI State School	Security Fence Upgrade Works - School & Residence Demolition / Removal	603,329.10
MI State School	Security Fence Upgrade Works - School & Residence Mowing Strip	84,601.00
MI State School	Security Fence Upgrade Works - School & Residence Arboreal	37,438.50
MI State School	Security Fence Upgrade Works - Oval Fencing	367,018.30
MI State School	Security Fence Upgrade Works - Oval Mowing Strip	22,488.40
Res 5A, 284 Lardil St	Asbestos Removal incl. Mobilisation Costs	12,859.00
Res 5B, 284 Lardil St	Asbestos Removal incl. Mobilisation Costs	12,859.00
Res 4, 503 Lardil St	Asbestos Removal incl. Mobilisation Costs	24,616.68
21 Lardil St	Disability modification Bathroom Upgrade	32,138.32
21 Lardil St	Disability modification Toilet Modifications	1,013.50
502 Lardil St Res 9	Veranda Rectifications Res 9A Refer WS 149569 Item 1	33,369.83
502 Lardil St Res 9	Veranda Rectifications Res 9B Refer WS 149569 Item 2	33,369.83
502 Lardil St Res 9	Veranda Rectifications Rear Shed (Shared) Refer WS 149569 Item 3	28,784.70
264 Lardil Res 5	Veranda Rectifications Refer Tender WS 149568 Record of Clarifications V2	69,991.32
202 Lardil St	Preliminaries	9,068.40
202 Lardil St	Fencing Works	6,481.20
202 Lardil St	Internal Works	53,606.30
202 Lardil St	Kitchen Works	40,385.40
202 Lardil St	Bathroom Works	26,920.30
202 Lardil St	Internal Painting and Cleaning	17,424.00
202 Lardil St	External Painting and Cleaning	19,166.40
202 Lardil St	Flooring Works	25,383.60
202 Lardil St	External Works	5,544.00
202 Lardil St	Services and Inspections	1,953.60
86 Wurrurku Cr	Driveway - Revised Earthworks	31,814.23
QAS Residence	Install gates & garage enclosure	29,692.70
36 Lardil	Fence Works	16,904.22
		2,943,016.97

15.2 TENDER ASSESSMENT PANEL

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To have Council approve the makeup of a Tender Assessment Panel to consider tenders received for the '9 Carports for the Dept. of Education (DOE)' tender, which was put to public tender earlier this month pursuant to Council's procurement policy.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In addition, pursuant to Council's Delegation Register, Council are required to approve the membership makeup of the Tender Assessment Panel.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial & resource implications associated with this report, nor its recommendation.

RECOMMENDATION

That Council approve Lyndon Prior (Acting CEO), Dale Harvey (Housing Manager) and Owen Jensen (Acting Executive Manager Finance & Human Services) as the tender assessment panel to evaluate tender calls for the '9 Carports for the Dept. of Education (DOE)' tender.

15.3 TECHNICAL SERVICES MONTHLY REPORT

Author: Acting Executive Manager Technical Services

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

WATER AND SEWERAGE

Water samples are taken on a daily basis from a number of sample points, throughout the township, to monitor the chlorine residual of the drinking water. Daily clean out of sewer grates at the ponds and monitoring pump stations A, B, and C. Daily maintenance work is being carried out at Clearwater to keep treatment process running efficiently. Fire Hydrants in the lane-ways have had some maintenance work done and has shown that there is more work to be done so a schedule of ongoing works is to be carried out in the community.

Table 1: Processed water going to community

Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL
Jan	24,624 KL	April	24,855 KL	July		Oct	
Feb	24,112 KL	May	28,883 KL	Aug		Nov	
March	25,368 KL	June		Sept		Dec	
Total	74,104 KL	Total		Total		Total	

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	-	April	38mm	July		Oct	
Feb	-	May	8mm	Aug		Nov	
March	6mm	June		Sept		Dec	
Total	6mm	Total		Total		Total	

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

Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity
Jan	75%	April	100%	July		Oct	
Feb	101%	May	96%	Aug		Nov	
March	100%	June		Sept		Dec	

PARKS AND GARDENS

Maintenance works has been carried out throughout the community with rubbish remove along fence lines, Also B.A.S work with mow & tidy jobs at, 5 Lardil st, S.E.S. site, Gov. Units 267 Ngeerawn st x3, 507 Lardil st x 4, 508 Lardil st x 4 also Telstra and Air Services site as well as the Cemetery.

CIVIL

Civil crew have assisted with barge delivery's and have also assisted with Parks & Gardens crew with tree trimming & rubbish removal. Works has also been carried out within the community with rubbish removal and fire breaks so that control burning can be carried out with the community.

LANDFILL

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

FENCING

The fencing department have carried out works on B.A.S. do & charge jobs as well as fences repairs in the community. New fencing has been carried out at the Sewer Ponds and Pump Stations. Works have started at the School with cleaning of Boundary fences.

BATCH PLANT

Continuing maintenance works has been done as well as rubbish removal. Batching crew have been doing some concrete pours on driveways in the community.

SEWERAGE OUT FALL PIPE

The works carried out on the sewer out fall pipe is now completed and a Maintenance Schedule is put in place.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

15.4 TEMPORARY ROAD CLOSURE POLICY

Author: Acting Chief Executive Officer

Attachments: 1 Temporary Road Closure Policy

PURPOSE (EXECUTIVE SUMMARY)

To present to Council for their consideration and adoption a draft Temporary Road Closure Policy to provide a procedure within policy to enable Council to formally close [temporarily] and open roads within the Shire.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council moved at its July 2019 meeting for Executive to bring to Council a road closure policy subsequent to requests from local police to close roads to enable community activity such as cricket to be played by children at various times throughout the week.

Council is granted authority to close and open roads on a temporary basis pursuant to Sec 69 of the Local Government Act 2009. In considering an application to temporarily close and open a road a Council must consider its Road Closure Policy in determining the outcome of any such application.

A draft Temporary Road Closure Policy is attached for Council's consideration. See attachment 1.

FINANCIAL & RESOURCE IMPLICATIONS

There is no financial and resource implication associated with this plan or its recommendations.

RECOMMENDATION

That Council adopt the draft Temporary Road Closure Policy as its Temporary Road Closure Policy.



MORNINGTON
SHIRE COUNCIL

Temporary Road Closure

Policy Name	Temporary Road Closure		
Type	Council Policy		
Owner	Executive Manager Technical Services		
Responsible Officer	Executive Manager Technical Services		
Decision Number	[Decision Number]	Approval Date	[Approval Date]
Records Number	[Records Number]	Next Review Date	[Review Date]

1 Purpose

To provide a consistent approach to managing applications for temporary closure of sections of MSC owned road reserves that will provide protection for MSC's assets. Provides the safety of road users and the public.

2 Scope

The Policy applies to applications for temporary closure of Mornington Shire Council (MSC) controlled road reserves.

The Policy does not apply to permanent road closure or temporary road closures implemented as part of local area traffic management schemes, closures as part of maintenance, works or events organized and controlled by MSC or closures implemented in emergency situations.

3 Guideline Statement

3.1 Applications for Temporary Road Closures

- An application to temporarily close the road reserve must be received by MSC at least fourteen (14) days before the proposed closure.
- All applications must be made on the required form (Application for Temporary Road Closure) and include:
- Current Certificate of currency for Public Liability Insurance, nominating Mornington Shire Council as an interested party for a minimum value of \$20 Million;
- Signed Indemnity;
- Details of the accredited Traffic Controller registered under the Traffic Management Registration Scheme responsible for erecting and dismantling required signage and barricades;
- A letter signed by all affected residents or business operators within the area of the proposed road closure (for works and events that are likely to cause an unreasonable level of inconvenience);



Temporary Road Closure

- Traffic Management Plan developed by an accredited person registered under the Traffic Management Registration Scheme;
- Temporary Male/Female toilet facilities set up in the area.
- Procedure to enable Emergency Services to gain access to and through the area of temporary road closure (applicable to event organisers).

3.2 Approval to Temporarily Close a Road

- A "Letter of No Objection" will be issued to the applicant subject to:
- Citing of a Traffic Management Plan developed by a person registered under the; Traffic Management Registration Scheme;
- Provision of a Certificate of currency for Public Liability Insurance; • Completion of signed Deed of Indemnity.
- If part or all a road is to be closed to facilitate works, a permit from Queensland Police Service is required. MSC's "Letter of No Objection" is required prior to obtaining the Permit.

3.3 Application Categories

Council will consider applications on merit and base their decision on the information provided in the application. Generally, applications will be received and considered from three categories of applicants;

Individuals: applications received from individuals if approved, will be approved subject to conditions set out in the approval letter. These conditions will include some, but not all conditions contained within this policy. Applications from individuals will not be asked to meet the conditions contained within Sections 3.1 and 3.2 but will be asked to work with Council to develop an Event Plan to identify and mitigate risk to participants and visitors associated with undertaking the event.

If the Event Plan is satisfactory to Council, then Council will carry the public liability risk associated with the event and corresponding road closure.

Council will provide the mechanism and resources required to close and open the road in accordance with the approved application.

Associations [Local]: applications from local associations if approved will be approved subject to conditions set out in the approval letter. These conditions will include some, but not all conditions contained within this policy. Associations will be required to provide public liability insurance cover and indemnify Council against all damages associated with the road closure.



Temporary Road Closure

Council will provide the mechanism and resources required to close and open the road in accordance with the approved application.

Other entities: applications from all other entities will be required to meet the conditions contained within this policy, unless specifically approved as exclusions by Council.

4 Definitions

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

Term	Definition
Works	Any work that involves the opening of the road or installation of any infrastructure within the road reserve (including the footpath and parking bays). This includes the closing of a road for the operation of cranes and access to construction sites.
Council	The Mayor and Councillors of Mornington Shire Council.
Long Term	Applies when traffic guidance is required to operate for both day and night for a period greater than one shift and may be left unattended.
Short Term	Applies when work is started and completed in one shift and the road is returned to normal conditions at the end of the shift.
Works on Roads	Any work that involves the opening of the road or installation of any infrastructure within the road reserve, including the footpath and parking bays. This includes the closing of a road for the operation of cranes and access to construction sites.
Major Works	Any work that involves a full closure of the road and/or opening the road to install services and/or infrastructure. Any road closure requiring the closure of traffic lanes or footpath for a duration longer than one day. Any works within the road reserve of a road with a hierarchy greater than a minor collector.
Minor Works	Any work on roads that does not involve a road opening or excavation work within the road, except for the installation of driveway inverts. Any work that does not require the closure of the traffic lanes of a road with a road hierarchy less than a Major collector.



Temporary Road Closure

Events	The closing of a road for any activity that does not involve the opening of the road, installation of infrastructure within the road reserve or for access to construction sites. An event is further defined as any activity that attracts and encourages the participation or attendance of the public and is recreational or commercially motivated. This includes but is not limited to Street markets, Parades, Sporting Activities such as fun runs and fetes.
MSC Activities	Maintenance, works or events organised and controlled within MSC are not subject to the application process. However, the road closure must be held in accordance with the Local Government Act, Chapter 3, Part 3 Section 69 and must be conducted so as to meet the requirements of the current Workplace Health and Safety Acts, Regulations and Advisory Standards. Contractors working under the direction of MSC are considered to be carrying out MSC activities and are not subject to the Letter of No Objection process. However, the Contractor must comply with any conditions imposed by the controlling MSC Department. A Developer, or Contractor working for a Developer, is not considered to be carrying out MSC activities. Work being carried out by Ergon or Telstra is not considered to be a MSC activity unless the work being carried out is by request from MSC.

5 Background

From time to time MSC receives applications from individuals and corporations to temporarily close sections of MSC-owned road reserve to undertake activities, including:

- Installation of infrastructure, including footpaths and parking bays;
- Installation of driveway inverts;
- Access to construction sites;
- Holding of an event such as street markets, parades, fetes.
- In such instances, temporary road closure is required to prevent damage to MSC's asset and to ensure safety of road users and other persons.

MSC will issue a "Letter of No Objection" to allow the temporary road closures, subject to the applicant meeting the required criteria as listed below. Responsibility lies with the Applicant to further obtain necessary Police permits for the temporary road closure.

MORNINGTON
SHIRE COUNCIL

Temporary Road Closure

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Policy Statement**1.0 GENERAL**

Temporary road closures are required to prevent damage to road facilities or to ensure safety of road users and other persons such as during work activities or during street events.

This guideline sets out requirements for information to be provided as part of any application for a temporary road closure.

2.0 APPLICATION FOR TEMPORARY ROAD CLOSURES

The following information must be supplied to MSC's Traffic Section at least fourteen (14) days before the proposed Temporary Road Closure.

Please note: Priority will not be given to applications received within fourteen (14) days of the proposed Temporary Road Closure. MSC will not be responsible for any delay in processing applications. Correspondence will be through Australia Post unless requested otherwise on application.

2.1 Information to be supplied by applicant

- Full Name or Business Name of applicant and mailing address.
- Contact person to have the authority to make decisions and implement changes on behalf of applicant and 24hr contact details. Location, date and times of the Temporary Road Closure.
- The nature and scope of works or event to be carried out. Including a layout plan of the work/event site.
- Written Traffic Management Plan certified by an accredited person with the appropriate Traffic Management Design accreditation under the Traffic Management Regulation Scheme
- Traffic Guidance Scheme Diagram.
- Identification of detours for full road closures. Detour Plan required.
- Current Certificate of Currency for Public Liability Insurance, nominating MSC as an interested party, for a minimum value of \$20Million.
- Signed Indemnity.
- Details of the suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3 responsible for the erection and dismantling of any signage and barricades that may be required.
- A letter signed by all affected residents or business operators within the Road Closure.
- Signature of applicant.



Temporary Road Closure

2.2 Event organisers must provide the following with the application

- A procedure to enable the Emergency Services to have access to and through the Temporary Road Closure.
- An estimate of the number of vehicles and visitors to the event and number of available parking opportunities around the event.
- Parking and Pedestrian Management Plans for events expected to attract significant numbers of visitors and participants (greater than 500 persons at any time).
- Public Transport Management Plan for those events achieving the threshold attendance (5000 or greater attendance) to require this action.

2.3 Information to be supplied by the Traffic Controller

- Full name of applicant or business name of Traffic Controller and mailing address to be supplied. Contact person must be in a position to make decisions on behalf of the Traffic Controller and be contactable 24 hours of the day.
- Detail of Closure: The Traffic Controller is to identify the road hierarchy of the road that is to be temporarily closed and make comment on any implications that may occur with the restriction or closure of traffic movements.
- Within 300 metres of a School: The Traffic Controller is to identify schools within 300 metres of the proposed closures and provide comment such as whether the closure will interfere with school drop-off and pick-up.
- Access to On-Street Parking: The Traffic Controller is to identify any loss of formalised on-street parking during the closures and make comment on the implications of any lost parking and procedures to minimise the inconvenience to business operators and residents that this may affect. The loss of parking in the Central Business District will require a Work Zone Permit to be obtained. See Appendix A.
- Sketch or Attach Traffic Management Diagram: A detailed diagram is to be supplied with dimensions of sign layout, type of Signs used and must be referenced to the appropriate typical diagram from the Queensland Department of Transport and Main Roads Manual of Uniform Traffic Control Devices, Pad 3, Works on Roads.
- Signature of Traffic Controller: This is a signature of guarantee and can only be signed by a suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3. The Traffic Controller is advised to note the statement carefully before signing and be aware that they are responsible for the barricading and signage associated with the temporary closure.



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Temporary Road Closure

3.0 EMERGENCY ROAD CLOSURES

- All Emergency Road Closures are to be brought to MSC's attention as soon as is practical to do so.
- Only the Emergency Services, Mornington Shire Council, Ergon Energy or accredited Traffic Controller appointed by either the Emergency Services, MSC or Ergon Energy may perform the Road Closure.
- Transport operators must follow all the appropriate procedures according to the Transport Operations (Road Use Management — Road Rules) Regulation.

4.0 WHO PROVIDES A CERTIFICATE OF CURRENCY AND INDEMNITY

4.1 Works on Roads

The Certificate of Currency for Public Liability Insurance and signed Indemnity are to be provided by the Principal Contractor.

4.2 Events

The Certificate of Currency for Public Liability Insurance and signed Indemnity are to be provided by the event organiser.

4.3 Responsibility for Safety at Work Sites

Principal Contractor:

- Responsible for any injury to road users or damage to property as a result of their operations within the road closure.
- A temporary road closure defines a work site and as such, the Principal has obligations according to the Workplace Health and Safety Act.
- Responsible for the arrangement of suitable warning to the public of prevailing conditions and to guard, delineate and if necessary, illuminate works that may pose a hazard to road users.

It should be noted that roads are for the benefit of road users and that any unnecessary delays, detours or inconvenience should be avoided.

Person in Control:

- Responsible for providing safe and convenient travelling conditions for road users and a safe workplace for personnel and plant under their control.
- Responsible for ensuring that all signage and barricading necessary for traffic control is only installed by a suitably "Competent Person" as described in MUTCD, Part 3, Clause 1 .4.3.
- Must be familiar with and act in accordance with the Manual of Uniform Traffic Control Devices.

5.0 APPROVAL OF TRAFFIC GUIDANCE SCHEME



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Temporary Road Closure

Subject to the Traffic Guidance Scheme being acceptable and the applicant's provision of a Certificate of Currency for Public Liability Insurance and completion of a signed Deed of Indemnity, approval of the Traffic Management Plan may be granted by the issue of a 'Letter of No Objection'.

However, if part or all, of a road is to be closed to facilitate the works, the Applicant will require a permit from the Queensland Police Service. MSC would issue a 'Letter of No Objection' to the closure, so that this can be obtained.

6.0 TRAFFIC GUIDANCE SCHEME

6.1 General

- Provide appropriate warning for any change in condition and presence of workers on the road
- Provide appropriate instruction and guidance through, around or past the worksite
- Protect workers

6.2 Planning

Short-term and mobile works not involving road closure:

- Provide all signs and devices to cover all routine tasks
- Document procedure by means of work method statements
- Provide plans if necessary

Works involving relatively simple pan-roadway closures:

- Provide a minimum of a Traffic Guidance Scheme Diagram.

Works involving complex traffic arrangements or staging or both:

- Provide Written Traffic Management Plan
- Provide detailed Traffic Guidance Scheme Diagram
- Provide separate plan for each stage
- Provide written details for after-hours traffic arrangements
- Provide written instructions for the installation, operation, between stage arrangements and removal of signage and devices

Planning should consider the following:

- Traffic demand
- Traffic routing
- Traffic control
- Other road users
- Special vehicle requirements

6.3 Risk Management



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SHIRE COUNCIL

Temporary Road Closure

It is important to ensure that suitable risk management procedures are in place to ensure that the Traffic Guidance Scheme suitably identifies and reduces risk.

7.0 TRAFFIC MANAGEMENT

Traffic Management can be managed in one of the following ways:

- Through the work area
- Past the work area
- Around the work area

Should Minimise

- Disruption to established traffic and pedestrian movements and patterns.
- Interference with peak traffic periods or special events.
- Interference with public transport.

Through the Work Area

- Should only be permitted where both work and traffic can be adequately controlled.
- Traffic controllers or signals to be used to slow or stop traffic as required.

Past the Work Area

- Standard method of traffic management.
- Ensure appropriate delineation of the traffic path.

Around the Work Area

- Appropriate detours using existing roads or specially constructed side-tracks.

Night Conditions

- Any part of the road closed during the day that can be opened at night should be opened if safety and travel conditions can be improved.
- Temporary route lighting may be required.
- Uncontrolled single lane operation not permitted unless under low-volume conditions with appropriate lighting.

Provision for Pedestrians and Bicycles

- Pedestrians, including people with disabilities, and cyclists are to be provided for with appropriate facilities to move through, past or around the work site.
- Suitably constructed and protected temporary footpaths and crossing points are to be provided where required.
- Cyclists should be separated from vehicle paths and can be accommodated as a shared path with pedestrians.

8.0 AUTHORITY



Temporary Road Closure

Only the Department of Transport and Main Roads and Local Government have the authority to install Official Traffic Signs. An Official Traffic Sign is any sign, signal, pavement marking or other installation for the purpose of regulating, warning or guiding road users.

The installation of any Official Traffic Sign without lawful authority is an offence under the Transport Operations (Road Use Management) Act 1995, Section 75, Unlawful Installation of Official Traffic Signs.

The Transport Operations (Road Use Management) Act 1995, Part 5, Section 96 Diversion of Traffic, gives authority to the Queensland Police Service, Department of Transport and Main Roads and Local Government to temporarily or permanently close roads.

Local Government also has authority to temporarily or permanently close roads under the Local Government Act 2009, Chapter 3, Part 3, Section 69, Closing Roads.

9.0 EMERGENCY

In the event of an emergency where there is imminent danger to life or property, MSC has no objection to the immediate closure of a road provided the following conditions are met:

- The appropriate emergency services are called immediately;
- The method of closure is in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)*;
- A suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4. is employed to assess and implement any necessary traffic control.

7 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- The Chief Executive Officer can vary all administrative policies at any given time.
- Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5 References

- Transport Operations (Road Use Management) Act;
- Transport Operations (Road Use Management — Road Rules) Regulations;
- Local Government Act 2009;
- Local Law No. 1 (Administration) — Local Government Controlled Areas, Facilities and Roads;
- Subordinate Local Law 1 .0 — Alteration or Improvement to Local Government Controlled Areas and Roads;
- Subordinate Local Law 1.16 - Carrying out works on a Road or Interfering with a Road or its Operation;



- Temporary Road Closures Guidelines.

16 STAFF REPORTS - HUMAN SERVICES**16.1 ACTING EXECUTIVE MANAGER FINANCE AND HUMAN SERVICES****Author: Acting Executive Manager Finance and Human Services****Attachments: Nil****PURPOSE (EXECUTIVE SUMMARY)**

This report provides Council with an overview of the programs and projects tracking within the Finance and Human Services directorate as at 31st May, 2020. The report is at a high level and is not intended to duplicate matters that Program Managers will cover in their normal quarterly reports.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Facilities Management Program**

- The Facilities Manager and Bakery Manager have continued to develop the bakery business plan to review the program and look at options for sustainability, including a retail area and improve employment opportunities to learn a rewarding trade. This plan will be presented to Council detailing the sustainability of the bakery and the details of the service contribution to the community.
- Similar business plans are also being undertaken for the Motel and VAC. The VAC plan will incorporate the idea of a caravan park on the vacant land adjacent to the VAC which has been used to store contractor equipment in recent times.
- The Kiosk has commenced operations and is well received, and gradually expanding its product range available.
- Expressions of Interest (EOI) are being developed for the Kiosk, Tavern and Airport Kiosk. EOI's at a local level have previously not secured a suitable solution, however Council should insist on local involvement with any chosen solution.

Finance Program

Finance has recently completed two long outstanding compliance tasks as follows:

- Reconciliation and payment of outstanding Councillors Superannuation SGC owing:

- Year Ended 30 th June 2014	\$ 8,614.83
- Year Ended 30 th June 2015	\$ 8,847.67
- Year Ended 30 th June 2016	\$ 11,802.04
- Year Ended 30 th June 2017	\$ 19,708.56
- Year Ended 30 th June 2018	\$ 14,101.55
- Year Ended 30 th June 2019	\$ 14,835.91
- Period Ended 17 th March 2020	<u>\$ 5,585.07</u>
	\$ 83,495.63

Per resolution 032/2012 Council resolved unanimously to be an eligible governing body under the Income Tax Assessment Act 1997, for the purposes of determining Councillors Superannuation Guarantee Contributions entitlements. Council has completed reconciliation of Superannuation SGC Councillors entitlements, and payment for any outstanding amounts owing have been made.

- Reconciliation and payment of outstanding employee Superannuation SGC owing:

- Year Ended 30 th June 2015	\$ 29,696.45
- Year Ended 30 th June 2016	\$ 14,449.66

- Year Ended 30 th June 2017	\$ 3,599.03
- Year Ended 30 th June 2018	\$ 14,269.20
- Year Ended 30 th June 2019	<u>\$ 9,580.45</u>
	\$ 71,594.79

Council has completed reconciliation of Superannuation SGC employee entitlements. These payments for any outstanding amounts owing have been made, and Council is seeking amnesty from any penalties applicable for non-compliance over this period. Council in the financial year 2019/20 migrated to a new corporate information system, and payments of Superannuation SGC entitlements have been routinely remitted. It is estimated an interest bill is pending from the Australian Taxation Office totalling \$28,705.80.

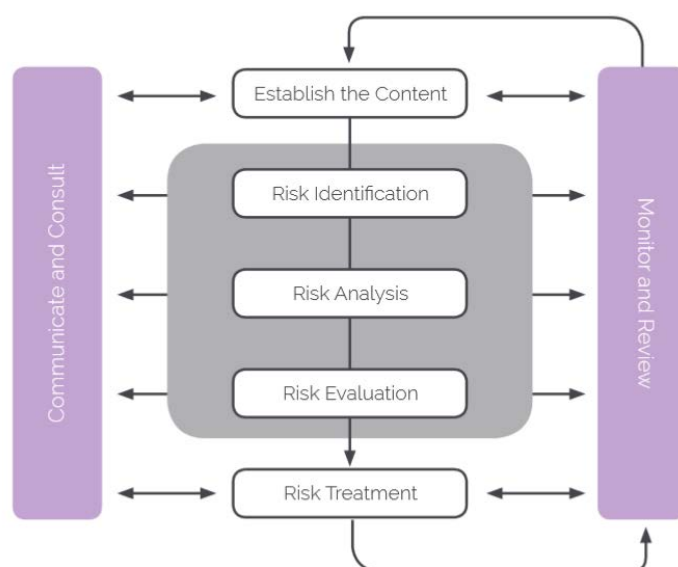
Finance has further advanced the introduction of the following two corporate systems. This will enable a uniform platform for the management of Council risks, and project management.

- *Enterprise Risk Management (ERM) System* - Risks are an integral part of normal everyday life that is unavoidable. This module allows Council to take control of informed risks, which is part of good business practice, and accordingly analyse, control and mitigate these risks.

The ERM system is implemented and operational. It is currently being updated per respective Business areas with the objective that this be reported to Council in the August 2020 meeting.

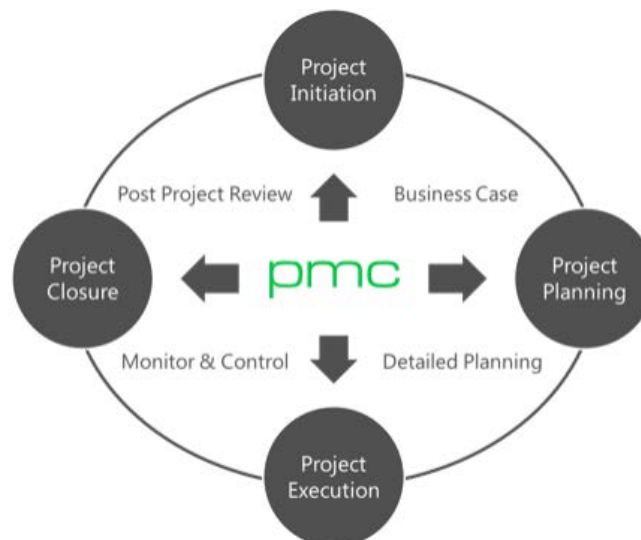
Risk reporting is an essential feature of good governance as this allows the direction of the Council, Executive Team and management and staff to be directed at those areas which really matter most. The ERM system is focused to report against three key areas of Council's interest.

- The strategic objectives of Council
- The operational objectives of Council
- Compliance



- Project Management Control (PMC) module provides a framework for the planning, organising, execution and management of all projects from inception to completion. All

projects initially started as an idea. To turn this idea into a reality some key questions need to be answered, like 'how can we fund this, and what are the risks? PMC takes this idea for a project and this will be put through a business case framework. PMC provides project managers with the tools required to manage projects both small and large such as task scheduling, and collaboration issue tracking. PMC will provide oversight across all projects in the organisation and reports can be generated across all projects and actions taken as necessary.



Finance has completed the due diligence in assessing the feasibility of purchasing two 3rd Party Software solutions which will interface with the Xero Accounting Information system, and assist day to day operations as follows:

- *Deputy* will provide the Mornington Shire Council with all of the key elements required to manage scheduling, timesheet management and report on timesheet costing, while reducing the administrative and human resource effort to perform this process. This will enable electronic timesheets interfaced with Xero Accounting Information System. This system will enable for Award conditions to be established for ready reference as timesheets are entered, and available leave will be visible to the supervisor upon approval. It is planned to introduce this with training by October 2020.
- *WorkGuru* will provide management and staff with all the key elements required for job estimation/budgeting, job management, tracking and asset management, whilst reducing the manual data input and manipulation from the current practice for the Workshop.

This technology and change management solution needs to address the following operational challenges to manage manual data manipulation and unnecessary human resources spend:

- Job tracking for real-time data entry and costing
- Real time materials usage through the kiosk
- Asset history and cost management (for previously serviced machinery)
- Job visibility and job planning
- Asset Management - Planning future works, audit trail, service history

- Accounting - Workflow synergy across debtors and creditors, permitting reconciliation considerations from Xero across the multiple invoicing scenarios in the environment for external stakeholders.
- Customer Information - Billing/Invoice variance considerations, multiple contacts
- Detailed profitability, job & performance reporting for the Executive Team.

It is planned to introduce this initially with training to the Workshop by July 2020. Subsequently it will be introduced to Housing Operations.

Information Technology & Communications (ICT) Program

- The ICT Infrastructure Rectification Project is currently been reviewed and due diligence is being carried out on options received. This will improve the capacity and stability of the network for and between Council buildings including administration Office, tavern (Base Wifi), Housing, council chambers, barge shed, stores, fuel station, airport, airport shed, VAC, technical services, and the bakery.

Sport, Recreation & Events Program

- The arrival of Council's Sport, Recreation & Events (SRE) Manager had been postponed due to Covid-19 restrictions. With travel restrictions easing recently, it is expected that the SRE Manager will be commencing shortly.
- With the easing of the Covid-19 restrictions, the gymnasium has been opened. The provision of sanitisers and cleaning materials has been provided in line with advised operational guidelines to be as Covid-19 safe as possible.
- The annual Mornington Island Fishing Competition is planned to be held on Saturday 4th July 2020. Council is assisting with organising this community event and to date has welcomed the support of local businesses, and the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP).

General Matters

- The contractor within the Executive Manager Finance and Human Services role resigned as of 24th May 2020 and the Finance and Administration Manager is currently acting in this role.

FINANCIAL & RESOURCE IMPLICATIONS

As outlined within the report

RECOMMENDATION

That the information in this report be received and noted.

16.2 BAKERY OVEN REPLACEMENT

Author: Acting Executive Manager Finance and Human Services

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with a plan that outlines the purchase of a new bakery bread oven to replace the existing bread oven which is no longer serviceable and parts are no longer available.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The bakery has two bread ovens so that if one requires repairs the baking of bread is able to continue. One of the existing bread oven is no longer serviceable and parts are no longer available. All bakery equipment is currently either at end of its useful life or approaching end of life within the current financial year.

FINANCIAL & RESOURCE IMPLICATIONS

The consequences of not proceeding are as follows:

- Bread making would cease if the remaining operational oven fails.
- Contractors are not willing to come to Mornington Island to make repairs.

Staff will continue to be balance working additional hours to compensate for inadequate / inappropriate equipment resulting in fatigue.

With the purchase of the additional oven, Council will be able to increase its capacity by 40% per day to provide bakery products, and save approximately 20 hours per week in baking time. This will enable Council to offer an increase in fresh bread and will reduce the need for bread and rolls to be supplied from off-island.

Council has obtained three quotations and these are summarised as follows:

SUPPLIER	MODEL	PRICE (EX GST)
SUPPLIER 1	4 DECK OVEN - STONE FLOORS – 16 TRAY	\$ 32,780
SUPPLIER 2	4 DECK OVEN - STONE FLOORS – 24 TRAY	\$ 64,000
SUPPLIER 3	3 DECK OVEN - STONE FLOOR & STEAM – 20 TRAYS	\$ 56,900

The preferred oven is per supplier # 1, and the decision has been based on the following reasons:

- The oven is more suitable for remote use as it has no electronic components and not likely to break down.
- The size of the oven allows for wheeling bin position without dismantling the front door.
- The oven is very well priced and represents value for money.
- The oven is more reliable as it has no windows on the doors and will not lose heat for used or damaged door seals.
- The supplier will provide a kit of spare parts, the oven can be repaired by any electrician as it is simple and does not use electronic parts and does not require uninterrupted power supply for protection.
- The oven is a fully reconditioned oven and holds a 1-year full warranty.
- It is suitable for all baking requirements including speciality breads, pies, sausage rolls, pizzas, cakes, muffins etc...
- The delivery cost (to be advised) will be much lower than the two other quoted ovens as the supplier will deliver on installation using their own truck.

- The supplier proposed to remove the faulty oven and buy it back. The written down value in June 2020 will be nil, and Council will recognise a small surplus on the disposal of the old oven.
- The supplier will also buy and remove all the obsolete bakery equipment cluttering the floor.

The following table indicates the capacity improvements in purchasing the replacement oven per supplier 1.

	Existing Oven Capacity	Existing Oven Repaired	Replacement Oven	Dual Oven Capacity	Time Saved (Per Day)	Time Saved (Per Week)
Capacity (per Half Hour)	15	30	96	126	Approx. 4 Hours (Per Day)	Approx. 20 Hours (Per Week)
Capacity (per Hour)	30	60	192	252	Approx. 4 Hours (Per Day)	Approx. 20 Hours (Per Week)

The new oven provided through supplier 2 would enable an improvement in capacity of 50%, and the new oven provided through supplier 3 would enable an improvement in capacity of 25%. It is considered that for the additional pricing, that this increased capacity will not necessarily be utilised for our required needs.

In consultation with the Bakery Manager, supplier # 1 is the preferred option.

The purchase of the replacement bakery oven has been identified and funded through operational savings itemised adopted within the Quarterly Budget Review as at 31st March 2020 per resolution 2020/114.

RECOMMENDATION

1. That Council approve the purchase of the replacement bakery oven from Supplier # 1 as identified in this report, following due diligence in consideration of future forecasted demand of bakery products.

17 GENERAL BUSINESS

18 CONFIDENTIAL REPORTS

19 NEXT MEETING

20 CLOSURE