



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

Date: Wednesday, 27 January 2021
Time: 9:00am
Location: Council Chamber
Mission Road
Gununa

BUSINESS PAPER

Ordinary Council Meeting

27 January 2021

Graham King
Acting Chief Executive Officer

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

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

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

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

Ordinary Meeting - 9 December 2020

Special Meeting - 16 December 2020

8 DEPUTATIONS

11.15am Mr Steven Christian, Practice Manager, Gidgee Healing to discuss Gidgee Healing's Health Programs and Service Delivery.

9 BUSINESS ARISING

10 ACTION SCHEDULE**10.1 ACTION ITEMS AS AT 20 JANUARY 2021**

Author: Acting Governance Coordinator

Attachments: 1 Action Item Schedule

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At each Ordinary meeting of Council, when resolutions are passed that require any action, those resolutions are included in Council's Action Schedule for attention of the appropriate Officer or Elected Member.

At each Ordinary meeting of Council, the Action Schedule is tabled to outline those actions that have been taken in accordance with Council resolutions.

FINANCIAL & RESOURCE IMPLICATIONS

As per resolutions.

RECOMMENDATION

That Council note and receive the Mornington Shire Council Action Schedule as tabled; and

That Council endorse the removal of all completed items from the schedule as tabled.

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Review of Acting CEO Position 1. Council appoint Mr Graham King as ACEO from 5 th January 2021; 2. Council extend Peter Stewart's appointment as ACEO through to 4 th January 2021.	ACEO (Peter Stewart)	20-12/31	16 December 2020	5 th January 2021 Completed – Peter Stewart concluded his engagement on the 4 th January 2021. Graham King commenced his engagement on 5 th January 2021. Remove from Action Schedule.
Bank Signatories That Council approves the ACEO to proceed with organising recommended changes of signatories on Council's Bank Accounts.	Executive Manager Finance and Human Services	20-12/30	9 December 2020	20 th January 2021 Completed Remove from Action Schedule.
Request for Support – Community Liquor Permit That Council provide “in principle” support for the submission of application for a Community Liquor Permit for New Year's Eve.		20-12/29	9 December 2020	20 th January 2021 Completed Remove from Action Schedule.

MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

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TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Containment of Horses That the Executive Manager Infrastructure and Technical Services further investigate an option to utilise the rodeo grounds to undertake the containment of horses; Should option one not be suitable, that Council creates, with assistance from the community, two new horse paddocks west of the Council's Workshop utilising the materials available at the former Market Garden and Cattle yards; and Council supplies an excavator to clear and clean out the old dam before the horses are relocated.	Executive Manager, Infrastructure and Technical Services	20-12/26	9 December 2020	<i>22 January 2021</i> Established that two sites previously identified are not likely to be suitable. Discussions with Mayor and Elder to be advanced on next option of Rodeo Grounds.

Actions Arising from TWG - Notes and supports this report and the planned works. - That Council consult with DLGMRA about legislation relating to home ownership. - Upon receipt of the advice from DLGMRA should it be required Council develops a policy in relation to home ownership which: - Is robust and ensures only local people can own property on Mornington Island - Able to maintain principles across multiple re-sales. - Should it be required, provide information to the Community to educate on the risks and opportunities involved in home ownership. - Commence the delivery of the \$2.35mil Housing Project in accordance with the report: - Council engage the services of a suitably qualified and experienced Architect to undertake design	- Executive Manager, Infrastructure and Technical Services - Special Projects Manager	20-12/20	9 December 2020	<i>20 January 2021</i> Point 2 & 3 – Complete, advice from DLGRMA confirmed home ownership matters must come to Council before a sale could occur. This advice resolved potential concerns. Point 4 & 5 – A verbal update will be provided by EMITS at the January 2021 meeting.
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MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

and documentation of works to satisfy DHPW requirements, respond to community and cultural needs, provide higher density and high amenity and provide smart and fit for purpose designs. b. Commence design and approval process for duplex on 152 Lardil Street in preparation for tender of works c. Investigate all lots that have been put forward for plug-ins to determine lots that are most suitable, in accordance with this report. Provide addresses for properties added to the list. d. Commence design and approval process for plug-ins based on suitability and funds available. e. Commence investigations into civil works for Lots 925 & 926 5. Commences investigations to utilise the \$7.328mil in				
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MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Commonwealth funding - undertake feasibilities on land within the community for the following: a. Re-alignment or relocation of services impacting the viability or yield of sites. b. Re-alignment of boundaries to create more lots c. Develop sites with higher density such as duplexes and multiple residences on a single lot similar to the lot near the Police Station. Consideration must be given to mitigate impacts on neighbouring community properties. d. Develop a range of accommodation – 2, 3, 4 & 5+ bedrooms e. Investigate the development of existing residential land east of the runway for community housing in preparation for the proposed realignment of the runway				

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MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
That Council undertake the proposed upgrade to the school crossing at Lardil Street under its 2020-21 Roads to Recovery Program	Executive Manager, Infrastructure and Technical Services	20-12/23	9 December 2020	<i>21 January 2021</i> One quotation has been sought and obtaining second quotation to progress.
The Executive Manager Infrastructure and Technical Services be requested to investigate footpaths and associated works to the areas adjacent to the Gunnamanda Store area as the balance of the Roads to Recovery Funding 2020-21	Executive Manager, Infrastructure and Technical Services	20-12/23	9 December 2020	
Council Meeting Dates – Communication around the dates. Website, Facebook?	Acting Executive Manager, Governance and Communications	20-12/17	9 December 2020	<i>20 January 2021</i> Complete, Uploaded to Website as required. Remove from Action Schedule
Implement the Procurement Policy with the changes in delegations	Acting Executive Manager, Governance and Communications	20-12/15	9 December 2020	<i>20 January 2021</i> To be completed
Councillor Portfolios – communication around this? Website?	Acting Executive Manager, Governance and Communications	20-12/04	9 December 2020	<i>20 January 2021</i> To be completed

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Community Grants Policy Guidelines and Application Forms That Council re-allocate \$10,000 to a budget provision for donations.	Acting Executive Manager, Governance and Communications	20-12/12	9 December 2020	<i>20 January 2021</i> Forms for Grants Policy were submitted to Council at its December meeting. Discussion with Finance and Human Services about reallocation of budget to occur.
Financial Assistance to Mirndiyun Gununa That Council provide \$1,500 of in-kind and monetary support toward the overall project costs. \$500 towards marketing the event and a further \$1,000 by way of waiving the rental fees payable to Council for the hire of Lelka Murrin Amphitheatre.	Acting Executive Manager Finance and Human Services	20-12/11	9 December 2020	<i>20 January 2021</i> Complete, Letter provided. Remove from Action Schedule.
Mornington Island Health Council That the MIHC be advised that Council will continue to support the concept of the MI Health Strategy. This in no way implies financial, other materials and administrative support from Council.	Acting CEO	20-12/06	9 December 2020	<i>20 January 2021</i> Complete, Letter provided. Remove from Action Schedule.

MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

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TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Letter of Support be provided to Dept of Environment and Science to implement the Department's recommendation to improve regulatory relationships with ATSI Councils including Mornington Shire	Acting CEO	20-12/02	9 December 2020	20 January 2021 Letter provided – Complete. Remove from Action Schedule.
Youth Programs to support Restorative Justice for Youth Offenders	Deputy Mayor	20-11/103	18 November 2020	18 November 2020 That the Deputy Mayor be authorised to further investigate and undertake possible site visits of service deliverers of youth restorative justice programs both on island and in nearby communities and report back to a future meeting of Council.
Animal Management	Acting CEO	20-11/05	18 November 2020	18 November 2020 That Council calls a Community Meeting on Wednesday 25 November 2020 at 9.30am to be held at the Festival Grounds, to ascertain ownership of horses and discuss a program of removal of horses from the town area. 25 November 2020 Community meeting held with a small number of horse owners attending. Results are being collaborated for further actions.

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Councillor Portfolio	Acting CEO	20-11/06	18 November 2020	<i>18 November 2020</i> That Council adopt the Councillor Portfolio Policy and that Councillors be assigned to the proposed portfolios. This will be adopted at the December Ordinary Council meeting. <i>09 December 2020</i> Complete, Council adopted Councillors Portfolios resolution Number 20-12/13. Remove from Action Schedule.

Mornington Island Technical Working Group Meeting	• Acting CEO • Executive Manager, Infrastructure and Technical Services	20-11/10	18 November 2020	<i>18 November 2020</i> That Council 1. Notes and supports this report and the planned works. 2. Council requests Department representatives attend the meeting in person for future TWG meetings due to the technical difficulties experienced. 3. Writes to the Department of Housing and Public Works to advise the need for the reinstatement of an on-island representative for Mornington Island. 4. Write to the Department of Housing and Public Works asking for a response in relation to: a. The survey detailing 32 vacant houses in the community – outlining the current status of vacant houses, how many and what is the timeframe for each to be available for occupation. b. Requesting a review of how rent is charged that does not penalise people who open their
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MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

				homes to more people and as a result are living in extreme conditions. This is causing a skew in the reportable numbers of people residing in a home. c. Requesting details of the departments plans to resolve the issue of the community not knowing who they can call for repairs to their home and emergencies. d. Requesting that an audit is done on all houses on the island to identify structural, termite, asbestos, health issues and that the tenants are requested to provide a list of issues they may be experiencing to inform the audit. e. Requesting that rectification works are planned to bring all houses on the island up to an acceptable level. f. Requesting that all works undertaken on houses on the island
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TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
				takes into consideration the age and ability of the tenant as well as NDIS recommendations from the Hospital. 5. Include the school pool on the wish list for funding.
General Service Charge Concession Results	- Acting CEO - Acting Executive Manager Finance and Human Services	20-11/18	18 November 2020	<i>18 November 2020</i> That Council delegate authority to the CEO to extend a concession of the general service charge to the community organisations listed in this report, in line with the General Service Charge Concession policy. ((Work on grounds for three to be approved – Mission – No) <i>4 December 2020</i> Letters to four applicants completed and sent. Remove from Action Schedule.

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Disposal of Machinery – Surplus to Council	Executive Manager, Infrastructure and Technical Services	20-11/21	18 November 2020	<i>18 November 2020</i> 1. That Council resolves to accept the staff's request of additional time in relation to this Resolution, for the purpose of allowing for informed decision, positive outcomes and a reasonable conclusion to Resolution 20-10/16. 2. Upon determining the revised equipment disposal list, Council seek advice from an appropriately qualified person for indicative market values of the equipment.
Ceremonial Grounds Structure	Executive Manager, Infrastructure and Technical Services	20-11/22	18 November 2020	<i>18 November 2020</i> That Council does not support the allocation of funding (\$34,163.00 inc. GST) for the construction of the ceremonial shade structure, however Council will support consulting with Junkuri Laka and other possible funding opportunities as they become available. <i>4 December 2020</i> Letter sent to applicant advising of Council decision. Remove from Action Schedule.

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Donations and Supply Televisions - Kuba Natha Aged Persons Hostel	Acting Executive Manager, Finance and Human Services	20-11/26	18 November 2020	<i>18 November 2020</i> That Council receives and notes the information in this report. Council supplies the remaining room with a television. <i>4 December 2020</i> Action request sent to Facilities to complete Council decision.
Principal Cycle Networks	Executive Manager, Infrastructure and Technical Services	20-11/28	18 November 2020	<i>18 November 2020</i> That Council reconfirms with TMR that it has an interest in the principle cycle networks. <i>4 December 2020</i> Executive Manager – Infrastructure and Technical Services to inform TMR of Council interest in Program.

Procurement of a Suitable Secondhand prime mover for the purpose of heavy freight and plant transfer works	Executive Manager, Infrastructure and Technical Services	20-11/31	18 November 2020	<i>18 November 2020</i> 1. That the Acting Chief Executive Officer be authorised to undertake preliminary investigations into the purchase of a prime mover within the limits of the Executive Manager-Infrastructure and Technical Services Report. 2. That upon due diligence being undertaken and Council being in a position to review the Infrastructure and Technical Services 2020-2021 Budget, a further report be provided to Council to undertake necessary budget revisions to effect the purchase of a prime mover. 3. That conditional on recommendation 1, and the ability to identify budget reallocations outlined in recommendation 2, Council authorise the Acting Chief Executive Officer - by Resolution, and delegation in reference to the Local Government Regulation 2012 S235 (a,e) -Contracting and S238 - Entering into a contract under a delegation, to undertake negotiations and the procurement of a second-hand Prime Mover.
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Replacement of the Council's Construction Class Grader	Executive Manager, Infrastructure and Technical Services	20-11/32	18 November 2020	<i>18 November 2020</i> 1. That the Acting Chief Executive Officer be authorised to undertake preliminary investigations into the purchase of a grader within the limits of the Executive Manager-Infrastructure and Technical Services Report. 2. That upon due diligence being undertaken and Council being in a position to review the Infrastructure and Technical Services 2020-2021 Budget, a further report be provided to Council to undertake necessary budget revisions to effect the purchase of a grader. 3. That conditional on recommendation 1 and the ability to identify budget reallocations outlined in recommendation 2, Council authorise the Acting Chief Executive Officer - by Resolution, and delegation in reference to the Local Government Regulation 2012 S235 (a,e) -Contracting and S238 -Entering into a contract under a delegation, to undertake negotiations and the procurement of a second-hand Grader.
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TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
				<i>1 December 2020</i> Executive Manager, Infrastructure and Technical Services undertaking inspection of grader in Mt Isa with Workshop Manager and other industry professionals. Further advice to come.
Soil Contamination	- Acting CEO - Executive Manager, Infrastructure and Technical Services	20-11/34	18 November 2020	<i>18 November 2020</i> That under emergent expenditure, Council accepts the proposal from Environmental Earth Sciences to undertake a material contamination analysis at a cost of \$12,350.05 (inc. GST). <i>4 December 2020</i> Visit to Island – Environmental Earth Science 7 to 9 December 2020 <i>21 January 2021</i> Further report provided by Executive Manager Infrastructure and Technical Services to January 2021 Meeting.

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Deputy Mayor's Use of a Vehicle	Acting CEO	20-11/35	18 November 2020	<i>18 November 2020</i> That consideration of this matter be deferred to the December meeting of Council. 9 December 2020 Complete, Council decided per resolution 20-12/04 not to provide a private use motor vehicle for the purpose of the Deputy Mayor at this time. Remove from Action Schedule.
Mayor's Vehicle	Executive Manager, Infrastructure and Technical Services	20-10/011	21 October 2020	<i>13 November 2020</i> Workshop Administration Officer Zoe Lines advised that quotes have been requested from three dealerships for a Toyota Landcruiser - Pacific Toyota Cairns - Wide Bay Toyota - Bell & Moir Toyota Currently waiting on the quote from Cairns Toyota. <i>20 January 2021</i> Vehicle has been procured awaiting delivery. Remove from Action Schedule.

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
De-registration of Mundalbe Enterprises Limited	Acting Executive Manager – Governance and Communications	20-10/26	21 October 2020	<i>13 November 2020</i> Letter sent to MacDonnells Law to commence de-registration of Mundalbe Enterprises Limited. Council is in receipt (11 November 2020) of de-registration documentation and was sent back to MacDonnells Law on 12 November 2020 <i>3 December 2020</i> Awaiting advice from MacDonnells Law to finalise. <i>31 December 2020</i> Advised by MacDonnells Law in Monthly update that documents are lodged with ASIC and awaiting confirmation of deregistration.
Social Media Policy	- Acting Executive Manager Governance and Communication - Human Resources Manager	2020/91	16 September 2020	Policy needs to be reviewed by Human Resources Manager before Council distributes and places on website.
Working from Home Policy	- Acting Executive Manager Governance and Communication - Human Resources Manager	2020/93	16 September 2020	Policy needs to be reviewed by Human Resources Manager before Council distributes and places on website.
Retail Fuel Pricing Policy	Acting Executive Manager - Finance and Human Services	2020/97	16 September 2020	Policy needs to be reviewed
Community Calendar	Acting Executive Manager - Finance and Human Services	2020/103	16 September 2020	

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MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Mayor to write letter to MI State School thanking for the opportunity to visit and provide an update to plans towards achieving suggested project ideas	- Mayor - CEO - Acting Governance Co-ordinator	2020/103	16 September 2020	
State Government Funding - \$2.34M	Acting CEO (previously assigned to Frank Mills)	2020/24		<i>13 November 2020</i> A meeting with the Technical Working Group (TWG) revealed that this project has not progressed as Council has elected to undertake the proposed works. Due to the significant change over in staff this had not been relayed to the new Council. The agreed works are made up of 3 projects: 1. New 3 bedroom house on 152 Lardil St – existing house to be demolished by DHPW 2. Civil and infrastructure works on Lots 925 & 926 3. Provide plug ins for up to 10 properties – 8 currently proposed Preparations will now begin to progress this project as a priority.
New Year's Eve Event	Acting Executive Manager – Finance and Human Services (previously assigned to Kerry Whiting)			<i>6 March 2020</i> Matter will be re-presented to the new Council after the Local Government elections. <i>22 April 2020</i> Council re-considered this

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MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
				matter and passed resolution 2020/96: That Council liaises with other local stakeholders to form an events committee. <i>11 September 2020</i> Governance Coordinator currently collating list of potential Events Committee members. A meeting to be held towards the end of September – informative report to be submitted to October Ordinary Council meeting. <i>21 January 2021</i> Complete, New Years Eve event held and report on the event being tabled at January 2021 Meeting. Remove from Action Schedule.
Managing the Sustainability of Local Government Services	Acting Executive Manager – Finance and Human Services (previously assigned to Kerry Whiting)	2020/34	24 January 2020	

MORNINGTON SHIRE COUNCIL – RESOLUTION ACTION SCHEDULE - as at 20 January 2021

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TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
Visitors Accommodation Complex – Ongoing Security and Visitor Disturbances	Acting Executive Manager – Finance and Human Services (previously assigned to Kerry Whiting)	2020/43	24 January 2020	6 March 2020 Matter will be re-presented to the new Council after the LG elections. An interim "nightwatchmen service" has been commenced. 22 April 2020 Council re-visited this matter in Ordinary April Council meeting and passed resolution 2020/95: That Council defer the matter to a future Council meeting once the Visitor's Accommodation Centre Business Plan has been distributed and can be presented in correlation with this report. ACTION ITEM DEFERRED UNTIL VISITORS ACCOMMODATION CENTRE BUSINESS PLAN IS AVAILABLE
Torres Cape Indigenous Council Alliance (TCICA) – Formation of a Regional Roads and Transport Group (RRTG)	Executive Manager, Infrastructure and Technical Services (previously assigned to Frank Mills)	2020/21	24 January 2020	5 February 2020 Torres Cape Indigenous Council Alliance advised Council of decision. 24 January 2020 Council adopted resolution 2020/21:

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
				That Council approve the two suggested submissions for funding by the Aboriginal and Torres Strait Islander Transport Infrastructure Scheme in 2020 as outlined in this report. That Council advise that Mornington Shire Council does not support the formation of the proposed Torres Cape Indigenous Councils Alliance, Regional Roads and Transport Group. <i>17 February 2020</i> Acting Executive Manager Technical Services to submit two proposals to TMR for ATSI TIDS funding.
Animal Management	David Torr	2015/11		<i>4 December 2019</i> Animal Management Officer will present to December Briefing Meeting at 12pm, expected to provide a PowerPoint presentation on Animal Management Strategy and directions with a view of finalising a report for early 2020
Ergon Energy – Lights on Basketball Courts and Playgrounds	David Torr			<i>16 July 2019</i>

TASK NAME	ASSIGNED TO	RESOLUTION NUMBER	RESOLUTION DATE	UPDATES
				Council waiting on report from Ergon Energy. <i>2 October 2019</i> Ergon conducting works on Mornington Island from 15th - 21st of October 2019 <i>7 January 2020</i> Investigation conducted to identify a lighting type that will not disturb surrounding residents.

11 CALL FOR ITEMS OF GENERAL BUSINESS

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

12 COMMITTEE REPORTS

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

13 MAYOR AND COUNCILLORS REPORTS

Nil

14 CHIEF EXECUTIVE OFFICER'S REPORTS**14.1 ACTING CHIEF EXECUTIVE OFFICER'S REPORT - DECEMBER 2020**

Author: Acting Chief Executive Officer

Attachments:

- 1 Letters from the Mayor to the Disaster Management Group and Peter Elliot (dated 12 January 2021)
- 2 Copy of an email from Elliott Dunn (dated 14 January 2021)
- 3 LDMG Meeting Minutes 18 January 2021
- 4 LDMG Meeting Minutes 8 January 2021
- 5 COVID-19 Dashboard for First Nations People in Queensland
- 6 Birri Resort Redevelopment Strategy - Council Outline
- 7 Form 1 - Application for Liquor Licence

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update on the activities undertaken by the Acting Chief Executive Officer (A/CEO) for the reporting period.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Local Disaster Management Plan (LDMG)**7 January 2021

Contact with Queensland Fire and Emergency Services (QFES) Elliott Dunn, Emergency Management Co-Ordinator - Mount Isa, to discuss current state of the Local Disaster Management Plan, particularly the issues around Activation, Evacuation and the Response Strategy.

Refer to Attachments 1, 2 and 3

8 January 2021 (COVID-19)

Attended meeting of Local Disaster Management Group (LDMG) to discuss the lockdown on 8 January 2021 of the Greater Brisbane Area and the implications for the Mornington Shire. This followed a teleconference, the Mayor attended with the Deputy Premier on the same day.

Refer to Attachments 4 and 5

15 January 2021

Attended teleconference organised by Dr Chris Sara, Director-General, Department of Seniors and Disability Services and Aboriginal and Torres Strait Islander Partnership. Purpose of the teleconference was to discuss the return of teachers, health workers and community following the lifting of the Greater Brisbane Lockdown.

Refer to email forward to Councilors following teleconference.

Financial Management – 8 January 2021

Following review of Council's Financial Management Report to the December 2020 meeting, detailed discussions with Finance staff as to how to improve the Financial Reports to Council. At the same time, requested further detail on certain aspects of the General Purpose of Financial Statements, which will be discussed as part of the Executive Management Finance Report.

Executive Management Meeting - 12 January 2021

For Council's information only, but due to the impact, the following issues are having on the operations of Council, It is important to summarise the matters discussed.

1. Staff Vacancies

As will be reported by Human Resources Manager, there is an extensive list of vacancies on Council. This must have a significant impact on the effective delivery of services.

In respect to this, there is also ten positions currently filled by temporary / interim contracts. This creates continued work for Human Resources and impacts permanent staff.

2. Organisational Structure

Currently in the Organisational Structure, the Human Resource Manager reports to the Executive Manager of Governance and Communication. In practice, this position reports to the Chief Executive Officer.

While it is agreed that in small to medium local governments, the Human Resource Department is best to report to the CEO due to the impact of Human Resources across all departments, it is not proposed to change the Organisation Structure at this stage.

It was agreed at the Executive Managers Meeting that a full review of the Structure should be undertaken when resources permit.

3. Staff Accommodation

As Council would be aware, Council Housing does present issues with recruiting and retaining staff. Generally, it is my understanding that accommodation needs to be increase.

I am not sufficiently briefed on accommodation, but it is a high priority.

4. Absenteeism

Executive Managers have all expressed to me a high level of absenteeism. The A/CEO and Human Resource Manager will identify strategies and training to address this. But it also does greatly impact on service delivery.

5. Public Housing

It is obvious that Council will, going forward, have significant issues to deal with in ensuring it has an effective and efficient Housing Department within its Corporate Structure. I am not sufficiently briefed on this at this time, but with considerable funds to be released for Public Housing, it will be critical for both Council and Management to take a very strategic approach to developing an Organisational Structure to deliver strong outcomes.

It is apparent there is a public housing shortage in Gununa from Council's resolutions and the Technical Working Group Meetings.

It is my hope to have various briefings in the coming weeks with both Council Officers and QBuild in order to better understand the housing portfolio. It is noted that Councillor Rogers and Councillor Thomas have portfolio responsibility and together with the Mayor should be fully aware of what is needed for a successful outcome.

Economic Development

1. Cape Torres and Gulf Food Production Study

Council has been advised of a proposed teleconference on the 22 January 2021 (11:30am to 12:30pm) with Ryan Kennedy, Graduate Planner from ARUP, who are working with the Torres Cape Indigenous Council Alliance (TCICA) to explore opportunities for food production.

2. Birri Resort Redevelopment Strategy

Steve Williams, has made contact with me regarding a proposal for Birri. I advised Mr Williams to forward such matter to Gulf Region Aboriginal Corporation (GRAC) before Council can give consideration to such matter.

Refer to Attachment 6

3. Aboriginal Development Benefits Trust (ADBT)

The Mayor has asked me to investigate the possibility of a partnership with ADBT for future projects.

I have contacted the General Manager, Bevan Arnold, to initiate discussion.

Cemetery Operations

An inspection was made of the cemetery with the Mayor, A/CEO, Executive Manager Infrastructure & Technical Services and Technical Services Group Manager. Issues discussed:

- Apart from moving, no regular maintenance is undertaken;
- Records of burials is not being undertaken;
- Executive Manager is to report to Council on a strategy to properly map the cemetery and undertake a special maintenance program; and
- Council needs to look at extending the cemetery reserve in the medium term, to do this, Council will need to have discussions with GRAC

Community Events

As discussed with Council, it is proposed to recommence a number of community events, subject to budget considerations. Planning is currently underway and a report will be provided to Council for future consideration.

Liquor Licencing

The strategic direction Council is taking is as follows;

“Non-proprietary organisations or clubs whose profits are used to promote the club and not distributed to members can apply for a restricted liquor permit if they wish to trade for a maximum of 10 to 25 hours a week for a period of 3 or 6 months.”

More details can be found at: <https://ablis.business.gov.au/service/queensland/restricted-liquor-permit/35466>

Community Safety Plan

“A key step in the process required for approval of any changes in sale and availability of liquor on Mornington Island is the finalization of the Community Safe Plan (CSP). Not that the CSP would need to reference the changes being considered.”

Operational

Initially the application process will be undertaken by the A/CEO, Community Events & Engagement Officer and Executive Assistant.

Refer to Attachment 7.

FINANCIAL & RESOURCE IMPLICATIONS

As noted above.

RECOMMENDATION

That Council receives the report and notes the content therein.



**MORNINGTON
SHIRE COUNCIL**

1 Mission Road
GUNUNA, QLD 4892
TEL: (07) 4745 7817
FAX: (07) 4745 7275
MOB: 0407 687 914

EMAIL: kyle.yanner@mornington.qld.gov.au

12 January 2021

Attention: Sergeant Jeffery Magnus
Mount Isa District Disaster Co-ordinator
Mount Isa District Disaster Management Group
Mount Isa

Dear Jeffery,

Reference: Mornington Island Local Disaster Management (LDMG)

As you are aware there has been considerable concern from the Council's Local Disaster Management Group and the Mount Isa District Management Group regarding the evacuation of residents from Mornington Island due to a severe cyclone weather event. I understand the matter was raised by you around October 2019, with the State Disaster Co-ordination Group but no subsequent action was taken.

In response to what is currently provided in the Local Disaster Management Plan (copy of the Response Strategy attached), I advise as follows:

(1) Evacuation Center

Council's Evacuation Centre is the PCYC. This building was built in 2003 so should withstand a mid-category 4 cyclone. However, when considering a category 4 or 5 cyclone the capacity of such center is limited and there would be reliance on sheltering in other public buildings and then this does bring considerable risk to persons.

(2) Housing

Queensland Housing Department provides a very high percentage of public housing on the Island where the majority of Island residence live. QBuild has stated that 91 percent of residences were built after 1982, so should withstand a category 4 cyclone. However, I consider any cyclone would cause considerable damage to property but especially category 4 and 5, and given the limited evacuation center capacity, when you are planning for a population greater than 1,200 our community is being put at considerable risk.

(3) Evacuation

For a category 4 and 5 event, the LDMG states that the State Disaster Co-ordination Group to make a decision around evaluation of residence. Otherwise, the response strategy states residents are advised to self-evacuate with private commercial airlines (REX) which would be at their own expense.

I am writing to you for advice of what further options Council's LDMG can plan for. The existing Response Strategy is considerably inadequate, and further options need to be developed.

With residence and Council having limited financial capacity to find alternative accommodation and food in a location away from the Island. One further option that needs to be looked at is keeping residence on the Island is a properly fitted out and fit for purpose evacuation center for the residence of the shire.

I would also advise that in respect to the 2018 cyclone which damaged the runway to an expense of \$8.5 million, external teachers and other residence who self-evacuated then found themselves unable to return until the runway was fixed. This is another reason why the residence of the Island should be provided with the option of remaining on the Island in a fit for purpose center.

As you are aware Mornington Shire Council and the District Disaster Management Group have raised concerns regarding evacuation with the State of Disaster Co-ordination group in October 2019 and the Island, it is my understanding no action was taken.

As I understand it, as identified back in 2019, there is currently no ability to affect the total evacuation of the Island which has a population greater than 1,200 persons.

The shelter in place option, as stated above does present significant risk to life in a major category 4 and 5 cyclone and Mornington Shire Council needs further options to be developed by both the District Disaster Management Group and the State Disaster Co-ordinator Group as a matter of great urgency.

As part of these options, serious consideration needs to be given to establishing a designated cyclone shelter that will meet a category 5 cyclone. Expecting residents to evacuate fully is unrealistic.

Yours sincerely,



Kyle Yanner
Mayor Mornington Shire Council

MORNINGTON SHIRE
COUNCIL
LOCAL DISASTER
MANAGEMENT PLAN
2019

Prepared in accordance with the provisions of
the Disaster Management Act 2003 QLD



**MORNINGTON
SHIRE COUNCIL**

7.0 RESPONSE STRATEGY

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

- Annually - conduct cyclone season community clean up and preparation “get ready” commencing in October and continuing until complete.
- Annually - contact the Department of Housing and Public Works to get an update of data regarding the suitability of social houses on Mornington Island to withstand various categories of weather events.
- Annually – contact Carpentaria Freight to determine if any changes to normal barge run is anticipated especially in lead up to Christmas New Year period.
- Annually – liaise with Gununamanda Store Manager/Board of management to ensure a sufficient stockpile of goods is on hand – 3 months – to support community before, during and post any weather events.
- Annually – determine and communicate the location of the disaster management centre to all members of LDMG and community.
- Annually – update LDM Plan to include current contact and any changes or variations to LDM Plan, Community Profile and Recovery sub plans.

Cyclone Category	Characteristics	Actions (Minor/Specific)		Action (General)
Cyclone Advice	Depending on the BOM report			• Clean up loose material and secure items (boats, cars etc.) • Trim back trees
Category 1 (Tropical Cyclone)	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings. A Category 1 cyclone's strongest winds are GALES with typical gusts over open flat land of 90 - 125 km/h.	Recovery		• Initial advice received, meeting to be held of the LDMG core members - Warnings sent out to community- Television, Radio, Posters, Emails • Clean up loose material and secure items (boats, cars etc.) • Ensure welfare of pets • Move APH to the hospital (service provided by QLD Health)
		7 days		
		6 days		
		5 days		
		4 days		
		3 days		
		2 days	Move to LEAN FORWARD status	
		1 day	Transfer patients from APH to hospital	
		0 Day		

Category 2 (Severe Tropical Cyclone)	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings. A Category 2 cyclone's strongest winds are DESTRUCTIVE winds with typical gusts over open flat land of 125 - 164 km/h.	Recovery		- Warnings sent out to community- Television, Radio, Posters, Emails - Provide information on Barge, Flights and airfare schedules - Inspect houses for any damages as well as ensure that homes are secure enough to withstand the cyclone. (Houses are up to code) - Off-Island staff move to shelter - Move community to safer housing
		7 days	Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation	
		6 days		
		5 days		
		4 days	Move to LEAN FORWARD status	
		3 days		
		2 days	Transfer patients from APH to hospital	
		1 day	Move Council staff to place of refuge	
		0 Day		
Category 3 (Severe Tropical Cyclone)	Some roof and structural damage. Some caravans destroyed. Power failures likely. A Category 3 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 165 - 224 km/h.	Recovery		- Update warnings and information - Ensure residents are equipped with an Emergency Kit and plan - Ensure Mission Australia have a safe place to shelter or that clients evacuate off the Island - Off- Island Staff to evacuate or be moved to a shelter. Evacuation to be approved by SDDC - Advise locals to evacuate the Island - Elderly to be evacuated (Service provided by QLD Health) - Evacuate the Island
		7 days	- Move to LEAN FORWARD status - Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation	
		6 days		
		5 days		
		4 days	Evacuation of aged and vulnerable persons	

		3 days	
		2 days	Move patients from APH to hospital
		1 day	Move Council staff to place of refuge
		0 Day	
Category 4 (Severe Tropical Cyclone)	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures. A Category 4 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 225 – 279 km/h.	Recovery	
		7 days	- Move to LEAN FORWARD status - Contact with TMR and REX to increase the number of flights to and from Mornington to allow for self-evacuation
		6 days	SDCC to make decisions around evacuations of residents
		5 days	
		4 days	
		3 days	Evacuations need to be complete
		2 days	
		1 day	
		0 Day	
Category 5 (Severe Tropical Cyclone)	Extremely dangerous with widespread destruction. A Category 5 cyclone's strongest winds are VERY DESTRUCTIVE	Recovery	
		7 days	- Move to LEAN FORWARD status - Contact with TMR and REX to increase the number of

	winds with typical gusts over open flat land of more than 280 km/h.		flights to and from Mornington to allow for self-evacuation
		6 days	SDCC to make decisions around evacuations of residents
		5 days	
		4 days	
		3 days	Evacuations need to be complete
		2 days	
		1 day	
		0 Day	

Graham King

From: Elliott Dunn <Elliott.Dunn@qfes.qld.gov.au>
Sent: Thursday, 14 January 2021 9:32 AM
To: Graham King
Cc: Joanne Greenfield; 'ddc.mountisa@police.qld.gov.au'
Subject: RE: Send data from MFP13818019 13/01/2021 14:51

Hi Graham,

Thank you for the letter in relation to the residual risk and the evacuation plan for the Island, as a bit of a background and a bit more information on how it came about:

When we looked the development of an evacuation plan we struggled (and still do) with the timeframe, in developing an evacuation timeframe we normally use Hour 0 as when winds reach 100km/h (at the point it is too dangerous to move around) however in the case of the Island we needed to use a much lower wind speed due to the reliance on aircraft. Looking at the data set from the GHD study between 1959-2010 the average lifespan of a cyclone in the Gulf is 6.7 days but only 2.5 days from start to highest intensity (using 135 data sets). Adding to this is that we do not know the how long it will take to source and deploy aircraft capable of effecting evacuation as they are all located in the South East.

Given the above when we develop an evacuation timeline we are stuck with the decision phase being a number of days out and given the lifespan of historical cyclones in the Gulf that decision must be made when the cyclone lacks maturity and therefore the BoM has a much lower level of confidence in the track and intensity modelling. If we look at this as establishing the trigger point we would be committing to the forced evacuation of 1200+ people with very little information.

Self-evacuation as you rightly mentioned is cost prohibitive for the majority of the population on the Island with the cost of flights (average family \$400 to Cairns one way)

Reception and Shelter is another issue entirely, given the population Mount Isa would not be a suitable reception area as it lacks the resources. Also if the threat was enough to warrant the evacuation of the Island Karumba and Burketown would likely be evacuated as well due to the storm surge risk.

The fundamental question is can we actually evacuate the Island and do this safely given the factors above, also we do not normally evacuate from wind we evacuate from water (storm surge) and given the low risk of surge on the leeward side of the Island is evacuation required?

Sorry I have more questions than answers but that was the reason the issue was escalated.

Elliott Dunn
Emergency Management Coordinator
Mount Isa
Queensland Fire and Emergency Services
P 07 47445202 M 0419 445 069

-----Original Message-----

From: Graham King <aceo@mornington.qld.gov.au>
Sent: Wednesday, 13 January 2021 3:20 PM
To: Magnus.JeffreyR@police.qld.gov.au; DDC.MountIsa[NR] <DDC.MountIsa@police.qld.gov.au>
Cc: Elliott Dunn <Elliott.Dunn@qfes.qld.gov.au>; Kyle Yanner <Kyle.Yanner@mornington.qld.gov.au>
Subject: FW: Send data from MFP13818019 13/01/2021 14:51

Dear Senior Sergeant Magnus

Please find attached a letter from the Mayor of Mornington Shire regarding the operations of the Mornington Island Local Disaster Management Plan in particular issues around the evacuation of residents in times of severe cyclone events.

Looking forward to hearing from you.

Regards

Graham King | Acting Chief Executive Officer | Mornington Shire Council
1 Mission Road, Gununa, QLD 4892
Ph: 07 4745 7801
Mobile: 0477 348 503
Fax: 07 4745 7275
Email: aceo@mornington.qld.gov.au
Web: www.mornington.qld.gov.au

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-----Original Message-----

From: Main Office Scanner <scanner@mornington.qld.gov.au>
Sent: Wednesday, 13 January 2021 2:51 PM
To: Graham King <aceo@mornington.qld.gov.au>
Subject: Send data from MFP13818019 13/01/2021 14:51

Scanned from MFP13818019
Date:13/01/2021 14:51
Pages:7
Resolution:300x300 DPI

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Local Disaster Management Group Round Table Discussion



Date:	18 January 2021		
Start Time:	9:04am	Finish Time:	10:06am
Venue:	Council Chambers		
Attendees:	<u>Mornington Shire Council:</u> Kyle Yanner (Mayor), Graham King (A/CEO), Darren Foster (A/Executive Manager-Governance & Communications), David Sechtig (Executive Manager-Infrastructure & Technical Services), David Torr (Group Manager Technical Services), Wayne Mills (Group Manager Infrastructure Services) <u>Queensland Police Services:</u> Peter Cattarh, Victoria Milred, Bob Bognin <u>Kuba Natha Aged Person's Hostel:</u> Craig Hooper (Facility Manager) <u>VIA PHONE: Queensland Fire Emergency Services:</u> Elliot Dunn (Emergency Management Co-Ordinator Mount Isa)		
Apologies:	<u>North West Hospital Health Services:</u> Jill Fisher (A/Director of Nursing) <u>Wellesley Islands Rangers:</u> Tommy Wilson (Head Ranger) <u>Mornington State School:</u> Luke Bowering (Acting Principal) <u>Gunnamanda Store:</u> Tony Francesco (General Manager)		

Meeting Notes

Discussion	Notes
Welcome	Mayor, Kyle Yanner opened the meeting with Welcome to Country
Local Disaster Management Group (LDMG)	- Current contact list requires to be reviewed and updated with alternate contacts ACTION: Review & update current contact list, add alternate contacts and circulate with LDMG members
Service Providers	- Current list is out of date and requires updating with contact details ACTION: Update Service Provider list with contact details including alternate contacts
Community and Communications	- Communications to be discussed further; - Currently advices are placed on community notice boards at the store, police station, council office, social media (Facebook) and Council website - In the last event, Queensland Police Service (QPS) went around the community to alert members via door knocking and mega phones from vehicles - Advices on seeking shelter to be available to community members - Community to be advised of what should be included in a Cyclone Kits and future funding to be identified - Investigate Telstra services to send SMS to all members in the area - Deputy Mayor has requested for more Community Meetings in future - Satellite phone list to be reviewed and updated with all phones on the island - Proposal for Mornington Shire Council (MSC) to activate radio tower network for communications ACTION: Develop a Communication Strategy covering general awareness for impending events including residents Cyclone Kit information ACTION: Liaise with Telstra to investigate options on emergency SMS to all community members ACTION: Review and update Satellite Phone Register ACTION: MSC to charge all satellite phones in their possession ACTION: MSC to develop Operational Plan for cyclone season including major infrastructure assets of water and sewerage when power is lost ACTION: Review policy for pre-cyclone clean-ups and ensure adequate resources are available

Discussion	Notes
	ACTION: Discuss options for dealing with Category 4 and 5 cyclones
Evacuation Centers	- PCYC Center is the main evacuation center - Building was constructed in 2003 and currently has no cyclone rating (QPS and QBuild should be able to assist with obtaining the rating) - This will be the main center for the community - Additional evacuation centers may include; Tavern, Airport and SES Building ACTION: Ascertain ratings for PCYC ACTION: Develop Evacuation Plan in the event of additional evacuations
Evacuation of the Island	- Mandatory evacuation procedure was last reviewed in 2018/19 with no resolution. It is currently being reviewed by Queensland Fire & Rescue Services (QFES) - Request for additional flights for self-evacuation can be made to district ACTION: Confirm arrangements with QFES for assistance from Mount Isa District to arrange additional flights for self-evacuation
Houses	- There are currently 245 homes on the Island 91% have been built after 1982 and should withstand a category 4 cyclone 22 homes built before 1982
Other Buildings	- Aged Care Center's cyclone rating is currently unknown and is to be reviewed - Additional discussions to be held for a Vulnerable Persons List ACTION: Ascertain ratings for Aged Care Centre ACTION: Transfer of APH residents to be reviewed ACTION: Organise meeting to discuss approach and issues of identifying vulnerable peoples
Response Strategy	ACTION: Review Response Strategy in light of further discussions of the district disaster coordination group
Disaster Coordination Centre (DCC)	- DCC is currently the Council Chambers - Current discussions are underway to relocate to the Tavern with the Police Head Quarters / Court House as a secondary location ACTION: Establish DCC with relevant communication including; phone, UHF radio, emergency power for operational staff to man phones and undertake situation reports
Electricity / Auxiliary Power Supply Register	- In the event of losing electricity, the fuel stations will not operate - Current auxiliary power supply register is not current - QLD Police, Health and Ambulance services have new generators ACTION: Investigate options for additional petrol and diesel tank storage ACTION: Auxiliary Power Supply Register to be reviewed and updated ACTION: Council to procure generators
Meeting Close: 10:06am	

Open Action Items

ID	Action	Priority	Assigned to	Status
18.01-01	Review & update current contact list, add alternate contacts and circulate with LDMG members	HIGH	Shannen Alford	NEW
18.01-02	Update Service Provider list with contact details including alternate contacts	HIGH	Shannen Alford, A/CEO	NEW
18.01-03	Develop a Communication Strategy covering general awareness for impending events including residents Cyclone Kit information	HIGH	Darren Foster	NEW
18.01-04	Liaise with Telstra to investigate options on emergency SMS to all community members	HIGH	Darren Foster	NEW
18.01-05	Review and update Satellite Phone Register	HIGH	Shannen Alford	NEW
18.01-06	MSC to charge all satellite phones in their possession	HIGH	A/CEO, David Torr	NEW
18.01-07	MSC to develop Operational Plan for cyclone season including major infrastructure assets of water and sewerage when power is lost	HIGH	David Sechtig	NEW
18.01-08	Review policy for pre-cyclone clean-ups and ensure adequate resources are available	HIGH	David Sechtig	NEW
18.01-09	Discuss options for dealing with Category 4 and 5 cyclones	HIGH	A/CEO, Elliot Dunn, District	NEW
18.01-10	Ascertain ratings for PCYC	HIGH	A/CEO	NEW
18.01-11	Develop Evacuation Plan in the event of additional evacuations	HIGH	David Torr	NEW
18.01-12	Confirm arrangements with QFES for assistance from Mount Isa District to arrange additional flights for self-evacuation	HIGH	A/CEO, Elliot Dunn	NEW
18.01-13	Ascertain ratings for Aged Care Centre	HIGH	David Sechtig	
18.01-14	Transfer of APH residents to be reviewed	HIGH	Craig Hooper, Jill Fisher	NEW
18.01-15	Organise meeting to discuss approach and issues identifying vulnerable peoples	HIGH	A/CEO, Craig Hooper, Jill Fisher	NEW
18.01-16	Review Response Strategy in light of further discussions of the district disaster coordination group	HIGH	A/CEO, Mayor	NEW
18.01-17	Establish DCC with relevant communication including; phone, UHF radio, emergency power for operational staff to man phones and undertake situation reports	HIGH	David Sechtig	NEW
18.01-18	Investigate options for additional petrol and diesel tank storage	HIGH	David Sechtig	NEW
18.01-19	Auxiliary Power Supply Register to be reviewed and updated	HIGH	All LDMG members	NEW
18.01-20	Council to procure Generators	HIGH	David Sechtig	NEW

MORNINGTON ISLAND
LOCAL DISASTER MANAGEMENT GROUP MEETING MINUTES
FRIDAY 08 JANUARY 2021
1700 TO 1800
COUNCIL CHAMBERS

Attendees:

Kyle Yanner	Mayor – Mornington Shire Council
Graham King	Acting Chief Executive Officer – Mornington Shire Council
David Sechtig	Executive Manager – Infrastructure & Technical Services – Mornington Shire Council
David Torr	Group Manager – Technical Services – Mornington Shire Council
Wayne Mills	Group Manager – Infrastructure Services – Mornington Shire Council
Jill Fisher	Acting Director of Nursing – Mornington Island
Jason Seymour	Facilities Manager – Kuba Natha Aged Person Hostel
Craig Hooper	Gidgee Healing
Bob Bognin	Sergeant – Queensland Police Service
Coreen Reading	Administration Officer – Mornington Island State School

Apologies:

Elliot Dunn	Emergency Management Co-ordinator – Mt Isa – QFES
Tony Francesco	General Manager – Gununamanda Store

Mayor opened the meeting with Welcome to the Country

Purpose of the meeting:

To discuss the implication for Mornington Island for the Queensland State Government lockdown for the Greater Brisbane area including the Local Government areas of Brisbane City, Logan, Ipswich, Morton Bay and Redlands from 6pm Friday 8 January 2021 until 6pm Monday 11 January 2021.

Mayor advised that he had been on a state wide teleconference with the Deputy Premier and all Local Government were invited to participate. The main message was that any person who was in the greater Brisbane area from 2 January has to comply with the same conditions in Mornington Island as people living in the Greater Brisbane area.

Irrespective of weather they have left the area all persons are to follow the same rules as if they are currently in the Brisbane area.

Therefore, people returning to Mornington Island, if they were in Brisbane since 2 January 2021 would be required to self-isolate until the lockdown is eased.

Correspondence Tabled

- Advice dated 8 January 2021 from Damian Walker enclosing advice from Michael Bauer Acting Director General Department of State Development Infrastructure and Local Government and Planning.
- Emails from Mayor Robbie Sands Kowanyama Shire Council 8 January 2021 advise of their LDMG meeting to discuss Covid-19 situation.
- Emails from Mayor Vonda Malone Torres Shire Council supporting Mayor Robbie Sands concerns regarding returning people to the community.

Action

It was agreed that all practical actions would be taken by those present to ensure returning people teachers/families, residents, contractors, consultants were aware of the lockdown condition and abided by self-isolation requirements and wearing of masks.

Mayor Kyle also recommended that returning residence be Covid tested at the hospital if they had not been tested before entering.

It was noted that any persons in the Greater Brisbane area, including non-residents currently in Greater Brisbane, must remain until the end of the restriction period.

Further Business

Minutes of the meeting of the LDMG held on 13 November 2020 were tabled and will be put up for adoption at the next meeting of the LDMG.

Minutes adopted

Graham King

Acting Chief Executive Officer
14 January 2021

COVID-19 Dashboard for First Nations people in Queensland

First Nations cases of COVID-19 in Queensland
11/01/2021

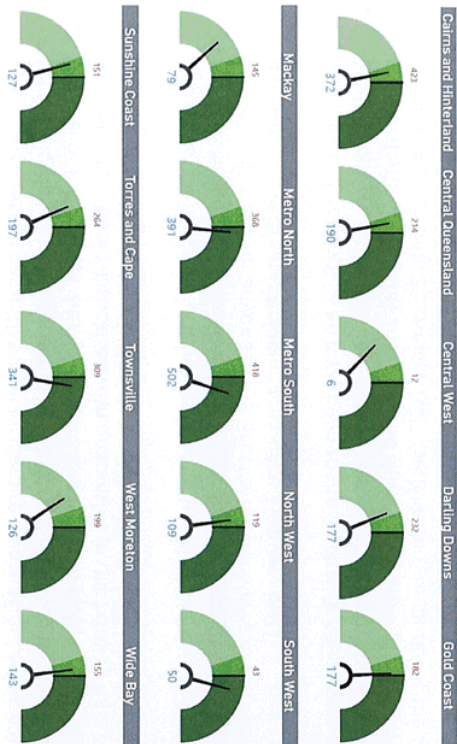
0
ACTIVE CASES

10
CASES TO DATE

41,881
TOTAL TESTS SINCE
PANDEMIC STARTED

2,987
TOTAL TESTS IN 14
DAYS TO 11 JAN 2021

COVID-19 Test Gauge for First Nations people:
Tests performed in the previous 14 days as at 11/01/2021



Legend

Light green indicates that <80% of the 14-day target has been met.

Middle green indicates that 80-99% of the 14-day target has been met.

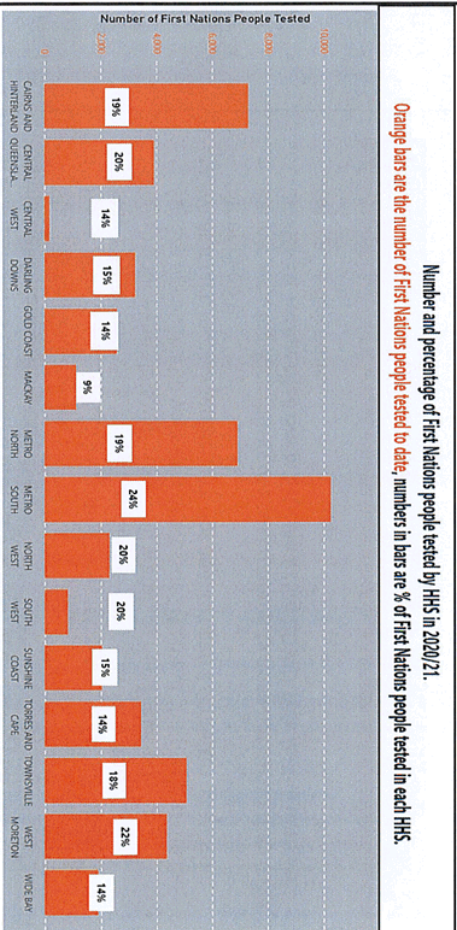
Dark green indicates that the 14-day target has been exceeded. The 2018 HHS

Estimated First Nations population has been used to generate the testing target.

Interpretation

A target of testing 1 in 1000 population is set as an indication of high capacity testing rates for vulnerable population surveillance.

Number and percentage of First Nations people tested by HHS in 2020/21
11/01/2021



Number and percentage of First Nations people tested by HHS in 2020/21.

Orange bars are the number of First Nations people tested to date, numbers in bars are % of First Nations people tested in each HHS.

Interpretation

The percentage of First Nations people tested varies between HHS and is between 14-18% for eight HHSs and between 19-24% for seven HHSs. The numerator is the number of First Nations people tested, not the number of tests performed. The denominator used is the 2018 HHS Estimated First Nations population from the QLD Health Infobank site.

Prepared on 13/01/2021 by the Aboriginal & Torres Strait Islander Health Division, Queensland Health

COVID-19 Dashboard for First Nations people in Queensland

The Hotel Grand Chancellor 'cluster'

Queensland Health has initiated an incident response after testing has suggested that six of the recent COVID-19 cases are linked to the Hotel Grand Chancellor in Brisbane. As such Queensland Health is putting in place extra measures for people associated with quarantine in this hotel to help reduce any risk of spread.

While this requires swift action to prevent the spread, there is no current need to change the restrictions ([The Restrictions on Impacted Areas Direction \(No. 2\)](#)) that apply for anyone in the Greater Brisbane area or anyone who has been in the Greater Brisbane area since 2 January 2021.

This means that people who have been to the Greater Brisbane area since 2 January, but are now elsewhere in the state, must abide by the following requirements until 14 days have passed since they were in the Greater Brisbane area or until 22 January 2021 (whichever time period is the shorter):

- continue to carry a face mask at all time
- wear a face mask when they are in certain indoor spaces including:
 - public transport (including waiting at the station or stop)
 - rideshare or taxi
 - shopping centres, supermarkets, retail outlets and markets
 - libraries
 - cinemas
 - churches and places of worship
 - entertainment facilities and sporting stadiums
 - recreational facilities and gyms
 - indoor workplaces when physical distancing is not possible
 - airports and on planes
- People are not required to wear a mask in dining venues
- This advice applies to community members planning to travel to Brisbane before 22 January 2021.

Keeping Mob COVID Safe

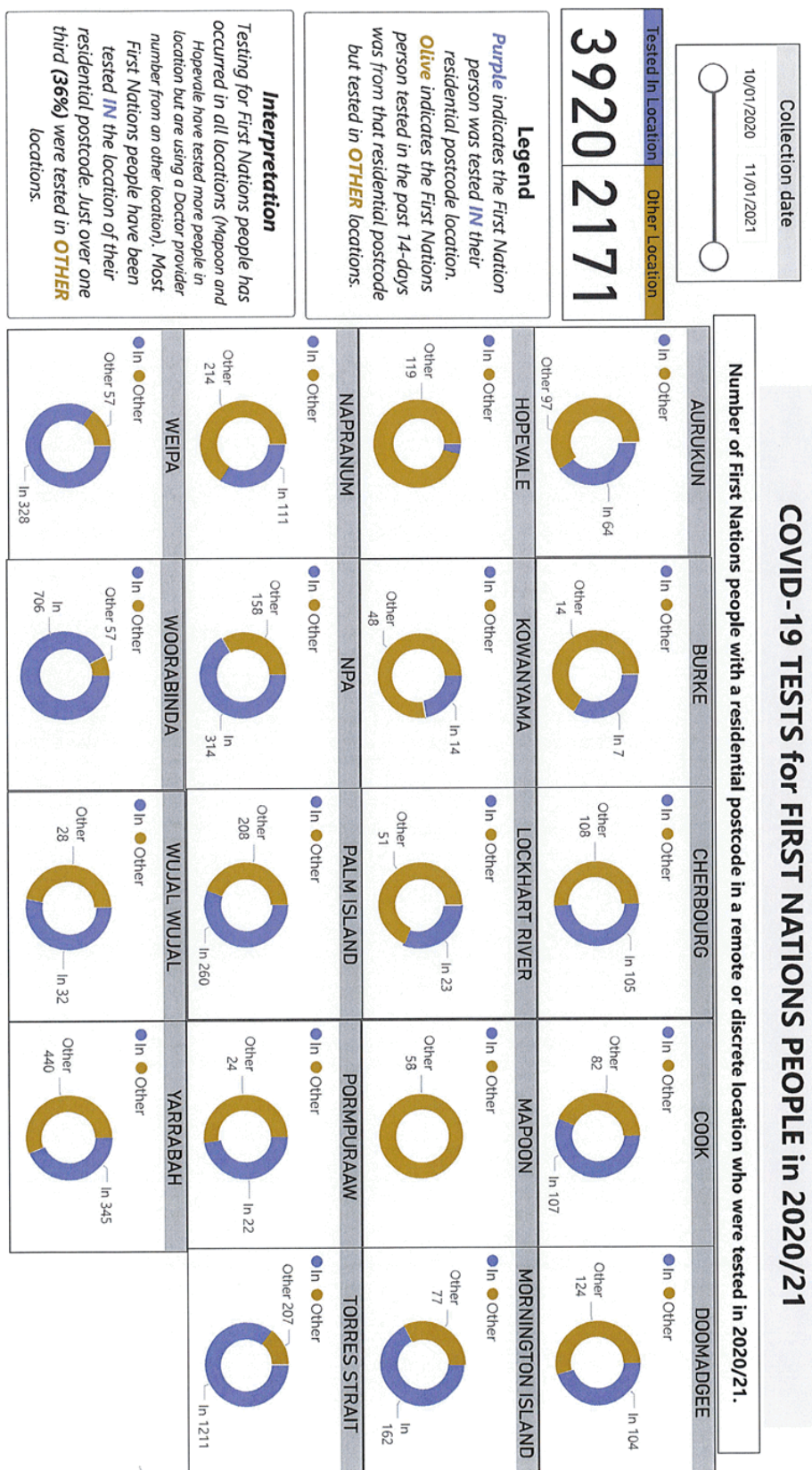
It is important to continue to protect yourself, your family and the community from getting COVID-19

- Stay home if you are sick
- If you have any [COVID-19 symptoms](#), no matter how mild, get [tested](#)
- Stay 1.5 metres away from other people—think two big steps
- Wash your hands lots with soap and water, or hand sanitizer
- Sneeze or cough into your arm or a tissue. Then put the tissue in the bin
- Wear a [face mask](#) when you are not able to keep 1.5 metres away from other people.
- *People wearing face masks in your community does not mean they have COVID-19, rather they are practicing being COVID Safe in-line with the current restrictions.*

COVID-19 Vaccination update

- Queensland Health is continuing to work closely with the Australian Government to ensure a safe and effective COVID-19 Vaccination Program.
- The Therapeutic Goods Administration requires robust scientific data and analysis before it will approve any vaccine including COVID for use in the community.
- The Australian Government has placed orders to receive vaccines from three different companies – Pfizer, AstraZeneca and Novavax.
- The first priority group will be health care workers working directly with COVID-19 patients, hotel quarantine workers and those doing testing in fever and respiratory clinics.
- Aboriginal and Torres Strait Islander people will be included in the second priority group anticipated to start in March 2021.

Prepared on 13/01/2021 by the Aboriginal & Torres Strait Islander Health Division, Queensland Health



A/C EO

Birri Resort Redevelopment Strategy – Council Outline

Overview

I am pleased to present to you this proposal for the reinvention of the former Birri Fishing Lodge. The lodge will not be returned to its original self but be reinvented to a whole new, national level, class of its own, attracting a broader, more diverse range of clients. The new Resort in its completed stage will offer Fishing, Diving and Eco Charters, have its own accredited training facilities, art gallery, cultural centre, restaurant and Bar's, swimming pools, café, licenced mechanic, Market garden and much, much more. Offering dozens of jobs to the community including apprenticeships for the youth. This will support the community with better employment opportunities and revenue streams that benefit more of the island, including various donation and sponsorship streams and financial reward for Traditional owners who grant access and use of their country, including waters. This Venture will be a solid partnership between myself and the Traditional owners of Birri, in particular John Williams with the intent of it being backed by a 30 year contract.

History

The council has always pondered with the concept of tourism on the island, This has been tabled long since before I was last on the island and all ways end at just talk. With a lot of hard work, Money and time to increase revenue flow I believe we have the opportunity to capitalize on this right now, not like Birri of old, how they were their own little external private community that had no involvement with the actual community other than to take money and employment away from the Island, But as an entity that envelops the community culture and works as one with it.

For those that don't remember me, I worked at Birri back in 2007/ 2008. I then moved into town and work at CDEP, Council store and the Barge Shed. I started the Fishing tackle business in the old council building that Bradley Wilson later took over.

I also taught at the school, was president of the VMR and taught boat licenses here on the island, did scuba diving and fishing trips. I only left the island in pursuit of my now wife who got a transfer to Mount Isa with Education QLD, she was a school teacher on the Island. I then went on to be second in charge of Spinifex Boarding school In Mount Isa. I currently live in Ayr and manage a BCF store.

Skills I bring with me are Work place trainer and Assessor, Coxswain, Commercial Pilot and a Scuba Diving Instructor, plus loads more. Having a varied background in many industries, I believe I can combine all of this into a very successful venture for all involved.

The Objective

- #1 To get all parties to come to an agreement on initial terms, leases, remunerations for both Traditional Owners and community Entities, outlining things we will do to fund and support the community over the long term. Highlighting and formalising what all parties expectations are.
- #2 By end of the upcoming wet season – April 2021(outcome of objective 1 may change this) start accomplishing the below goals.
- #3 Within 4 years have all the below goals accomplished and be operation to 100% capacity

Reopening Targeted Stages

- #1 Reopen a kiosk with take away food and drinks whilst starting rebuilding the bar and staff accommodation
- #2 Reopen the fuel bowsers
- #3 Offer car hire
- #4 Offer one day fishing charter and Eco Tours to Island visitors, residences and Government Guests.
- #5 Reopen restaurant and Bar and offer mechanical services in both marine and Automotive
- #5 Reopen accommodation
- #6 Offer Longer fishing, Diving and eco tours
- #7 Open Art Gallery and Training Centre and resort front.
- #8 Incrementally expand the infrastructure to the desired level

Milestone Goals

Goal #1:

To open a kiosk to supply takeaway food and drinks to the community to immediately fill the gap left by the prolonged closure of the kiosk. This can be done with in 2 weeks of arrival on the island as all the necessary plant and equipment is already owned by me, ready for shipping. This will provide Employment opportunity to one person and start earning supplementary funds for the further goals

Goal #2:

To start the clean-up of the now ruined infrastructure and overgrown grounds and start in the removal and control of any invasive species outlines by GRAC. In this time construction fencing will be erected around the premises. Duration 4-8 weeks with the use of the RJCP upon approval.

Goal #3:

Reinvest all monies made into a steady rebuild of the existing accommodation and facilities and expansion by building new facilities 6 – 24 months. Numerous employment opportunities and external hire of building contractors. This stage will need to be commenced to prove to the external investors that the site is viable and moving forward.

Goal #4:

To establish all the tourism activities, accommodation, art center and training facilities. 12-36 months. This will hopefully involve upward of 10 local full time employees with contract sales of local artwork and festivity performances by locals. A mechanic, chef and apprentices. Once this goal is complete we will be in the position to give back to all invested members and sponsor/ donate to local events.

Form 1 Application for a liquor licence

Liquor Act 1992 s. 105 • V7 September 2020



Queensland
Government

Office use only

Receipt no.

Amount \$.....

Date

Instructions

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68) or www.business.qld.gov.au/liquor-gaming.

Warning

False or misleading statements could attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

Part A—Requirements

continued over page

Minimum requirements for lodging applications

OLGR has clear guidelines for the minimum requirements of applications that, if not fully met, are returned to sender. These include the completion of all relevant questions on the application forms. Application requirements are authorised under the *Liquor Act 1992* s. 105 and the *Liquor Regulation 2002* r. 4.

Mandatory requirements for new licences checklist: (required for all licence applications)

- ☐ Completed application form
- ☐ Completed **Form 5 Personal details schedule** for each person involved
- ☐ Prescribed application fee (available at www.business.qld.gov.au/liquor-gaming)
- ☐ Layout plan of the entire premises (scale 1:100). Please ensure that all facilities such as toilets, kitchen fixtures, bars and seating layout are marked on the plan. Photographs may also be provided in addition to the layout plan. If the toilets are not located within the main premises, a separate plan will be required showing the location and distance of the toilets in relation to the premises. Toilet facilities must comply with **Guideline 26**, available from: www.business.qld.gov.au/liquor-gaming.
- ☐ Plan, sketch or aerial map showing the location of the premises in relation to adjacent buildings and the nearest residential premises
- ☐ Evidence (obtained from your local council) that your intended use of the site as licensed premises is permitted under the relevant town plan. Not applicable to premises not based on land, e.g. motor vessel.
- ☐ Certificate of title/current title search issued by the Department of Natural Resources, Mines and Energy (DNRME). Not applicable to premises not based on land, e.g. motor vessel.
- ☐ Registered plan of survey issued by DNRME. Not applicable to premises not based on land e.g. motor vessel.
- ☐ A Risk Assessed Management Plan (RAMP)—please refer to **Guideline 42** (download from www.business.qld.gov.au/liquor-gaming). Not required for low risk premises (see page 2)/gift basket operators/florists.
- ☐ Either a standard Community Impact Statement (CIS) or full CIS—please refer to **Guideline 38** (www.business.qld.gov.au/liquor-gaming). A full CIS will be mandatory for the following applications:
 - commercial hotel licence
 - nightclub licence
 - any other category where entertainment is to be provided after 8pm where the noise level generated will exceed 90dB(A) (=98dB(C))
 - extended trading hours approval for trading after 2am.

The Commissioner may waive the CIS requirement in special circumstances or when the application is for a subsidiary on-premises licence (meals and cafe) if the premises is located in a commercial complex, does not trade beyond midnight, the amenity will not be affected and there will be no amplified entertainment provided. A submission to waive this requirement must be lodged with this application.

continued from
previous

Additional minimum requirements

- ☐ A typical menu of the meals is required if applying for any of the following:
 - commercial hotel licence
 - commercial other (subsidiary on-premises) licence (restaurants and cafes) and caterers
 - commercial special facility licence.
- ☐ For a community club licence or community other licence—constitution (or memorandum and articles of association) and financial statements
- ☐ For a subsidiary on-premises licence (with a principal activity of accommodation)—a scale plan showing the typical layout of an accommodation unit
- ☐ For premises that also sell petrol: **Form 31 Site assessment for service station/fuel depot.** This form and **Guideline 37 Sale of liquor from premises that also sell petrol** are available from www.business.qld.gov.au/liquor-gaming

Do not lodge this application unless all mandatory requirements listed above are attached.

Police check

A police check will be conducted for each person named on the application form who has not held a licence within the last 6 months (e.g. company director). However, police checks are not usually required for applicants applying for, or associated with, a subsidiary on-premises licence with a principal activity of the provision of meals (restaurants) and provision of prepared food (cafes) as well as applicants who are members of management committees for licensed clubs. However, the Commissioner for Liquor and Gaming reserves the right to seek a police check where appropriate. This may occur if a criminal history is declared, or the licensee proposes to operate beyond midnight.

A police check will also be conducted for all **executive officers** of an applicant entity. An executive officer—of a corporation or unincorporated association, means a person who is concerned with, or takes part in, the corporation's or association's management, or who is in a position of authority or influence in relation to the corporation or association, whether or not the person is a director or committee member or the person's position is given the name of executive officer or committee member.

A **low risk premises** is a premises to which a commercial other subsidiary on premises licence relates, with the principal activity of provision of meals (restaurant) or provision of prepared food (café), has no approved extended trading hours beyond midnight, is not covered by an adult entertainment permit and is not located in a restricted area.

Other documents that may be required

- ☐ If the applicant is a corporation, a company extract showing all current directors will be required. This can be obtained from the Australian Securities and Investments Commission.
- ☐ Applications for *Registration of an interest in licensed premises* from all parties with a financial interest in the premises, i.e. freehold owner/s, lessee/s, sub-lessee/s, mortgagee/s. The application fee to register an interest is waived for the proposed licensee.
- ☐ It is mandatory for all licensee applicants, unless a corporation, to complete the Responsible Management of Licensed Venues (RMLV) and the Responsible Service of Alcohol (RSA) training courses. The RMLV course is delivered by private trainers approved by OLGR. For a list of approved trainers go to www.business.qld.gov.au/liquor-gaming. RSA may be delivered by trainers who can be found at www.training.gov.au. Evidence that the training has been successfully completed will be required before the application is finalised.
- ☐ For vessels—a copy of the certificate of registration issued by Maritime Safety Queensland.

Part B—All applicants to complete		
Section 1		
Licence type		
What type of liquor licence are you applying for?		
Licence type	Please tick	Directions
Commercial hotel licence (e.g. hotel, tavern)	☐	You will also need to complete Part C of this application form
Commercial special facility licence (e.g. casino, airport)	☐	You will also need to complete Part G of this application form
Nightclub licence	☐	You will also need to complete Part L of this application form
Commercial other licence: (tick applicable sub-category listed below)		
Subsidiary on-premises licence (e.g. resort, motel, restaurant, cafe, privately run sports club, caterers)	☐	You will also need to complete Part D or Part E of this application form
Subsidiary off-premises licence (e.g. specialty stores)	☐	You will also need to complete Part H of this application form
Producer/wholesaler licence (e.g. brewery, distillery, liquor wholesaler)	☐	You will also need to complete Part F of this application form
Industrial canteen licence (e.g. mining sites, remote industrial locations)	☐	You will also need to complete Part J of this application form
Bar licence (e.g. bar with a maximum of 60 patrons)	☐	You will also need to complete Part K of this application form
Community club licence (e.g. non-proprietary clubs including sports clubs, RSL clubs, golf clubs, bowls clubs)	☐	You will also need to complete Part I of this application form
Community Other Licence (e.g. non-proprietary clubs including sporting clubs, RSL clubs, golf clubs, bowls clubs) with a maximum of 25 hours trading per week, within ordinary trading hours (10am–12 midnight)	☐	You will also need to complete Part I of this application form
Section 2		
Applicant details		
Note: <i>Personal details schedule (Form 5)</i> to be completed by persons named in this section. An application for a licence may be lodged by: • Adult individual/s • A corporation • An adult for and on behalf of an unincorporated association ABN Full name of applicant..... Postal address Suburb State ☐☐☐ Postcode ☐☐☐☐ Phone Fax..... Mobile Email.....		
Section 3		
Applicant's tenure details		
Please indicate the applicant's tenure in the premises:		
☐ <i>Owner of freehold (as shown on certificate of title)</i>		
☐ <i>Lessee of premises</i>		
☐ <i>Sub-lessee of premises</i>		
☐ <i>Other—please specify</i>		

Section 4 Applicant status	Is the applicant a corporation? ☐ Yes ☐ No—go to Section 8
Section 5 Corporation name details	Has the corporation ever been known by any other name? ☐ Yes—give details (previous names) ☐ No
Section 6 Corporation details	Has the corporation ever been in liquidation/receivership/involved in insolvency proceedings under the <i>Corporations Act 2001</i> ? ☐ No—go to Section 8 ☐ Yes—give details Name Company name (if applicable) ☐ Liquidation ☐ Receivership ☐ Insolvency ☐ Administration ☐ Other Discharge date / / D D M M Y Y Y Y OLGR will require the following details in order to make a determination pursuant to s. 107 of the Act: Sum of the money owed Sum which was paid back to the creditors Sum which is being borrowed in relation to this application, if any Sum the lease/contract is being purchased at
Section 7	You must attach evidence of the discharge or winding up of each of the matters detailed in Section 6 . Is this evidence attached? ☐ Yes ☐ No—this application cannot be finalised until evidence is lodged

Section 8 Executive officers and interested persons Refer p.2 for executive officer definition	You must provide details of all individuals (other than the applicant) who: 1. may be classified as an executive officer in relation to the applicant and 2. any person who is in a position of influence or authority in relation to the applicant and 3. any person who is a beneficiary and in a position of influence or authority in relation to the applicant. Attach extra pages if needed. <table border="1" data-bbox="438 414 1362 824"> <thead> <tr> <th data-bbox="438 414 555 607">Full name (include any alias/ maiden/previous names)</th> <th data-bbox="555 414 746 607">Relationship category to licensee (1, 2 or 3 as detailed above)</th> <th data-bbox="746 414 1098 607">Relationship to proposed licensee (spouse, business partner/associate, financier)</th> <th data-bbox="1098 414 1362 607">Current residential address</th> <th data-bbox="1098 607 1225 824">Date of birth DD/MM/YYYY</th> <th data-bbox="1225 607 1362 824">Town & country of birth</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Full name (include any alias/ maiden/previous names)	Relationship category to licensee (1, 2 or 3 as detailed above)	Relationship to proposed licensee (spouse, business partner/associate, financier)	Current residential address	Date of birth DD/MM/YYYY	Town & country of birth																		
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Section 9 Previous liquor licence details	Has the applicant held a liquor licence within Queensland in the last 3 years (including currently)? ☐ No—go to Section 10 ☐ Yes—give details Licensee name Premises name Premises address Suburb State Postcode Liquor licence no. Type of involvement (e.g. manager) Release date / /																												
Section 10 Premises details	Premises trading name..... (as stated on your certificate of registered business name) Name of building/centre (if applicable)..... Shop/tenancy no. (if applicable) Floor/level/s..... Street address..... Suburb State Postcode Premises phone no. Premises postal address Suburb State Postcode Premises email address																												

Section 11 Solicitor/agent details Note: OLGR will only contact your solicitor/agent if those details are provided.	Do you have a solicitor or agent acting on your behalf in this application? ☐ Yes—provide details of your solicitor/agent below ☐ No—advise your contact details during the course of this application below <i>Name</i> <i>Postal address</i> Suburb State ☐ ☐ ☐ Postcode ☐ ☐ ☐ ☐ <i>Phone</i> <i>Fax</i> <i>Mobile</i> <i>Email</i>
Section 12 Licensed area details	Describe the areas of the premises you wish to have licensed (include any internal areas, relevant floors or buildings, verandahs, courtyards, footpaths. Provide measurements for any outdoor areas)
Section 13 Premises completed	Are the premises completed? ☐ Yes ☐ No—when will the premises be complete?.....
Section 14 Entertainment	Is any entertainment to be provided (e.g. solos, duos, bands, jukebox, pianist, piped music, karaoke)? ☐ No—go to Section 16 ☐ Yes—give details of the type/s and location of entertainment
Section 15 Acoustic details	Does the licensed premises fall within a special entertainment precinct? (currently Fortitude Valley) ☐ Yes—contact your local council and go to Section 16 ☐ No—you must attach an acoustic report by a qualified sound engineer. Is this report attached? ☐ Yes ☐ No—this application cannot be finalised until an acoustic report is lodged
Section 16 Land details	Is the premises to be situated on land vested in the Crown? (i.e. Crown Reserve, vacant Crown land or land owned by government-controlled authorities) ☐ No ☐ Yes
Section 17 Real property description	Real property description (as recorded on your title search, contract or lease)

Section 18 Current liquor licence or permits	Are the premises, or any part of the premises, currently subject to a liquor licence or permit? ☐ <i>No</i> ☐ <i>Yes—give details</i> (including licence/permit no.)
Section 19 Management/sub-letting/franchise arrangement details	Will you have any management, sub-letting or franchise arrangement for any part of the premises? ☐ <i>No</i> ☐ <i>Yes—give details and provide a copy of the proposed agreement</i> <i>Name of manager/sub-lessee/franchisee</i> <i>Area/s of the premises to be covered by any arrangements</i> Note: <i>Personal details schedule (Form 5)</i> to be completed by persons named in this section.
Section 20 Mortgagee or secured creditor details	Will there be any mortgagee or secured creditor in respect of the premises on grant of this application? ☐ <i>No</i> ☐ <i>Yes—give details</i> <i>Name of mortgagee or creditor</i> <i>Address</i> <i>Suburb</i> <i>State</i> <i>Postcode</i>
Section 21 Advertising	This application must be advertised. Details will be supplied by OLGR. You may wish to apply to have this advertising waived if you can prove that special circumstances exist. If it is your intention to have advertising waived, a written request is required to be submitted detailing why special circumstances exist that don't require advertising in relation to amenity or disturbance to residents or businesses in the locality. Do you wish to have advertising waived? ☐ <i>No</i> ☐ <i>Yes—you must attach a submission in this regard</i>

Section 22 Signature of applicant (as named in Section 2) If the applicant is a company, at least one director must sign. If the applicant is a partnership, all partners must sign.	I acknowledge: <i>1. All questions have been answered</i> <i>2. All attachments have been included</i> <i>3. Details of all executive officers and interested persons in relation to this application have been provided in Section 8</i> <i>4. The lodgement of this application is not a guarantee the application will be successful</i> <i>5. Should this application be approved, trading must not commence prior to all Local, State and Commonwealth approvals necessary for the conduct of the business being obtained. This includes but is not limited to approvals under the Sustainable Planning Act 2009, Food Act 2006, Fire and Rescue Service Act 1990 and the Building Fire Safety Regulations 2008.</i> Name Signature Date / / Name Signature Date / / Name Signature Date / / Name Signature Date / /
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Part C—Commercial hotel licences Only complete this section if you are applying for a commercial hotel licence.																	
Section 23 Services provided	Does the premises have a full commercial kitchen? ☐ Yes ☐ No (refer to Guideline 61) Which of the following services will you provide: Function room ☐ Yes ☐ No (refer to Guideline 62) Restaurant/bistro ☐ Yes ☐ No Self-contained accommodation of at least three rooms for letting to travellers ☐ Yes ☐ No (If you do not provide this facility it is not necessary for you to answer Sections 29, 30, 31 and 32)																
Section 24 Footpath dining	Do you intend to have footpath dining? ☐ No ☐ Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised																
Section 25 Trading hours Standard trading hours for a commercial hotel licence are 10am–12 midnight, Monday–Sunday Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes ☐ No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours ☐ No—wish to trade shorter hours—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Section 26 Seating capacity	Please state the proposed seating capacity of the licensed premises																
Section 27 Toilet facilities	Are patrons toilets provided within the proposed licensed premises? ☐ Yes ☐ No—you cannot proceed with this application as patron toilets must be provided within the proposed licensed premises for commercial hotel licences																

Section 28 Strata titled	Are the units strata titled? ☐ No ☐ Yes • Written consent to this application will be required from each individual owner • Body corporate consent is acceptable in lieu of the above provided there is a clause in the body corporate agreement specifically relating to the liquor licence. A copy of the body corporate agreement containing the clause should be provided with body corporate consent
Section 29 Number of units	How many accommodation units/rooms are there?
Section 30 Units excluded from licence	Are there any units to be excluded from the licence? ☐ No ☐ Yes—give details of the units to be excluded
Section 31 Premises control	Will the proposed licensee have control over the entire premises? ☐ Yes ☐ No—control over the entire premises is required for a commercial hotel licence to be granted. Where there is separation of control over areas of the premises, separate liquor licences will be required. A licensee cannot enter into a franchise agreement/management arrangement for another party to have tenure over part of the premises unless the licensee retains the control of the sale and/supply of liquor in that area.
Additional privileges for commercial hotel licences	The commissioner may also approve the following privilege for a commercial hotel licence. A separate application is required for approval to cater for functions away from the premises, where the licensee is supplying catering services. Note: catering for public functions will require a separate permit.

Part D—Subsidiary on-premises licences (with a principal activity of accommodation)																	
Only complete this section if you are applying for a subsidiary on-premises licence.																	
Section 32 Dining	Do you intend to offer dining facilities? ☐ No—go to Section 37 ☐ Yes																
Section 33 Dining facilities	Will the dining facilities be open to the general public or residents and guests only? ☐ Residents and guests only ☐ Open to the general public																
Section 34 Seating capacity	Please state the proposed seating capacity of your dining area/s																
Section 35 Toilet facilities	Are patron toilets provided within the proposed dining area? ☐ Yes ☐ No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.																
Section 36 Footpath dining	Do you intend to have footpath dining? ☐ No ☐ Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised																
Section 37 Trading hours Standard trading hours for a subsidiary on-premises licence are 10am–12 midnight, Monday–Sunday. Liquor may also be supplied to residents and their guests 24 hours per day, in rooms/units only. Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes ☐ No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours ☐ No—wish to trade shorter hours—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Section 38 Strata titled	Are the units strata titled? ☐ No ☐ Yes—written consent to this application will be required from each individual owner or alternatively, written consent from the body corporate to this application together with a copy of the agreement specifically showing that the body corporate can provide consent on behalf of each unit owner concerning the consumption of liquor on the subject unit
Section 39 Number of units	How many accommodation units/rooms are there?
Section 40 Units excluded from licence	Are there any units to be excluded from the licence? ☐ No ☐ Yes—give details of the units to be excluded
Section 41 Premises control	Will the proposed licensee have control over the entire premises? ☐ Yes ☐ No—control over the entire premises is required for a subsidiary on-premises licence to be granted. Where there is separation of control over dining and accommodation facilities, separate liquor licences will be required. A licensee cannot enter into a franchise agreement/management arrangement for another party to have tenure over part of the premises unless the licensee retains the control of the sale and/supply of liquor in that area.
Additional privileges for subsidiary on-premises licences	The commissioner may also approve the following privilege for a subsidiary on-premises licence. A separate application is required for approval to cater for functions away from the premises, where the licensee is supplying catering services, including food. (Note: catering for public functions will require a separate permit)

Part E—Subsidiary on-premises licence (other than for providing accommodation)	
Only complete this section if you are applying for a subsidiary on-premises licence.	
Section 42 Principal activity of your business	What is the principal activity of your business? Please tick one box only. ☐ Provision of meals prepared and served to be eaten on the premises (restaurant) ☐ Provision of prepared food to be eaten on the premises (cafe) ☐ Functions ☐ Carrying passengers commercially ☐ Sporting, cultural, theatrical or cinematographic presentations ☐ Tourist attraction ☐ Training or educational programs relating to preparation and service of food and beverage ☐ Caterer ☐ Other activity, please specify:
Section 43 Footpath dining	Do you intend to have footpath dining? ☐ No ☐ Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised
Section 44 Patron toilet facilities	Are patron toilets provided within the proposed dining area? ☐ Yes ☐ No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.
Additional privileges for subsidiary on-premises licences	The commissioner may also approve the following privilege for a subsidiary on-premises licence. A separate application is required for approval to cater for functions away from the premises, where the licensee is supplying catering services, including food. (Note: catering for public functions will require a separate permit)

Section 45 Trading hours Standard trading hours for subsidiary on-premises licences are 10am–12 midnight, Monday–Sunday Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes ☐ No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours ☐ No—wish to trade shorter hours—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Section 46 Subsidiary on-premises licence details (with a principal activity of providing meals or prepared food)	Are you applying for a subsidiary on-premises licence that will provide meals or prepared food? ☐ No—go to Section 47 ☐ Yes—you must provide details of: Number of staff employed at the premises Which of these staff are kitchen staff Duties and approximate hours worked per week for each member of the kitchen staff..... 																
Section 47 Proposed seating capacity	Please state the proposed seating capacity of your dining area/s: ☐ Indoors ☐ Outdoors																
Section 48 Vehicle, boat or aircraft details	Is the application in respect of a vehicle, boat or aircraft? ☐ No ☐ Yes—you must provide evidence of the registration of the vehicle, boat or aircraft before this application is finalised																

Part F—Producer/wholesaler licence Only complete this section if you are applying for a producer/wholesaler licence.	
Section 49 Office and warehouse location	Are your office and warehouse facilities situated at the same address/location? ☐ Yes—go to Section 51 ☐ No—please note that zoning evidence, certificate of title (or current title search), registered plan of survey, layout plan and location plan must be lodged for both sites
Section 50 Address of office and warehouse sites	Please give full address details for both sites: <i>Office address</i> <i>Suburb</i> <i>State</i> ☐ ☐ ☐ <i>Postcode</i> ☐ ☐ ☐ ☐ <i>Warehouse address</i> <i>Suburb</i> <i>State</i> ☐ ☐ ☐ <i>Postcode</i> ☐ ☐ ☐ ☐
Section 51 Producer of liquor details	Are you a producer of liquor on the proposed licensed premises? ☐ No —wholesaler only—it is not necessary for you to answer Sections 52 and 53 ☐ Yes
Section 52 Dining room facilities	Will you have a dining room where meals will be available? ☐ No—you do not need to answer Section 53 ☐ Yes—a layout plan and a menu must be provided
Section 53 Patron toilet facilities	Are patron toilets provided within the proposed licensed premises? ☐ Yes ☐ No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.
Additional privileges for producer/wholesaler licences	The commissioner may also approve the following privilege for a producer/wholesaler licence. A separate application is required for approval to sell/supply craft beer at a promotional event.

Part G—Commercial special facility licence Only complete this section if you are applying for a commercial special facility licence																	
Section 54 Principal activity of business	What is the principal activity of the business? (e.g. casino, airport, convention centre)																
Section 55 Trading hours Refer to attachment for additional information for this section Standard trading hours are 10am–12 midnight, Monday–Sunday Standard trading hours for casinos and airports are 5am–12 midnight, Monday–Sunday Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	What trading hours do you intend to trade? <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Day	Intended trading hours																
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Thursday																	
Friday																	
Saturday																	
Sunday																	
Section 56 Proposed liquor service points	Please advise the number and location of the proposed liquor service points throughout the premises																
Section 57 Footpath dining	Do you intend to have footpath dining? ☐ No ☐ Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised																
Section 58 Patron toilet facilities	Are patron toilets provided within the proposed licensed premises? ☐ Yes ☐ No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.																
Section 59 Accommodation facilities	Will the proposed licensed premises include accommodation facilities? ☐ No—it is not necessary for you to answer Sections 60 and 61 ☐ Yes																

Section 60 Strata titled	Are the units strata titled? ☐ No ☐ Yes—written consent to this application will be required from each individual owner or alternatively, written consent from the body corporate to this application
Section 61 Number of units	How many accommodation units/rooms are there?
Section 62 Units excluded from licence	Are there any units to be excluded from the licence? ☐ No ☐ Yes—give details of the units to be excluded
Section 63	Will the licensee let/sub-let/enter into a franchise or management agreement for any part of the premises? ☐ No ☐ Yes—approval must be obtained prior letting or sub-letting or entering into a franchise or management agreement for any part of the licensed premises. The following documentation will be required in this regard: • <i>Prescribed application fee</i> • <i>A copy of the lease/sublease/franchise or management agreement document. This document must include the following clauses:</i> ◦ The lessees/sub-lessees/manager will at all times during the term of the agreement strictly observe and comply with all requirements of the <i>Liquor Act 1992</i> and ensure that all staff under its control comply with such requirements. ◦ Notwithstanding any other provisions of this agreement, the licensee acknowledges its continuing obligations under the <i>Liquor Act 1992</i> as the licensee of the premises. • Form 5 Personal details schedule for each person involved. • <i>A copy of a current company extract (if applicable) in respect of the proposed sub-lessee or manager.</i>

Part H—Subsidiary off-premises licence Only complete this section if you are applying for a subsidiary off-premises licence.																	
Section 64 Principal activity of business	A subsidiary off-premises licence may only be granted for a business where the sale of liquor for consumption off the premises is not the principal activity of the business, but rather an ancillary feature which, in the commissioner's opinion, complements the nature of the business. What is the principal activity of the business? (e.g. specialty store) 																
Section 65 Trading hours Standard trading hours for a subsidiary off-premises licence are 10am–12 midnight, Monday–Sunday Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes ☐ No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours ☐ No—wish to trade shorter hours—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> </tr> <tr> <td>Friday</td> <td></td> </tr> <tr> <td>Saturday</td> <td></td> </tr> <tr> <td>Sunday</td> <td></td> </tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Section 66 Gift basket operators only	Gift baskets must contain a selection of products aside from liquor. The sale of liquor is limited to not more than 2 litres per gift basket. Please advise what types of products (aside from liquor) will be included in gift baskets: 																

Part I—Community club licences and community other licences Only complete this section if you are applying for a community club/ community other licence.																	
Section 67 Club details	1. Is the club an incorporated association or a company: ☐ No ☐ Incorporated association—please attach a copy of the certificate of incorporation ☐ Company—please attach a current company extract 2. How many members does the club have?																
Section 68 Trading hours Standard trading hours for a community club licence are 10am–12 midnight, Monday–Sunday Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes ☐ No, wish to trade longer hours—you must lodge a Form 9 Application for extended trading hours approval ☐ No, wish to trade 25 hours or less/week (community other licence only)—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Monday																	
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Sunday																	
Section 69 Patron toilet facilities	Are patron toilets provided within the proposed licensed premises? ☐ Yes ☐ No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.																

Section 70 Rules of clubs	The <i>Liquor Act 1992</i> requires that the rules of a club:	
	All below must be provided	Where in the constitution are these clauses found (clause or page no.)?
	a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club's management committee; and	
	b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and	
	c) Must provide that the club's management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least 1 year; and	
	d) Must provide that the management committee of the club must present to each annual general meeting of the club: i. a written report of the club's operation throughout the year; and ii. an audited statement of the club's financial position; and	
	e) Must be consistent with the club being a non-proprietary club; and	
	f) must provide that the club's secretary must keep on the club premises a list of reciprocal clubs; and	
	g) If the club is an RSL or Services Club—must provide that RSL honorary members and defence members are not entitled to any rights or privileges of members other than those rights or privileges expressly granted to RSL honorary members or defence members under ss. 77, 79, 81, 83, 103JA and 103M.	

Part J—Industrial canteen licence Only complete this section if you are applying for a industrial canteen licence.		
Section 71 Trading hours There are no standard trading hours for this licence type. Refer to www.business.qld.gov.au/liquor-gaming for more information.	What trading hours do you intend to trade?	
	Day	Intended trading hours
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Sunday	
Section 72 Location	Provide details of and distance of the premises from the following:	
	Nearest residential premises..... (this does not include accommodation associated with the industrial canteen)	
	Nearest township	

Part K—Bar licence Only complete this section if you are applying for a bar licence.																	
Section 73 Trading hours Standard trading hours for a bar licence are 10am–12 midnight, Monday–Sunday. Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes—intend to trade the standard hours ☐ No—wish to trade longer hours—you must lodge a Form 9 Application for extended trading hours approval ☐ No—wish to trade shorter hours—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Day	Intended trading hours																
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Thursday																	
Friday																	
Saturday																	
Sunday																	
Section 74 Seating capacity and footpath dining	Is your seating capacity greater than 60? ☐ Yes—you are not eligible for this licence type ☐ No Do you intend to have footpath dining? ☐ No ☐ Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised																
Section 75 Patron toilet facilities	Are patron toilets provided within the bar area? ☐ Yes ☐ No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR will consider the availability of and access to toilet facilities in relation to patron numbers. If the licensee proposes to have a patronage of more than 60 persons at any one time, separate male and female toilets must be located within the premises or a short distance of the premises. If the patronage is to be 60 persons or less at any one time, the commissioner may consider one unisex toilet located within the premises or a short distance of the premises. Refer to Guideline 26 for further information regarding toilet requirements.																

Part L—Nightclub licence Only complete this section if you are applying for a nightclub licence.																	
Section 76 Trading hours Standard trading hours for a nightclub licence are 10am–12 midnight, Monday–Sunday. Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming	Do you intend to trade the standard hours? ☐ Yes ☐ No, wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours ☐ No, wish to trade shorter hours—please specify <table border="1"> <thead> <tr> <th>Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Day	Intended trading hours																
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Sunday																	
Section 77 Toilet facilities	Are patrons toilets provided within the proposed licensed premises? ☐ Yes ☐ No—you cannot proceed with this application as patron toilets must be provided within the proposed licensed premises for nightclub licences																
Section 78 Footpath dining	Do you intend to have footpath dining? ☐ No ☐ Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised																
	Additional privileges for nightclub licences The Commissioner may also give approval to cater for functions away from the premises, where the licensee is supplying catering services. Note: catering for public functions will require a separate permit. A separate application is required.																

This page left intentionally blank

Part M—Lodgement and fee payment**Section 79****Lodgement and payment**

You may lodge your application (including fee and supporting documentation) by post or in person. Counter hours are 8.30am–4.30pm Monday–Friday (closed on public holidays).

By mail:

Office of Liquor and Gaming Regulation
Locked Bag 180
CITY EAST QLD 4002

In person:

Office of Liquor and Gaming Regulation
Upper Plaza, 33 Charlotte Street
BRISBANE QLD 4000

The fee can be paid by cheque, money order or credit card. Cash and eftpos will only be accepted if payment is made in person.

Payment type:

☐ Money order—make money order payable to Office of Liquor and Gaming Regulation

☐ Cheque—make cheque payable to Office of Liquor and Gaming Regulation

☐ Credit card*—charge my: ☐ Mastercard ☐ VISA

Credit card no.

Cardholder's name

Amount authorised \$ Expiry date

Cardholder's signature

**OLGR will not accept credit card details by fax or email, including PDF attachments. If an email is received with credit card details, it will be deleted immediately and your form will not be processed. This is in accordance with the Payment Card Industry Data Security Standard.*

A receipt will not be issued unless specifically requested

For a full list of current fees, go to www.business.qld.gov.au/liquor-gaming

Personal details schedule (being one for each police check required)	Form 5		=	\$
Application for registration of financial interest	Form 6		=	\$
Application for extended trading hours approval	Form 9		=	\$
Application for catering endorsement on licence	Form 18		=	\$
Total amount				\$
If paying by cheque, make payable to Office of Liquor and Gaming Regulation/OLGR				

077615_09-2020

OLGR is collecting the information on this form to assess your application for a Liquor Licence as authorised by s. 105 of the *Liquor Act 1992*. Some information may be given to the Queensland Police Service for the purpose of assisting with criminal history searches. Business information is placed on a register that may be inspected by the public, authorised by s. 43 of the Act. Your information will not be disclosed to any other parties unless authorised or required by law.

14.2 REPORT ON NEW YEAR'S EVE COMMUNITY LIQUOR EVENT

Author: Acting Executive Manager Corporate Governance and Communications

Attachments: 1 NYE Event 2020
2 Proposed Calendar for Community Events 2021

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to update Council on the New Year's Eve event and to seek Council endorsement for the submission of three Community Liquor Permit applications.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Queensland legislation, the Mornington Shire Council Alcohol Management Plan (AMP) currently prohibits the possession and consumption of alcohol on Mornington Island except where an approved permit is in place.

Queensland legislation administered by the Department of Justice, Office of Liquor and Gaming Regulation, provides for "not for profit" organisations to submit applications for a Community Liquor Permit for particular events or functions. Mornington Shire Council's status as a not for profit organisation enables endorsed Council staff to apply for such permits.

Council staff members have identified events/functions during the next 3 months that they would like a Community Liquor Permit for, to allow for the consumption of alcohol by the attendees of those functions.

These 3 occasions are proposed to be:

- 13 February 2021 – Cultural Day
- 13 March 2021 – Touch Tournament
- 17 April 2021 – Fishing Competition

As the events/functions will be held on Council property, "in principle" Council endorsement for the applications is sought. With "in principle" Council support, relevant Council staff will develop an application and accompanying planning documentation for Council endorsement prior to submission.

FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications are as per the following forecasted budget for each event.

Description	Amount \$
Security	1,100
Liquor Permit	600
Wristbands	100
Special Duty Officers	2,000
Alcohol	8,500
Gununamanda Vouchers	3,200
Freight	800
RSA training	100
BBQ/Kiosk items	1,000
Total	17,400

There will be costs recovery through sales at the event. Council will need to monitor costs containment as a part of the reviews of each event.

RECOMMENDATION

That Council provide “in principle” support for the submission of 3 applications for a Community Liquor Permit for the next 3 months as outlined in the draft program.

NYE EVENT 2020

JANUARY 22

MORNINGTON SHIRE COUNCIL

Authored by: Violet Taulanga (Event Manager)

New Year's Eve event 31/12/2020Executive Summary

Under Queensland legislation, the Mornington Shire Council Alcohol Management Plan (AMP) currently prohibits the possession and consumption of alcohol on Mornington Island except where an approved permit is in place.

Due to various factors, no Community Events were held in the last 12 months. With Council support, a Community Liquor Permit (CLP) was applied for and granted in conjunction with a Community Event on New Year's Eve. It is the first time a CLP has been held on New Year's Eve. The longer trading hours and use of the alcometer for this event contributed to having zero incidents within the Tavern. This will be retained moving forward and we will continue to improve on all aspects of our events in cooperation with Queensland Police service (QPS) and the Office of Liquor and Gaming Regulation (OLGR).

A successful collaboration with PCYC contributed to an equally fun family event being held during the same timeframe. To my knowledge, this is also the first time that has happened. It is important to always consider the youth of Mornington Island when holding CLP events.

A total of 316 Mornington Island residents attended this event. We were able to track these numbers due to the requirement of a Covid register for the evening. The renovation of the Lelka Murrin Tavern greatly enhanced the enjoyment of our Community and elicited many positive comments on entry.

There was a small profit for the CLP event, however there is plenty of scope to increase this margin in future events. However, the focus was to put on a Community Event at short notice. The feedback from stakeholders and the Community were overwhelmingly positive.

There are many opportunities to organize a variety of events that create a positive social structure within Mornington Island and capitalize on the unique environment that we have here. Such events have the capacity to provide ways to escape the stress of our daily lives and come together as a Community. They can lead the way to creating stable and inclusive communities and they are an alternative to anti-social behavior. We hope to organize regular monthly events for our Community.

"...couldn't ask for a better night, looking forward to more and so is the Community." – Mayor Kyle Yanner

Mission Statement

“To provide a safe and secure environment for our Community to relax and enjoy celebrating the end of 2020 and welcome in the New Year 2021.”

Volunteers/Staff

There were 2 Special Duty police officers and 2 Security staff operating throughout the night. There were 10 volunteers where duties included providing transport, BBQ, Responsible Service of Alcohol (RSA) Marshals, Covid Marshals and security. The kiosk was unable to open due to unavailability of staff. In future, there will be a contingency plan to ensure that food is available for the duration of the event. All staff were paid/rewarded in some way (free drinks and/or store vouchers).

Feedback

This was the first CLP event held in over 12 months which also coincides with the Sports and Recreation Managerial position being vacant. As such, there are a few issues that were identified for improvement. These were namely;

- Very long queues to gain entry (in excess of 3 hours) – there will be more alcolmeters available from Police and Council may consider the purchase of its own alcolmeters as back up.
- More signage – with the renovation of the Tavern there is more complete signage to come.
- Long queues at the Bar – provision of a prepay only bar area and more volunteers.
- Lack of communication of event – flyers will be prepared in advance and distributed in a timely fashion.

A debrief has occurred with volunteers with feedback on how we can improve our functions internally. These were some suggestions from staff to allow future events to run more smoothly like aprons, extra markers for wristbands and extra cash boxes to mention some of these. Consideration of the suggestions will be undertaken in preparation of future events. However, it is very important that a budget is finalised for this position and for there to be clear and achievable objectives.

A debrief was held with OLGR, QPS and Council representatives. It was made clear from QPS and OLGR that this was the most successful CLP event so far. While there were around 45 patrons denied entry

due to having a reading on the alcolmeter, there were zero incidences during the event and no incarcerations on the night. This was a pleasing outcome for QPS and allows for a greater chance of negotiating permit conditions in the future. It is critical that the QPS, OLGR and Council work together.

Expenses

The budget noted was for two events running alongside each other. Collaboration with PCYC allowed us to reduce some of the costs. In addition, there was a donation of food items and water from the Gununamanda Store.

The liquor permit was very expensive with the extra 14 days storage that was required due the zero-carriage limit on island. This means we must apply for separate permits for each 24-hour period, paying a fee for each one.

A Restricted Liquor Permit would drastically reduce this amount. This type of permit allows for trading of up to 25 hours per week and allows for storage of liquor during a maximum 6-month period. The cost for this is \$255.90. An application for this type of permit is significant and is likely to be considered in the overall licensing requirements for the Tavern and motel later.

There is also the potential for the Special Duty officers (QPS) cost to decrease. If we maintain the successes we achieved at this event, QPS would support scaling back the need to be stationed at each event. We would balance this by increasing our security where the cost is 3 times less.

The expenditure (specifically the fireworks display and movie screen) was programmed within the budget for recreation operating expenses. Moving forward, it is crucial to obtain an accurate budget for the year with clear objectives detailing the scope of the Community Events and Engagement Coordinator position.

Expenses	Budget		Actual	
	Security	4400	Security	1493.80
	Liquor Permit	275	Liquor Permit	1094.25
	Wristbands	100	Wristbands	60.95
	Special Duty Officers	1000	Special Duty Officers	1999.20
	Alcohol	7000	Alcohol	7017.44
	Gununamanda Vouchers	3200	Gununamanda Vouchers	2000
	Freight	100	Freight	809.97
	RSA training	200	RSA training x3	60
	BBQ/Kiosk items	1500	BBQ/Kiosk items	765.77
	Total	17775	Total	15301.38

Credit			Alcohol Sales	14768
			Ancillary sales	0
			Total	14768
			Profit / (Loss)	(533.38)
Expenses	Budget		Actual	
	Gold Outdoor Fireworks Display @ 8pm	9900	Gold Outdoor Fireworks Display @ 8pm	9900
	Diamond Fireworks Display @ midnight	12395.73	Diamond Fireworks Display @ midnight	12395.73
	Corporate Hire Movie Screen	3213.82	Corporate Hire Movie Screen	3213.82
	Freight		Freight	1264.09
	Popcorn/Fairy Floss		Popcorn/Fairy Floss	420
	Total	22509.55	Total	27193.55

Future Events

Based on the success of this event it is suggested that monthly licensed events are reinstated. The Special Projects Manager has advised that the works remaining at the Tavern and outdoor areas can be completed with work areas fenced off. It is recommended that a family friendly event is held prior to the CLP events with the assistance of PCYC.

In the absence of a Community Events and Engagements Coordinator, I would be prepared to manage these monthly events.

RECOMMENDATION

1. That Council receives and notes the information in this report.
2. Council consider holding monthly events including a pre-event for children and families.
There is a draft program for a schedule of events for 2021 appended to this report to assist Council with this proposal.
3. Council provide "in principle" support for the submission of 3 applications for a Community Liquor Permit for the next 3 months as outlined in the draft program.





PROJECT	COMMUNITY EVENTS CALENDAR
ORGANIZER	VIOLET TAULANGA

EVENT SCHEDULE PLANNER 2021

PROPOSED EVENT	STARTING	ENDING	PROPOSED EVENT	STARTING	ENDING
AUSTRALIA DAY/SPORTS	26/01/2021	26/01/2021	NAIDOC WEEK	04/07/2021	11/07/2021
CULTURAL DAY / CLP	13/02/2021	13/02/2021	CHILDRENS DAY	04/08/2021	04/08/2021
TOUCH TOURNAMENT / CLP	13/03/2021	13/03/2021	FATHER'S DAY	04/09/2021	04/09/2021
FISHING COMP / CLP	17/04/2021	17/04/2021	FISHING COMP	23/10/2021	23/10/2021
NATIONAL SORRY DAY	26/05/2021	26/05/2021	MEMORIAL DAY	24/11/2021	24/11/2021
MABO DAY	03/06/2021	03/06/2021	NEW YEAR'S EVE FUNCTION	31/12/2021	31/12/2021

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4					1	2		1	2	3	4	5	6		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
																												31														
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	4						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30													
							30	31																																		

15 STAFF REPORTS - FINANCIAL SERVICES**15.1 ACTING EXECUTIVE MANAGER FINANCE AND HUMAN SERVICES**

Author: Acting Finance and Administration Manager

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with an overview of the programs and projects tracking within the Finance and Human Services Executive Manager portfolio as at 31 December 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**

- See update provided by Acting Executive Manager Governance and Communications.

Finance Program

Finance has further advanced the introduction of the following four corporate systems. This will enable a uniform platform for the management of Council risks, project management, electronic timesheets, and improved monitoring of workshop and housing work programs.

- *Enterprise Risk Management (ERM) System* - Risks are an integral part of normal everyday life that is unavoidable. This module allows Council to take control of informed risks, which is part of good business practice, and accordingly analyse, control and mitigate these risks.
- Project Management Control (PMC) module provides a framework for the planning, organising, execution and management of all projects from inception to completion. PMC will provide oversight across all projects in the organisation and reports can be generated across all projects and actions taken as necessary. The PMC has been implemented and is operational. Currently 2020/2021 budgeted projects and grant application concepts are being entered within the PMC module for review.
- Deputy will provide the Mornington Shire Council with all of the key elements required to manage scheduling, timesheet management and report on timesheet costing, while reducing the administrative and human resource effort to perform this process. This will enable electronic timesheets interfaced with Xero Accounting Information System. This system will enable for Award conditions to be established for ready reference as timesheets are entered and available leave will be visible to the Supervisor upon approval.
- 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. Subsequently it will be introduced to Housing Operations.

Information Technology & Communications (ICT) Program

- The ICT Infrastructure Rectification Project scheduled between 5th to 22nd January 2021, is progressing well and nearing completion. This will improve the capacity and stability of the network for and between Council buildings including Administration Office, Tavern (Base Wi-

Fi), Housing, Council chambers, training room, tavern, barge shed, stores, fuel station / workshop, airport, airport shed, technical services, and the bakery.

- The managed IT services and support has been outsourced and Council continues to work positively under this new arrangement. There is still on-site work which is requiring resourcing.

Sport, Recreation & Events Program

- New Years Eve celebrations – separate report provided.
- A temporary Community Events and Engagements Coordinator has been sourced, on a limited part-time basis. Work will now commence on scoping a number of community events to occur over the next few months.

Workplace Health and Safety (WHS)

- WHS manager now provides a separate report to Council.

Grants

Finance has worked with Peak Services towards submitting grant applications as follows:

- 2019-20 Resilience and Risk Reduction funding - State Government – Queensland Reconstruction Authority (QRRRF)– Mornington Island Radio Communications Network:
 - Currently Mornington Island does not have a radio network, the mobile network is unreliable and there are only six satellite phones on the island. The project seeks to implement a high-quality radio system to fill this gap and provide twenty handsets/mobile units. Key outcomes are improved:
 - disaster coordination and emergency response times;
 - ability to communicate with places of refuge and areas susceptible to tidal surge and flooding during disasters;
 - safety for disaster response workers; and faster recovery for community.
 - Council was successful in receiving grant funding through the QRRRF, and this project will commence shortly.
 - Planning and procurement is underway to complete this project. The project was scoped during November 2020, and implementation is scheduled by the end of January 2021.
 - An option to provide a VHF Repeater will be available, which will provide a amateur radio service to the Mornington Island residents.
 - Installation will be initially provided on existing council tower infrastructure, but the network will be designed to be scalable into the future, and expanded as additional funding becomes available. As future stages are rolled out, it will enable extended coverage across Mornington Island.
 - The installation is scheduled for mid February 2021.
- Local Roads and Community Infrastructure Program – Commonwealth Government – Department of Infrastructure, Transport, Regional Development and Communications – Covid-19 Community led recovery infrastructure projects:
 - Sports Oval Playground – picnic shelter, table, eating and filtered water bubbler, re-open public amenities. Total project cost - \$62,418.
 - Gununa post office grounds – picnic shelter, table, seating and filtered water bubbler. Total project cost - \$57,000.

- Basketball court playground – picnic shelter, table, seating and filtered water bubbler. Total project cost - \$57,000.
- Council has been approved to complete the above projects under this program.
- Procurement of water bubblers including artwork (per attached) and shade structures is in progress.
- Local Roads and Community Infrastructure Program – Commonwealth Government – Department of Infrastructure, Transport, Regional Development and Communications – Covid-19 Community led recovery infrastructure projects (extension 01/01/2021 to 31/12/2021):
 - Bus shelters, bus pull-over areas and seating. This will improve the accessibility of community facilities and areas. Total project cost - \$83,278.
 - Total project budget - \$83,278 Project Status – Not Started
- Solar Concept Design Study
 - Council wishes to install solar power systems on a number of Council buildings to reduce energy costs. In consultation with Ergon Energy, Council has been advised that they can install up to 120kVA of solar power generation in total across all sites.
 - The following sites have been identified as having the potential for the installation of solar power systems. This study will identify the most suitable sites which in total would provide a power generation of no more than 110kVA, to fit comfortably within Ergon's requirements of 120kVA maximum.

Description	Address	Annual KWh
Workshop	Djinka Street	177,482
Recreation Hall	292 Mission Road	174,426
Clearwater	Birri Road	90,160
SP270889	Mukakiya Street	57,285
Dam	Birri Road	50,670
SP270889	Mechanics workshop	50,405
Motel – 2nd Point	Mission Road	40,570
Workshop & service station	285 Kaiadilt Street	37,195
Council stores	Kaiadilt Street	35,410
Station B Sewerage pump	Wardirrkkan Street	31,240
Lot 282 Cemetery Road	282 Cemetery Road	30,409
Library	290 Mission Road	23,351
SP237463	Airport, Lardil Street	21,878

- The study will :
 - Conduct a visual assessment of the condition of the switchboard and cabling system for solar installation.
 - Conduct a visual inspection of the roof cladding condition and hold down of cladding.
 - Conduct a visual inspection of the roof cladding support systems from inside the roof cavity (where safely accessible)
 - Undertake meter readings, in order to determine typical day/night consumption.
 - Calculate estimated capital and whole of life costs and determine potential cost savings and return on investment at each of the sites above.
 - Identify Ergon requirements for a solar power connection at each of the sites above.

General Matters – Internal Audit

Update on the internal audit program with auditors Grant Thornton as follows:

- Risk maturity – remote audit conducted during December 2020. Grant Thornton advise they are on track to deliver draft reports by the end of January 2021.
The objectives of this engagement are to:
 - Assess Council's fraud controls using the QAO Fraud and corruption control self-assessment tool (2015).
 - Assess Council's Enterprise Risk Maturity using the QAO risk management maturity model.
 - Review and recommend any necessary updates to Council's Fraud and Corruption Prevention Policy to ensure it meets contemporary standards.
 - Review Compliance with applicable legislative and regulatory requirements (Local Government Act 2009 and Local Government Regulation 2012).
- Financial management maturity – this was also conducted remotely in December 2020. Grant Thornton advise they are on track to deliver draft reports by the end of January 2021.

The objectives of this engagement are to:

- Assess Council's financial statement maturity using the QAO financial statement preparation maturity self assessment tool.
- Review and recommend any necessary improvements to Council's financial reporting processes to ensure the Council continues to deliver timely financial statements and strives towards achieving green traffic lights for quality and year-end processes.
- Probity and Contract management maturity – originally planned for on site visit over the period 19-22 January 2021. Due to travel restrictions experienced by Grant Thornton the audit will be conducted remotely over several weeks.

The objectives of this engagement are to:

- to assess the adequacy and effectiveness of the MSC's contract management processes to ensure:
 - An appropriate contracts management policy and procedures are in place and adhered to.
 - Financial delegations are established and adhered to.
 - a formal tender process is in place and is adequate to ensure appropriate contractors are engaged.
 - Formal agreements have been established with both parties prior to contractors commencing.
 - Contracts are adequately understood, disseminated and monitored to ensure both parties are meeting expectations / requirements (including meeting expectations with regard to agreed budgets and timeframes).
 - Appropriate engagement of contractors to ensure MSC is obtaining value for money and the contractor has the required skills and experience for project delivery.
 - Quality review of project outcomes and deliverables.
- Total project budget - \$41,250 Current Commitments - \$41,250

General Matters – Staffing

Ron Fenner, the new Acting Executive Manager - Finance and Human Services commences Thursday 28 January 2021.

FINANCIAL & RESOURCE IMPLICATIONS

As outlined within the report

RECOMMENDATION

That Council receives and notes the information in this report

15.2 FINANCIAL REPORT AS AT 31ST DECEMBER 2020

Author: Acting Finance and Administration Manager

Attachments: 1 Financial Statements as at 31 December 2020
 2 Capital Summary December 2020
 3 Detailed Budget v Actuals - Council December 2020

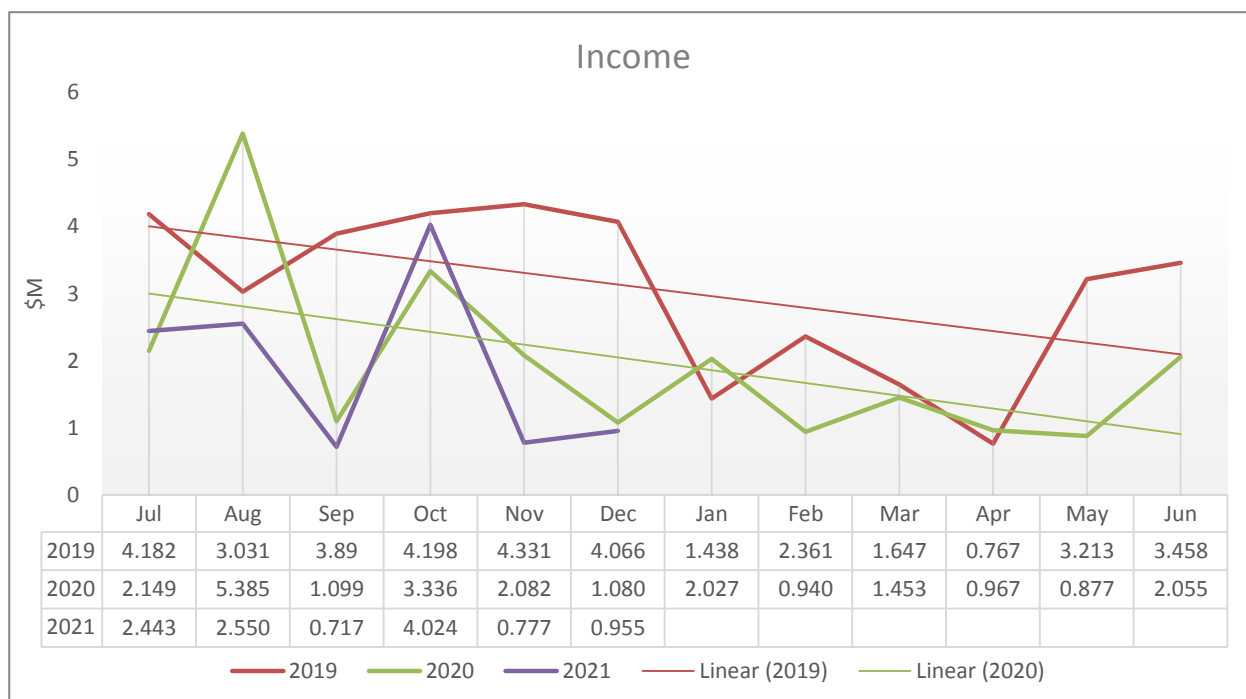
PURPOSE (EXECUTIVE SUMMARY)

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 31 December 2020 (i.e. 50% through the financial year);

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

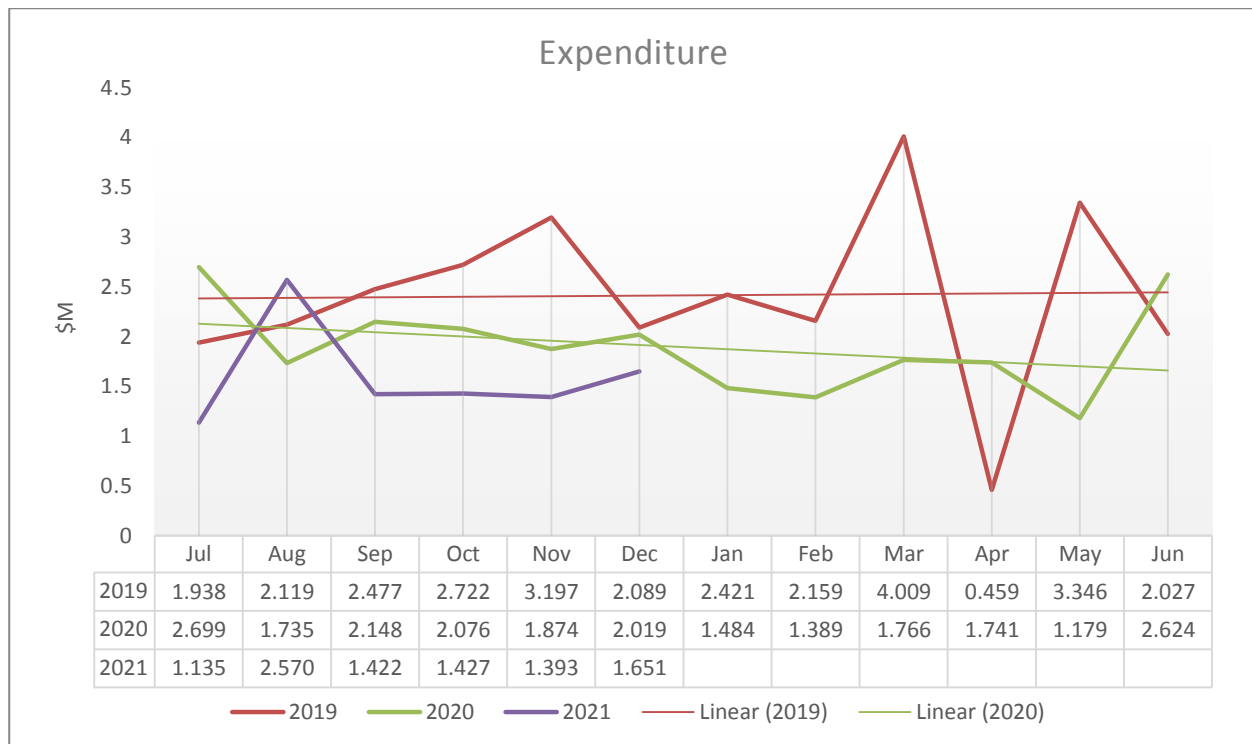
BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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.



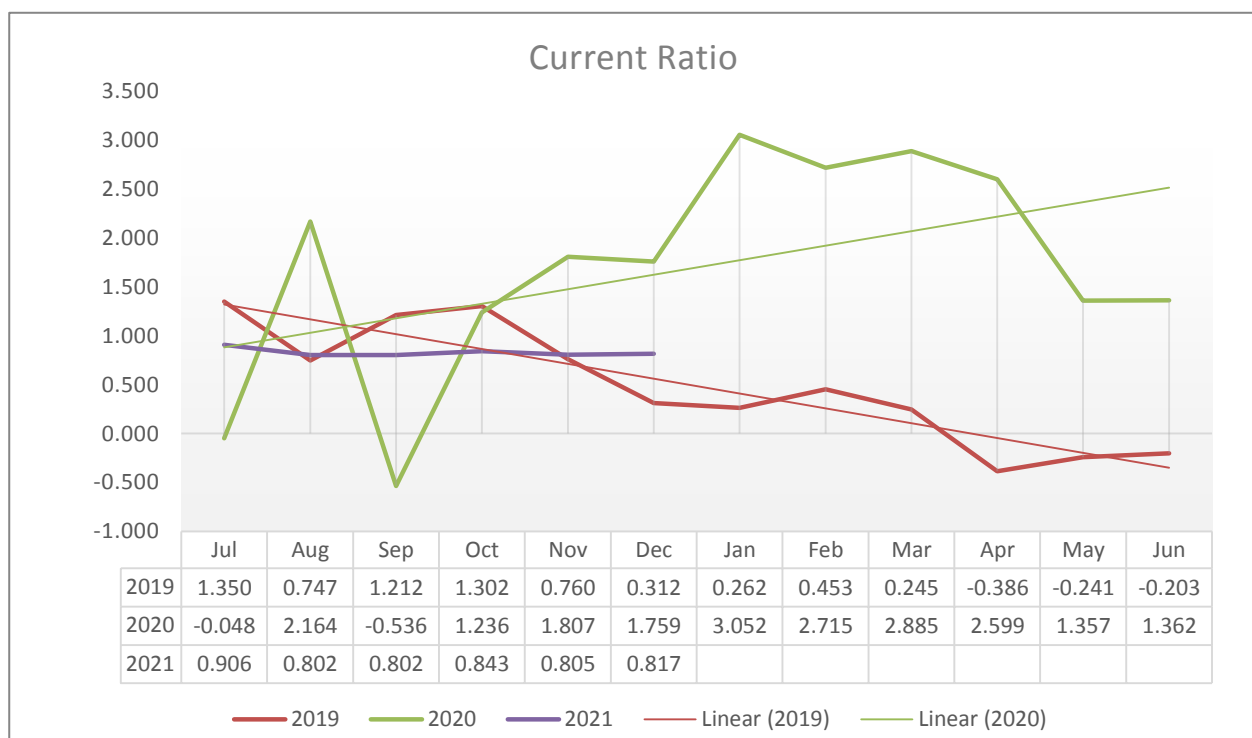
Comment: Total Income is 46% and Total recurrent revenue is running slightly above budget at 56% as at 31 December 2020.

\$1.1m was received from QRA and a further \$1m recognised during the month, however Capital Grants remain down on budget at 24% still predominantly as a result of timing of forecasted capital grants and recognising revenue contributions for disaster recovery works to date.



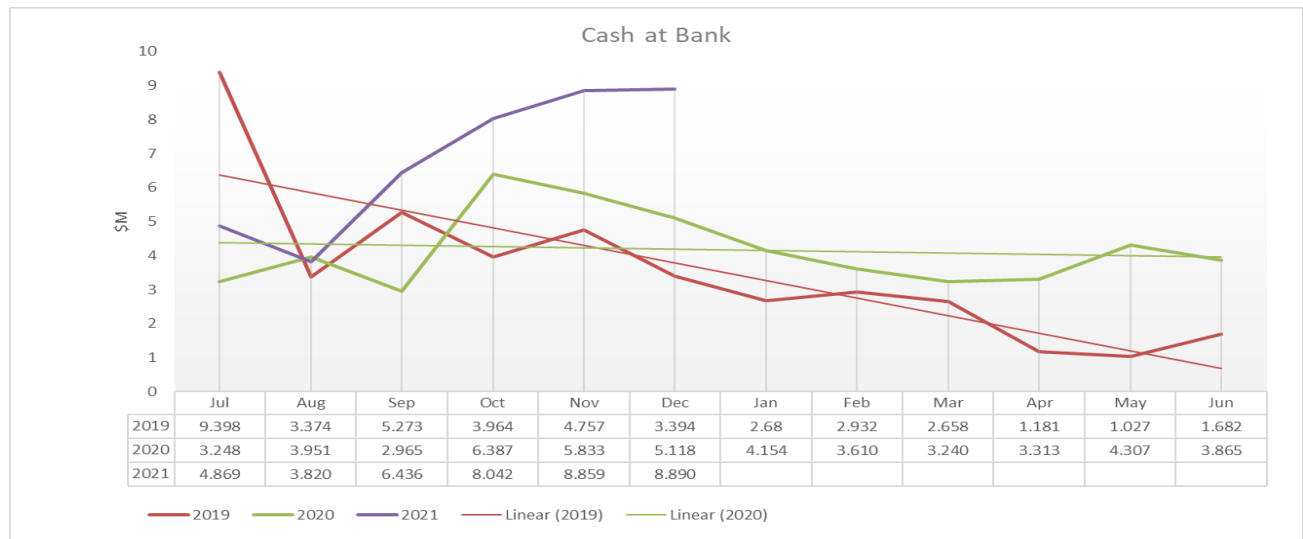
Comment: Expenditure is at 43% of total budget and below the current budget. Underspend is due mainly to Employee benefits which continues to track under budget, currently at 39%, however part of this underspend was previously identified and approved by Council to be reallocated to fund additional Capital Expenditure.

Materials and services are currently close to budget at 47%.



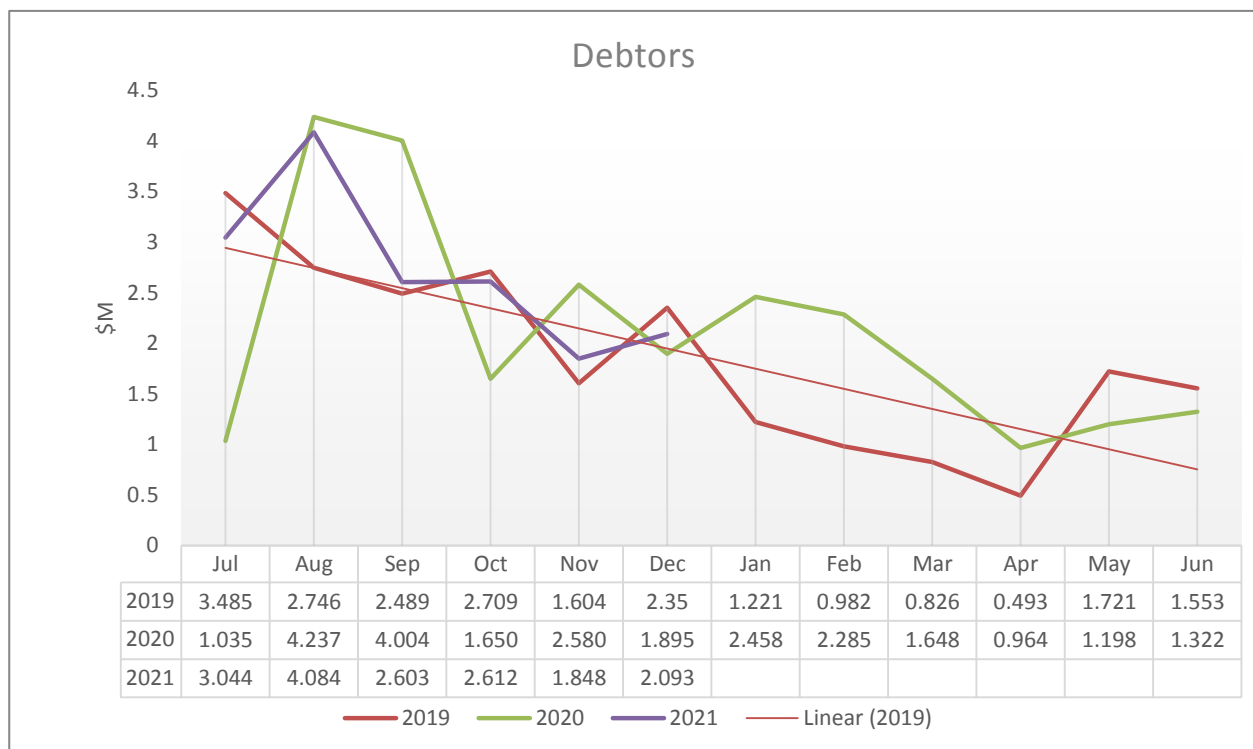
Comment: A current ratio above 1 is considered a minimum. This indicator excludes unexpended grant balances and debtors older than 30 days being included from current assets. It is envisaged

this indicator will decrease in the later half of the year as Council draws down on the operational assistance grants received.



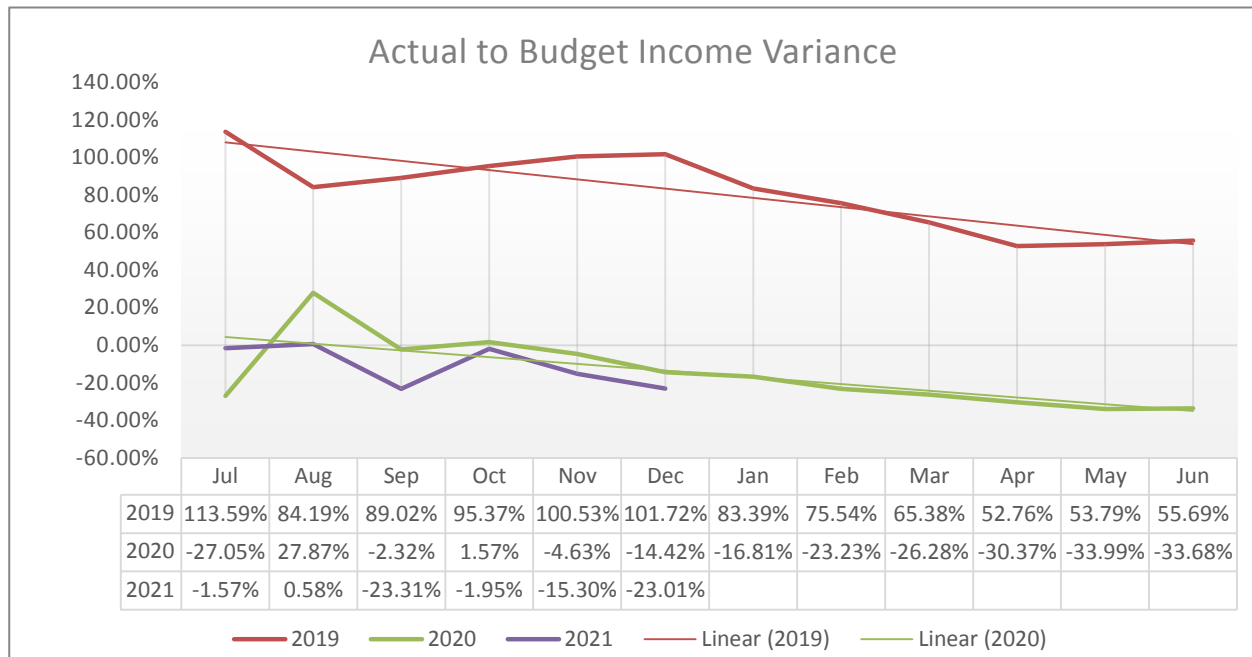
Comment: This graph provides comfort if it is trending upwards. This has increased in December 2020, predominantly due to receiving disaster recovery funding of \$1.249m and disaster recovery payment of \$0.579m for Progress Claim No. 7 being made in December 2020. When unexpended grants are excluded, Council has a positive cash at bank of \$4.363m as at December 2020.

Koppen's Progress Claim No.8 for \$0.657m, which relates to November disaster works, has been received and will be paid in January.



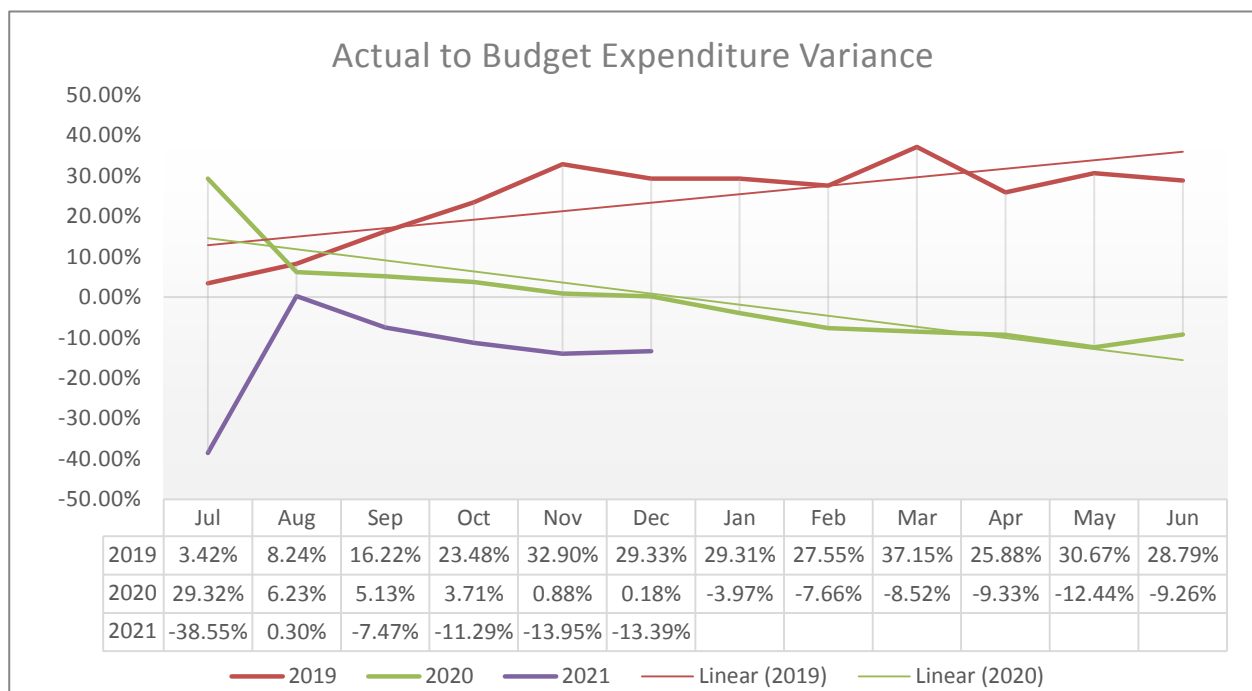
Comment: This graph should be trending downwards from the commencement of each year. Whilst good progress has been achieved in the collection of Council service charge revenue and ongoing housing program works, there are still several general service charges being followed up.

An increase in Total Debtors can be seen compared to November however on a positive note Debtors older than 30 days has been reducing since a peak in September 2020.

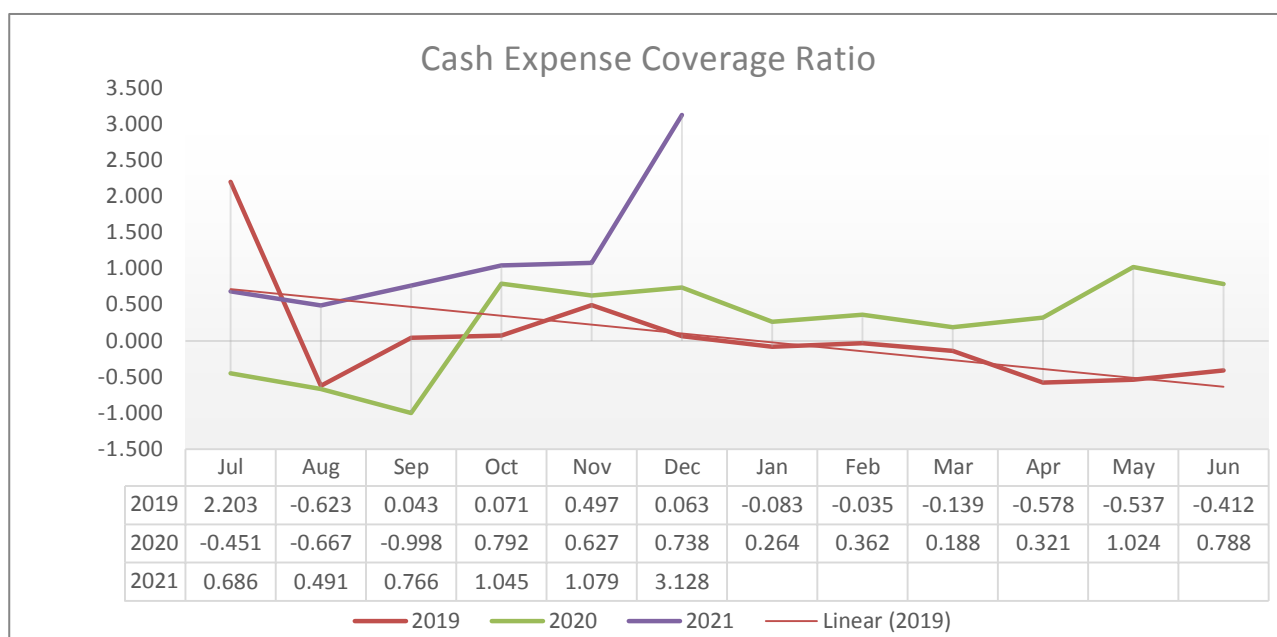


Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures have been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

The Actual to Budget Income variance is at -23.01% as at December 2020 which is falling outside the target range of the forecast trend line, predominantly due to a timing of recognising capital grants and contributions.



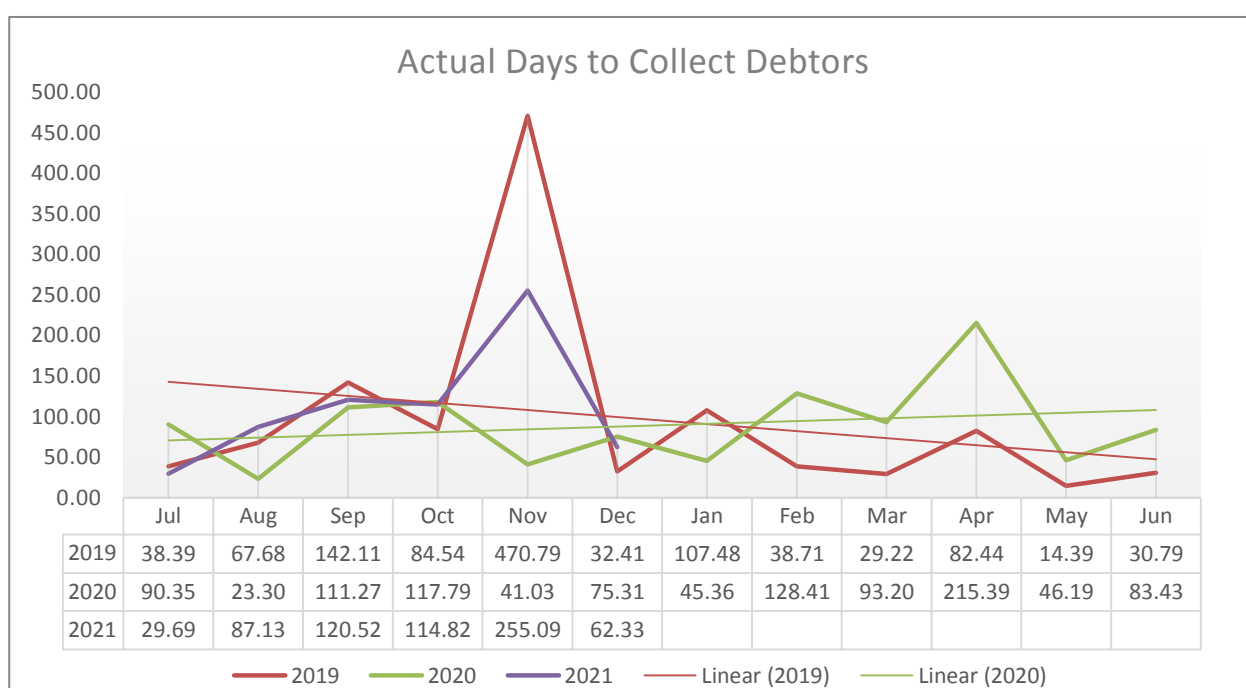
Comment: This graph should hover around the 0 +/- 5% trend-line. This would represent an organisation on track with budget management and may take many years to develop. The actual to budget expenditure variance below budget is at -13.39% as at December 2020. This is due to the lower than forecasted salaries and wages for the period ended 31 December 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).

Previously it was reported Mornington was one of nine (9) QLD councils with a cash expense coverage ratio of less than 3 months. However an error in the calculation has been identified and corrected for December (previous months have not been amended).

The cash expense coverage ratio is currently 3.128 months and now within the QAO target range.



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 decreased during the month to an average of 62 Days. This is in part due to a return to higher sales in the month of December 2020 following very low debtors sales in November 2020.

FINANCIAL & RESOURCE IMPLICATIONS

Following the Covid-19 restrictions impacting the later half of 2020, Council operations are working towards business as usual, with contractors travelling to the island, and backlog of projects are recommencing to be completed. Council's overall cash position is still positive in December 2020.

RECOMMENDATION

That Council receives and notes the information in this report.

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

	ACTUALS	ACTUALS/ BUDGET	ORIGINAL BUDGET	ORIGINAL BUDGET
	31-Dec-20	%	31-Dec-20	30-Jun-21
Revenue				
Recurrent revenue				
Local Government Levies	3,173,232	97%	1,640,750	3,281,500
Fees and Utility Charges	776,169	147%	263,850	527,700
Rental Income	50,549	3%	898,100	1,796,200
Interest Earned	17,853	26%	34,000	68,000
Sales-Contracts and Recoverable Works	3,352,605	32%	5,159,240	10,318,480
Other Recurrent Income	1,090,984	919%	59,370	118,740
Grants, Subsidies and Contributions	3,004,646	69%	2,169,850	4,339,700
Total recurrent revenue	11,466,038	56%	10,225,160	20,450,320
Capital revenue				
Capital Grants, Subsidies, and Contributions	2,155,544		4,556,569	9,113,137
Total capital revenue	2,155,544	24%	4,556,569	9,113,137
Total revenue	13,621,582	46%	14,781,729	29,563,457
Capital Income	0	0%	110,000	220,000
Total income	13,621,582	46%	14,891,729	29,783,457
Expenses				
Recurrent expenses				
Employee Benefits	2,789,750	39%	3,622,789	7,245,577
Materials and Services	4,787,700	47%	5,082,420	10,164,840
Finance Costs	7,244	30%	12,000	24,000
Depreciation and Amortisation	2,365,222	50%	2,363,303	4,726,605
Total recurrent expenses	9,949,916	45%	11,080,511	22,161,022
Capital Expenses	-351,435		0	0
Total capital expenses	-351,435		0	0
Total expenses	9,598,481	43%	11,080,511	22,161,022
Net surplus	4,023,101	53%	3,811,218	7,622,435
Operating Capabilities before Depn and Capital Inc.	4,232,779		1,507,952	3,015,903
Operating Capabilities before Capital Income	1,867,557		-855,351	-1,710,702

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

1

	ACTUALS	ORIGINAL BUDGET	ACTUALS
	31-Dec-20	30-Jun-21	30-Nov-20
Current Assets			
Cash and cash equivalents	8,889,510	5,161,224	8,859,482
Trade and other receivables	2,092,943	1,671,338	1,848,953
Inventories	697,190	756,761	656,215
Contract Asset	1,126,644	0	114,420
Leases	208,092	247,187	208,092
Total current assets	13,014,379	7,836,510	11,687,162
Non-current Assets			
Leases	5,980,666	5,731,595	6,199,478
Property, plant and equipment	115,280,078	126,820,334	112,876,197
Total non-current assets	121,260,744	132,551,929	119,075,675
TOTAL ASSETS	134,275,123	140,388,439	130,762,836
Current Liabilities			
Trade and other payables	2,157,512	286,822	23,179
Contract Liability	5,968,369	0	6,030,112
Provisions	490,066	703,514	490,066
Total current liabilities	8,615,947	990,336	6,543,356
Non-current Liabilities			
Provisions	1,549,816	1,219,527	1,549,816
Total non-current liabilities	1,549,816	1,219,527	1,549,816
TOTAL LIABILITIES	10,165,762	2,209,863	8,093,172
NET COMMUNITY ASSETS	124,109,361	138,178,576	122,669,665
Community Equity			
Asset revaluation reserve	99,160,206	107,141,328	99,160,206
Retained surplus/(deficiency)	24,949,155	30,120,988	23,509,458
Other reserves	0	916,260	0
TOTAL COMMUNITY EQUITY	124,109,361	138,178,576	122,669,664

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

	ACTUALS	ORIGINAL BUDGET
	31-Dec-20	30-Jun-21
Cash flows from operating activities:		
Receipts from Customers	7,950,109	14,246,420
Payments to Suppliers and Employees	-5,236,203	-17,410,417
	<u>2,713,906</u>	<u>-3,163,997</u>
Interest Received	16,597	68,000
Rental Income	83,195	1,796,200
Non-Capital Grants, Subsidies and Contributions	2,981,089	4,339,700
Borrowing Costs	0	-24,000
Net cash inflow (outflow) from operating activities	<u>5,794,787</u>	<u>3,015,902</u>
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	-4,371,150	-9,492,400
Payments for intangible assets	0	0
Proceeds from Sale of Property, Plant and Equipment	351,944	220,000
Finance lease Receipts	218,812	0
Capital Grants, Subsidies and Contributions	3,034,741	9,113,137
Net cash inflow (outflow) from investing activities	<u>-765,653</u>	<u>-159,263</u>
Cash flows from financing activities	0	0
Repayment of Borrowings	0	0
Net cash inflow (outflow) from financing activities	<u>0</u>	<u>0</u>
Net increase (decrease) in cash held	5,029,134	2,856,640
Cash at Beginning of Reporting Period	3,860,376	2,304,584
Cash at End of Reporting Period	<u>8,889,510</u>	<u>5,161,224</u>

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Mornington Shire Council
Capital Summary as at 31 December 2020

Department	N or R	Total	Opening Balance	Capitalised	Expensed	Additions	PY Funds Received	Add: Funds Received	Total Grants	Restricted 31/12
BOR - FUEL & SERVICE STATION										
4450 Service Station Upgrade (BOR)	R	441,346.74	435,028.98	-	-	6,317.76	400,000.00	-	400,000.00	-
4450 Fuel Facility Upgrade (BOR)	R	921,383.92	921,383.92	-	-	-	501,220.00	-	501,220.00	-
		1,362,730.66	1,356,412.90	-	-	6,317.76	-	901,220.00	901,220.00	-
BOR - LELKA MURRIN										
4100 Lelka Murrin Tavern Upgrade (BOR)	R	1,039,520.90	557,020.46	-	-	482,500.44	500,000.00	-	500,000.00	-
		1,039,520.90	557,020.46	-	-	482,500.44	-	500,000.00	500,000.00	-
LGGSP										
4100 Civic Centre (LGGSP)	N	42,378.39	32,794.95	-	-	9,583.44	1,450,280.00	-	1,450,280.00	1,407,901.61
		42,378.39	32,794.95	-	-	9,583.44	-	1,450,280.00	1,450,280.00	1,407,901.61
RAAP										
4450 Airport Safety (RAAP)	N	1,252,771.69	1,248,950.24	-	-	3,821.45	1,117,000.00	-	1,117,000.00	-
4100 Airport Terminal Building (RAAP)	R	1,774,315.27	1,774,119.44	-	-	195.83	1,883,000.00	-	1,883,000.00	-
		3,027,086.96	3,023,069.68	-	-	4,017.28	-	3,000,000.00	3,000,000.00	-
W4Q 2019										
4100 Dog Pound (W4Q)	N	481,087.51	480,606.69	-	-	480.82	472,000.00	-	472,000.00	-
4100 Staff Housing Install (W4Q)	N	55,117.85	55,117.85	-	-	-	-	-	-	-
4100 Warehouse Shelving (W4Q)	N	-	-	-	-	-	-	-	-	-
4100 Storage Shed Refurb (W4Q)	R	395,741.75	395,422.96	-	-	318.79	340,000.00	-	340,000.00	-
		931,947.11	931,147.50	-	-	799.61	-	812,000.00	812,000.00	-
W4Q 2020										
4100 Places of Refuge (W4Q)	R	235,442.74	227,438.89	-	-	8,003.85	1,287,000.00	-	1,287,000.00	-
4100 RTO Demountable	N	267,133.29	267,133.29	-	-	-	-	-	-	-
4100 Tavern Roof Tie Down	R	237,910.56	237,649.46	-	-	261.10	-	-	-	-
4100 188 Cemetery Road	R	21,477.78	21,477.78	-	-	-	-	-	-	-
4100 VAC Roof	R	160,317.62	160,317.62	-	-	-	-	-	-	-
4100 VAC Tie Down	R	76,650.46	76,617.08	-	-	33.38	-	-	-	-
		998,932.45	990,634.12	-	-	8,298.33	-	1,287,000.00	1,287,000.00	288,067.55
W4Q COVID										
W4QC20-1 Building & Facilities Maintenance	R	65.27	-	-	-	65.27	-	680,000.00	680,000.00	679,934.73
W4QC20-2 Accommodation Units & Outdoor Space	N	-	-	-	-	-	-	-	-	-
		65.27	-	-	-	65.27	-	680,000.00	680,000.00	679,934.73
LCRI										
4450 Basketball Court Playground (LCRI)	N	2,185.50	-	-	-	2,185.50	-	11,363.64	11,363.64	9,178.14
4450 Post Office Grounds (LCRI)	N	666.67	-	-	-	666.67	-	11,363.64	11,363.64	10,696.97
4450 Sports Oval Playground (LCRI)	N	8,709.52	-	-	-	8,709.52	-	12,008.18	12,008.18	3,298.66
		11,561.69	-	-	-	11,561.69	-	34,735.46	34,735.46	23,173.77
CAPEX OVERHEADS TO ALLOCATE										
Capital - Work in Progress		25,231.21	-	-	-	25,231.21	-	-	-	-
TOTAL SPECIAL PROJECTS		7,439,454.64	6,891,079.61	-	-	548,375.03	-	7,950,500.00	714,735.46	8,665,235.46
ICCIP										
4150 Effluent Outflow Pipe (ICCIP)	R	786,112.16	786,040.16	-	-	72.00	882,927.34	-	882,927.34	-
4250 Chlorine Hypo Dosing Upgrade (ICCIP)	R	117,851.07	111,648.00	-	-	6,203.07	86,709.54	-	86,709.54	-
4150 Landfill Signs (ICCIP)	N	-	-	-	-	-	-	-	-	-
4150 Sewer Pump Station Upgrade (ICCIP)	R	429,811.98	409,980.00	-	-	19,831.98	396,684.90	-	396,684.90	-
		1,333,775.21	1,307,668.16	-	-	26,107.05	-	1,366,321.78	1,366,321.78	32,546.57

Mornington Shire Council
Capital Summary as at 31 December 2020

Department	N or R	Total	Opening Balance	Capitalised	Expensed	Additions	PY Funds Received	Add: Funds Received	Total Grants	Restricted 31/12
QRA - QRRRF										
QRRRF Radio Network	N	-	-	-	-	-	-	35,128.50	35,128.50	35,128.50
MISC										
4450 Basketball Court Fencing	R	17,843.76	17,843.76	-	-	-	35,000.00	-	35,000.00	17,156.24
Bakery		33,668.94		-	-	33,668.94		-	-	-
QRA - DRFA REPA										
DRFA - 2019 Event	R	80,184.09	36,867.50	-	-	43,316.59	35,939.84	-	35,939.84	-
DRFA - 2020 Event	R	121,008.41	-	-	-	121,008.41	-	-	-	-
4200 DRFA MoSC0006.1920H	R	-	-	-	-	-	-	450,367.27	450,367.27	450,367.27
4200 DRFA MoSC0007.1920E	R	-	-	-	-	-	-	880,162.36	880,162.36	880,162.36
4200 DRFA MoSC0008.2021A	R	-	-	-	-	-	-	6,102.00	6,102.00	6,102.00
4200 DRFA MoSC002.1819G	R	4,744,360.80	2,074,440.94	-	-	2,669,919.86	2,074,440.93	2,670,083.06	4,744,523.99	163.19
4200 DRFA MoSC003.1819E	R	137,432.36	54,385.41	-	-	83,046.95	54,385.42	95,892.75	150,278.17	12,845.81
		5,082,985.66	2,165,693.85	-	-	2,917,291.81	-	2,164,766.19	4,102,607.44	1,349,640.63
QRA - DRFA BETTERMENT										
4200 DRFA MoSC005.1819E - 4200 Culvert Ballalee	N	-	-	-	-	-	52,053.28	-	52,053.28	52,053.28
NON-INFRASTRUCTURE/ FURNITURE & FIT										
Sport and Recreation		-	-	-	-	-	-	-	-	-
Information Technology	R	104,889.75	-	-	-	104,889.75	-	-	-	-
Facilities Management		8,980.42	1.00	-	-	8,979.42	1.00	-	1.00	-
Housing	R	8,504.21	2.00	-	-	8,502.21	2.00	-	2.00	-
Motel	R	-	-	38,099.04	-	38,099.04	-	-	-	-
Bakery	R	33,668.94	-	-	-	33,668.94	-	-	-	-
Administration	R	12,231.79	-	-	-	12,231.79	-	-	-	-
Technical Services	R	23,412.11	-	-	-	23,412.11	-	-	-	-
Technical Services Administration		10,609.33	1.00	-	-	10,608.33	1.00	-	1.00	-
Cemetery	R	-	-	-	-	-	-	-	-	-
		202,296.55	4.00	38,099.04	-	240,391.59	-	4.00	4.00	-
PLANT & EQUIP										
PL227 - Low Loader Trailer (pending purchase)		-	-	69,468.90	-	69,468.90				
PL299 - Toro TX1000 + Trailer		-	-	53,363.64	-	53,363.64				
PL264 - Isuzu NPS 75/45 - 155 4x4 Crew Cab		0.00	1,013.45	80,509.70	-	79,496.25				
PL263 - Kubota U35-4G Excavator		-	-	19,353.75	-	19,353.75				
PL221 - Zero Turn Mowers x 4	-	0.00	-	22,227.23	-	22,227.23				
PL266 - Caterpillar 432F2 Backhoe - 64388C		-	-	128,109.69	-	128,109.69				
PL740 - Street Sweeper Attachment		2,660.00	-	-	-	2,660.00				
PL223 - Vibratory Rammer - Diesel 13" + Trolley		6,297.50	-	-	-	6,297.50				
PL187 - Toyota Coaster Bus (on island, not registered)		42,223.30	-	-	-	42,223.30				
PL191 - Kia Sportage - 983 ZWI		26,919.95	-	-	-	26,919.95				
Workshop		85,206.51	-	-	-	85,206.51				
PL11 - CFMoto UTV (pending purchase)		11,380.92	-	-	-	11,380.92				
PL12 - CFMoto UTV (pending purchase)		13,653.65	-	-	-	13,653.65				
		188,341.83	1,013.45	373,032.91	-	560,361.29				
TOTAL CAPEX										
		14,264,697.65	10,383,302.83	411,131.95	-	4,292,526.77	-	11,568,645.25	4,852,471.40	16,421,116.65
										3,885,602.88

FULL Budget v Actual 2020-2021

Mornington Shire Council

For the 6 months ended 31 December 2020

Account	FY Budget 2021	YTD Actuals as at	% of Budget	PY Actuals 2020
Income				
Recurrent Revenue				
Levies and charges				
Fees and Charges - Commercial	670,000.00	588,480.00	87.83%	648,000.00
Fees and Charges - Waste Management	630,000.00	623,220.00	98.92%	523,910.00
Fees and Charges - Water	1,309,500.00	1,290,475.92	98.55%	1,091,165.00
Fees and Charges - Sewerage	672,000.00	671,055.93	99.86%	558,070.00
Total Levies and charges	3,281,500.00	3,173,231.85	96.70%	2,821,145.00
Fees and Charges				
Fees and Charges - Airport Landing Fee	450,000.00	218,588.12	48.58%	400,443.98
Fees (GST Free)	0.00	0.00	0.00%	(108.00)
Fees and Charges - Barge and Logistics	500.00	701.34	140.27%	6,676.88
Fees and Charges - Other	58,000.00	60,189.87	103.78%	51,633.69
Fees and Charges - Other (GST Free)	0.00	0.00	0.00%	9,190.00
Licences and Permits	19,200.00	(1,094.25)	-5.70%	13,862.00
Total Fees and Charges	527,700.00	278,385.08	52.75%	481,698.55
Rental Income				
Accommodation Revenue	1,346,400.00	472,527.49	35.10%	1,087,196.06
Facilities Hire	1,200.00	136.36	11.36%	274.99
Lease Revenue - Commercial	418,200.00	31,077.77	7.43%	488,136.67
Lease Revenue - Residential	1,800.00	19,471.13	1081.73%	29,582.40
Rent Received Staff Housing	28,600.00	25,120.00	87.83%	38,152.00
Total Rental Income	1,796,200.00	548,332.75	30.53%	1,643,342.12
Interest Revenue				
Bank Interest Received	68,000.00	16,596.94	24.41%	46,952.17
Fees and Charges - Interest	0.00	1,256.32	0.00%	0.00
Total Interest Revenue	68,000.00	17,853.26	26.25%	46,952.17
Sales Revenue				
Kounta Sales Suspense - Kiosk/Bakery	0.00	0.00	0.00%	977.62
Kounta Sales Suspense - Office	0.00	0.00	0.00%	24.55
Kounta Sales Suspense - Other	0.00	0.00	0.00%	170.00
Kounta Sales Suspense - Stores	0.00	0.00	0.00%	3,607.94
Plant Hire - External	84,000.00	16,322.67	19.43%	69,677.67
Sales	20,580.00	476.81	2.32%	34,256.53
Sale of Goods - Bakery	18,000.00	6,579.21	36.55%	3,635.15
Sale of Goods - Bakery - GST Free	240,000.00	80,994.40	33.75%	142,019.25
Sale of Goods - Batch	1,400,000.00	0.00	0.00%	953,003.65
Sale of Goods - Events	60,600.00	0.00	0.00%	35,975.44
Sale of Goods - Fuel	515,400.00	248,031.66	48.12%	579,316.42
Sale of Goods - Fuel - GST Free	19,400.00	40,858.59	210.61%	(37,877.55)
Sale of Goods - Kiosk	0.00	4,140.50	0.00%	5,381.72
Sale of Goods - Recreation	3,000.00	699.59	23.32%	507.71
Sale of Goods - Recreation - GST Free	0.00	0.00	0.00%	66.00
Sale of Goods - Stores	120,000.00	434,816.05	362.35%	196,738.87
Sale of Goods - Stores - BAS Excluded	3,500.00	4,373.66	124.96%	5,564.31
Sale of Goods - Workshop	10,800.00	3,599.11	33.33%	6,547.45
Sale of Goods - Other	1,200.00	0.00	0.00%	1,099.00
Sale of Goods - Other - GST Free	0.00	0.00	0.00%	246.18
Services - Contract and Recoverable Works: Do & Charge	1,232,000.00	621,328.05	50.43%	1,516,781.50
Services - Contract and Recoverable Works: New Construction	0.00	97,995.90	0.00%	1,154,503.32
Services - Contract and Recoverable Works: Quoted Works	6,590,000.00	1,792,388.86	27.20%	5,041,683.69
Total Sales Revenue	10,318,480.00	3,352,605.06	32.49%	9,713,906.42
Other Income				
Commissions	0.00	0.00	0.00%	770.00
Discount Revenue	0.00	0.00	0.00%	765.55
Income	540.00	0.00	0.00%	915.46
Insurance Recoveries	0.00	1,060,914.27	0.00%	39,156.00
Subsidies Received - Parental	50,000.00	13,570.20	27.14%	13,203.30
Other Revenue: Sundry	55,600.00	16,499.77	29.68%	204,087.85
Total Other Income	106,140.00	1,090,984.24	1027.87%	258,898.16
Grants, Contributions, Subsidies and Donations				
Grants - Recurrent: General Purpose	1,120,000.00	2,754,740.00	245.96%	4,553,275.61
Grants - Recurrent: State	3,219,700.00	228,848.57	7.11%	395,575.48
Subsidies	12,600.00	21,057.00	167.12%	84,792.00
Total Grants, Contributions, Subsidies and Donations	4,352,300.00	3,004,645.57	69.04%	5,033,643.09
Total Recurrent Revenue	20,450,320.00	11,466,037.81	56.07%	19,999,585.51
Capital Revenue				
Grants, Contributions, Subsidies and Donations				
Contributions - cash	0.00	20,000.00	0.00%	0.00
Contributions - non cash	0.00	0.00	0.00%	551,400.00
Grants - Capital: Commonwealth	152,800.00	0.00	0.00%	0.00
Grants - Capital: State	6,036,837.00	0.00	0.00%	2,010,434.56
Grants - Capital: NDRRA/DRFA	2,923,500.00	2,135,544.48	73.05%	2,128,826.35
Total Grants, Contributions, Subsidies and Donations	9,113,137.00	2,155,544.48	23.65%	4,690,660.91
Capital Revenue: Proceeds from disposal	220,000.00	352,452.51	160.21%	81,954.56
Capital Revenue: Gain on revaluation of 40 year leases	0.00	0.00	0.00%	(391,263.21)
Total Capital Revenue	9,333,137.00	2,507,996.99	26.87%	4,381,352.26
Total Income	29,783,457.00	13,974,034.80	46.92%	24,380,937.77

Expenses

Recurrent Expenses				
Employee benefits				
Total Staff Wages and Salaries				
Employee Costs - Salaries & Wages - General	(5,711,956.00)	(2,040,275.44)	35.72%	(4,313,564.04)
Employee Costs - Salaries & Wages - Internal Recoverable	(195,420.00)	0.00	0.00%	(28,560.88)
Employee Costs - Salaries & Wages - Quoted Works	(8,200.00)	(8.03)	0.10%	(4,880.00)
Employee Costs - Salaries & Wages - External Recoverable	0.00	0.00	0.00%	(476.02)
Employee Costs	(608,066.00)	(387,916.77)	63.80%	(586,049.67)
Capitalised Employee Costs	0.00	30,282.94	0.00%	34,034.90
Total Total Staff Wages and Salaries	(6,523,642.00)	(2,397,917.30)	36.76%	(4,899,495.71)
Elected Members				
Elected Member - Councillor Remuneration	0.00	(136,704.59)	0.00%	54,817.88
Elected Members - Councillor Travel Expenses	(32,100.00)	(359.00)	1.12%	(26,360.68)
Elected Members - Councillors Allowances	(4,200.00)	0.00	0.00%	(1,601.75)
Elected Members - Meeting Allowance	(25,800.00)	(27,261.60)	105.67%	(30,817.20)
Total Elected Members	(62,100.00)	(164,325.19)	264.61%	(3,961.75)
Annual, Sick and Long Service Leave Entitlements				
Employee Costs - Annual Leave	(120.00)	0.00	0.00%	(488,501.27)
Employee Costs - Long Services Leave	(18,285.00)	0.00	0.00%	9,022.88
Employee Costs - Sick Leave	(5,400.00)	0.00	0.00%	(3,079.86)
Total Annual, Sick and Long Service Leave Entitlements	(23,805.00)	0.00	0.00%	(482,558.25)
Superannuation				
Employee Costs - Superannuation	(636,030.00)	(227,507.51)	35.77%	(607,125.00)
Total Superannuation	(636,030.00)	(227,507.51)	35.77%	(607,125.00)
Total Employee benefits	(7,245,577.00)	(2,789,750.00)	38.50%	(5,993,140.71)
Materials and Services				

Administration Expenses				
Elections	0.00	(181.82)	0.00%	0.00
Entertainment	(3,240.00)	(1,363.64)	42.09%	(2,054.98)
Legal Expenses	(171,620.00)	(55,285.67)	32.21%	(159,737.99)
Management Fees	(180,840.00)	(56,675.66)	31.34%	(104,050.69)
Materials and Services - Advertising	(6,780.00)	(1,688.72)	24.91%	(8,141.08)
Materials and Services - Insurance	(241,900.00)	(437,088.85)	180.69%	(502,237.81)
Postage	(65,760.00)	(229.72)	0.35%	(3,903.54)
Printing and Stationery	(17,900.00)	(5,134.18)	28.68%	(19,572.41)
Workplace Health & Safety	(280,060.00)	(28,569.99)	10.20%	(28,067.78)
Total Administration Expenses	(968,100.00)	(586,218.25)	60.55%	(827,766.28)
Audit of the Financial Statements by the Auditor-General of Queensland				
Other Expenses - Audit Fees	(108,000.00)	(93,750.00)	86.81%	(76,990.91)
Other Expenses - Internal Audit	0.00	(11,000.00)	0.00%	52,140.31
Total Audit of the Financial Statements by the Auditor-General of Queensland	(108,000.00)	(104,750.00)	96.99%	(24,850.60)
Consultants	(409,220.00)	(118,975.57)	29.07%	(526,212.34)
Contractors				
Contractor Expenses: General	(1,784,435.00)	(1,052,776.89)	59.00%	(2,050,721.33)
Contractor Expenses: Do & Charge	(240,720.00)	(253,193.91)	105.18%	(557,228.88)
Contractor Expenses: Quoted Works	(1,460,160.00)	(543,009.58)	37.19%	(984,907.31)
Contractor Expenses: Contract Works	(20,500.00)	(58,896.00)	287.30%	(12,095.00)
Total Contractors	(3,505,815.00)	(1,907,876.38)	54.42%	(3,604,952.52)
Contract and Recoverable Works				
COGS - Contract and Recoverable Works: New Construction	0.00	(3,258.28)	0.00%	(68,747.21)
COGS - Contract and Recoverable Works	(579,700.00)	(6,581.41)	1.14%	(3,962.52)
COGS - Contract and Recoverable Works: Do & Charge	(253,540.00)	(112,142.04)	44.23%	(295,603.66)
COGS - Contract and Recoverable Works: Quoted	(1,647,860.00)	(194,430.06)	11.80%	(2,182,773.47)
Total Contract and Recoverable Works	(2,481,100.00)	(316,411.79)	12.75%	(2,551,086.86)
Donations Paid				
Donations & Sponsorships	(11,400.00)	0.00	0.00%	(6,670.73)
Total Donations Paid	(11,400.00)	0.00	0.00%	(6,670.73)
Utilities				
Electricity	(319,320.00)	(75,811.57)	23.74%	(272,404.02)
Telecommunication	(153,660.00)	(41,738.02)	27.16%	(172,122.96)
Total Utilities	(472,980.00)	(117,549.59)	24.85%	(444,526.98)
Repairs and Maintenance				
Repairs and Maintenance: Scheduled Repairs	(60,620.00)	(35,888.00)	59.20%	(48,495.65)
Repairs & Maintenance: Operational Maintenance	(518,140.00)	(54,482.39)	10.51%	(152,635.45)
Materials and Services: Motor Vehicle Consumables	(20,200.00)	(18,564.05)	91.90%	(34,546.78)
Total Repairs and Maintenance	(598,960.00)	(108,934.44)	18.19%	(235,677.88)
Subscriptions and Registrations				
Subscriptions	(240,680.00)	(182,352.98)	75.77%	(276,654.14)
Total Subscriptions and Registrations	(240,680.00)	(182,352.98)	75.77%	(276,654.14)
Travel				
Conferences and Deputations	(22,800.00)	0.00	0.00%	(9,644.99)
Elected Members - Conferences	(9,000.00)	(2,038.39)	22.65%	(5,098.00)
Travelling Expenses	(82,980.00)	(33,999.71)	40.97%	(76,324.89)
Total Travel	(114,780.00)	(36,038.10)	31.40%	(91,067.88)
Other Materials and Services				
Furniture (non capital)	0.00	(18,504.72)	0.00%	6,254.28
Furnishing and Fit Out	0.00	(22,246.05)	0.00%	5,668.64
Information Technology	0.00	(12,654.70)	0.00%	11,490.13
Materials and Services - Operating Expenses	0.00	(61,231.01)	0.00%	45,990.63
Appliances (non capital)	0.00	(7,533.37)	0.00%	60,287.67
Bakery Purchases	(36,000.00)	(17,810.99)	49.47%	(38,363.93)
Cleansing	0.00	0.00	0.00%	90.88
Community Events	(45,000.00)	(32,252.21)	71.67%	(53,472.33)
DEAR Cost of Goods Sold	0.00	0.00	0.00%	(24.89)
COGS - Batching Operations	0.00	0.00	0.00%	(631,256.40)
COGS - Fuel	(395,200.00)	(193,580.14)	48.98%	(564,097.27)
COGS - Food Purchases	0.00	(1,146.80)	0.00%	(943.25)
COGS - Stores	(220,000.00)	(266,764.14)	121.26%	(326,659.73)
Food Purchases	(660.00)	(1,612.98)	244.39%	(23,193.56)
Materials	(137,900.00)	(157,761.38)	114.40%	(174,161.44)
Materials - Inventory Adjustments	(1,200.00)	7,990.01	-665.83%	7,756.24
Materials & Services - Freight & Cartage	(285,860.00)	(155,449.78)	54.38%	(270,289.16)
Materials and Services - Motor Vehicle Fuel and Oil	0.00	(4,021.14)	0.00%	(140,258.52)
Materials and Services - Motor Vehicle Registration and Insurance	(2,195.00)	(75,134.43)	3422.98%	(2,955.18)
Materials and Services - Motor Vehicle Repairs and Maintenance	(42,180.00)	(61,848.44)	146.63%	(60,218.15)
Materials and Services - Motor Vehicle Lease	(127,500.00)	(26,702.32)	20.94%	(150,746.00)
Plant Hire - Internal	0.00	0.00	0.00%	3,806.83
Plant Hire - Internal / Capitalised Plant	(513,060.00)	(372,526.65)	72.61%	(977,677.23)
Plant Hire Overhead - Internal Plant Recoveries	875,000.00	372,527.06	42.57%	1,000,848.87
Plant Hire Overhead - Registration and Insurance	(76,550.00)	0.00	0.00%	(44,770.31)
Plant Hire Overhead - Repairs and Maintenance	(38,100.00)	0.00	0.00%	(26,511.35)
Rent	(4,200.00)	(9,500.00)	226.19%	(8,432.30)
Security	(246,140.00)	(158,225.02)	64.28%	(275,283.73)
Tools & Equipment	(73,060.00)	(32,457.90)	44.43%	(82,956.68)
Wage Oncosts Overhead	116,000.00	0.00	0.00%	0.00
Total Other Materials and Services	(1,253,805.00)	(1,308,447.10)	104.36%	(2,710,077.24)
Total Materials and Services	(10,164,840.00)	(4,787,554.20)	47.10%	(11,299,543.45)
Finance Costs				
Bank charges	(24,000.00)	(7,243.77)	30.18%	(13,968.69)
Impairment of Debts	0.00	0.00	0.00%	(124,088.06)
Total Finance Costs	(24,000.00)	(7,243.77)	30.18%	(138,056.75)
Depreciation				
Depreciation - Buildings	(970,609.00)	(587,616.38)	60.54%	(1,096,427.64)
Depreciation - Furniture & Equipment	(53,268.00)	(22,133.75)	41.55%	(25,373.26)
Depreciation - Other Structures	(1,071,616.00)	(298,972.62)	27.90%	(593,070.84)
Depreciation - Plant & Motor Vehicles	(328,680.00)	(140,865.61)	42.86%	(237,276.71)
Depreciation - Road Infrastructure	(1,620,000.00)	(1,000,878.40)	61.78%	(3,002,635.20)
Depreciation - Sewerage Infrastructure	(282,432.00)	(107,568.76)	38.09%	(256,884.84)
Depreciation - Water Infrastructure	(400,000.00)	(207,186.28)	51.80%	(491,058.36)
Total Depreciation	(4,726,605.00)	(2,365,221.80)	50.04%	(5,702,726.85)
Total Recurrent Expenses	(22,161,022.00)	(9,949,769.77)	44.90%	(23,133,467.76)
Capital WIP - Consultancy Costs	0.00	186,514.49	0.00%	396,899.77
Capital WIP - Contractor Costs (Other)	0.00	2,969,563.79	0.00%	3,961,091.78
Capital WIP - Contractor Costs (Electrical)	0.00	0.00	0.00%	126,692.00
Capital WIP - Contractor (Plumbing)	0.00	2,086.50	0.00%	33,179.19
Capital WIP - External Plant Hire	0.00	0.00	0.00%	53,127.52
Capital WIP - Plant Internal	0.00	0.00	0.00%	22,886.89
Capital WIP - Other Costs	0.00	249.26	0.00%	85,514.00
Capital WIP - Purchase Materials	0.00	311,015.07	0.00%	(252,603.46)
Capital WIP Payroll - Salaries and Wages	0.00	4,361.89	0.00%	31,071.40
Capital WIP - Wages On Costs	0.00	25,921.05	0.00%	0.00
Capital Expense: Discount Rate Adjustment to Landfill Provision	0.00	0.00	0.00%	285,187.00
Finance Cost: Unwinding Discount on Provision	0.00	0.00	0.00%	9,168.00
Total Expenses	(22,161,022.00)	(9,949,769.77)	44.90%	(23,133,467.76)
Net Result	7,622,435.00	7,523,977.08	98.71%	5,999,684.10
Total Comprehensive Income for the Year	7,622,435.00	7,523,977.08	98.71%	5,999,684.10

15.3 RISK MANAGEMENT POLICY

Author: Acting Executive Manager Finance and Human Services

Attachments: 1 Draft Risk Management Policy V2 2020-2021

PURPOSE (EXECUTIVE SUMMARY)

This reports seeks Council approval of the updated Risk Management Policy.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The purpose of a Risk Management Policy is to provide a sound basis for decisions on how best to identify, assess and manage risk throughout the Council.

Risk is a consideration in everything that Council undertakes and how we manage risks to a large extent defines how successful the organisation can achieve its outcomes. If risks are managed poorly, in all likelihood, outcomes will be poor. However if the risks are managed well, the chances of outcomes being successful will rise exponentially.

Thus a sound Risk Management Policy, framework and procures is a required platform for all Council operations.

This policy is the start of Council's risks management documentation. A draft framework has also been developed and this is currently being considered by management. Once this Policy is approved and the framework is completed, an extensive amount of training and education will be undertaken with staff. Whilst this process will be initially be new, in some respects it is merely documenting what occurs in our mind when we make decisions.

In this increasing world of litigation and accountability, risk management is seen as an aid to protect organisations and individuals. This is certainly the case in the area of Workplace, Health and Safety and it is these principles that will be similarly embedded across the organisation in all operations.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

That Council adopt the attached draft Risk Management Policy as its Risk Management Policy.



**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Risk Management Policy
RESOLUTION NO. 2020/xxx VERSION V2

This is an official copy of the **Risk Management 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 **Risk Management 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	27/06/2018	2018/129	Responsible Officer Executive Manager Finance and Human Services Description Risk Management Policy
V2	09/12/2020	2020/xxx	Responsible Officer Executive Manager Finance and Human Services Description Risk Management Policy
		EXPIRY	30.06.2021



**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Risk Management Policy
RESOLUTION NO. 2020/xxx VERSION V2

Policy Statement

Commencement

The Mornington Shire Council Risk Management Policy will take effect once adopted by Council.

Policy Instruction

Purpose

The purpose of the Risk Management Policy is to provide a framework as a basis for decisions on how best to identify, assess and manage risk throughout all of Council. This will ensure a consistent approach to risk management processes that will protect the Council, its employees and the community against loss from foreseeable risks.

This Policy will be:

- Integrated into Corporate and Operational Planning,
- A critical tool in decision making for all business groups,
- A key component of project management,
- Consistent with relevant political, economic social, technological, legal and environmental conditions (PESTLE)
- Applied to all Council activities

Principles

This policy seeks to achieve each of the following principles:

- Council is an environment where all employees take responsibility for managing risk (through a risk management culture) which will ensure resources and operational capabilities are optimised.
- Risk management is integral to Council achieving its corporate objectives. By integrating the various risk control measures into strategic planning ensures that Council's exposure to risk is mitigated.
- Providing information and reports to decision makers so that they are able to make informed decisions and demonstrate transparent and responsible risk management processes that align with accepted best practice.
- Council's risk management culture will enable the organisation to meet legislative compliance.

Policy

Council adopts the Policy and ensures sufficient resources are applied to managing the risks identified. Council adopts a "three lines of defence model" to implement best practice risk management. This model is summarized as follows;

1st Line – Programs – management responsible for managing their own processes. Responsible for identifying, analyzing, managing, monitoring and reporting risks with their programs. Promoting and implementing a culture for risk exposure. Ongoing management of inherent and residual risk. Reports to Executive Team

2nd Line – Executive Team – enterprise risk management. Responsible for the design and maintenance of the risk management framework. Provide the tools and assistance to help the business manage risk. Combination of oversight and assurance. Overarching risk oversight unit across all risk types. Reports to Audit Committee.

3rd Line – Audit Committee. Assurance. Responsible for providing objective assurance to Council regarding effectiveness of risk management. Independent assurance function. Reports to Council.

The CEO has overall responsibility for administering risk management systems, policies and procedures.

MORNINGTON SHIRE COUNCIL – RISK MANAGEMENT POLICY

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**MORNINGTON
SHIRE COUNCIL**

MORNINGTON SHIRE COUNCIL
Risk Management Policy
RESOLUTION NO. 2020/xxx VERSION V2

The Executive Team oversees the identification, assessment and management of risks. This includes reporting the status and effectiveness of risk treatments recorded in the Operational and Strategic Risk Registers.

Program managers are accountable for risk management systems, policies and procedures, through appropriate actions in their area of responsibility. Council is committed to reviewing, updating and reporting on risks regularly to both the Executive Team and Audit Committee as prescribed by S.164 (1) of The Local Government Regulation 2012:

(1) A Local government must keep a written record stating the following -

- (a) the risks the local government operations are exposed to, the extent they are relevant to financial management*
- (b) the control measures adopted to manage the risks*

Employees will be expected to apply risk management practices and are responsible for the timely completion of activities contained within risk treatment plans. Routine sessions will be conducted to ensure that employees are familiar with Risk Management and how it is applied within Council.

The Audit Committee in conjunction with the Internal Audit function will review and monitor Council's risk management practices.

16 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS**16.1 GOVERNANCE AND COMMUNICATIONS MONTHLY REPORT - DECEMBER 2020 AND FIRST HALF OF JANUARY 2021**

Author: Acting Executive Manager Corporate Governance and Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update of activities being undertaken by the Governance and Communications Directorate.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Governance and Communications Directorate, consists of the following Departments:

- Governance
- Communications
- Service Delivery
- Human Resources
- Facilities Management (Temporary)
- Workplace Health & Safety

As the Executive Manager for Governance and Communications is presently on leave, a fixed term appointment has been made to this position. Human Resources has temporarily been assigned to the supervision of the Acting Chief Executive Officer. Additionally, with the recent resignation of the Acting Executive Manager of Finance and Human Services, Facilities Management and Workplace Health and Safety are presently reporting under Governance and Communications Directorate.

This report outlines Directorate activities for December 2020 and first half of January 2021.

Governance

The former Department of Local Government, Racing and Multicultural Affairs (DLGRMA) delivered further tailored training and workshop to elected members about the recent legislative changes on 10 and 11 December 2020. These sessions provide an opportunity for Councillors to hear from the DLGRMA about current events as well as raise matters, they personally wanted to discuss. The session was well received, and the Governance team will continue to arrange appropriate times with DLGRMA to inform Council on important matters being addressed by the Department.

Policy review is well underway with the proposed Policy Development and Control Policy at this meeting for Council's approval. This body of work has introduced a new internal policy register with work now shifting to the main policy review. Policy review has also commenced this month with inclusion of the model Code of Conduct for Councillors before Council for its consideration.

Governance Coordinator, Andrew McKenzie will finalise his contract on 29 January 2021 and I would like to acknowledge his efforts over the past two months. Recruitment for the permanent Governance Coordinator position is currently being advertised with applications closing on 31 January 2021.

The Workshop for the Reintroduction of Alcohol to Mornington Island was arranged and delivered on 13 January 2021. Office of Liquor and Gaming Licensing of the Department of Justice and Attorney General and Department of Seniors, Disability Services and Aboriginal Torres Strait

Islander Partnerships assisted Council with understanding the most appropriate pathway forward and licence requirements best suited to Council's needs. An internal working group will be established to drive attainment of necessary applications and permits.

Councillor Roxanne Thomas has been successful in being accepted into the Women Leading in Local Government program being provided by the Department of State Development, Infrastructure, Local Government and Planning. This is a significant achievement and I am sure this opportunity will greatly assist Cr Thomas in her professional development and performing her duties as a councillor.

Communications:

Work on the new Council's Website project is near complete. Final requests for changes prior to go live have been provided to the developers. On update of these, it is expected to go live over coming weeks. The Council's existing website continues to be updated whilst the new website is finalised.

Service Delivery:

The Service Delivery Coordinator has provided the following by way of update for the 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 months of November- January the following has advanced with the project:

- SDWG (CSYW) Service Providers meeting held 6th November 2020, 19th January 2021.
- Three Service Providers made presentations to their services to the service delivery working group
- Informed of NIAA funded programs and how services can collaborate and streamline their services
- Currently exploring options for the Community Reference Group – Work with existing group rather than duplicate
- Mornington Island Health Council delivered a presentation on its Thuaaka Program
- Commenced development of a Case Management Model that will work with all Service Providers
- Met with Youth Empowerment Towards Independence (YETI) - Resources and supports available for community services.
- Regularly updating the Service Mapping funding for all tiers of government
- Safe House Program on Mornington Island has been extended for another two years from Christmas 2020
- New 2021 Calendar of Service Providers visits to community sent out to services by Service Delivery Coordinator.

Facilities Management Program:

A quarterly report for the period ending December 2020 has been provided by the Facilities Manager for Council's consideration under a separate report.

Workplace Health and Safety:

A Workplace Health and Safety Risk Audit and Compliance Report for December 2020 has been provided by the Work Health and Safety Advisor for Council's consideration under a separate report.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive the Acting Executive Manager Governance and Communications for December 2020 and first half of January 2021 Report.

16.2 FACILITIES DEPARTMENT DECEMBER 2020 QUARTERLY REPORT

Author: Acting Executive Manager Corporate Governance and Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

MOTEL AND VISITOR ACCOMMODATION CENTRE

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

All rooms at the Motel Centre have now been fitted with toiletry dispenser offering:

- Hand wash
- Hand & body cream
- Shaving cream
- Shampoo
- Conditioner
- Shower gel

There will be no longer be a need for small containers of soap to be supplied.

All the A/C units were serviced and acid cleaned in October.

The Motel is back in full operation and close to full occupancy.

Laundry building

The laundry relocation remains an issue. Finding a suitable location for a suitable size building is a challenge. Special projects is still looking at options. The actual laundry has been upgraded with 2 new large split system A/C to make it suitable for safe working environment for the cleaning staff. The temperature inside could go to 50 c when machines are operating.

2x 8KW Split system units have been installed to make working conditions acceptable.

The power supply for the building is too low to allow connecting the 2 new industrial washing machines.

Visitor Accommodation Centre

As Council would be aware, the buildings are ageing and the rooms should undergo a good refreshing as they are looking tired.

Facilities recommend the old VAC to be demolished as it is old and unusable. An option would be to run a public tender for the sale of the old units on a buy and self-remove by the buyer.

The area saved could be used to install 8 double cabins with including 2 fully enclosed units each.

The accommodation could be used for contractors at a premium VAC option at a \$200.00 a night cost.

The proximity to the new council building would be ideal for housing council contract workers.

This will be a matter requiring budget consideration and discussions with Infrastructure and Technical Services and the Special Projects Manager will be raised for inclusion in 2021/2022 budget deliberations.

LELKA MURRIN

Work at the tavern is near completion, the council ran a successful licensed night the 31st of December the large attendance showed that such events should be ran more often.

BAKERY

The air-conditioning (A/C) system has been removed and replaced. The replacement has resolved the mould issues on the walls.

The walk-in freezer and fridge are been serviced/repaired.

The council advertised a bakery assistant position with the possibility of becoming an apprentice baker, the position is still vacant due to lack of suitable applicants.

STAFF HOUSING & LEASES

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

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

Facilities have invested in inspection software relying on picture archived electronically. The software is an accurate way of recording housing condition at beginning of lease and comparing with the end of lease property condition. It is also easy to record the equipment and furniture part of the lease agreement.

Special projects are working in building a new house on Cemetery road to care for 8 guests.

FACILITIES CLEANING & GROUND STAFF

Facilities has still 2 positions vacant

- Facilities Coordinator
- Facilities Admin Support

The 2 positions are being advertised. Again, there are challenges on receiving quality or any applications in some circumstances to fill these positions. With Human Resources, some positions have been advertised beyond the Island to try and secure employees.

3 new facility grounds men have been hired.

Nathan Moondoonuthi as casual grounds person supervisor, Nathan has been offered a full-time position. Curtis Moondoonuthi continues as a casual grounds person. Aaron Kelly a casual grounds person has resigned during the period.

The 3 new workers are community members.

To improve the cleaning of the council buildings recruitment of 6 casual cleaners has been completed.

Unfortunately, the attendance is very poor generally and there is a lot of pressure on the reliable members of the cleaning team.

2 WAY RADIO NETWORK.

After been successful obtaining grant money Facilities have started organising the installation of a 2-way radio network on Island.

The network will consist of:

- A dedicated network reserved to council workers, SES, police and security. 20 hand-held units are currently included in the pricing. The amount of hand-held units could be increase as we need them. The system allows geolocation by GPS of all the units.
- CB repeater to be offered for community use, hand-held units will be available for sale at the warehouse
- Marine band repeater to increase boating safety around the Island waters.
- As a trial base 10 GPS tracking units will be installed in council cars allowing to geolocate stolen vehicles. The amount can be expended as needed.

FINANCIAL & RESOURCE IMPLICATIONS

Some items need to be considered as a part of 2021/2022 Budget Deliberations.

RECOMMENDATION

That Council receive and note the report.

16.3 WORKPLACE HEALTH AND SAFETY RISK AUDIT & COMPLIANCE REPORT - DECEMBER 2020

Author: Acting Executive Manager Corporate Governance and Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with an update on Workplace Health and Safety risks audit and compliance for the month of December 2020.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Workplace Health and Safety Queensland (WHSQ) Safety Management System (SMS) Audit/Site Inspections (30 November – 2 December 2020)**

WHSQ has implemented a program of Regional and Remote Council workplace comprehensive site inspections. The Department is carrying out these proactive audits with the Regional and Remote Council Management and workers over the next twelve (12) months.

The purpose of this SMS Audit is to gauge the effectiveness of Council's Safety Management Systems (SMS).

At the exit meeting on 2 December 2020, which was attended by the WHSQ Inspectors Shannon Farrington and Brian Badger, Council's Owen Jensen, David Torr and myself. The inspectors stated they were very pleased by the amount of safety improvements that have been made by council in the past 12 months and those improvements included the development and implementation of a WHS Management System, the vast improvement with the maintenance depot and the Water treatment plant transition from Chlorine Gas to Liquid Chlorine.

The Inspections and audits were completed and as a result a number of improvement notices have been submitted to council for rectification over agreed timeframes, the time frames will be reviewed as work progresses and will be extended if extra time is requested by council if required.

The following "Verification" documents - demonstrating that Council's Safety Management Systems (SMS) are well developed, implemented and maintained have been requested:

- (1) Emergency Plan/Procedures – Copy of Management "Debrief" Report resulting from any recent practice/drill scenario – including any learnings/outcomes;
- (2) Drug/Alcohol Management – Copy of Council's Policy/Procedure and Report on any outcome(s);
- (3) WHS/Operational Committee – Copy of Minutes from a recent WHS Committee meeting (EG. Safety Toolbox Talk);
- (4) WHS Safety Team – Copy of any recent walk-through site inspection (EG. Tech Services) – including any identified non-conformance and corrective action(s);
- (5) Carpentaria Barge – Copy of unloading "Standard Operating Procedure
- (6) Incident Investigation Report – Copy of any recent Report - including any learnings/outcomes
- (7) Occupational Vaccination Program – Copy of a relevant worker's (EG. Plumber) current Vaccination Record (Personal Detail Blacked Out); and
- (8) Hazardous Chemicals Management - Copy of relevant, current Safety Data Sheet (SDS) for Council's Water Treatment Plant (EG. Sodium Hydroxide)

The above requested documents were provided to WHSQ Inspectors by close of business Thursday 3/12/2020

The WHSQ Improvement Notices submitted to council follow: –

WHSQ Improvement Notices (Please refer to the attached table)

Completed -

Notice No. I2010275 – 26-FEB-2021 Administration training center –

WHSQ was provided evidence the issue was remedied on 9/12/2020 and WHSQ confirmed the issue was now **Completed**

In Progress -

Notice No. I2010269 - 13-FEB-21 (Was 31-DEC-2020) Mechanical Workshop –

A request to extend the completion date to 13 February 2021 was approved by WHSQ 24/12/2020

Notice No. I2031553 - 26-MAR-2021 Maintenance Depot -

Notice No. I2031554 - 26-MAR-2021 Jetty Road Barge operations –

Notice No. I2010267 - 26-MAR-2021 Mechanical Workshop -

Notice No. I2010270 - 31-MAR-2021 Service Station -

Notice No. I2010272 - 31-MAR-2021 Water Treatment Plant

Notice No. I2010273 - 31-MAR-2021 Water Treatment Plant

Notice No. I2010271 - 30-JUN-2021 Depot Mechanical Workshop/Hardstand Work Areas -

Notice No. I2010451 - 30-JUN-2021 Waste disposal/transfer facility –

Notice No. I2010268 - 30-NOV-2021 Mechanical Workshop External Hardstand Storage/Work Area –

Notice No. I2010274 - 31-MAR-2022 Water Treatment Plant

WHS documents under review

- WHSQ Safety Management System (SMS) Audit/Site Inspection(s) - Mornington Shire Council, The SMS was populated and forwarded to the CEO for review.
- Reviewed current vehicle/equipment Prestart Checklist – recommend the current checklist be replaced with a simpler less complicated checklist for operators, an alternative has been sourced and an example provided for review to purchase (Tuffa Products). David Sechtig has provided a draft prestart checklist for review.
- Pulse Risk Management Register - ongoing
- Risk assessments of all hazardous chemicals – ongoing
- Hazardous Chemicals and Safety Data Sheets register is completed and part of the Management plan, but ensuring SDS updating is an ongoing process
- Updated the WHS risk register
- Updated the Hazards register

- Hazardous Chemicals and Safety Data Sheets register is completed and part of the Management plan, but ensuring SDS updating is an ongoing process
- Hot Works Permit for Housing and constructions

Hazard, incident, and risk reporting

Hazard Reports received:

- December 2020 – 3 Hazard reports received and added to the register and actioned

Incident reports received:

- December 2020 – 3 Incident reports received and added to the register, all incidents investigated. 1 x Incident report received involving Property Damage, 2 x Incident reports received involving staff injuries – all added to the incident register.

Rehabilitation and Return to Work

- One new Workers Compensation Claim has been received during the period.
- One ongoing claim has continued throughout this period.

LTI Reports – December:

- Nil lost time to injuries

Safe Work Method Statements developed – December

- Nil requests for SWMS during December 2020
- Hot Works Permit supplied to Housing

WHS Meetings conducted:

- WHSQ
- Technical Services
- Housing and construction
- Workshop
- Warehouse
- General Staff
- Special Projects

WHS Toolbox Meetings – (All minutes of meetings have been recorded and uploaded into Sharepoint)

- Tech Services
- Housing and construction
- Special Projects - Tavern refurb

Mornington Shire Council - Infrastructure Upgrade (WHS Requirements)

- Liaised with Connor Gleeson the Technical Support Specialist for the contractor Fourier Technologies Pty Ltd prior to and at the commencement of the council's infrastructure upgrade.

To ensure the integrity of the Councils WHS program the following documents were requested, provided by the contractor and reviewed prior to commencement of the project:

- Project Scope of works
- Copy of Public liability insurance certificate
- Copies of contractor's white cards
- Copy of SWMS/JSEA for all high-risk work to be undertaken
- Copy of all chemical safety data sheets for chemicals to be utilised for the project.
- Requested, received, and reviewed

Internal audit conference call with Melissa McDonald at Grant Thornton

- Liaised with Melissa regarding the councils WHS risk management system

Site Visits/Inspections conducted - (site inspection checklists completed and loaded into Sharepoint)

- Inspections conducted of the School fencing projects with Dale
- Tavern refurb with Luke Hamilton
- Laundry
- Workshops with Trevor
- Council Parks and Gardens
- 296 Lardill St, carport project
- Water treatment plant
- Landfill site

WHS Training Conducted

- General induction training for new staff, new questionnaire completed by attendees
- Fire safety training for new staff conducted
- Housing toolbox session – Incidents and WHS responsibilities
- Tech Services toolbox session – Hazard Reporting, prestart check lists and safety reps (1 volunteer)

Fire Safety

- Reviewed the servicing of Councils fire safety equipment completed in November 2020 by Chubb Fire Service

Next scheduled attendance to Council

- Arrive Tuesday 2 February 2021 depart Tuesday 9 February 2021
- Attending on behalf of council the LGW WHS conference in Brisbane Wednesday 10 – Friday 12 February 2021.

Objectives proposed for next attendance to Council

On my next visit I will be focusing on the following tasks: -

High Priority

- Responding and completing WHSQ Improvement Notices
- Conduct WHS inspections of building projects underway
- Continue working towards Implementing online face to face WHS induction and training via Microsoft TEAMS
- Continue to develop and support WHS Rep/s
- Follow up on submitted hazard reports to ensure timely rectification/elimination

Priority

- Conduct Fire safety training for new staff etc.
- Conduct Induction training for staff and contractors
- Conduct toolbox training sessions for Tech Services staff onsite
- Conduct site inspections and prestart meetings
- Continue the work on Hazardous chemicals risk register and SDS updates
- Continue work on Hazard inspections

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

That Council receives and notes the information in this report.

16.4 COUNCIL'S POLICY FRAMEWORK

Author: Acting Governance Coordinator

Attachments: 1 Proposed Policy Development and Control Policy

PURPOSE (EXECUTIVE SUMMARY)

Council Officers are currently reviewing and consolidating Council's Policy Framework. The review will ensure Policies are current, compliant with legislation and relevant to Council operations.

A key feature of ensuring Council's policy framework serves its purpose is to have an overarching Policy, guiding: -

- Policy development
- Consultation
- Approval
- Registration & Archival; and
- Review

Attached for Council's consideration and adoption is such a Policy. To achieve the above purpose, the Policy: -

- Categorises Corporate Policies into three types
 1. Statutory – those required by legislation
 2. Council – those of strategic or significant importance to warrant Council consideration and adoption; and
 3. Administrative – Policies that essentially guide Council's service provision and administration, that can be approved by Council's Chief Executive Officer.
- Provides instruction in a proposed policy's formulation, consultation, drafting and approval;
- Outlines the process for ongoing Policy reviews; and
- Establishes and assigns responsibilities for Policy approval, implementation & approval.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A review of Council's minutes highlights that each Department has been responsible for the ad hoc drafting, review and approval of their policies, with limited centralisation or coordination.

With the adoption of the proposed policy, Council's Governance Team, will coordinated policy development, approval and reviews to ensure Council's corporate policies remain current, compliant with legislation and relevant to Council operations. To be clear, departments will still be responsible for drafting and reviewing their operational policies, Governance will provide an oversight role and coordinate and centralise policy approval and registration.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note the contents of this Report and adopt the proposed Policy Development and Control Policy (attached).



MORNINGTON
SHIRE COUNCIL

Policy Development & Control Policy

Title Panel			
Policy Name	Policy Development & Control Policy		
Type	Council Policy		
Policy Owner	Executive Manager Governance and Communications		
Responsible Officer	Executive Manager Governance and Communications		
Decision Number	[Decision Number]	Approval Date	
Records Number	V1	Next Review Date	

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1			

Introduction

As a local government incorporated under the Local Government Act 2009, Council is required to develop numerous statutory instruments, documents and policies. Furthermore, local governments require policy frameworks to ensure sound corporate governance and operational performance.

A key foundation of corporate governance is the ability for the corporation to control the development of policies to ensure consistency in development, layout and formatting, as well as to ensure the ongoing, periodic review of the policy framework to ensure policies remain relevant to Council's need, compliant with legislation, and current to the operating environment.

Accordingly, this document acts as a reference point to guide in the development, review and control of Council's Policy suite.



Policy Development & Control Policy

1 Purpose

The purpose of this Policy is to: -

- Categorise the types of Council's Policies – whether Statutory, Council or Administrative;
- Act as a style guide for the layout and format of Council's Policy suite;
- Establish document control processes to ensure regular reviews and version control;
- Assign responsibility for Policy (and related documents) 'Ownership' to subject matter experts and those overseeing the relevant area of operations;
- Schedule ongoing reviews to ensure policies remain current to legislative requirements, and / or Council & Community need.

2 Application of the Policy

This Policy is to apply to the development of all new Policies (and related documents) and will apply to existing Policies upon their next review date.

The Executive Manager Governance and Communication is ultimately responsible for the integrity of the Policy suite, and Policy Register. This includes ensuring: -

- that Policies (and related documents) are distributed to **Responsible Officers** for review,
- reviews are completed on time,
- sufficient consultation has occurred in the development or reviews of policies, and
- Policies are implemented throughout the workforce and workplace upon approval, and upon the introduction of new workplace participants.
- the Policy Register, Corporate Directory and Website display current versions, with earlier versions consigned to archives.

All employees (including labour hire and contract staff) must follow the principles and guidelines contained in this Policy.

3 Definitions

Act: refers to the *Local Government Act 2009*.

Administrative Policy: An Administrative Policy is a **Corporate Policy** of Council that is developed to inform or guide operations. **Administrative Policies** are approved by the Chief Executive Officer, though the Chief Executive Officer may seek Council's adoption of an **Administrative Policy**.



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Corporate Policy: Is the generic term to collectively describe all 3 categories of Policies. Corporate Policies apply equally – **Statutory Policies** do not necessarily carry greater significance than **Administrative Policies**.

Council: means the Mornington Shire Council corporate entity.

Council Policy: means a **Corporate Policy** of Council that holds sufficient significance to be adopted by Council.

Policy Author: The person drafting the proposed or reviewed Policy. Usually this will be the Responsible Officer, or their delegate.

Policy Owner: The Executive Manager responsible for the functional service area to which the policy relates.

Policy Register: Council's Register of Policies, Procedures, Forms and related Corporate Documents - [<insert hyperlink>](#).

Regulation: refers to the *Local Government Regulation 2012*.

Responsible Officer: The line manager directly responsible for the functional service area to which the Policy relates.

Statutory Policy: is a **Corporate Policy** that is required by legislation and must be adopted by Council by resolution.

4 Scope and Application

Policy Categorisation

Council's Policies are categorised into 3 types: -

1. **Statutory Policies** – those required by legislation that must be formally adopted by Council;
2. **Council Policies** – Corporate Policies of sufficient significance to warrant their adoption by Council; or
3. **Administrative Policies** – policies that inform or guide areas of operations.

All Policies are '**Corporate Policies**', in the respect they carry equal weight and significance for local government employees, contractors or community. For example, failing to comply with an **Administrative Policy** will still constitute a breach of an employee's statutory responsibility to implement Council's Policies (s13(2)(a) of the **Act**).

Policy Drafting

To ensure consistency in Policy process, layout and format, all Policies should be created in (or following review, converted to) Council's Policy Template [<insert hyperlink>](#).

Fields in the Policy Template are:

Title Panel

The title panel contains the essential information required to identify and control the Policy. The Title Panel captures, the following information: -

Policy Name: This is the name of the Policy. It should be unique and provide some indication on the purpose or topic of the Policy.



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Policy Development & Control Policy

Naming Policies should follow this convention: The Policy's name (as shown in the Title Panel) followed by the new version number and then, either draft or approved followed by the date. For example:

"Policy Development & Control Policy V1 draft Nov 2020" (working version)

"Policy Development & Control Policy V1 approved Dec 2020" (final, approved version)

Type: The Policy type will be either **Statutory**, **Council** or **Administrative**, having regard to the definitions of the policy categories (above).

Policy Owner: is the title of the Officer (usually the Executive Manager) overseeing the directorate or service area the policy relates.

Responsible Officer: This is the Officer directly responsible or overseeing the policy topic or service area to which the Policy relates. The officer responsible for the policy's administration will usually be a subordinate of the Policy Owner.

Decision Number: This will be the number of Council's resolution adopting the Policy. This will only relate to Policies adopted by Council by resolution.

Approval Date: This is the date the Policy is approved, either by Council by resolution (if a **Statutory Policy** or **Council Policy**), or the date the Chief Executive Officer signs an **Administrative Policy**.

Record Number: Currently this is the version number of the Policy. This should correspond to the last entry in the Document Version Control Panel.

Next Review Date: This is the date of the next scheduled review of the Policy.

Document & Version Control Panel

Council maintains document control processes over policies to ensure the current policy is in force, and superseded versions are archived for records. Version numbers are consecutive whole numbers. For example, v6 indicates this is the 6th version of the Policy, and that versions 1 – 5 have been replaced by version 6. A new version number is assigned when an amended policy has been approved, regardless of how material the amendments may be. Policies that remain unchanged after a scheduled review are not assigned a new version number.

The Document Version Control Panel is updated with the new version number, the date of approval, resolution number, and the title of the author of the revised policy. The **Policy Author** should also provide a very brief description of the changes made to the policy in the Details section.

Introduction

The introduction, as the name suggests, introduces the Policy to the reader and should explain the need, context, and objectives of the Policy.

Purpose

In this field, the author should outline the aim and objective of the Policy, so the reader can quickly understand what the Policy aims to achieve. **Policy Authors** should provide as much information as needed to leave the reader with this understanding.

Application of the Policy

In this section, **Policy Authors** should describe to whom the Policy applies, as well as how it applies. The **Policy Author** should also use this section to assign specific responsibilities to individual roles or positions – position titles



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should be used rather than the name of the person filling the position. For example, the Workplace Health & Safety Policy assigns specific responsibilities (duties of care) from the Chief Executive Officer down to 'all staff'.

Definitions

This section should be used to define technical terms or 'industry jargon', acronyms, or other abbreviations that will be used throughout the Policy. When completing this section, please remember that the **Policy Author** will be the subject matter expert, but not all readers will have a similar level of knowledge, experience or understanding of the topic. As such, there is a preference toward over defining terms.

For the sake of brevity, authors should not copy lengthy statutory definitions from legislation. It is preferable to note that the word / term is defined in a particular Act, referring the reader to that Act. for example:

Worker: carries the same meaning as the definition contained in the *Work Health & Safety Act 2011*.

Note: it may be useful to insert a hyperlink to the Office of Parliamentary Counsel's website making it easier for readers to access the Act, for example: <https://www.legislation.qld.gov.au/browse/inforce#/act/title/w>.

The term to be defined should be bolded throughout the Policy document. A word or phrase bolded within the policy document will act as a visual aid, indicating that the word or phrase has been defined in this section.

Policy Statement

In this section, the **Policy Author** should write the Policy Statement. The Policy Statement is the stated Policy position of Council. It should not include the details on how the Policy is to be implemented or achieved. This detail is to be outlined either as a separate Procedure (to accompany the Policy) or outlined in the following section.

Policy Detail / Procedure

This is the section in which the author should provide the process or procedure on how the policy statement is to be achieved.

Depending upon the complexity of the Policy's purpose, or length of the procedure to be followed, the author may choose to write an accompanying procedure rather than enter the details here. Similarly, the **Policy Author** and **Policy Owner** may decide to write an accompanying procedure if the procedure is likely to change independently to the Policy Statement or change outside of scheduled reviews.

Related Documents (Procedures, Forms & Guidelines)

In this section, the **Policy Author** should note, in order of authority, the legislation, regulations, guidelines, procedures, forms or other documents that relate to the Policy. As a minimum, the 'head of power' (that is the legislative reference) for the Policy should be listed here.

The **Policy Author** should take care to accurately state the related Document. Documents (especially Acts, Australian Standards, Statutory Forms), will change over time. It is important that the Policy reflect the applicable version, otherwise the Policy may be out of date, legally non-compliant, unenforceable or bind Council to a higher or lower standard than may apply under the current document.

Variations

This statement will not usually change from Policy to Policy. It is procedural, stating that all earlier versions have been replaced by this version. Do not delete it!

Approval

This section evidences that the Policy has been approved by the approving the authority, either by the date of the Council meeting & resolution number, or the CEO's signature.



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Policies that do not have a Meeting Date and Resolution Number or the CEO's signature are not approved or enforceable versions of the Policy. However, in the event there are legacy policies without apparent dates of approval that are believed to be in existence prior to the date of operation of this Policy, the Chief Executive Officer shall determine whether the Policy still has operational effect.

Consultation

When drafting a Policy, the **Policy Author** should consult as widely as possible to ensure the: -

- Policy addresses the identified Statutory, Council or Community need. **Policy Authors** may wish to contact relevant Government Departments, Industry Bodies (LGAQ, IPWEAQ etc), as part of the Policy research process;
- Complies with legislation, regulation, Australian Standards etc;
- References current legislation, regulations and related documents;
- Is achievable within the wider organisational context; and
- Can be capably implemented without unduly interfering in operations.

Policy Authors should also consult key stakeholders over related documents used or referenced by the Policy. For example, should the Policy require that an employee or community member complete a Form, the Form should also be reviewed and consulted to ensure it is fit for purpose and easily used. The same would also apply for any procedures or guidelines created or used by the Policy.

For this reason, the **Policy Author** is encouraged to consult as widely as possible and as frequently as possible, both within and external to the Council. Further, the **Policy Owner** should also ensure that they review the consultation process to ensure key stakeholders have been identified and consulted, and that the proposed policy is discussed with Executive Managers meetings.

The Executive Manager Governance and Communications will also review the proposed Policy as well as the Policy Author's consultation processes to ensure it is adequate, compliant and appropriate within the context of the Policy's purpose. To remove doubt, the EMGC will return proposed Policies to the **Policy Owner** for further work and / or consultation if it is determined that Policy does not meet legislative compliance or operational requirements, or its consultation during drafting was inadequate.

Approval Process

Once the proposed or revised Policy is complete, the **Responsible Officer** should forward the final document to their Executive Manager for final review.

If the Policy is a **Statutory Policy** or **Council Policy**, the Executive Manager will arrange for the Policy to be forwarded to the Governance Team to arrange for it to be tabled at a Council Meeting for adoption. All items to be tabled at a Council Meeting for consideration and adoption, must be included in the Agenda through Council's InfoCouncil minute management software.

For **Administrative Policies**, the relevant Executive Manager will forward the Policy proposed for approval to the Governance Team, who will then arrange for the Chief Executive Officer to sign the Policy.

Until the Policy has been adopted by Council, or signed by the Chief Executive Officer, it remains in draft form (only), and can not be considered a **Corporate Policy**.

Policy Registration

The Policy Author must forward editable soft copies of the Policy and internally created related documents to the Governance Team.



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Upon approval, the Governance Team will enter the Policy (and related procedures, forms and documents) into **Council's Policy Register**, with a copy of the Policy and Related Document(s) posted to Council's Corporate Directory and / or website. The Chief Executive Officer will decide which **Administrative Policies** are displayed publicly.

The Governance Team will also update all final fields (i.e. date of approval and resolution number) and then save pdf and Word versions into the Corporate Document's directory on SharePoint. The **Policy Author**, should ensure that all internally created related documents are also forward to the Governance Team to ensure that the Corporate Policy directory holds all documents related to the Policy.

Implementation

Once the Policy has been approved, the **Responsible Officer** or **Policy Owner** must implement the policy. This includes: -

- Informing the Governance Team to display the Policy on Council's website, intranet and community notice boards;
- Informing the Human Resources Team to include the Policy in employee induction material;
- Distributing the Policy to key stakeholders, as well as employees and contractors that are subject to the Policy Statement.

It is expected that **Responsible Officers** will induct their team in the new policy and related documents, explaining what it means and how it is to be applied. This also included work unit inductions for new employees.

Finally, the **Responsible Officer** should also remove all superseded copies of the Policy and related documents from the work site (and other areas at which they may be stored), replacing them with the latest version. Please note, that a copy of superseded documents must be retained in archives (please liaise with the Governance Team).

Periodic Review

There are many reasons Policies and related documents require frequent reviews. Underlying legislation, operational contexts, technology and internal processes may change. Therefore, to ensure that Policies remain compliant, relevant and consistent, they must be regularly reviewed.

When drafting or reviewing a Policy, the **Policy Author** or **Policy Owner** should consider the risk of the underlying legislation, operational context, or technology changing, and set a suitable review timeframe to balance the risk of change or obsolescence against the administrative workload of frequent policy reviews. Where there is discretion, policies must be reviewed within 5 years of adoption or last review.

The Executive Manager Governance and Communication is responsible for scheduling policy reviews prior to the Policies review date. The **Responsible Officer** is responsible for conducting the review, consulting stakeholders, and finalising policies for approval. The **Policy Owner** is then responsible for obtaining approval from either Council or the CEO.

Nothing above should prevent a policy being reviewed earlier than the nominated review date. **Responsible Officers** and **Policy Owners** should be across the legislative framework and operational environment applying to their area of responsibility. Should legislation or the operational environment change, the **Responsible Officer** should review their policies to ensure they remain compliant with legislation and relevant to Council's / Community's need. Furthermore, contemporary complaint management best practice recommends Policies and Procedures are reviewed upon identified trends in customer complaints.

5 Related Legislation, Procedure, Forms, Documents

Policy Template <insert hyperlink>



Policy Development & Control Policy

Policy Register [<insert hyperlink>](#)

6 Variations

This policy is deemed to be the current policy until altered, changed or replaced by an updated or amended version made by a resolution of Council.

7 Approval

This Policy was adopted at Council's Meeting held [<insert date>](#) - Resolution Number [<insert number>](#).

Or, alternately

Approved by [<insert name>](#), Chief Executive Officer on [<insert date>](#).



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Workplace Participant Acknowledgement

I acknowledge:

- Receiving a copy of the Policy Development and Control Policy;
- That I am required to comply with the policy; and
- That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name:

_____.

Signed:

_____.

Date

_____.

16.5 UPDATED MODEL CODE OF CONDUCT FOR COUNCILLORS

Author: Acting Governance Coordinator

Attachments: 1 Model Code of Conduct for Councillors

PURPOSE (EXECUTIVE SUMMARY)

The Minister for Local Government, Racing and Multicultural Affairs is required under the Local Government Act 2009 (the Act) to make a Code of Conduct for Councillors. Following recent amendments to the Act, the Minister released an updated Model Code of Conduct for Councillors in accordance with s150D of the Act.

Under the Act, Councillors are required to comply with the Code of Conduct. The Act also outlines the processes and penalties for failing to comply with the Code

The Model Code of Conduct has been copied over to Council's Policy Template and is attached for Council's adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously considered and adopted the various Codes of Conducts that have been released by the Minister over the years.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council resolve to adopt the attached Model Code of Conduct for Councillors and note the contents within.



Model Code of Conduct for Councillors

TITLE			
Policy Name	Model Code of Conduct for Councillors		
Type	Statutory Policy		
Policy Owner	Chief Executive Officer		
Responsible Officer	Executive Manager Governance and Communications		
Decision Number	[Decision Number]	Approval Date	
Records Number	V2	Next Review Date	

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
1	March 2006		
2			Updated Code following Ministerial release of revised code following October 2020 integrity amendments to <i>Local Government Act & Regulations</i> .

Introduction

The *Local Government Act 2009* (LGA) and the *City of Brisbane Act 2010* (COBA) provide processes for dealing with councillors who do not comply with their obligations under legislation.

This helps ensure that we maintain appropriate standards of councillor conduct and performance.

Legislation states that the Minister for Local Government must make a code of conduct that sets out the standards of behaviour for councillors in performing their official functions as elected representatives consistent with the local government principles. The Minister last issued a code of conduct in August 2020, following the *Belcarra* reforms to the Queensland Local Government sector.

The following code of conduct has been copied across from the Minister's Model Code of Conduct into Council's policy format. In all other respects, it is a complete reproduction of the August 2020 version¹.

¹ https://www.dlgrma.qld.gov.au/data/assets/pdf_file/0017/45170/code-of-conduct-for-queensland-councillors.pdf



Model Code of Conduct for Councillors

1 Purpose

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

2 Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

3 The Local Government Principles and Values

The legislation is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives.

These principles are listed below:

1. Transparent and effective processes, and decision making in the public interest;
2. Sustainable development and management of assets and infrastructure, and delivery of effective services;
3. Democratic representation, social inclusion and meaningful community engagement;
4. Good governance of, and by, local government;
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings;
 - properly inform relevant personnel of all relevant information;
 - make decisions in accordance with law and policy;
 - commit to exercising proper diligence, care and attention.



Model Code of Conduct for Councillors

2. To ensure the effective and economical delivery of services, Councillors will:
 - manage council resources effectively, efficiently and economically;
 - foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
 - show respect to all persons;
 - clearly and accurately explain Council's decisions;
 - accept and value differences of opinion.
4. In exercising good governance, Councillors are committed to:
 - the development of open and transparent processes and procedures;
 - keeping clear, concise and accessible records of decisions.
5. To meet the community's expectations for high level leadership, Councillors will:
 - be committed to the highest ethical standards;
 - uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

4 Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

1. RESPONSIBILITIES
2. RESPECT
3. REPUTATION

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out **RESPONSIBILITIES** conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:



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Model Code of Conduct for Councillors

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given;
- 1.2 Respect and comply with all policies, procedures and resolutions of Council;
- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business;
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner;
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances);
- 1.6 Cooperate with any investigation being undertaken by the Local Government or other entity; and
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standard of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

2. Treat people in a reasonable, just, **RESPECTFUL** and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness;
- 2.2 Not to use abusive, obscene or threatening language (either oral or written) or behave toward other Councillors, Council Employees or members of the public; and
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

3. Ensure conduct does not reflect adversely on the **REPUTATION** of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council;
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views; and
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

5 Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are unsuitable meeting conduct, inappropriate conduct, misconduct, and then corrupt conduct.

Unsuitable meeting conduct



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Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

Note: Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).

Inappropriate conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as inappropriate conduct.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA (including Brisbane City Council).

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in misconduct.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer, or for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and
 - senior contract officers) - a release of confidential information outside of the Council
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting



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- attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
- failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
- failure to submit, update or review your registers of interests, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under the legislation
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the Crime and Corruption Act 2001¹ and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that: .

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and • if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the Crime and Corruption Act 2001 to report suspected corrupt conduct.

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

6 More Information

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au provides further information and resources for Councillors.

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Model Code of Conduct for Councillors

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

Southern office

Phone: (07) 3452 6762

Email: southern@dlgrma.qld.gov.au

Northern office

Phone: (07) 4758 3472

Email: northern@dlgrma.qld.gov.au

7 Related Legislation, Procedure, Forms, Documents

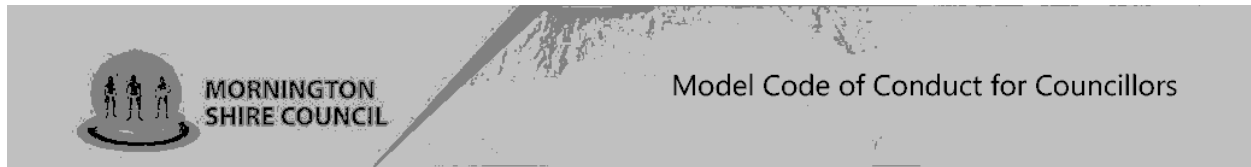
1. *Local Government Act 2009*
2. *Local Government Regulation 2012*
3. https://www.dlgrma.qld.gov.au/_data/assets/pdf_file/0017/45170/code-of-conduct-for-queensland-councillors.pdf

8 Variations

This policy is deemed to be the current policy until altered, changed or replaced by an updated or amended version made by a resolution of Council.

9 Approval

This Policy was adopted at Council's Meeting held <insert date> - Resolution Number <insert number>.



Workplace Participant Acknowledgement

I acknowledge:

- Receiving a copy of the Model Code of Conduct for Councillors;
- That I am required to comply with the policy; and
- That there may be disciplinary consequences if I fail to comply.

Your name:

_____.

Signed:

_____.

Date

_____.

16.6 YOUTH SUPPORT SERVICES CONTRACT - DEPARTMENT OF CHILDREN, YOUTH JUSTICE AND MULTICULTURAL AFFAIRS

Author: Acting Executive Manager Corporate Governance and Communications

Attachments: 1 Request for Quote (RFQ)
For Social Services

PURPOSE (EXECUTIVE SUMMARY)

To confirm actions undertaken by the Mayor to support service providers in submitting applications to the Department of Families, Youth Justice and Multicultural Affairs for Youth Support Services Contract on Mornington Island.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 8 December 2020, the Department of Families, Youth Justice and Multicultural Affairs (the Department) released a request for tender for Youth Support Services on Mornington Island. The request for tender from suitably qualified service providers closes at 2.00pm on Monday, 25 January 2021.

The Department has released funding for four services of which one is specifically identified to Mornington Island with the balance identified for the communities of Doomadgee and Mount Isa. The program for Mornington identifies up to \$237,754 per annum (excluding GST) for three years commencing 1 July 2021 is available for a Youth Support Service on Mornington Island.

The service is required to deliver a flexible service delivered in a manner which makes the service suitably accessible to Aboriginal and Torres Strait Islander young people in this community.

A condition of the request for tender mandatorily requires service providers applying for funding be:

- an Aboriginal or Torres Strait Islander community-controlled organisation;
- partner with an Aboriginal or Torres Strait Islander community-controlled organisation; or
- commit as a condition under the contract to guarantee greater than 50% of the workers delivering the service will be Aboriginal and Torres Strait Islander people.

Council has received requests from two service providers to support their applications to the Department for funding. The Department considers the Council to meet the requirements requested in dot point two above. The two service providers making requests for letters of support are Save the Children and Young People Ahead Youth and Community Services Inc.

Both parties have made representations to the Mayor about their intentions to apply for funding. Youth Support Services is a key issue for the Mornington Island Community and one which will require the service provider to work closely with the Council. The Mayor as a part of discussions with the two proponents has outlined some specific requirements around youth hub / drop in facilities working outside of normal office hours and would expect this would be included as a part of the service delivery. Accordingly, it has been put to the proponents that if they are successful in securing the funding, they will work closely with the Council and enter a Memorandum of Understanding to ensure matters like the ones raised here are addressed.

As timing of the request for tender did not permit for Council to consider this item in a usual Council meeting, the Mayor did consult with Councillors individually about the proposal and to provide letters of support to both organisations. This allows Council to be involved with either service provider should they be successful in securing the funding.

Letters of support will be provided by the closing date to each provider. The purpose of this report is to confirm the actions of the Mayor in firstly identifying Council as needing to have input into the services being provided under this contract and secondly the action of providing letters of support in the manner undertaken.

FINANCIAL & RESOURCE IMPLICATIONS

At time of report preparation there are no financial implications, though Council may need to consider assistance should one of the two service providers identified in this report secure the funding and undertake the necessary requirements of a Memorandum of Understanding.

RECOMMENDATION

That Council confirm the actions of the Mayor in providing letters of support to the two service providers seeking Council support as well as the conditions attached to the service delivery contained in the proposed letters of support being provided.



Department of Child Safety, Youth and Women

Request for Quote (RFQ) For Social Services

Department of Children, Youth Justice and
Multicultural Affairs RFQ

Title: Mount Isa, Doomadgee and Mornington Island
Youth Support Services

Reference No: DCSYW229_A

Date of Issue: Tuesday 8 December 2020

Request for Clarification Cut Off: 2pm AEST Tuesday 19 January 2021

Closing Date: 2pm AEST Monday 25 January 2021

Contact Officer: Gabriel Cunha

Phone: 07 3097 5799

Email: Procurement@csyw.qld.gov.au

Privacy Notice: The Customer is collecting Personal Information from the Supplier for the purpose of administering the Invitation Process and Contract. Personal Information may be shared with Queensland Government agencies and bodies, non-government organisations and other governments in Australia for that purpose. Personal Information may be made publicly available in accordance with the requirements of the Queensland Government's procurement policy. An individual is able to gain access to Personal Information held by the Customer about the individual in certain circumstances.



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Section 1 – Requirements of Request for Quote

Part A – Details about the Request for Quote

1. Introduction

The Queensland Government is committed to creating opportunities for young people to actively contribute to Queensland's economic, civic and cultural life as outlined in the *Queensland Youth Strategy – Building young Queenslanders for a global future*. The delivery of wellbeing outcomes through the Youth Support Program is identified under the Action Schedule supporting the Queensland Youth Strategy (deliverable 27) and aims to support our most vulnerable young people. More information about the Queensland Youth Strategy is available at <https://www.csyw.qld.gov.au/youth/queensland-youth-strategy>.

The Youth Support Program delivers targeted support to young people at risk of being disengaged and is directed to improving positive engagement with family, education and community with the aim of preventing negative life outcomes such as homelessness, unemployment and/or contact with the justice system.

Complementary to the *Queensland Youth Strategy*, the Queensland Government is also reforming the youth justice system to make our communities safer, address the causes of offending and reduce youth crime in Queensland. In December 2018, *The Working Together Changing the Story: Youth Justice Strategy 2019-23* (the Youth Justice Strategy) was launched, providing a framework for strengthening the prevention, early intervention and rehabilitation responses to youth crime in Queensland. The Youth Justice Strategy, and associated Youth Justice Strategy Action Plan 2019-2021, is evidence-based and forms the foundation for how government, business and communities will work together over five years to change the story for children and young people to keep communities safe.

The Department of Children, Youth Justice and Multicultural Affairs is pooling existing investment currently allocated to multiple suppliers in Mount Isa and Mornington Island under the Young People Funding Area and unallocated funds in Doomadgee to establish four (4) new Youth Support Services in these locations that are better positioned to more flexibly respond to the needs of young people. This Request for Quote outlines the requirements for the services in Mount Isa (2), Doomadgee and Mornington Island.

Quotes are invited by the State of Queensland, acting through the Department of Children, Youth Justice and Multicultural Affairs for the delivery of the Youth Support Services in the geographical catchment areas identified in Part B.

The Queensland Government is committed to supporting local economies by building local workforces and advancing economic, environmental and social objectives for the long-term wellbeing of Queensland. In order to meet this commitment, a local benefits test will be applied to all significant procurement processes.

Further information about the Queensland Procurement Policy 2019 is available at: <http://www.hpw.qld.gov.au/SiteCollectionDocuments/QLDProcurementPolicy.pdf>.

2. Quality standards and compliance

The Human Services Quality Framework (HSQF) is the quality framework for suppliers delivering human services under a service agreement with the Department of Communities, Disability Services (DCDSS), the Department of Children, Youth Justice and Multicultural Affairs and other providers of human services as outlined in the *Human Services Quality Framework* document, available on the [HSQF website](#).

The HSQF was developed in partnership with the non-government sector to reduce duplication and compliance burden for suppliers, while maintaining important safeguards for clients. The

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HSQF contains a set of common standards, known as the Human Services Quality Standards (the standards) that cover the core elements of quality service provision and provide a benchmark for measuring the quality and consistency of service delivery.

The *Human Services Quality Framework* document outlines:

- the methods used to assess suppliers' compliance with the standards, which include certification by an independent third-party certification body, self-assessment or recognition of a supplier's existing accreditation under another quality system
- the demonstration method that applies to all service types
- the business rules and exemptions that may apply, including how funding levels impact on the method of demonstrating compliance with HSQF, for example suppliers that receive lower levels of funding may only be required to complete a self-assessment against the standards or may be exempt from demonstrating compliance.

Suppliers delivering services that are in-scope for certification are required to contract an approved independent third-party certification body to assess their compliance with the standards. Suppliers are responsible for meeting all costs associated with achieving and maintaining certification for in-scope service types including the cost of third-party audits.

Suppliers should review the *Human Services Quality Framework* document and other information on the HSQF website at <https://www.communities.qld.gov.au/industry-partners/funding-grants/human-services-quality-framework> to determine how HSQF applies and consider the cost of HSQF compliance in the development of their quotes.

Questions about HSQF and how it applies to the services being procured under this RFQ must be directed to the Contact officer as detailed in Section 15 of this document.

The Queensland Government is committed to ending domestic and family violence. Through its response to the *Not Now, Not Ever* report, government recognised that addressing domestic and family violence requires a whole of community coordinated response. This means not just government, but also businesses, community groups and every individual taking responsibility for creating cultural change. Further support or guidance and resources can be found at <https://www.forgov.qld.gov.au/workplace-package-domestic-and-family-violence> and <https://www.csyw.qld.gov.au/violence-prevention>.

Part B – Social Service requirement

3. Description of services required

Up to \$1,761,395 per annum (excluding GST) for three years commencing 1 July 2021 is available for new Youth Support Services in Mount Isa (2), Doomadgee and Mornington Island that will deliver modern, contemporary models of support to young people aged 8 to 21 years who are at risk of –

- disconnection from family, community, prosocial or recreational activities or informal support networks;
- disengaging from school, training and / or employment;
- harm, including self-harm or suicide;
- cultural disconnection;
- homelessness, or are already experiencing homelessness; or
- entering, or are already involved in, the Youth Justice system.

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The services will work with at risk young people to address their individual needs and involve them in planning, designing, implementing and evaluating projects aimed at increasing their community participation and reducing youth crime. Through various activities, the new Youth Support Services will –

- assist to mitigate risk of young people experiencing poor life outcomes including mitigating risk of contact with the justice system;
- assist young people to make informed decisions about, or be connected to services and support they need;
- provide case management to meet a young person's individual needs and to increase their self-reliance and independence; and
- promote greater public awareness of social issues and enhance individual and community group capacity.

Suppliers are invited to offer to deliver one or more of the four (4) required services –

1. Mount Isa Aboriginal and Torres Strait Islander Youth Support Service;
2. Mount Isa Youth Support Service;
3. Doomadgee Aboriginal and Torres Strait Islander Service; and
4. Mornington Island Aboriginal and Torres Strait Islander Service

Service requirements about each of these services, including the funding available, is described below.

Note, a separate offer is required for each service, tailored to the requirements of each service.

Key Information Applying to All Services

Funding Term: 1 July 2021 to 30 June 2024

Service Users: Young people aged 8-21 years who are at risk of disconnection (U2107)

Establishment Costs: Any service establishment costs are to be met within the available budget.

Brokerage: Where client brokerage is proposed as part of the service, costs are to be met within the available funding and must be identified in the budget at Attachment A in the Supplier Response Form.

Service Practice: Successful suppliers must –

- operate the service in accordance with the Practice Guide for Youth Support Services;
- use the Youth Wellbeing Common Assessment Tool (CAT) to identify the needs of service users and develop tailored, individual case plans; and
- use the Youth Support Client Information System (YSCIS), an online client management system developed to support service delivery for Youth Support Services in Queensland.

More information about these tools is available on the department's website at

<https://www.csyw.qld.gov.au/youth/youth-support-services>.

Service Types: Funded service types for Youth Support Services are described in the Young People Investment Specification (Version 4.0, October 2019).

Suppliers are required to identify which of the following service types is proposed to be delivered to best meet the needs of young people in the catchment area –

1. Access – Information, Advice and Referral (T103);

- This service type supports services users to make informed decisions and access the range of support services they may require.

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- This service type requires the use of YSCIS and suppliers report to the department on the number of output hours delivered.
- 2. **Support – Support and Case Management (T314);**
 - This service type provides support to clients, including counselling and practical assistance, as well as case management of a collaborative response supported by other agencies to meet the needs of young people.
 - This service type requires the use of YSCIS and suppliers report to the department on the number of output hours delivered.
- 3. **Support Services – Community Support (T317); and**
 - This service type includes activities that promote public awareness of the issues experienced by vulnerable young people and supports young people to participate in activities, events and projects to develop their skills and connection to support networks.
 - YSCIS is not used for activities this service type. Rather than reporting output hours, Suppliers report on a milestone report template provided in the Young People Investment Specification (Version 4.0, October 2019) (see page 27).
- 4. **System Support – Capability Building (T440) (output A07.1.02 – Integrated service system development)**
 - This service type supports partner agencies to grow their understanding of the issues experienced by vulnerable young people and create opportunities for them to participate within, and contribute to, their community.
 - YSCIS is not used for activities this service type. Rather than reporting output hours, Suppliers report on a milestone report template provided in the Service System Support and Development Investment Specification (Version 3.0, 1 July 2016) (see page 22).

Budget / Price

In preparing the budget supporting their offer, Suppliers must identify the annual funding amount to be allocated to each service type proposed to be delivered within the price offered.

Service 1 – Mount Isa Aboriginal and Torres Strait Islander Youth Support Service

Up to **\$1,000,000** per annum (excluding GST) for three years commencing 1 July 2021 is available for a Youth Support Service specifically targeting Aboriginal and Torres Strait Islander young people in Mount Isa.

The service is required to operate a flexible, extended hours model, including on weekends and in the evenings when young people require support services. The service will also be required to operate over the Christmas / New Year period (excluding public holidays).

In addition, the Supplier will lead the local network of services working with young people in Mount Isa and participate on the Mount Isa Local Level Alliance.

Catchment Area: Services are to be provided to Services Users across the following ABS Statistical Areas (SA) –

- SA2 315021405 Mount Isa
- SA1 31502140605 Camooweal

Budget / Price: The department would expect a minimum of 60% of the funding available will be directed to the Support – Support and Case Management (T314) service type, recognising the priority to deliver this type of support to Service Users in the catchment.

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Should the System Support – Capability Building (T440) service type be selected, the department would expect less than 10% of the funding available will be directed to this service type.

Service 2 – Mount Isa Youth Support Service

Up to **\$360,000** per annum (excluding GST) for three years commencing 1 July 2021 is available for a Youth Support Service in Mount Isa.

While not necessarily required to be delivered on weekends, the service will be required to operate a response which is more accessible to clients than the existing service delivery models in Mount Isa, considering the hours of operation and the service being located in the areas of highest need.

The department recognises it will be an advantage to suppliers that can demonstrate the funding for the service would represent an enhancement to an existing local response to young people (e.g. mental health service, accommodation service, etc.). The funding would enable the recommended supplier to broaden their service response to include a support function for Indigenous and non-Indigenous young people.

Catchment Area: Services are to be provided to Services Users across the following ABS Statistical Areas (SA) –

- SA2 315021405 Mount Isa

Budget / Price: The department would expect a minimum of 70% of the funding available will be directed to the Support – Support and Case Management (T314) service type, recognising the priority to deliver this type of support to Service Users in the catchment.

Service 3 – Doomadgee Aboriginal and Torres Strait Islander Service

Up to **\$163,641** per annum (excluding GST) for three years commencing 1 July 2021 is available for a Youth Support Service in Doomadgee.

The service is required to deliver a flexible service delivered in a manner which makes the service suitably accessible to Aboriginal and Torres Strait Islander young people in this community.

Catchment Area: Services are to be provided to Services Users across the following ABS Statistical Areas (SA) –

- SA1 31502140407 (within SA2 315021404 Carpentaria)

Budget / Price: The department has no minimum expectations regarding services types, however, expects services to be focussed on young people, rather than capacity building, to be the priority.

Service 4 – Mornington Island Aboriginal and Torres Strait Islander Service

Up to **\$237,754** per annum (excluding GST) for three years commencing 1 July 2021 is available for a Youth Support Service on Mornington Island.

The service is required to deliver a flexible service delivered in a manner which makes the service suitably accessible to Aboriginal and Torres Strait Islander young people in this community.

Catchment Area: Services are to be provided to Services Users across the following ABS Statistical Areas (SA) –

- SA1 31502140401 and SA1 31502140402 (within SA2 315021404 Carpentaria)

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Budget / Price: The department has no minimum expectations regarding services types, however, expects services to be focussed on young people, rather than capacity building, to be the priority.

4. Investment Specifications

The services will be aligned to the Young People Investment Specification (Version 4.0, October 2019) which outlines requirements about each service type including performance reporting requirements and counting rules. The Investment Specification is located at – <https://www.csyw.qld.gov.au/about-us/funding-grants/investment-specifications>.

In addition, the Outputs and Performance Measures Catalogue Version 3.0, 1 November 2019 includes outputs, counting rules and examples for reporting on outputs. It also includes outcome measures, throughputs, demographic data and other measures. Counting rules and examples for these measures are provided in the catalogue – <https://www.csyw.qld.gov.au/about-us/funding-grants/output-funding-reporting>.

5. Reporting requirements

Funded Suppliers delivering services are currently required to report through the department's Online Acquittal Support and Information System (OASIS). However, during 2020-21 the department will move to a new online reporting portal. The contract with the successful supplier for this service will require the supplier to report using the new online portal. More information about this portal will be provided prior to its establishment.

6. Insurance requirements

See Service Agreement – Standard Terms Clause 20 Insurance and Indemnity.

Part C – Evaluation Criteria

7. Mandatory requirements

Mandatory requirements for the following services –

- Service 1 – Mount Isa Aboriginal and Torres Strait Islander Youth Support Service
- Service 3 – Doomadgee Aboriginal and Torres Strait Islander Service
- Service 4 – Mornington Island Aboriginal and Torres Strait Islander Service

Suppliers must meet the following mandatory requirements before its offer will be considered for evaluation on its merits –

- are an Aboriginal or Torres Strait Islander community-controlled organisation;
- partner with an Aboriginal or Torres Strait Islander community-controlled organisation; or
- commit as a condition under the contract to guarantee greater than 50% of the workers delivering the service will be Aboriginal and Torres Strait Islander people.

Evidence that the supplier is an Aboriginal community-controlled organisation must be provided by submission of either of the following documents:

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- Certificate of incorporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*; or
- Formal letter of support from either the Queensland Aboriginal and Torres Strait Islander Child Protection Peak (QATSICPP) or the Queensland Aboriginal and Islander Health Council (QAIHC); or
- An extract of the organisation's constitution showing that the majority of its Directors and members are Aboriginal or Torres Strait Islander people.

There are no mandatory requirements for Service 2 – Mount Isa Youth Support Service.

8. Desirable requirements

Evaluation Criterion 1 – Service Model

The Supplier should demonstrate an overview of the service model to be provided as outlined in the Request for Quote, aligning with the service types as outlined in the Young People Investment Specification (Version 4.0, October 2019) and described for the service in the Request for Quote.

Sub-criteria

- 1.1** Provide a detailed description outlining how the funds are proposed to be used to meet the service delivery requirements outlined in this Request for Quote, and in the Young People Investment Specification (Version 4.0, October 2019), recognising the particular needs of young people in the catchment area.
- 1.2** Identify the service types proposed to be delivered as outlined in the Request for Quote, aligning with the requirements outlined in the Young People Investment Specification (Version 4.0, October 2019), and how these will best meet the needs of young people in the catchment area.
- 1.3** Identify the number of output hours or milestones proposed to be delivered under each service type, considering the requirements in the Young People Investment Specification (Version 4.0, October 2019) and the counting rules provided in the Outputs and Performance Measures Catalogue (Version 3.0, 1 November 2019).
- 1.4** Identify the proposed service location/s and operating hours including the number of days/weeks per year services and how these arrangements will ensure the service is accessible and available to young people.
- 1.5** Describe how services will be available to young people across the whole catchment area for each service being as outlined in this Request for Quote, including any proposed after-hours and crisis intervention.
- 1.6** Describe how the service will engage young people and their families and how their needs will be assessed and supported?
- 1.7** What outcomes for Service Users are anticipated and how will they be achieved?
- 1.8** Identify the stakeholders with which the service will work to support the needs of Service Users. Describe the proposed process to work in partnership and share information with other relevant stakeholders and referral agencies.

Evaluation Criterion 2 – Experience, Capability and Understanding

The Supplier should demonstrate its experience, understanding the needs of vulnerable young people in the catchment area and its capacity to establish and deliver the service.

Sub-criteria

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- 2.1 Provide an outline of the needs of vulnerable young people in the catchment area, including the challenges that young people experience.
- 2.2 Describe how the service would build and maintain meaningful relationships with young people, families and stakeholders that are based on respect and trust.
- 2.3 Describe your understanding of contemporary practice approaches to working with vulnerable young people.
- 2.4 Provide an implementation plan outlining key service establishment and delivery milestones demonstrating how you will be able to provide direct service delivery to service users no later than the date identified in this Request for Quote.
- 2.5 Describe your proposed staffing structure including position titles and number of staff involved in direct service delivery and their likely qualifications, skills and experience.
- 2.6 Outline your experience in delivering services of a like nature and demonstrated capacity to deliver service responses in the catchment area, including the process to recruit and strategies to upskill and maintain suitably skilled, experienced and qualified staff / workers and strategy to enhance worker skills.
- 2.7 Describe your history of financial and governance arrangements to ensure the suitable use of funding allocated by the Queensland Government, consistent with contractual requirements.

Evaluation Criterion 3 – Working with Aboriginal and Torres Strait Islander young people and those from Culturally and Linguistically Diverse backgrounds as part of a collaborative response

The Supplier should demonstrate experience working in culturally responsive and culturally safe ways with young people and their families and partner with other government and non-government agencies to support the needs of young people.

Sub-criteria

- 3.1 Describe culturally safe practice and how this will be applied to ensure access for Aboriginal and Torres Strait Islander young people and their families.
- 3.2 Describe how the service will work in partnership with other Aboriginal and Torres Strait Islander organisations and community members to deliver better outcomes for young people and families.
- 3.3 Describe how the service would work with young people from Culturally and Linguistically Diverse (CALD) backgrounds.
- 3.4 Outline the barriers for Aboriginal and Torres Strait Islander young people and those from CALD backgrounds and the strategies to be applied to overcome them.
- 3.5 Outline your awareness of other services in the catchment area and their role in supporting young people and describe your approach to engaging with these services to support an integrated approach to service delivery.
- 3.6 Describe your ability to develop local collaborative partnerships with government and non-government agencies and the broader community to enhance the work with local communities to ensure services are accessible and culturally responsive.
- 3.7 Provide a fictional case study demonstrating how collaboration as part of a service system response impacts outcomes. The case study should demonstrate your ability to meet the unique needs of Service Users in the catchment area and their ability to support collaborative response.

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Evaluation Criterion 4 – Local Benefits Test

The supplier must provide details of how it will engage with the local community to attract and recruit staff from the area in which the service is to be delivered. Information about any sub-contracting arrangements (if applicable) should also be included.

Sub-criteria

- 4.1** Describe how the service will employ, train and upskill local community members, where possible and appropriate.
- 4.2** Describe any sub-contracting arrangements, how it fits within the service, proposed reporting structure and escalation processes, and how it supports local businesses and/or local workforce.

Part D – Important information about submitting a quote**9. RFQ conditions**

This Request for Quote process is governed by the RFQ Conditions contained in Schedule A.

10. Contract terms and conditions

See Section 2 – Terms and Conditions of the Contract

Note: From 1 July 2020, the Queensland Government will pay small business suppliers within 20 calendar days for eligible invoices of any value. Small businesses will be able to claim for penalty interest for all invoices paid after 20 calendar days on a correctly rendered, undisputed invoice/tax invoice. Suppliers will be required to provide notice of late payment. The On-time Payment Policy can be found at <https://www.business.qld.gov.au/starting-business/advice-support/support/small-business/on-time-payment-policy/on-time-policy>.

11. Industry briefing

An industry briefing to discuss this Request for Quote and the department's requirements will be held in Mount Isa approximately two weeks from the release of this Request for Quote. Details of the industry briefing will be posted as an addendum on QTenders.

The briefing will also be available on YouTube for suppliers who are unable to attend the in person. The YouTube link will be provided to the registered suppliers.

Suppliers that do not attend this briefing will still be eligible to submit a quote.

12. Providing a quote

Suppliers must submit a response to the Evaluation Criteria and complete and submit separate Section 3 – Supplier Response.

Please note: Page limits apply – written response to the Evaluation Criteria per service location is to be no more than 15 A4 pages, including any attachments, noting *Evaluation Criterion 4 – Local Benefits Test* only requires a maximum half page written response.

Any information provided after the first 15 pages will not be considered.

Font may be no smaller than Arial 11 on pages of standard/normal margins (i.e. 2.54cm).

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While details of a Commonwealth or Queensland Government employee who can comment on the supplier's capacity and capability to deliver on the details of the offer is to be provided, letters of support and financial statements are not required.

13. How to lodge a quote

Quotes are to be submitted electronically by the Closing time and date through the Queensland Government [QTenders](https://qtenders.hpw.qld.gov.au) website at <https://qtenders.hpw.qld.gov.au> in accordance with the following:

- a) Quotes must be submitted using Microsoft Word for the Response Forms, and PDF for any other supporting documents.
- b) All files that comprise a quote must be uploaded on the QTenders website.
- c) Suppliers responding to a public RFQ must log in using their email address and system password, before uploading their offer.
- d) When the upload has successfully completed, a confirmation page will display showing a receipt number and the list of files submitted, and a confirmation email will be sent to the supplier's email address as registered in QTenders. These documents must be retained as proof of submission.

Any technical enquiries regarding QTenders must be directed to the [Queensland Government QTenders help desk](#) or by telephone (07) 3215 3699 between 8am and 5pm AEST.

14. Closing date and time

2pm AEST, Monday 25 January 2021

15. Offer validity period

Quotes must remain valid for 120 days from the closing date.

16. Contact officer

All enquiries regarding this RFQ should be directed to:

Name: Gabriel Cunha

Position: Senior Procurement Officer

Email: procurement@csyw.qld.gov.au

17. Complaints

If at any time during the Invitation Process a Supplier considers that it has been unreasonably or unfairly treated and it has not been able to resolve the issue with the Customer contact person, the Supplier may request for the issue to be dealt with in accordance with the Customer's complaint management process and directed to:

Name: Sue Lindsay

Position: Chief Procurement Officer

Email: procurement@csyw.qld.gov.au

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Section 2 – Terms and conditions of the Contract

Any contract arising from this RFQ process will be governed by the:

- Service Agreement – Standard Terms Version 1.1 – dated 17 February 2015; and
- Service Agreement – Funding and Service Details (Child Safety, Youth and Women) document (Version 1.3)

Documents available at <https://www.csyw.qld.gov.au/about-us/funding-grants/streamlined-agreements>

This funding will be subject to the *Community Services Act 2007* as it is covered by the Ministerial declaration made on 29 September 2014. This declaration can be viewed at <https://www.csyw.qld.gov.au/about-us/funding-grants/legislative-safeguards-funding>.

Special Conditions

The Service Agreement – Standard Terms Version 1.1 – dated 17 February 2015 and the Child Safety Service Agreement – Funding and Service Details document (Version 1.4) are not negotiable.

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Schedule A – RFQ Conditions

1. Interpretation

These Request for Quote (RFQ) Conditions may be used where a Customer is seeking quotes to enter into a Contract.

2. Invitation Process

2.1. Supplier acceptance

By submitting a quote, the Supplier:

- (a) accepts these Request for Quote Conditions.
- (b) offers to enter into a Contract with the Customer to provide the Goods, Services and Deliverables,

and the Customer may accept the quote during the Offer Validity Period.

2.2. Customer discretion

The Customer may make any changes to the Invitation Process in its absolute discretion, by notifying the Supplier including by publication on the Queensland Government QTenders website. Without limitation, the Customer may:

- (a) add or change Requirements;
- (b) amend dates including extend the Closing date and time;
- (c) consider or reject a quote received after the Closing date and time;
- (d) accept non-Conforming Offers, alternative or innovative offers, quotes in part, or multiple quotes;
- (e) reject any or all quotes;
- (f) amend the evaluation criteria stipulated in the Request for Quote;
- (g) exercise discretion in evaluating any subjective evaluation criteria;
- (h) negotiate with one or more Suppliers and allow any Supplier to vary its quote;
- (i) interview, negotiate or hold discussions with any Supplier or prospective Supplier on any matter contained (or proposed to be contained) in a quote to the exclusion of others;
- (j) request some or all Suppliers to conduct site visits, provide references and additional information, and/or make themselves available for panel interviews;
- (k) change the terms and conditions applicable to the Invitation Process, including terms of the proposed Contract; or
- (l) cancel the Invitation Process.

The Supplier will not make any claim in connection with a decision by the Customer to exercise or not to exercise any of its rights in relation to the Invitation Process.

3. Alternative offers

The Queensland Government procurement policy promotes an outcome focussed approach, seeking opportunities to innovate and improve value for money. Suppliers are encouraged to submit alternative offers and innovative offers where they believe that the alternative will promote the Customer's objectives.

4. No reliance on information

The Supplier is responsible for making its own investigation and assessment about all matters relevant to the Request for Quote, the Requirements, the accuracy of all information and documents provided by or on behalf of the Customer, and all other matters relevant to the Supplier's quote.

5. Supplier cost

Participation in the Invitation Process is at the Supplier's cost. The Customer is not required to pay compensation to the Supplier in relation to the Invitation Process in any circumstances, for any reason.

6. Subject to contract

No contract will be formed between the Customer and the Supplier unless and until the Customer accepts the Supplier's quote in writing or both parties sign a contract document.

7. Compliance

The Supplier must:

- (a) **(communication)** direct all enquiries relating to the Request for Quote to the Customer's nominated contact person, and not discuss the Request for Quote with any other person except as required to prepare its quote.
- (b) **(accuracy)** ensure that all information provided as part of its quote is complete, accurate, current, and not misleading.
- (c) **(Laws)** comply with all Laws.
- (d) **(confidentiality)** keep confidential all Confidential Information which it obtains as part of the Invitation Process, not use it except for the purpose of responding to the Request for Quote, and not disclose it except to its Personnel on a need to know basis for the purpose of responding to the Request for Quote, or with the Customer's consent, or to the extent required by Law, or to its professional advisors.
- (e) **(privacy)** if it collects or has access to any Personal Information in connection with the Invitation Process, comply as if it was the Customer with the privacy principles in the

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- Information Privacy Act or the Australian Privacy Principles in the Privacy Act, as applicable, in relation to that Personal Information and comply with all reasonable directions of the Customer relating to the Personal Information;
- (f) **(no publicity)** not make any public announcements or advertisement relating to the Invitation Process.
 - (g) **(competitive neutrality)** if the Supplier is a government owned business, local government, or Commonwealth, State or Territory or authority, price its quote to comply with the competitive neutrality principles of the Supplier's jurisdiction.
 - (h) **(Personnel)** ensure that its Personnel also comply with these requirements.
 - (i) **(accuracy of information)** ensure that all representations, warranties, declarations, statements, information and documents ("information") made or provided by the Supplier in connection with the Invitation Process are complete, accurate, up-to-date and not misleading in any way. The Supplier must immediately tell the Customer if any information is or becomes incomplete, inaccurate, out-of-date or misleading in any way.

8. Anti-competitive conduct, conflict of interest and criminal organisations

8.1. Anti-competitive conduct

The Supplier warrants that neither it, nor its Personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the Invitation Process or any actual or potential contract with any entity for goods and services similar to the Goods and Services.

8.2. Conflict of Interest

The Supplier warrants that it and its Personnel do not hold any office or possess any property, are not engaged in any business or activity and do not have any obligations whereby a Conflict of Interest is created, or may appear to be created, in conflict with its obligations under these RFQ Conditions or the proposed Contract, except as disclosed in the Supplier's quote.

The Supplier warrants that it will not, and it will ensure that its Personnel do not, place themselves in a position that may give rise to a Conflict of Interest between the interest of the Customer and the Supplier's interests during the Invitation Process.

The Supplier warrants that it will immediately notify the Customer if any Conflict of Interest arises after lodgement of the Supplier's quote.

8.3. Criminal organisation

The Supplier warrants that neither it nor its Personnel:

- (a) have been convicted of an offence under the Criminal Code where one of the elements of the offence is that the person is a participant in a criminal organisation within the meaning of section 60A(3) of the Criminal Code; or
- (b) are subject to an order under, or have been convicted of an offence under the Criminal Organisation Act 2009 (Qld).

8.4. Warranties are ongoing

The warranties in this section are provided as at the date of the Supplier's response to the Request for Quote and on an ongoing basis until the later of the Customer notifying the Supplier that its quote has been rejected and expiry or termination of any Contract entered pursuant to the Invitation Process ("relevant period").

The Supplier warrants that it will immediately notify the Customer if it becomes aware that any warranty made in this section was inaccurate, incomplete, out-of-date or misleading in any way when made, or becomes inaccurate, incomplete, out-of-date or misleading in any way, during the relevant period.

8.5. Breach of warranty

In addition to any other remedies available to it under Law or contract, the Customer may, in its absolute discretion (but is not required to), immediately disqualify a Supplier that it believes has breached any warranty in this clause.

9. Supplier Confidential Information

The Customer will keep confidential all Confidential Information of the Supplier which it obtains as part of the Invitation Process.

The Customer may use Supplier Confidential Information for the purposes of the Invitation Process.

The Customer may disclose Supplier Confidential Information:

- (a) to its Personnel for the purposes of the Invitation Process;
- (b) as required under the Right to Information Act;
- (c) as required by Law;
- (d) to a Minister, their advisors or Parliament;
- (e) to its professional advisors.

The Customer may publish information about the Invitation Process and any resulting Contract on the Queensland Contracts Directory, where required or recommended by Queensland Government procurement policy.

16.7 DISPOSAL OF PLANT BY TENDER - FLEET ITEM 214

Author: Acting Executive Manager Corporate Governance and Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To inform Council of the final process and outcome for the Disposal of Fleet Item 214.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As Council would be aware, the disposal of Fleet 214 (Mitsubishi Triton Single Cab 4 Wheel Drive Utility) was undertaken in December 2020. On 15 December 2020, Council sought to call tenders for the disposal of the plant item which closed at 12 noon, 8 January 2021. Public notification through advertising the Sale by Tender was undertaken via a number of methods which included display of Notices at Council's Office and through the Community as well as posting on Council's Facebook page.

At time of closing the sale by tender, Council was in receipt of one offer from Mr Andrew Larsen in the sum of \$3,500. The Mayor and Chief Executive Officer were advised of the outcome and subsequently the offer was accepted by Council. Mr Larsen was informed of this decision on 13 January 2021 and will finalise any outstanding paperwork on his return to the Island. Council is in receipt of the funds to finalise the transaction.

This report has been provided for information of Council and requires no further action than to note the contents of the report.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive the contents of this report.

17 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES**17.1 INFRASTRUCTURE & TECHNICAL SERVICES MONTHLY REPORT**

Author: Executive Manager, Infrastructure and Technical Services

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To provide council with an update regarding monthly activities that has been undertaken by the Infrastructure and Technical Services Department.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Water and Sewerage***Operational Works;*

Daily water sampling is undertaken from several sample points, throughout the water reticulation network and part of the water quality monitoring program; the chlorine residual of the drinking water is checked against the Australian Drinking Water Guidelines (ADWG).

Daily maintenance work is being carried out at the Water Treatment Plant and Reservoirs (Clearwater) to keep treatment process running efficiently.

Safety signs and identification stickers for the pipework have been installed at Clearwater and pump stations.

Weekly water main flushing has been conducted to help maintain chlorine residuals in the network and reduce any build-up of bio-film within the water mains.

Maintenance of Fire Hydrants and Valves around the community has been undertaken and the works

Daily cleaning of STP's inlet sewer grates located before the STP ponds and monitoring of the sewerage pump stations (A, B, and C) for their operational conditions have been undertaken.

Table 1: Processed water going to community

Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL
Jan	24,624 KL	April	24,855 KL	July	30,535 KL	Oct	39,128 KL
Feb	24,112 KL	May	28,883 KL	Aug	32,701 KL	Nov	36,330 KL
March	25,368 KL	June	28,152 KL	Sept	37,175 KL	Dec	29,575 KL
Total	74,104 KL	Total	81,890 KL	Total	100,411 KL	Total	105,033 KL

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	-	April	38 mm	July	1mm	Oct	32 mm
Feb	-	May	8 mm	Aug	0	Nov	87 mm
March	6mm	June	0 mm	Sept	0	Dec	157 mm
Total	6mm	Total	46 mm	Total	1mm	Total	276 mm

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

Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity
Jan	75%	April	100%	July	87%	Oct	67%
Feb	101%	May	96%	Aug	82%	Nov	57%
March	100%	June	94%	Sept	70%	Dec	90 %

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Council should note: that the water levels within the storage dam had reached a critical level of concern and that it was only via the weather event on the 4 of January that the water stocks have been returned to a level where restrictions would not be required.

The investigation and installation of a new downstream dam wall that would allow for a expansion of the current water supply dam should be a consideration for Council's long-term water reliability plans.

Parks and Gardens

Parks and Gardens ongoing maintenance works is being carried out throughout the community, with rubbish removal along the property's fence lines and within the parks, general urban street cleaning being addressed with the available resources, these resources can be very limited at times.

The B.A.S works, mowing & tidy jobs around the community, tree trimming on fence lines around school have been delayed again by limited resources being available.

P & G staff have been assisting with back freight operations when required.

Civil

The Civil crew have assisted with the barge deliveries and back freight operations and with the removal of rubbish from the cyclone clean up.

The Civil crew has also been involved in assisting with the Landfill operations at the landfill facility. The removal of vehicles from various locations around the community have also been undertaken, additional works to clean up some of the areas on the community will have to be scheduled at a later date.

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 absenteeism.

Fencing

The fencing department have carried out works for the B.A.S. do & charge jobs as well as general fence repairs throughout the community.

The new fencing for the BAS school project and has been completed.

Batch Plant

The plant operational and maintenance works has been completed as well as a limited level of rubbish removal.

The Batching crew have undertaken some concrete pours on the community projects which have included the school fencing and tavern projects. The Batching crew has started preparations for the carports and driveway projects starting early next month.

Airport

The Mornington Aerodrome will continue to be classified as a security-controlled aerodrome under the Australian Transport and Home Affairs regulations, the Airport has received a Tier 3 rating, and will be operated as a controlled site. This action was undertaken for the continuing operational requirements of the RPT service supplied by REX.

The Airport will become a ASIC card issuing point for our employees and other members of the aeronautical industries requiring ASIC authorisations.

Airport operations have been primarily focused around the operational requirements of the RPT (REX) and the RFDS medical based flights.

Workshop

The Workshop's staff are continuing to do their best to limit the walk-through attitude of community members/customers, this includes the external stakeholders and our council staff who are not required to be on the site.

The temporary fence has been the best option until the permanent fence has been installed and moving forward the greater the level of controls on the hindering and interruptions within the Workshop the better the production will be.

The Workshop currently has 5 local and 1 non-local employees and all are enthusiastic with regards to respecting their workplace and the young men have displayed excellent attendance.

Since Zoe, the former Administration Officer's departure on 16 December, recruiting has been an ongoing exercise for a Workshop Administration officer. This role has a large level of customer contact due to the continual demand from foot traffic, inquirers and bookings in addition to the administration tasks within the Workshop.

The Workshop was closed from December 17 to December 30, with only the automated fuel service operational during this period. The community appeared to embrace the automated service with little to no disruptions to fuel supply.

The card reader at the bowser will need to be replaced this is due to a build up of plastic from old or broken credit cards being inserted into the reader, the parts to repair this unit have been ordered with FNQ Petro and should be available to be installed within the next week or two.

The workshop continues to have a large number of break-ins, with the offenders causing hefty amounts of damage to the vehicles onsite. The majority of the damage is broken windscreens and windows, both private and Council vehicles/machinery being targeted.

Unlawful entries have happened on both 19 January and 20 January, again the damage from these entries will require the Council to reallocate funding towards paying for the repairs and upgrading the security (motion sensors) and replacement of existing fencing.

The Insurance excess for both the motor vehicles and heavy machinery is \$2,000, however this does not cover glass panelling – therefore each time a window is broken the Council will be incurring the total expenditure of the repair.

Currently there are at least four vehicles in the workshop, which are no longer serviceable or off the road while they are awaiting the replacement of glass panelling.

The Workshop is also requesting the Councillor's opinions on what can be done to curb the break ins.

The Council has purchased a 2004 Mac Vision Prime Mover and this truck should be delivered within the next week or two. A separate report on the truck purchase is to follow.

The next major asset purchase that has been identified is a rubbish truck compactor for recycling purposes and as a back up to the current rubbish truck,

The Workshop Manager is undertaking the process of obtaining quotes for the next Council budget.

We are also looking at an articulated Caterpillar 815B trash compactor which is a front end loader with steel spiked or (pad foot) wheels to compact and manage the waste with the front blade as a replacement of the current Drott which is not fit for our purpose as the tracks are not designed to compact the waste as the machine passes over it.

We are also in the process of obtaining quotes on 4 x 17 KVA Gensets plus an additional a 65-75 KVA generator for the workshop, the Gensets are for the emergency power of the sewer pump stations and to supply power for the Workshop, the fuel bowers in the case of a power failure.

Additional potable 5 to 10 Gensets are being priced for locations that would required power during a extreme weather event or an emergency

We are still waiting for a release notice from Hastings Deering in regards to the purchase of the 140M grader which hopefully will happen within the next week or two and this will allow Council to will start to demobilise four machines the two x 432F backhoe and two x 140G graders for tender.

As of the 20th of January, two x CF-Moto ATV's have arrived on the Island the Council vehicles will be utilised by the Parks and Gardens, Warehouse and the Office. The larger of the two will be also used for Road Inspections during the wet season as they are lighter and less likely to damage the road or get bogged on rural roads.

The Workshop requires some major work on the roof and ridge capping as the rain penetrated the roof and walls, damaging workshop equipment, primarily the overhead gantry crane, the 240v and 3 phase electrical equipment around the workshop is extremely exposed to weather and needs to be constantly repaired after each severe rain event.

The Workshop is again under pressure to complete private works and return the Council's machinery to an operational condition. Our primary focus is to employ a local diesel fitter, we have one interested party who has previously been employed by the Council.

Parts and materials lead times continues to be an issue with getting the Council plant and equipment back up and running for full utilization.



Example of a compaction wheeled Dozer



Example of Damaged Vehicles

It has been reported before that the fence around the workshop is in a very poor condition and is not serviced as an adequate deterrent for the isolation of the site from unwanted visitors.

The last time that this issue was addressed the idea was a straight replacement of the existing fence with some additional areas made ram proof.

Is the option of management that the fence be replaced with a raised height to 9ft or 2.7m with additional strengthening / supports and wires. The gates would also require strengthening and anti-ram devices may have to be incorporated.

Staff would like to have the opportunity to address the requirements of the fence and present an alternate option to Council.

Warehouse

The Warehouse has experienced an increase in sales based on previous months records with a recorded 39 x Box air-conditioners being sold to the community in December.

The recruitment of a vacant position for a Warehouse Operator has commenced, the second Warehouse Operator position will be recited once the position has been vacated by Norman Wilson, who is in the process of transferring to the Workshop.

Cyclic stocktake continues with 90% of materials counted for this financial year.

Barge

Safety controls to reduce high risk of pedestrian/forklift interaction is still outstanding from FY19/20

The requirement for these controls have arisen from a near miss incident, the recorded Incident Report noticed a pedestrian entering the working zone of a machine and coming close to being run over by a moving forklift.

A Traffic Management Plan of the area is to be developed for the unloading operations of the Barge.

Sections of the loading and unloading area of the dock have been subjected to increase loads during the loading of materials for Koppens, and as a result the ground conditions have deteriorated the ground's surface significantly. A treatment method and a repair program is to be developed and a separate report on this issue will be supplied to Council.

Red Shed

The Red Shed's building materials supplies storage and transfers slowed as the Council's moved into the Christmas trading period, with only Special Projects & the other resources allocated to the Tavern Refurb being the primary operations to ensure the facility was ready for the New Year function.

Operational Financial and Resource Implications:

Warehouse staff are working with finance to insure that the financial requirements of the Council, the suppliers and the customers are being met.

This includes the Internal journaling required for the transfer of materials from the Warehouse to other Council departments and that the correct costings have been applied.

Training and Documentation:

The creation of Safe Work instructions for operational tasks within the warehouse and around the Barge operations is ongoing to ensure continuation of safe work practices for the current and future staff.

Special Projects

Overview:

Works are proceeding on all projects.

Civic Centre – Administration Building (LGGSP)

The project is currently being value engineered to meet the budget in preparation for tendering.

Milestones:

Milestone	Date	Percentage Complete	Funders Required Dates
Project Commencement	20/8/20	100%	Require Funding Agreement to confirm
Milestone 1 Project Governance	18/7/19 – 26/8/20	50%	
Milestone 2 Community Consultation	29/9/20 – 13/10/20	100%	
Milestone 2 Schematic Design	13/11/20 – 26/11/20	90%	
Milestone 2a Development Approval	4/3/20 – 30/5/20	5%	
Milestone 3 Procure D&C Contractor	21/2/21 – 12/4/21	0%	
Milestone 4 Construction	13/4/21 – 22/12/21	0%	
Project Completion	22/12/21	7%	31/12/21

Splash Park

This project is being prepared to apply for funding under the Building Better Regions Fund. Concerns have been raised in regard to flooding in the proposed locations, concerns will be investigated and addressed.

Discussions will be held with DATSIP as part of the application phase to confirm other potential funding options.

The proposed budget for the project \$1.5mil based on the cost of splash parks in similar communities. Water jets, water cannons, overhead bucket dump and slides are being considered for inclusion along with shade structures.

Lelka Murrin Tavern Refurbishment

A New Years Eve event was successfully held in the Tavern over the break providing some good feedback on minor additions to better support these types of events.

As demonstrated by the NYE event the Tavern is close to being complete with some big elements to complete such as installing the bar coolroom equipment, installation of a large kitchen rangehood, install crimsafe to all glazing, etc.

The works on the Tavern will be managed to accommodate the planned ongoing monthly events.

Milestones:

		Date	Percentage Complete	Funding Agreement Variation 1 Required Completion Date
Project Commencement:	Works required by W4Q Places of Refuge	30/9/2019	100%	
	Project commencement	21/5/2020	100%	
Project Completion:	Prelim – for New Years Eve 2020 Event	23/12/2020	100%	
	Project Completion	24/3/2021	90%	1/4/2021

Tavern Licenced Under-cover Deck Area

A concept has been developed for a large under-cover deck that could be incorporated at the rear of the Tavern. This would provide a space for patrons to consume alcohol in a location protected from the weather and provide some segregation between patrons who have come as a family to enjoy the outdoor area or patrons coming to have a meal and drinks from those wishing only to consume alcohol. The covered deck would have a good view of the outdoor area and stage and good access to toilets as it would have a direct link to the existing outdoor toilets.

A covered walkway would need to be provided to the outdoor toilets as well as a new unisex toilet and refurbishment of the outdoor toilets. Plans for this area are included in the attachments

It should be noted that this project has not been scoped or funded at this time.

Service Station Canopy Lining

Works are planned to be completed by mid-February 2021

Other Projects

The following projects in the pipeline to complete remediation works and additions:

- Red Shed Table Drain & Ground Stabilisation – materials ordered for works to commence in February
- Airport Terminal Horse Proof Fence & miscellaneous works – long lead times on some elements will delay this project, commencement is expected in February with completion expected by June 2021
- Batch Plant Amenities – Investigations underway for a prefabricated unit.
- Training Centre minor works

W4Q COVID Projects

The following projects are to be undertaken under this program:

1. Chambers restumping and handrail replacement
 - Due to the inability to immediately restump this building, props will be installed make safe and prevent further deterioration of the substructure and impacts to the building above.
2. Tavern outdoor area works
 - The works on the outdoor area of the Tavern will begin to ramp up with the Tavern reaching completion. Finalisation of the design and engineering will be undertaken in February with works continuing on the second terrace level. The works will be managed to accommodate ongoing monthly events
3. Staff housing
 - Concepts being developed for tender
4. Guest house improvements
 - Design complete, site inspections to be undertaken for materials.
5. VAC improvements
 - Yet to be scoped
6. Motel improvements
 - Yet to be scoped

LRCI Program

Three sites have been selected to construct picnic shelters, picnic tables and water bubblers:

1. Sports oval playground
2. Basketball court playground
3. Post Office

Materials are on island with works due to commence early February 2021.

FUNDING PROGRAMS REPORT

The following is an update on funding programs:

Current Funding Applications

Regional Connectivity Program - Awaiting assessment and advice from the funding body.

Regional Aviation Access Program – Remote Airstrip Upgrade Program - Awaiting assessment and advice from the funding body.

RISE - Awaiting assessment and advice from the funding body.

NEW FUNDING PROGRAMS

Regional and Remote Communities Reliability Fund – Microgrids - This program was investigated for development of an application. Investigations have revealed that whilst Council may be able to apply for funds under this program, there are significant issues in achieving positive outcomes for the Community:

- Energex advised:
 - The current diesel generators are more cost effective than a solar with battery storage facility, with a very high cost per kw to deliver. However this is not expected to remain the case in the future.
 - If Energex were to install a solar farm the cost of electricity to the Community will remain at the current pricing as this is a nationwide pricing structure
 - Energex is in favour of enabling the Community to obtain better pricing and or save money on energy, the best way for this to be done is through the installation of solar panels on individual houses utilising existing infrastructure in terms of the roof and the existing switchboard to provide savings to individual households. This is also a highly competitive and mature market with a relatively low cost per kw to deliver. There will be issues with this due to the majority of houses being owned and maintained by HPW.

Due to the above concerns, tight timeframes and complexities of delivering this project an application **has not** been lodged for this program.

Building Better Regions Fund is currently open, as advised an application will be lodged for the Splash Park.

Council is requested to advise of any other projects from the wishlist that should be considered for funding under this program. Whilst every effort will be made to apply for funding it should be noted that due to timeframes to complete applications, some projects may not be mature enough for an application to be developed for this round. However projects Council selects as priority projects can be developed for future funding programs as they open

The following projects are on the wishlist for funding:

- Splash Park
- Rockpool
- School pool
- Skate Park / BMX track
- Library
- Alternate Energy

- Basketball shade structure
- Water security
- Artwork commissions for new buildings
- Shade structures over playgrounds

Senior Management

Staffing is continuing to be an issue across the department, with a number of key positions still under recruitment.

Again, the workshop has been the hardest hit with uninvited visitors that have left the Council with additional operational costs and other issues that are leading to delays in production and loss of time across the department as a whole.

The Infrastructure Group Manager, Mr Wayne Mill, has joined the organisation. Once Wayne gets his bearing around the current levels of works, I believe that he will be a great addition to the departments senior management team.

The housing department has received an extension of both Dale and Rohan's engagement from QBuild for an additional three months. This will allow the new Housing Manager, Geoffrey, who is coming on board next month so handover time before the two QBuild staff leave the department.

Due to the employment of a permeant staff member in the Housing Manager's role, Dale's title will be changed to Housing Coordinator for the remainder of his engagement. This change will occur once Geoffrey has commenced with Council.

The plant and equipment requirement of the organisation are still being addressed by the identification of the needs and requirements of the organisation. And by continuing to look for options and opportunities on what and how the resources and plant are managed, both in the short term and requirements and the long-term management of the Council's assets, and incinerated in to the future operational plans.

As noted in the workshop report the two alternate light vehicles have arrived and once the registration and plant registrations have been completed the units will be placed in service for the operational staff, roads and interdepartmental duties removing some of the reliance on the current vehicles.

Operational works and planning the QRA pick up after the last weather event has been completed by our QRA consultant, a variation to the current approved works will have to be undertaken Council will be up date as the status of the variation once the outcome is known.

The local QRA Representative will be attending the island to discuss the upcoming works programs; staff will be taking this opportunity to place the Council in the best position, to achieve a positive outcome on the future works project / programs.

A full audit of the department's plant and equipment was requested at the start of the month, the purpose is to identify and record, what plant and equipment the department has as a whole, and to record and access the condition, and whether the item is still fit for purpose.

The department has had a number of additional requests for another round of storm season rubbish removal, the department supports these requests, but it must be noted that the department has very limited options on the plant and equipment that can be assigned to this type of work or program of this type at his time.

An example of this is in the area of small plant such as mowers, these are an issue, as there is currently only one zero turn mower that is operational within the department.

It is hoped that the savings from the new truck's budget will be enough to allow for a request to reallocate the savings towards the replacement purchase of one or two of the failed mowers.

Departmentally Infrastructure and Technical Services must move toward a proactive planning a preparation mindset not just for its capital works but also for is operational and maintenance

programs. I believe that the department can and will achieve this type of operational and planning model over time as the skills and knowledge base of the staff improves.

Please note; additional departmental reports have been provided separately.

RECOMMENDATION

That Council notes and accepts the Infrastructure & Technical Services Department's report for the Council meeting January 2021.

17.2 HOUSING REPORT

Author: Housing Manager

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**CURRENT BAS WORKS PROGRAMS UNDERWAY****2019/20 QBuild Do & Charge Program**

25 jobs out of a total of 1395 current jobs issued remain outstanding but is no longer on the QBuild Portal but is detailed below:

1. Plumbing – 8
2. Electrical – 1
3. Carpentry – 13
4. Fencing Repairs – 3

2020/21 QBuild Do & Charge Program

85 jobs out of a total of 458 current jobs issued remain outstanding and detailed below:

1. Plumbing – 48
2. Carpentry – 26
3. Painting – 9
4. Fencing – 1
5. Contractor Pest Control – 1

QBuild Do & Charge Jobs Summary 2019/20 to 2020/21 at 20/01/21:

Total open jobs on the QBuild Portal at 20/01/21	102
Less: Total jobs attributed to Tech Services (Mow/Tidy, Trees)	17
Total number of jobs issued to Housing at 20/01/21	85

2019/20 QBuild Purchase Orders Program

QBuild had released a total of 137 jobs to date valued at \$6.5 million (GST-inclusive). 130 jobs valued at \$6 million have been completed and paid.

Below shows a summary of the remainder 7 jobs valued at \$504K which are yet to be completed:

1x Flooring Upgrade (valued at \$5.3K) – works scheduled for when vinyl layers visit island next (last week of January);

1x Roof Replacement Project (valued at \$57.7K) – currently negotiating with contractors;

MISS Security Fencing Project – works commenced Thursday 21/05/20

- Initial contract value is \$2.4 million
- All works completed and invoiced
- Pending defects inspection

3x Veranda Rectification jobs at 2 properties (valued at \$95.5K) – materials have arrived on island; attempting to gain access to Res 9A & 9B on 19/01/21 to schedule in works with occupied tenants;

2 listed jobs for Wheelchair Access Ramps (valued at \$345.5K) – D Block ramp completed and billed, F Block works to commence 21/01/21.

2020/21 QBuild Purchase Orders Program

QBuild has released a total of 118 jobs to date valued at \$3.8 million (GST-inclusive). 19 jobs valued at \$653K have been completed. 16 jobs have been handed back to QBuild valued at \$473K while the remainder 83 jobs valued at \$2.7 million is planned to be completed throughout the course of the financial year.

Below is a summary of the status of the current jobs:

2x Dismods (valued at \$131K) – 81 Lardil St and 43 Wardirrkkan St currently materials being sourced;

16x Jobs at D Block Refurbishment (valued at \$474K) – handed back to QBuild to complete works;

2x Flooring Upgrades (valued at \$32K) – works scheduled for when vinyl layers visit island next (last week of January);

45x jobs at 10x residences (aka 10x Dept of Education Garages) valued at \$1.8 million – contractor due to arrive on island and commence work as per program for 11/02/21;

Carport & Concrete 2020 Program (20x Carports valued at \$867K) – works have commenced, expected completion date by mid-February 2021;

3x Various Upgrades at 40 Mararndatharkan (values at \$72K) – received purchase order from QBuild in November, materials currently being sourced;

3x Bureau of Meteorology (valued at \$22K) – works 70% completed;

3x Emergency Switch Jobs at MISS (valued at \$6K) – works being scheduled with contractor;

11x Painting Jobs at various residences (valued at \$165K) – 1 residence completed, pre-paint maintenance completed to 3 residences, painters due on island on 20/01/21 to complete works;

5x Painting Jobs at MISS (valued at \$169K) – materials ordered, awaiting arrival on island to complete pre-paint maintenance.

STAFFING REPORT

Housing Manager position has been filled, Geoffrey Rewald is due to arrive on island 8/02/2021 and commence duties 11/02/2021.

The Housing Supervisor position currently filled by Rohan Gibbs (QBuild contractor) is currently under review and the position recalled in time for manager's commencement.

FINANCIAL & RESOURCE IMPLICATIONS

FINANCIAL REPORTING

1. QBuild PO Jobs				
	Sep20	Oct20	Nov20	Dec20
Total Revenue (\$)	\$110,300	\$445,997	\$126,808	\$558,192
Invoice Quantity	7 Invoices	7 Invoices	3 Invoices	6 Invoices
Average \$/invoice	\$15,757	\$63,714	\$42,269	\$93,032

Commentary: Revenue for the month increased relative the November month due to the completion of upgrade at 202 Lardil, fencing project, 1 internal repaint and 2 carports prior to closure for the Christmas holiday period.

2. QBuild D&C Jobs				
	Sep20	Oct20	Nov20	Dec20
Total Revenue (\$)	\$114,995	\$91,189	\$85,540	\$22,413
Invoice Quantity	62 Invoices	76 Invoices	53 Invoices	22 Invoices
Average \$/invoice	\$1,855	\$1,200	\$1,614	\$1,019

Commentary: D&C revenue figures decreased due to a slow down of work over the Christmas holiday period. Much of the aged cards have been closed off and there is constant work and revenue flow for Council.

3. MSC Private Works Jobs			
Dec20 Invoices	\$0.00	0 Invoices	Avg \$0
TOTAL	\$0.00		

Commentary: There are ongoing Private Works jobs that have been fully completed but will be billed in the January month.

RECOMMENDATION

That Council note and accept this report.

17.3 FUNDING PROGRAMS REPORT - DECEMBER 2020

Author: Special Project Manager

Attachments: Nil

The following is an update on funding programs:

Regional Connectivity Program

This application has been lodged and is awaiting assessment and advice from the funding department.

Regional Aviation Access Program – Remote Airstrip Upgrade Program

This application has been lodged and is awaiting assessment and advice from the funding department.

RISE

An application is underway to commission local artists to do works for the Airport and the Tavern as well as an opening of the Tavern inclusive of the Mornington Island dancers.

New Funding Programs

The grants team is awaiting the opening of a major funding program, the following projects are on the wishlist for funding:

- Splash Park
- Rockpool
- School pool
- Skate Park / BMX track
- Library
- Alternate Energy
- Basketball shade structure
- Water security
- Artwork commissions for new buildings

RECOMMENDATION

That Council notes and supports this report and the planned works.

17.4 PLANNING FOR WASTE MANAGEMENT AND ANIMAL CONTROL

Author: Deputy Mayor

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

I would like to get a report into council for our next general business meeting which relates to possible planning procedures for the areas in Town including out at the Dump sites to how we should look at developing better processes for waste management including animal control as this is still pending on resolution.

We are all aware that there have been complaints from community members in relation to numerous issues concerning animals and the rubbish around Town.

I am thinking that we consider a proposal in Council to develop a better weekly plan for the waste management in Town and out at the dump site. Employment of at least two men should be stationed out at the waste site.

There are currently 5 men who drive a light truck (MR) that are Parks and Gardens.

I am suggesting that Council consider looking at making a resolution to ensure better planning procedures are done effectively on a weekly basis-DELIVERED DAILY and that the crews who are employed to undergo these work instructions have an upgraded plan to a day to day for the week to ensure all waste gets cleaned and dumped properly.

The need for this proposal is critical at present as we know there are complaints so we need to resolve any way possible to ensure service delivery is done properly.

Possible WPHS regulations could also be in breach as disposing waste may not be handled properly which involves health risks.

Employment to additional men who would like to work in Parks and Gardens would be a positive effect to getting some of BYNOE participants off the work for dole money.

Bynoe management should liaise with Council to consider process of getting employment to Council for clients who need work.

Council should have a clean up crew on a daily basis for street cleaning, mowing and disposal of rubbish, including daily waste management - NOT 3 TIMES A WEEK...as in most cases...

Waste management should be available to residents daily and employment of additional staff should be considered if current workers don't show. Alternately, there can be rostered workers on casual pay if this suites.

Parks and Gardens need proper maintenance schedules which include: -

1. Daily mowing and cleaning of the Cemeteries
2. Top to bottom checks for rubbish-have supervision to ensure this is done properly
3. Garbage collection and disposal (TRUCK) daily
4. Waste along roads to dump monitored and picked up by parks and gardens
5. Maintenance of the dump site -THIS ISNT WORKING

This discussion and additional ideas to submit for a resolution.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**FINANCIAL & RESOURCE IMPLICATIONS**

RECOMMENDATION

That Council consider this matter and give direction to the A/CEO.

17.5 SOIL ASSESSMENT ON ROAD BASE AT MORNINGTON ISLAND, QLD

Author: Executive Manager, Infrastructure and Technical Services

Attachments: 1 soil attachment (under separate cover)

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to inform the Council of the results of the Soil assessment and analyse performed on the imported soil that was used in the reconstruction of roads within the Mornington island's road network.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The objective of the Soil Assessment was to assess the base material supplied as a road base product during road reconstruction works. The product was supplied as part of a contract that at the time required the importation of sub-base material. The material in question was considered of a questionable nature, this has lead to investigation into the quality and serviceability of the imported product. And whether this product meets the definition of Clean Earth as per the Waste Reduction and Recycling (Waste Levy) Amendment Act 2019 (QLD Government 2019).

Council engaged Environmental Earth Sciences to undertake a soil assessment of road base imported to Mornington Island and used on selected roads as part of the roads reconstruction works.

The following is a Extract from the Soil Report:

'The sampling works were undertaking on 200 m of road located on Balleleah Road (see Figure 1). The works were required for environmental due diligence purposes due to reports of fish kills in on the island'.

7. Conclusions and Recommendations

"Based on the field observations and analytical results from the road base collected at Ballaleah Road, Mornington Island (Figure 1), the soil is considered to meet the definition of be Clean Earth as per the Waste Reduction and Recycling (Waste Levy) Amendment Act 2019. As such no further assessments works are recommended at this stage."

Ref; Environmental Earth Sciences-Soil Assessment on Road Base at Mornington Island, QLD, 11 January 2021

Below is a Briefing Note received from Council's QRA consultants 21/01/2021

Brief below on report.

"Based on the field observations and analytical results from the road base collected at Ballaleah Road, Mornington Island, the soil is considered to meet the definition of be Clean Earth as per the Waste Reduction and Recycling (Waste Levy) Amendment Act 2019. Clean Earth is defined as earth that is not contaminated with waste or otherwise contaminated with a hazardous contaminant and does not included acid sulfate soil. The road base material tested is not considered to pose a risk to human health or the environment and as such no further assessments works are recommended at this stage".

Regards,

Kelly Barbarich - Superintendent

SBSM Investments Pty Ltd

Based on the information supplied from the report and our consultant response, Council should have a level of confidence in the quality of the gravel product that it makes the Australian Standards for a material suitable for the contraction of rural roads.

FINANCIAL & RESOURCE IMPLICATIONS

RECOMMENDATION

That Council notes and receive this report.

17.6 GUNUNA CEMETERY REPORT

Author: Executive Manager, Infrastructure and Technical Services

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To inform Council;

- As to the current conditions, and the some of the issues involving the Council's cemeteries; and
- to provide a proposed method of obtaining compliance with the planning and regulatory requirements of the sites, while also addressing the issue of maintaining both cemeteries to an acceptable standard for the community.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Mayor had requested a meeting with the CEO over the complaints involving the current conditions at the primary cemetery.

The meeting was arranged for 12th of January at 12:45, the meeting was attended by the Mayor, the Chief Executive Officer, the Executive Manager Infrastructure and Technical Services and the departments two Group Managers.

The condition of the cemeteries on the day was unkempt with high grass, vines and weeds across most of the site.

And while this was the primary concern of the discussion it was identified that a number of other issues may be present, such as to if the past management of the interment assignment and record keeping systems may not be of a standard that the organisation currently requires for compliance.

Mornington Shire Council via its burial services is responsible for the management and maintenance of Gununa Cemeteries.

Council advertises that it will deliver the following range of services for maintenance and future planning of the operational Gununa Cemetery:

- The preparation of burial plots
- The erection of headstone/monument
- The maintenance of cemetery surrounds including fencing
- The management & identification of local cemeteries (designated areas only)
- The identification of future public burial places
- The maintenance of cemetery burial registers and;
- Shelter Hire for services

Council does undertake additional landcare works before a funeral and there is a current agreement for the landcare works at both cemeteries with Bynoe.

A discussion on the issues of record keeping and interment identification raised more question than it answered and further investigations on the site revealed that the site was not laid out in a uniformed manner.

It was also noted that some of the interments maybe outside of the current boundaries of the cemetery and are not marked or clearly identified.

As displayed within the images below.



Council's staff would like to propose the following proposal to address the identified issues around the Mornington Island cemeteries.

1. Landcare issues:
 - Continue with the current program of Landcare works pre-interment; and
 - Review and resolve a updated Landcare agreement with Bynoe to include:
 - Scope of works;
 - Times and; and
 - Costings.
2. Site:
 - Undertake a site survey;
 - Locate and identify the boundaries of the properties;
 - Locate and identify the position of the interments; and
 - Engage a ground mapping radar of the site to identify additional or unknown interments.
3. Undertake a boundary realignment to include the additional interments;
4. Utilise local knowledge to recreate or confirm the interment register;
5. Negotiate with the owners of the surrounding lands to allow for a long-term expansion of the primary cemetery.

FINANCIAL & RESOURCE IMPLICATIONS

Council's staff would be attempting to plan the survey of this site as part of another engagement to decrease the amount of mobilisation costs.

Estimated Survey cost,	\$25,000
Ground Mapping Radar	\$40,000
Boundary realignment	\$2,500
Bynoe Contractual Engagement	???

RECOMMENDATION

That Council resolves to:

1. Note and receive this report;
2. Approve the application of funds required to complete the proposal within its next budget;
3. That a renegotiation and clarificaioth of the formal Landcare Management Agreement with Bynoe is undertaken and Key Performance Indicators (KPIs) have been set by mutual agreement for a period of ???; and
4. A formal Interment Plan and Register is developed by Council involving the community that not only fulfils the regulatory requirements but incorporates the cultural needs of the site.

18 STAFF REPORTS - HUMAN SERVICES**18.1 HUMAN RESOURCES REPORT**

Author: Human Resources Manager

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To keep the Council up to date with Human Resources operations across the shire.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Human Resources Department recruited number of vacant positions with the strategic vision of boosting operational sustainability, customer service delivery, efficiency in the daily operations and increasing productivity for the council with minimal disruptions.

The Human Resources Department has been working very closely with every department of the organization towards recruitment of local staff to fill vacant positions, actively engaging community and raising awareness and information on the current vacancies and ongoing recruitment drives.

The Chief Executive Officer's aim for Mornington Shire Council is to continually provide local employment, to achieve 80% locals, where locals are hired based on their attributes and train them to become the pillar of the organization. To train and continually empower the local workforce to become successful in their own fields and eventually help the community and pass it on to the next generation thru their gained experience, knowledge and training.

New Employments

Human Resources managed to fill the following positions for the month of January 2021.

Position Title	Directorate
Chief Executive Officer (Interim)	CEO and Executive Management
Executive Manager- Finance and Human Services (temporary)	CEO and Executive Management
Executive Assistant to the CEO (temporary)	CEO and Executive Management
Housing Manager (Permanent)	Infrastructure and Technical Services
2x Workshop Trade Assistants	Workshop Department
Trade Assistants	Housing Department
1x Cleaner	Facilities Department

Ongoing Recruitments

Position Title	Directorate
Executive Manager-Finance and Human Services (Permanent)	CEO and Executive Management
Finance and Administration Manager (Permanent)	Finance and Human Services
Governance Coordinator (Permanent)	Governance and Communication
Project Officer/Housing Supervisor (Contract)	Infrastructure and Technical Services
Accommodation Coordinator (Permanent)	Facilities Department
Facilities Administration Officer (Permanent)	Facilities Department
HR Training and Administration Officer	Workshop Department
Workshop Administration Officer (Permanent)	Workshop Department

Qualified Plumbers	Works Department
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Commentary on Vacant Positions: The department is working closely with every directorate for review of vacancies, positions, position descriptions and recruitment needs to ensure that the council operations are continuous and disruptions due to staffing are managed.

Commentary on Job Postings: All local, on island recruitment drive of Mornington Shire Council is posted in various identified conspicuous around town, known places such as:

- Mornington Shire Council Official Facebook Page and Website
- Mornington Shire Council Notice Board
- Town Fuel Station
- Mornington Island Post Office
- Gununamanda Store
- Bynoe/Centrelink Center
- Airport

All off island recruitment postings are done via Mornington Shire Council SEEK.Com recruitment account, LGAQ Website, and Local Government Job Directory and is managed by Human Resources.

All temporary hiring/ temporary fill are sourced from approved recruitment platform Comensura and LOGO.

Recommendation: Recommended to add other reputable recruitment agencies other than LOGO and Comensura, to attract wider pool of skilled applicants that can fill positions on temporary basis to keep key council operations administered while full time recruitment is ongoing.

Organizational Structure Vacancies Per Directorate

Number of Vacancies	Directorate
1	CEO and Executive Management
11	Finance and Human Services
5	Governance and Communication
18	Infrastructure and Technical Services

Summary of the Organizational Structure Count: 102

CEO and Executive Management	4 staff
Governance and Communication	7 staff
Finance and Human Services	27 staff
Infrastructure and Technical Services	64 staff
Total	102 staff

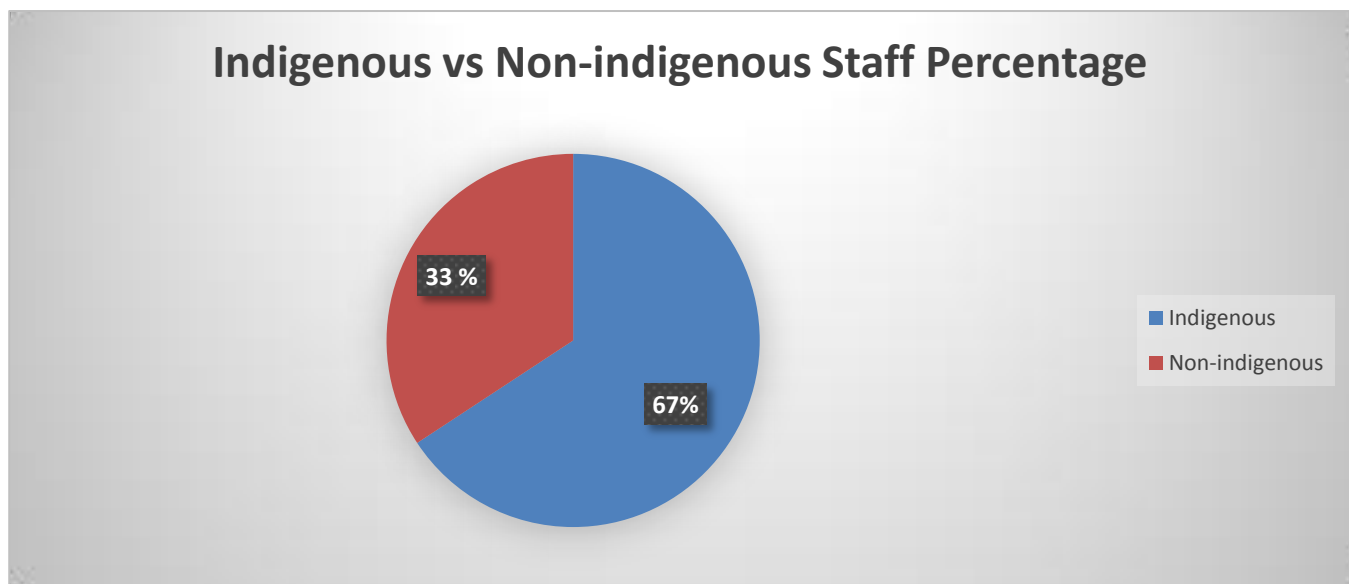
2 positions were created outside the structure as of December 2020 Council Resolution

1. Project Officer – maximum 2 years contract
2. Executive Assistant to the CEO – temporary up to 3 months

Terminations

7 terminations due to absenteeism and abandonment of employment has been processed

1 termination due to voluntary resignation

Chart 1: Indigenous vs Non-indigenous Staff**Apprenticeship and Traineeships**

Council has funding from LAGQ for Certificate III in Business Administration x 4 participants

To boost local indigenous workforce and build local trade skills and qualifications, Apprentice and Trainee positions are currently being reviewed to be filled with qualified applicants, recommendations are secured to ensure that performance and attendance are established to avoid losing of funding allocations.

Apprenticeship and Traineeship Available	Number of Approved Participants
Governance Trainee	X 1 participant
Baker- Apprentice	X 1 participant
Administration Trainees	X 4 participants
Airport Reporting Officer-Trainee	X 1 participant
Animal Management Officer- Trainee	X 2 participants
Mechanic- Apprentice	X 2 participants
Plumber- Apprentice	X 2 participants
Carpenter- Apprentice	X 2 participants

Ongoing Apprenticeship

Mornington Shire Council as of January 2021 has total of 5 active apprentices in major trades.

Certificate III in Plumbing	X 2 participants
Certificate III in Carpentry	X 2 participants
Certificate III in Light Vehicle Mechanical Technology	X 1 participants

External Training, Employee Development and Upskilling

Human Resources, together with the Department Program Managers identified the training requirements to upskill, develop and meet the operational requirements of the organization.

External Training Programs requested from various departments. HR is currently seeking Service Providers and Funding Bodies to deliver the trainings on island.

Certificate III in Civil Operations	Technical Services
Certificate II in Cleaning Operations	Facilities Department
Machine Operations Training	Technical Services
Leadership Development	For Managers
Report Writing	For Managers

ONGOING TRAININGS

Council currently upskilled and provided refresher course to Airport Reporting Officers, 5 days training delivered to the island by SCS Aviation, training course fully funded by LGAQ.



Internal Programs and Trainings

All HR trainings and current programs are delivered to the newly completed HR Training Room, it is complete with TV screen and portable desks for presentations. Training Room has been well used for Employee Inductions or group employee meetings.

HR is investing on these remaining items:

- Steady WIFI- required for online classes and online video meetings and presentations
- 14 new laptops that will be used for system trainings, assist trainees and apprentices for their online modules.

Aim to Boost New Employee Orientation Training and Onboarding Program delivering below key council policies:

- Mornington Shire Council Code of Conduct
- Work Health and Safety Policies and Guidelines
- Policies and procedures including bullying, harassment and discrimination
- Complaints and Grievance Policy
- Abandonment of Employment Policy
- Drug and Alcohol Policy
- Other Council Policies

Annual Performance Review Year 2021

Preparation, review and training on Annual Performance Review are ongoing as of January.

All program managers will be provided with the guidelines and orientation on how to conduct the required Annual Performance Review.

All program managers will be trained and guided on how to accomplish the Performance Review Form.

Review of Council Policies

- Due to high staff turn over in HR Department, council policy review has not been undertaken since June 2019.

Recommendation:

- If no successful additional Human Resources staff can be secured to assist the HR Manager in HR day to day operation, a request to procure external consultant or contract an administrative assistance to review policies to keep it up to date is recommended.

Employee Assistance Program

There is a sharp decline on access to the Employee Assistance Program, Human Resources Department has been constantly giving notice to employees on the free access of the service.

- December 2020 EAP Report

Mornington Shire Council

December 2020

Monthly Service Referral & Utilisation Snapshot



Ongoing Human Resources Projects

- Human Resources Management System
- Review and Updating of Expired Policies
- HR Employee Orientation and Onboarding Program Presentations
- Employee Online Trainings, Upskilling and Developments
- Manual and Electronic Employee Files Clean Up Drive
- Ongoing development of Human Resources Operations Manual
- Exit interviews and Assessments
- Ongoing Review of Employment Contracts
- Ongoing Compliance of Industrial Relations Audit

FINANCIAL & RESOURCE IMPLICATIONS

There are no known financial or resource implications resulting from this report.

RECOMMENDATION

That Council receive and note the contents of this report and endorse the recommendations contained therein.

19 GENERAL BUSINESS

20 CONFIDENTIAL REPORTS**RECOMMENDATION**

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

20.1 Security and Patrol Services

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

21 NEXT MEETING

22 CLOSURE