MORNINGTON SHIRE COUNCIL

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

Date:	**Wednesday, 21 April 2021**
Time:	**9:00am**
Location:	**Council Chamber**
	Mission Road
	Gununa

BUSINESS PAPER

Ordinary Council Meeting

21 April 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 - 17 March 2021

MINUTES OF MORNINGTON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA
ON WEDNESDAY, 17 MARCH 2021 AT 9:08AM

1 OPENING OF MEETING

The meeting was opened by Mayor Kyle Yanner at 9:08am.

2 ACKNOWLEDGEMENT OF COUNTRY

3 PRESENT

Mayor Kyle Yanner, Deputy Mayor Dwayne Rogers, Cr Bob Thompson, Cr Roxanne Thomas, Cr David Barnes, Graham King (Acting Chief Executive Officer), Wayne Mills (Acting Executive Manager Infrastrucutre and Technical Services), Ron Fenner (Acting Executive Manager Finance and Human Resources), Shannen Alford (Minute Taker).

4 LEAVE OF ABSENCE

Nil

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

6 CONDOLENCES AND MEMORIALS

7 CONFIRMATION OF MINUTES

RESOLUTION 2021-03/01

Moved: Cr David Barnes
Seconded: Cr Roxanne Thomas

That the minutes of the Ordinary Meeting held on 17 February 2021 be confirmed.

CARRIED 5/0

8 BUSINESS ARISING

9 ACTION SCHEDULE

10.1 ACTION ITEMS AS AT 11 MARCH 2021

RESOLUTION 2021-03/02

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council:

1. Receive and note the Action Schedule as tabled; and
2. Endorse the removal of all completed items from the schedule as tabled, including the additional resolution numbers listed:
   (a) 2020/97
   (b) 20-11/31
   (c) 2021-01/21
   (d) 2021-02/16

CARRIED 5/0

Initial:_____

10 CALL FOR ITEMS OF GENERAL BUSINESS

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

11 COMMITTEE REPORTS

Nil

RECEPTION & CONSIDERATION OF OFFICERS REPORTS

12 MAYOR AND COUNCILLORS REPORTS

13.1 YOUTH HUB

RESOLUTION 2021-03/03

Moved: Cr David Barnes
Seconded: Cr Roxanne Thomas

That Council:

1. Endorse the use of 157 Lardil Street for the establishment of a Youth Hub; and
2. Make representations to all relevant stakeholders for funding of such service.

CARRIED 5/0

13.2 COMMUNITY CONCERNS REGARDING SERVICE DELIVERY BY FUNDED SERVICES PROVIDERS

RESOLUTION 2021-03/04

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council:

1. Invite representatives from Queensland Health, Gidgee Healing, Mornington Island Health Council and North West Hospital Service to the next meeting to discuss the current services delivered to the island; and
2. Invite a representative from Bynoe to discuss their service delivery and reporting on outcomes to the next meeting.

CARRIED 5/0

Initial:_____

13 CHIEF EXECUTIVE OFFICER'S REPORTS

14.1 ACTING CHIEF EXECUTIVE OFFICER'S REPORT FOR FEBRUARY/MARCH 2021

RESOLUTION 2021-03/05

Moved: Cr David Barnes
Seconded: Cr Bob Thompson

That Council:

1. Receive and note the report;
2. Investigate the construction of a large community notice board at the Festival Grounds, including the option of an electronic notice board, for consideration in the 2021/22 budget; and
3. Authorise the Acting Chief Executive Officer to pay airfare and accommodation for a representative of Burkin Svendsens Funeral Directors to conduct Undertaking Training in Gununa and prepare a Funeral Plan for Undertaking Services on the Island.

CARRIED 5/0

14.2 LOCAL GOVERNMENT REMUNERATION COMMISSION ANNUAL REPORT 2020

RESOLUTION 2021-03/06

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council receive and note the report.

CARRIED 5/0

14.3 HOUSING INVESTMENT PLAN - $7,328,042

RESOLUTION 2021-03/07

Moved: Cr Roxanne Thomas
Seconded: Deputy Mayor Dwayne Rogers

That Council:

1. Receive and note the report;
2. Commence planning to identify the land and types of housing it wishes to construct from its allocation of $7,328,042 and complete the Housing Investment Plan 2020/21; and
3. Form a Committee consisting of the Mayor, Deputy Mayor and Councillor Thomas together with Executive Manager Infrastructure & Technical Services, Infrastructure Services Group Manager and Manager Housing to finalise the Housing Investment Plan for Council's consideration.

CARRIED 5/0

Initial:_____

14.4 PROPOSED MORNINGTON SHIRE HORSE PROGRAM

RESOLUTION 2021-03/08

Moved: Cr David Barnes
Seconded: Cr Roxanne Thomas

That Council;

1. Receive and note this report; and
2. Authorise the Acting Chief Executive Officer to engage Burton Veterinary Contracting to undertake a surgical de-sexing program of male horses to address the public nuisance in Gununa and to also implement a Community Education Program. Further, the Acting Chief Executive Officer to engage Local Horse Handlers to assist with such program.

CARRIED 5/0

14.5 COMMUNITY GRANT TOWARD PROGRAMS UNDERTAKEN BY UNITING ABORIGINAL AND ISLANDER CHRISTIAN CONGRESS, UNITING CHURCH AUSTRALIA

RESOLUTION 2021-03/09

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council;

1. Receive and note the report; and
2. To contribute $1,500 towards the Mornington United Church programs for the elderly, children and vulnerable people.

CARRIED 5/0

14.1 EDUTAINMENT TOURING PROGRAM

RESOLUTION 2021-03/10

Moved: Cr David Barnes
Seconded: Cr Roxanne Thomas

That Council;

1. Receive and note the report; and
2. Express an interest to the Full Throttle Theatre Company to perform three shows on offering, namely the Solar System Safari, Evolutionary and Zapped to be performed in Gununa at a cost of $3,750 plus associated set up costs to be included for consideration in the 2021/22 Budget.

CARRIED 5/0

Initial:_____

14.7 MORNINGTON ISLAND MASTER PLAN 2020

RESOLUTION 2021-03/11

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Roxanne Thomas

That Council:

1. Receive and note the report; and
2. Authorise the Acting Chief Executive Officer to call quotations for the preparation of a draft design and estimated costing for the realignment of the Mornington Island Runway as shown in the 2020 Master Plan.

CARRIED 5/0

14.8 SERVICES AUSTRALIA UPDATE

RESOLUTION 2021-03/12

Moved: Cr David Barnes
Seconded: Cr Bob Thompson

That Council receive and note the report.

CARRIED 5/0

14.9 VISIT BY THE MAYOR OF BURKE SHIRE COUNCIL

RESOLUTION 2021-03/13

Moved: Cr Bob Thompson
Seconded: Cr David Barnes

That Council:

1. Receive and note the report; and
2. Write to the Mayor of Burke Shire Council thanking him for the visit and for a meeting to be established between the three Local Governments in the coming months.

CARRIED 5/0

14.10 TORRES CAPE INDIGENOUS COUNCIL ALLIANCE

RESOLUTION 2021-03/14

Moved: Cr Roxanne Thomas
Seconded: Cr David Barnes

That Council receive and note the report.

CARRIED 5/0

Initial:_____

14.11 WORKPLACE HEALTH AND SAFETY AUDIT AND COMPLIANCE REPORT - FEBRUARY 2021

RESOLUTION 2021-03/15

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council receive and note the report.

CARRIED 5/0

At 9:51 am, Mayor Kyle Yanner left the meeting.

At 9:52 am, Mayor Kyle Yanner returned to the meeting.

14 STAFF REPORTS - FINANCIAL SERVICES

15.1 FINANCE & HUMAN SERVICES MONTHLY REPORT FOR FEBRUARY 2021

RESOLUTION 2021-03/16

Moved: Cr Bob Thompson
Seconded: Cr David Barnes

That Council;

1. Receive and note the report; and
2. That Council adopt the 2021/22 budget timetable as contained in this report.

CARRIED 5/0

15.2 FINANCIAL REPORT AS AT 28 FEBRUARY 2021

RESOLUTION 2021-03/17

Moved: Cr David Barnes
Seconded: Deputy Mayor Dwayne Rogers

That Council receive and note the report.

CARRIED 5/0

At 9:57am, Cr Roxanne Thomas left the meeting.

At 9:59am, Cr Roxanne Thomas returned to the meeting.

Initial:_____

15.3 QUARTERLY BUDGET REVIEW TO 31 DECEMBER 2020

RESOLUTION 2021-03/18

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr David Barnes

That Council:

1. Receive and note the report;
2. Approves the Second Quarter budget adjustments reflected in the associated report resulting in a revised net result of $7,444,524 and an operating capabilities before capital grants and contributions of a deficit of ($1,995,275) including:
   (a) $900,000 insurance money received to replace the Old Jetty be allocated to operating revenue; and
   (b) $916,260 shown as a transfer to Internally Restricted Reserves for the following projects be removed from the budget.
3. Authorise the Executive Manager Finance & Human Services to amend the budget documents accordingly to reflect the above adjustments.

CARRIED 5/0

15.4 MULTICULTURAL AND COMMUNITY LIQUOR EVENT - FEBRUARY 2021

RESOLUTION 2021-03/19

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr David Barnes

That Council:

1. Receive and note the report; and
2. Provide, 'in principal' support for the submission of three application for a Community Liquor Permit for the next three months, as outlined in the draft program.

CARRIED 5/0

15 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS

16.1 GOVERNANCE AND COMMUNICATIONS MONTHLY REPORT - FEBRUARY 2021

RESOLUTION 2021-03/20

Moved: Cr Bob Thompson
Seconded: Mayor Kyle Yanner

That Council receive and note the report.

CARRIED 5/0

Initial:_____

16.2 MORNINGTON ISLAND ABORIGINAL AND TORRES STRAIT ISLANDER SERVICE DELIVERY REFORM PROJECT

RESOLUTION 2021/21

Moved: Cr Roxanne Thomas
Seconded: Deputy Mayor Dwayne Rogers

That Council:

1. Receive and note the report; and
2. Request for a detailed report on the programs outcomes to date at the next meeting.

CARRIED 5/0

At 10:28am Mayor Kyle Yanner adjourned the meeting for morning tea.

At 10:46am Mayor Kyle Yanner resumed the meeting

Mayor Kyle Yanner adjourned the meeting and allowed a change to the order of business to receive a deputation to Council

16 DEPUTATIONS

At 10:46am Dr Steven Donohue from North West Hospital and Health Service presented to Council about the COVID vaccine for Aboriginal and Torres Strait Islanders.

At 10:51am Deputy Mayor returned to the meeting.

At 11:23am Dr Steven Donohue left the meeting. And Council resumed its order of business in accordance with the agenda.

16.3 COUNCIL INTERMENT SERVICES

RESOLUTION 2021-03/22

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

1. That in relation to the deputation received on 9 December 2020 about Council's interment Services, Council undertake the following:
   (a) Ms Farrah Linden be advised :
      (i) Council is unable to provide a dissection of it interment fee as there are variable costs prohibiting this being done;
      (ii) Council will review it interment fees as a part of its 2021/22 budget deliberations with a view to including a reduced interment fee where a cask is not provided by the Council in any form.
      (iii) Council has found other funding assistance options for indigenous Mornington Island residents to access for funeral assistance and the Acting Chief Executive Officer is willing to meet her to discuss this.
      (iv) Council has established its ability to operate a funeral assistance insurance plan would be challenging and be likely requiring state and federal government approvals. Council not proceed to further investigate becoming an insurance provider as it considers it would be challenged both financially and human resource wise to administer such a scheme. Council has been able to identify providers of funeral assistance plans with a focus on indigenous services and the Acting Chief Executive Officer is willing to meet with her to discuss this.
      (v) Council will make further representations to the State Government seeking its assistance to reduce the costs of funerals through increased financial assistance

Initial:_____

for repatriation and funeral costs.

(vi) Council thanks Ms Linden for her representations and that a copy of this report be provided to her for information.

(b) Council receive and note the contents of this report and undertake the necessary actions at the appropriate time.

CARRIED 5/0

17 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

17.1 INFRASTRUCTURE & TECHNICAL SERVICES MONTHLY REPORT - FEBRUARY 2021

RESOLUTION 2021-03/23

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That the council receive and note the report.

CARRIED 5/0

17.2 INFRASTRUCTURE MONTHLY REPORT - JANUARY 2021

RESOLUTION 2021-03/24

Moved: Cr Bob Thompson
Seconded: Cr David Barnes

That Council receive and note the report.

CARRIED 5/0

17.3 HOUSING MONTHLY REPORT FOR FEBRUARY 2021

RESOLUTION 2021-03/25

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council receive and note the report.

CARRIED 5/0

Initial:_____

17.4 LARDIL STREET CLEAN UP PROGRAM REPORT

RESOLUTION 2021-03/26

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

The Council:

1. Notes and receives the report.
2. Immediately implement a weekly tidy up program of Lardil Street and all streets in Gununa; and
3. Request the Department of Housing and Public Works to contact residents to ensure their properties are kept tidy and replacement bins are provided to residents in Public Housing as needed.

CARRIED 5/0

18 STAFF REPORTS - HUMAN SERVICES

18.1 HUMAN RESOURCES MONTHY REPORT FOR FEBRUARY 2021

RESOLUTION 2021-03/27

Moved: Cr David Barnes
Seconded: Mayor Kyle Yanner

That Council receive and note this report.

CARRIED 5/0

Mayor Kyle Yanner allowed a change to the order of business to consider late reports 14.12, 14.13, 14.14 and 14.15.

14.12 UPDATE ON MAJOR PROJECTS THAT WILL FEATURE IN THE 2021/22 BUDGET PREPARATION

RESOLUTION 2021-03/28

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr David Barnes

That Council;

1. Receive and note the report for the new Council Administration Building and Chambers;
2. When the design is at a suitable stage, invite the Architect to attend Council to ensure Council is able to input into the final draft design; and
3. Visits a Splash Park of a similar design.

CARRIED 5/0

Initial:_____

14.13 NORTH WEST QUEENSLAND REGIONAL ROADS AND TRANSPORT GROUP

RESOLUTION 2021-03/29

Moved: Cr David Barnes
Seconded: Cr Bob Thompson

That Council;

1. Receive and note the report; and
2. Gives authorisation for the Mayor and Executive Manager of Infrastructure & Technical Services to attend the next meeting of the North West Queensland Regional Roads and Transport Group.

CARRIED 5/0

14.14 INDIGENOUS LEADERS FORUM

RESOLUTION 2021-03/30

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council;

1. Receive and note the report; and
2. That interested Councillors be authorised to attend in April 2021.

CARRIED 5/0

14.15 WORKS FOR QUEENSLAND 2021-2024

RESOLUTION 2021-03/31

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council;

1. Receive and note the report; and
2. Authorise the Acting Chief Executive Officer to advise the Department of State Development, Infrastructure, Local Government and Planning of Council's final 2021-24 Works For Queensland Funding Program by the 9 April 2021, and confirmed at Council's 21 April 2021 Meeting.

CARRIED 5/0

Mayor Kyle Yanner allowed a change to the order of business to consider Confidential Reports.

Initial:_____

20 CONFIDENTIAL REPORTS

RESOLUTION 2021-03/32

Moved: Cr David Barnes
Seconded: Deputy Mayor Dwayne Rogers

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 Regulation 2012 and moved into Closed session at 11:32am:

20.1 Lease 157 Lardil Street Gununa

This matter is considered to be confidential under section 254J(3)(e) under Local Government Regulation 2012, 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 business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.2 Security Contract - Bilby Security Pty Ltd

This matter is considered to be confidential under section 254J(3)(e) under Local Government Regulation 2012, 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 business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.3 Complaint - Workplace Investigation, Mornington Shire Council

This matter is considered to be confidential under section 254J(3)(b) under Local Government Regulation 2012, 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 industrial matters affecting employees.

At 11:48 am, Graham King left the meeting.

20.4 MAYOR'S REPORT FOR THE MONTH OF FEBRUARY 2021

This matter is considered to be confidential under section 254J(3)(a) under Local Government Regulation 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the chief executive officer.

At 11:50 am, Graham King returned to the meeting.

CARRIED 5/0

RESOLUTION 2021-03/33

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Roxanne Thomas

That Council moves out of Closed Council into Open Council.

CARRIED 5/0

At 11:58am Mayor Kyle Yanner adjourned the meeting.

At 12:10pm Mayor Kyle Yanner resumed the meeting.

Initial:_____

20.1 LEASE 157 LARDIL STREET GUNUNA

RESOLUTION 2021-03/34

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr David Barnes

That Council:

1. Receive and note the report; and
2. The report and attachments be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012, under section 254J(3)(e) and that documents remain confidential unless Council decides otherwise.

CARRIED 5/0

20.2 SECURITY CONTRACT - BILBY SECURITY PTY LTD

RESOLUTION 2021-03/35

Moved: Cr David Barnes
Seconded: Cr Bob Thompson

That Council;

1. Note this report; and
2. The report be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012, under Section 254J(3)(e) and that the document remain confidential unless Council decides otherwise by resolution.

CARRIED 5/0

20.3 COMPLAINT - WORKPLACE INVESTIGATION, MORNINGTON SHIRE COUNCIL

RESOLUTION 2021-03/36

Moved: Cr Roxanne Thomas
Seconded: Mayor Kyle Yanner

That Council;

1. Note this report; and
2. The report be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012, under Section 254J(3)(b) and that the document remain confidential unless Council decides otherwise by resolution.

CARRIED 5/0

At 12:13pm, Graham King left the meeting.

Initial:_____

20.4 MAYOR'S REPORT FOR THE MONTH OF FEBRUARY 2021

RESOLUTION 2021-03/37

Moved: Cr Bob Thompson
Seconded: Deputy Mayor Dwayne Rogers

That Council:

1. Receive and note this report;
2. Adopts the approval of 3 months contract extension of Acting Chief Executive Officer from 5 April 2021 to 5 July 2021; and
3. The report be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012, under Section 254J(3)(a) and that the document remain confidential unless Council decides otherwise by resolution.

CARRIED 5/0

At 12:14 pm, Mr Graham King returned to the meeting.

19 GENERAL BUSINESS

RESOLUTION 2021-03/38

Moved: Deputy Mayor Dwayne Rogers
Seconded: Cr Bob Thompson

That Council give authorisation for the Acting Chief Executive Officer to contact the Department of Housing and Public Works regarding the carports being erected throughout Gununa, in particular the process of identifying where tenants can have input into where carports are to be located on their property.

CARRIED 5/0

RESOLUTION 2021-03/39

Moved: Cr Bob Thompson
Seconded: Deputy Mayor Dwayne Rogers

That Council:

1. Receive and note the report; and
2. To pay for the accommodation for the Marine Rescue Queensland's visit to the island in mid-April to conduct Volunteer Marine Rescue and Recreational Boat Licence Training on the basis that licences for permanent residents are conducted at no charge.

CARRIED 5/0

Initial:_____

19 NEXT MEETING

The next meeting will be held on 21 April 2021.

20 CLOSURE

Mayor Yanner closed the meeting at 12:24pm

Graham King
Acting Chief Executive Officer.

Minutes Confirmed:

Mayor .....

Date:

Graham King
Acting Chief Executive Officer

Initial:_____

8 DEPUTATIONS

9 BUSINESS ARISING

10 ACTION SCHEDULE

10.1 ACTION ITEMS AS AT 15 APRIL 2021

Author: **Acting Chief Executive Officer**

Attachments: **1 Action Schedule as at 15 April 2021**

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:

1. Note and receive the Mornington Shire Council Action Schedule as tabled; and
2. Endorse the removal of all completed items from the schedule as tabled.

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
STATE GOVERNMENT FUNDING - $2.35 MILLION FOR COMMUNITY HOUSING	2020/24	24 January 2020	That provide advise and direction on: 1. That Council act as principal contractor for the roll out of the $2.35 million housing program, 2. That Council nominate - construction of a new 3 bedroom dwelling at 152 Lardil Street, "shovel ready" works at proposed sub-division at lots 925 and 926 Lardil St and "plug ins" as works to be carried out under the program 3. That Council provide estimates of funding breakdown for each of the 3 separate components of the $2.35 million housing program as soon as details become available to the Department of Housing and Public Works (HPW) 4. That Council nominate the following funding requirements for the program - 30% payment when signing the agreement, 60% payment when design and land have been finalised and 10% payment on completion, 5. That Council endorse HPW to continue as the tenancy management body for Mornington Island, including the additional housing provided by this program	• Chief Executive Officer	13 November 2020 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. 9 February 2021 Council has now determined to provide 2 x 3 bedroom duplexes on Lot 152 Lardil St . Plugins to be used for the remaining funding. Further works associated with Lots 925 & 926 to be transferred to the next program of $7.328M.
VISITORS ACCOMMODATION COMPLEX - ONGOING SECURITY & VISITOR DISTURBANCES	2020/43	24 January 2020	1. That Council defer this matter until post 2020 Local Government Elections for the newly elected Council to consider inline with their budget 2. That Council investigate the opportunity to appoint a 'night watchman' to the Visitor Accommodation Centre, inline with the Facilities Department Budget	• Executive Manager Finance and Human Resources	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

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
TORRES CAPE INDIGENOUS COUNCIL ALLIANCE (TCICA) - FORMATION OF A REGIONAL ROADS AND TRANSPORT GROUP (RRTG)	2020/21	24 January 2020	1. That Council approve the two suggested submissions for funding by the Aboriginal and Torres Strait Islander Transport Infrastructure Scheme in 2020 as outlined in this report 2. That Council advise that Mornington Shire Council does not support the formation of the proposed TCICA, RRTG	• Executive Manager Infrastructure & Technical Services	5 February 2020 Torres Cape Indigenous Council Alliance advised Council of decision. 24 January 2020 Council adopted resolution 2020/21: 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. 17 February 2020 Acting Executive Manager Technical Services to submit two proposals to TMR for ATSI TIDS funding.
2020-2021 RECREATION EVENTS ANNUAL CALENDAR (DRAFT)	2020/103	16 September 2020	That Council endorse the proposed events and date listings being displayed in the community calendar.	• Executive Manager Finance and Human Resources • Mayor • Chief Executive Officer • Governance Coordinator	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
MUNDALBE ENTERPRISES LIMITED	20-11/23	21 October 2020	1. That Council de-register Mundalbe Enterprises Limited (ACN 633 876 178) with the Australian Securities and Investment Commission and consider creating a new corporate entity in the future as the projects and objectives of that entity mature. 2. That MacDonnell Law be requested to undertake necessary actions to de-register Mundalbe Enterprises Limited (ACN 633 876 178) on behalf of Council.	• Executive Manager Governance & Communications	13 November 2020 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 3 December 2020 Awaiting advice from MacDonnells Law to finalise. 31 December 2020 Advised by MacDonnells Law in Monthly update that documents are lodged with ASIC and awaiting confirmation of deregistration. 15 April 2021 The 2 month waiting period for deregistration expired in February 2021, awaiting confirmation of outcome of the proposed deregistration

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
ANIMAL MANAGEMENT - HORSES IN THE TOWNSHIP	20-11/05	18 November 2020	That Council call 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.	• Chief Executive Officer	25 November 2020 Community meeting held with a small number of horse owners attending. Results are being collaborated for further actions. 9 February 2021 Awaiting a report from Burtons Vet Contracting and Antony Jessop Horse Breeder with a proposal and costing for a routine desexing program of colts and stallions 15 April 2021 Vet visited the island in early April
DISPOSAL OF MACHINERY - SURPLUS TO COUNCIL	20-11/21	18 November 2020	1. That Council accept the staff request of additional time to enact resolution 20-10/16 to allow a further review of plant identified for disposal. 2. Upon determining the revised equipment disposal list, Council seek advice from an appropriately qualified person for indicative market values of the equipment.	• Executive Manager Infrastructure & Technical Services	NO UPDATE ON THIS RESOLUTION

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
MORNINGTON ISLAND TECHNICAL WORKING GROUP MONTHLY REPORT - NOVEMBER 2020	20-12/19	9 December 2020	1. Notes and supports this report and the planned works. 2. That Council consult with the Department of Local Government, Racing & Multicultural Affairs (DLGMRA) about legislation relating to home ownership. 3. Upon receipt of the advice from DLGMRA should it be required Council develops a policy in relation to home ownership which: a. is robust and ensures only local people can own property on Mornington Island b. able to maintain principles across multiple re-sales; and c. should it be required, provide information to the Community to educate on the risks and opportunities involved in home ownership. 4. Commence the delivery of the $2.35mil Housing Project in accordance with the report: a. Council engage the services of a suitably qualified and experienced Architect to undertake design and documentation of works to satisfy Department of Housing and Public Works 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; and e. Commence investigations into civil works for Lots 925 & 926 5. Commences investigations to utilise the $7.328mil in 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; and e. Investigate the development of existing residential land east of the runway for community housing in preparation for the proposed realignment of the runway.	• Executive Manager Infrastructure & Technical Services • Special Projects Manager	NO UPDATE ON THIS RESOLUTION

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
ROADS TO RECOVERY PROJECT - UPGRADE SCHOOL CROSSING LARDIL STREET	20-12/22	9 December 2020	1. That Council undertake the proposed upgrade to the school crossing at Lardil Street under its 2020-21 Roads To Recovery Program. 2. The Executive Manager Infrastructure and Technical Services be requested to investigate footpaths and associated works to the areas adjacent to the Gununamanda Store area as the balance of the Roads to Recovery Funding 2020-21.	• Executive Manager Infrastructure & Technical Services	21 January 2021 One quotation has been sought and obtaining second quotation to progress
MORNINGTON SHIRE COUNCIL - NOMINATION OF SPECIAL DAYS AND SHOW DAY FOR THE 2021 CALENDAR YEAR	2021-01/28	27 January 2021	That Council provide to the Office of Industrial Relations its advice and direction regarding the nomination of Special and Show Day holidays for the 2021 calendar year as; 1. Mount Isa Show Friday, 18 June 2021 2. Mount Isa Rodeo Friday, 13 August 2021 3. Memorial Day Wednesday, 24 November 2021	• Executive Manager Governance & Communications	15 April 2021 Awaiting feedback from the department regrading the proposed show day holiday
GUNUNA CEMETERY REPORT	2021-01/26	27 January 2021	That Council: 1. Note and receive this report; 2. Support the submission of an application for funding to complete the proposal to be considered as part of the 2021/22 budget; 3. Consider the delivery of this project and the costs associated as a part of its 2021/22 budget considerations 4. Renegotiate and clarify the formal Landcare Management Agreement with Bynoe with Key Performance Indicators (KPIs) to be set by mutual agreement for a period to be determined; and 5. A formal Interment Plan and Register is developed by Council involving the community that fulfils the regulatory requirements and incorporates the cultural needs of the site.	• Executive Manager Infrastructure & Technical Services	NO UPDATE ON THIS RESOLUTION
PLANNING FOR WASTE MANAGEMENT ~~AND ANIMAL CONTROL~~	2021-01/24	27 January 2021	That Acting Chief Executive Officer provide a plan and costing report back to Council at its February meeting of the following: 1. Daily mowing and cleaning of the cemeteries; 2. Top to bottom checks of rubbish; 3. Daily garbage collection and disposal; 4. Waste along roads to dump monitored and picked up by parks and gardens; and 5. Maintenance of the dump site	• Executive Manager Infrastructure & Technical Services	15 April 2021 Draft rubbish tip / dump management plan included in 21 April Council agenda. Other actions to be confirmed
MORNINGTON SHIRE COUNCIL'S RODEO GROUNDS-ALTERNATE HORSE HOLDING AREA	2021-01/20	27 January 2021	That Council resolves to undertake the works required to install a temporary fence for the control and containment of the horses roaming unrestrained within the township of Gununa and further the primary labour for the works be supplied via a Youth Program.	• Executive Manager Infrastructure & Technical Services	NO UPDATE ON THIS RESOLUTION

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
Ergon Energy – Lights on Basketball Courts and Playgrounds				• David Torr	16 July 2019 Council waiting on report from Ergon Energy. 2 October 2019 Ergon conducting works on Mornington Island from 15th - 21st of October 2019 7 January 2020 Investigation conducted to identify a lighting type that will not disturb surrounding residents.
YOUTH HUB	2021-03/03	17 March 2021	That Council: 1. Endorse the use of 157 Lardil Street for the establishment of a Youth Hub; and 2. Make representations to all relevant stakeholders for funding of such service	CEO, Mayor	
COMMUNITY CONCERNS REGARDING SERVICE DELIVERY BY FUNDED SERVICE PROVIDERS	2021-03/04	17 March 2021	That Council: 1. Invite representatives from Qld Health, Gidgee Healing, Mornington Island Health Council and North West Hospital Service to the next meeting to discuss the current services delivered to the island; and 2. Invite representatives from Bynoe to discuss their service delivery and reporting on outcomes to the next meeting	CEO, Mayor	15 April 2021 Council staff meet with Bynoe staff on 14 April to get an overview of the organisation's capacity on the island, including its facilities. The improved sue of these will be discussed as part of the Mornington Island Stakeholders and Inter-Agency Committee's 'Self Determination' subcommittee, which is focused on training and employment. Bynoe's board to meet with council on 30 April 2021
ACTING CHIEF EXECUTIVE OFFICER'S REPORT	2021-03/05	17 March 2021	That Council: 1. Investigate the construction of a large community notice board at the Festival Grounds including the option of an electronic notice board, for consideration in the 2021/22 budget; 2. Authorise the Acting Chief Executive to pay airfare and accommodation a representative of Burkin Svedsens Funeral Directors to conduct Undertaking Training in Gununa and prepare a Funeral Plan for Undertaking Services on the Island.	CEO	15 April 2021 Funeral training was delivered from 12 - 1 4April - refer A/CEO report in the 21 April agenda for details. Status of the concept of a large community notice board TBC
HOUSING INVESTMENT PLAN - $7,328,042	2021-03/07	17 March 2021	That Council: 1. Receive and note report:; 2. Commence planning to identify the land and types of housing to construct from its allocation of $7,328,042 and complete Housing Investment Plan 2020/21; and 3. Form a Committee consisting of the Mayor, Deputy Mayor, and Councillor Thomas together with Executive Manger Infrastructure and Technical Services, Infrastructure Services Group Manager and Manger Housing to finalise the Housing Investment Plan for Council's consideration	CEO, Mayor	

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
PROPOSED MORNINGTON SHIRE HORSE PROGRAM	2021-03/08	17 March 2021	That Council: 1. Note and receive this report; 2. Authorise the Acting Chief Executive Officer to engage Burton Veterinary Contraction to undertake a surgical de-sexing program of male horses to address the public nuisance in Gununa and to also implement a Community Education Program. Further, the Acting Chief Executive Officer to engage Local Horse Handlers to assist with such program.	CEO	15 April 2021 Vet visited the island in late March / early April to conduct the program with the assistance of local horse handlers
COMMUNITY GRANT TOWARD PROGRAMS UNDERTAKEN BY UNITING ABORIGINAL AND ISLANDER CHRISTIAN CONGRSS, UNITING CHURCH AUSTRALIA	2021-03/09	17 March 2021	That Council: 1. Receive and note the report; and 2. to contribute $1500.00 towards the Mornington United Church programs for the elderly, children and vulnerable people.	CEO	
EDUTAINMENT TOURING PROGRAM	2021-03/10	17 March 2021	That Council: 1. Receive and note the report; and 2. Express and interest to the Full Throttle Theatre Company to perform three shows on offering, namely the Solar System Safari, Evolutionary and Zapped to be preformed in Gununa at a cost of $3,750 plus associated set up costs to be included for consideration in the 2021/22 Budget.	CEO	
MORNINGTON ISLAND MASTER PLAN 2020	2021-03/11	17 March 2021	That Council: 1. Receive and note the report; and 2. Authorise the Acting Chief Executive Officer to call quotations for the preparation of a draft design and estimated costings for the realignment of the Mornington Island Runway as shown in the 2020 Master Plan.	CEO	15 April 2021 A/CEO has received prices to realign the runway - refer attachment to the 'Bus Trip Outcome' report and refer A/CEO report on 'Mornington Island Strategic Direction for the 2021/22 Budget' for details in the 21 April agenda
VISIT BY THE MAYOR OF BURKE SHIRE COUNCIL	2021-03/13	17 March 2021	That Council: 1. Receive and note the report; and 2. Write to the Mayor of Burke Shire Council thanking him for the visit and for a meeting to be established between the three Local Governments in the coming months	CEO	

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
QUARTERLY BUDGET REVIEW TO 31 DECEMBER 2020	2021-03/18	17 March 2021	That Council: 1. Receive and note the report; and 2. Approves the Second Quarter budget adjustments in the associated report resulting in a revised net result of $7,444,524 and an operating capabilities before capital grants and contributions of a deficit of ($1,995,275) Including; a. $900,000 insurance money received to replace the Old Jetty be allocated to Operating Revenue; and b. $916,260 shown as a transfer to Internally Restricted Reserves for the following projects be removed from the budget. 3. Authorise the Executive Manager Finance & Human Services to amend the Budget documents accordingly to reflect the above adjustments	Executive Manger Finance & Human Services	
MORNINGTON ISLAND ABORIGNAL AND TORRES STRAIT ISLANDER SERVICE DELERY REFORM PROJECT	2021-03/21	17 March 2021	That Council; 1. Receive and note report; and 2. Request a detailed report on the programs outcomes to date at the next meeting.	Service Delivery Coordinator, CEO	15 April 2021 A/CEO authorised this report to be deferred until May 2021 meeting of Council, due to program staff leave
LARDIL STREET CLEAN UP PROGRAM REPORT	2021-03/26		That Council; 1. Receive and note report; and 2. Immediately implement a weekly tidy up program of Lardil Street and all streets in Gununa; and 3.Request the Department of Housing and Public Works to contact residents in Public Housing as needed.	CEO Technical Services Group Manager	15 April 2021 On-going clean-up implemented
UPDATE ON MAJOR PROJECTS THAT WILL FEATURE IN THE 2021/22 BUDGET PREPARATION	2021-03/	17 March 2021	That Council; 1. Receive and note report; and 2. When the design is at a suitable stage, invite the Architect to attend Council to ensure Council is able to input into the final draft design; and 3. Visit a Splash Park or a similar design.	CEO	15 April 2021 Refer 'Splash Park Location' report in the 21 April agenda for details. Finalisation of the design of the new admin building ongoing - refer A/CEO report on 'Mornington Island Strategic Direction for the 2021/22 Budget' for details
WORKS FOR QUEENSLAND 2021 - 2024	2021-03/31	17 March 2021	That Council; 1. Receive and note report; and 2. Authorise the Acting Chief Executive Officer to advise the Department of State Development, Infrastructure, Local Government and Planning of Council's final 2021/24 Works for Queensland Funding Program by the 09/04/2021, and confirmed at Council's 21 April 2021 Meeting.	CEO	15 April 2021 Application submitted for $1.4M approx filtration system for the town's water supply, submitted by the closing date of 9 April 2021

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
GENERAL BUSINESS - CARPORTS	2021-03/37	17 March 2021	That Council GIVE AUTHORISATION FOR THE Acting Chief Executive Officer to contact the Department of Housing and Public Works regarding the carports being erected throughout Gununa, in particular the process of Identifying where tenants can have input into where carports are to be located on their property	CEO	
GENERAL BUSINESS - MARINE RESCUE QUEENSLAND VISIT	2021-03/39	17 March 2021	That Council; 1. Receive and note report; and 2. To pay for the accommodation for the Marine Rescue Queensland's visit in mid April to conduct Volunteer Marine Rescue and Recreational Boat Licence Training on the basis that licences for permanent residents are conducted at no charge.	CEO	15 April 2021 Visit booked for 26 April to 9 May 2021

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 REPORT APRIL 2021

Author: **Acting Chief Executive Officer**

Attachments: **1 Volunteer Marine Rescue Flyer**

PURPOSE (EXECUTIVE SUMMARY)

1. To report to Council on major activities for the Month of April, 2021

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2. Arrangements for the Volunteer Marine Rescue visit between 26 April, 2021 and 30 April, 2021 have progressed with the General Meeting to be held in the Festival Grounds on Monday 26th April, following by the licensing to be undertaken in Council's Training Room. Copy of notice attached.

3. A Financial Wellbeing Roadshow is being conducted by Save the Children and will be held in Gununa on the 13th May, 2021 between 10am and 2pm at the Save the Children Child and Family Centre.

4. Mr Wade Richardson, Chair Bynoe-CACS and his Board will be visiting Mornington Shire on late April, 2021 and have requested a meeting with the Mayor and Acting CEO on the 30 April, 2021 to discuss the CDP Program, including partnership, transition plan and employment pathways for participants. Bynoe will be holding a Board Meeting on the Thursday.

5. Burkin Svendsens Funerals will be on the Island between 12th and 14th April, 2021 to undertake funeral training. As part of this training a funeral plan will also be prepared to guide Council's Undertaking Services.

6. The Mayor and I were given a telephone briefing on a program being supported by Bynoe titled 'The Gulf Academy'. Attached is an outline of such proposal. Council will be kept informed as the proposal is further developed.

7. Telephone discussion on the North West Hospital and Health Service Review of its Strategic Plan 2017-2021. The Chair Mr Paul Woodhouse proposed to visit the Island before his term of Chairman expires in May, 2021. The Mayor and Cr David Barnes raised a number of issues Council has been initiating around how health services are delivered and seeking an independent audit of all services, with particular emphasis on the failure of the existing service delivery. Mr Woodhouse stated that a new approach does need to be pursued and has to address the concerns in individual areas as the 'one size fits all' strategic approach and delivery methods is just not working.

FINANCIAL & RESOURCE IMPLICATIONS

Council has agreed to meet the accommodation costs.

RECOMMENDATION

That Council receive and notes the report.

Mornington Island Volunteer Marine Rescue

Proposed General Meeting

To be held on Monday 26th April 2021

Commencing at 6.30 pm

at the Council Chambers

The purpose of the meeting is to involve members of the community in re-establishing the operational running of VMR Mornington Island and to elect a Working Committee.

14.2 BUDGET PLANNING BUS TRIP OUTCOME

Author: **Acting Chief Executive Officer**

Attachments: **1 Bus Trip Report**

PURPOSE (EXECUTIVE SUMMARY)

To advise Council of issues considered as part of the Town Inspection held on 23 March, 2021

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Attached is a copy of the Report outlining the matters Council considered should be considered as part of the preparation of the 2021/22 Budget.

FINANCIAL & RESOURCE IMPLICATIONS

Budget consideration

RECOMMENDATION

That Council receive the Report and note the contents.

Budget Item **Responsible Person** **Comments**

Outcomes of Bus Trip on Tuesday 23 March, 2021

Civil Works Crew		
Street sweeper purchased with attachment at a cost of $30,000 with 10 per cent deposit paid. Not considered fit for purpose. - Develop a street cleaning program with new street sweeper in the current 2020/21 budget and if not satisfactory provide funds for the purchase of a fit for purpose street sweeper in the 2021/22 Budget	Executive Director Infrastructure and Technical Services	
In terms of existing plant, need the following: - Water Tank - Tank that could go onto existing Semi - Roller - Truck tipper - Radio in vehicles - SAP phone for the Supervisor	Executive Director Infrastructure and Technical Services	
Roads Maintenance - Develop and regular street cleaning programs for all streets in Gununa	Executive Director Infrastructure and Technical Services	
Jetty – - **Look at a shade structure over the jetty for recreational fishing**	Executive Director Infrastructure and Technical Services	
- **Look at what plans there were for a pontoon to be built along side of the jetty**	Acting Chief Executive Officer	
Rock Pool – - Discuss with GRAC the idea of a rockpool.	Acting Chief Executive Officer	
- Obtain a price for the preliminary design; costing and approvals required.	Acting Chief Executive Officer	

Budget Item	Responsible Person	Comments
Foreshore Area near old Tamarin Tree - Discuss with GRAC the idea of coming under Council control so that improved recreational facilities can be constructed and maintained by Council - - this area adjacent to a rock pool would be prime area to consider public conveniences and camp ground.	Acting Chief Executive Officer	
Public Swimming Pool - Consider a preliminary design and costing and approval process	Acting Chief Executive Officer	
Parks and Gardens - Budget to consider doubling the size of the Parks and Gardens Gang to 12 up from 6 to maintain the town area.	Executive Director Infrastructure and Technical Services	
- Develop an overall maintenance plan for all parks and gardens areas, including -	Executive Director Infrastructure and Technical Services	
- Development maintenance program for Cemetery	Executive Director Infrastructure and Technical Services	
- Develop a maintenance program for sports fields	Executive Director Infrastructure and Technical Services	
- Development of a programs for all footpaths	Executive Director Infrastructure and Technical Services	
- Ensure equipment and mowers are fit for purpose	Executive Director Infrastructure and Technical Services	
Public Shelters - Regular maintenance be incorporated into the Parks and Gardens programs	Executive Director Infrastructure and Technical Services	

Budget Item	Responsible Person	Comments
Street Lighting - Organise a night trip to ascertain where more street lighting is required.	Acting Chief Executive Officer	
Public Conveniences – - Ensure there is provision in the Budget for adequate cleaning	Facilities Manager	
Wengka Street - Erect No Dumping Signs along where dumping is being thrown down onto the foreshore area.	Executive Director Infrastructure and Technical Services	
- Erection of bollards to prevent motor bikes from causing public nuisance.	Executive Director Infrastructure and Technical Services	
Administration Building, Corner Lardil and Djinkiya Streeet - Consider the Splash Park as part of this complex.	Acting Chief Executive Officer	
Town Centre - Design and estimated cost of paving along Lardil Street in front of Shops up to Djinkiya Street	Executive Director Infrastructure and Technical Services	
- Contact St Vincents regarding use of building within the shopping area - Identify all leases in the shopping area	Acting Chief Executive Officer	
Council Technical Services Administration Building - Design and estimated cost for refurbishment	Executive Director Infrastructure and Technical Services	

Budget Item	Responsible Person	Comments
Refuse Area (Dump) - Obtain quotes for an environmental survey to be completed of the dump to give Council an annual redevelopment budget to get the dump into an environmental waste management facility - At the same time, obtain an environment report to relocate old plant and machinery from the Workshop and other areas where old machinery and cars have been dumped	Acting Chief Executive Officer	
Refuse area Maintenance - Develop a regular refuse facility program of works to ensure the dump is kept to appropriate standards.	Executive Director Infrastructure and Technical Services	
Boat Ramp - Consider solar lights at boat ramp -	Executive Director Infrastructure and Technical Services	
Dumping Rubbish at Dam Site - Organise a bobcat and truck and pick it up.	Executive Director Infrastructure and Technical Services	
Gym - Refurbishment as per Work Place Health and Safety Report and Building Manager's Report covering flooring; service to gym equipment and electricals.	Facilities Manager	
Post Office - Estimated cost for a new building to be constructed.	Executive Director Infrastructure and Technical Services	
Water Laboratory - Estimated cost of a new building to house water testing facilities etc.	Executive Director Infrastructure and Technical Services	
Fees and Charges	Executive Director	

Budget Item	Responsible Person	Comments
- Consider a resident hire rate of mower and whipper snipper at an affordable price of around $50 hour - Bobcat hire $35 hour - Ensure Council has dedicated mowers and shipper snipper for hire purposes.	Financial Services	
Garden Competition - Consider allowance for an annual garden competition.	Executive Director Financial Services	
Replacement of Assets - Departments to look at all existing assets and propose an asset replacement program for:	All Directorates	
Housing		
Plant and Vehicles		
Water Infrastructure		
Sewerage Infrastructure		
Other Structure		
Road Infrastructure		
Furniture and Equipment		

14.3 MORNINGTON ISLAND COMMUNITY SAFETY PLAN

Author: **Acting Chief Executive Officer**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

To advise Council that the Community Safety Plan has now been received by the Department of Aboriginal Islander Partnerships.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In order to progress the Liquor Licence application, Council was required to complete a community safety plan. This has now been done and the following comments were received from Eddie Hollingsworth, Manager Remote Service Delivery, Department of Aboriginal and Torres Strait Islander Partnerships.

> "Thank you for sending through the Mornington Island Community Safety Plan (CSP). I will send it through to Central Office so that they know you have submitted it in time to meet the deadline. It's a good plan and I congratulate the Mornington Island Shire Council and your consultants on a job well done. There are few things in the Action Plan that might need to be clarified but that can wait until Christine and I visit next months."

Debbie Dixon-Searle, of the Office of Liquor and Gaming Regulation, advised that once the CSP has received approval, Form 1 for the Commercial Other licence can be submitted to the licensing section for receipting and commencement.

As Council is aware, discussions are also being held with DATSIP on a carriage limit/takeaway licence.

FINANCIAL & RESOURCE IMPLICATIONS

Council's funding to complete the CSP was from a grant of $50,000 for such purpose.

RECOMMENDATION

That Council receive the Report and note the contents.

14.4 SPLASH PARK LOCATION

Author: **Acting Chief Executive Officer**

Attachments: **1 Splash Park email**

PURPOSE (EXECUTIVE SUMMARY)

To discuss with Council the location of the Splash Park.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Attached is an email from Lana Maki Special Projects Manager, addressing issues around the Splash Park for Council direction.

FINANCIAL & RESOURCE IMPLICATIONS

Application for Grant Funding to the Building Better Regions Grant Program No. 5.

RECOMMENDATION

For Council Direction.

Ian Loiterton

Subject: FW: Splash Park

From: Lana Maki <Lana.Maki@Mornington.qld.gov.au>
Sent: Wednesday, 24 March 2021 4:35 PM
To: Graham King <aceo@mornington.qld.gov.au>
Subject: RE: Splash Park

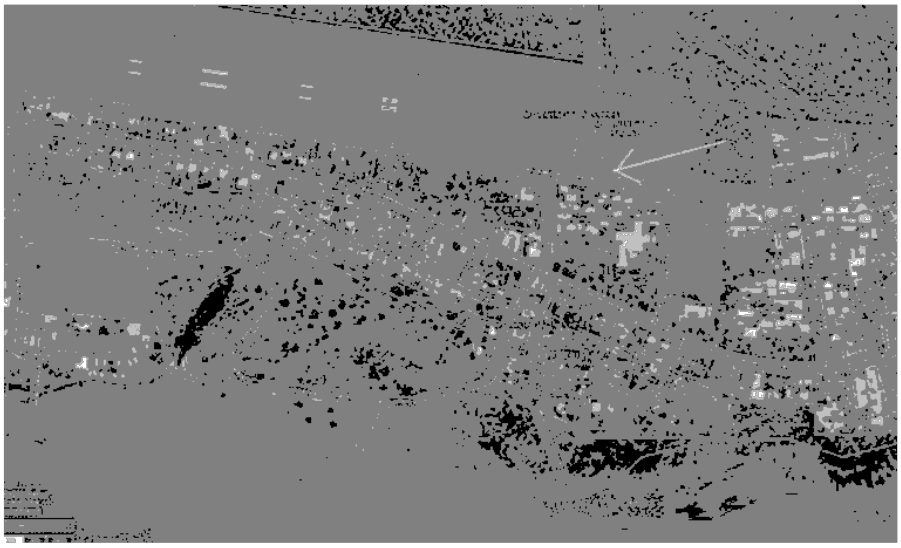
Hi Graham

When we originally sort funding for the Admin Building there were a number of uses considered for the site. The splashpark was one of them, but was not continued with as the site was not large enough and it was not considered a compatible use. Incompatible uses negatively impact and constrain each other, for example, the splashpark would be noisy and wet and would have lots of children running through the site and potentially into the admin building, the noisy children, pumprooms, waterjets, dumper bucket, etc would impact Council meetings, offices and reception and would cause people to try and make the children be quieter, which would not be fair on children at play or people trying to work and attend meetings. The hospital is adjacent and a library is planned for the site, both of which would be a sensitive receptors to the noise of a splashpark. This has been discussed with Council previously when this site was suggested.

The splashpark takes up a lot of space with 300m2 of play surface and an additional 150m2 of pumprooms, holding tanks and filtration equip. This would significantly limit further development on the site particularly a community cyclone shelter which the site was earmarked for due to its size and location.

For some reason the splashpark was included in the masterplan on this site which was strange given advice provided to me previously by Exec team that it was not suitable for this site.

I have found another location which is closer than the sports oval but does not have a toilet block. This is land already zoned for recreational use the same as the sports oval but does not have much casual surveillance if that is the concern.



1

Council appeared to be happy with the sports oval location when it was proposed, can you advise what has changed and what the conditions are that Council is trying to meet so that I might be able to help find a more suitable location.

Regards,

Lana Maki | Special Projects Manager | **Mornington Shire Council**

1 Mission Road, Gununa, QLD 4892

Mobile: 0439 003 671
Fax: 07 4745 7275
Email: Lana.Maki@mornington.qld.gov.au
Web: www.mornington.qld.gov.au

From: Graham King <aceo@mornington.qld.gov.au>
Sent: Wednesday, 24 March 2021 10:55 AM
To: Lana Maki <Lana.Maki@Mornington.qld.gov.au>
Subject: Splash Park

Lana the Council did an inspection yesterday and visited the Admin Site. They now want me to suggest to you that the Splash Park could go into the same area at the back on Lardil Street rather than the Festival Grounds. What are your thoughts particularly on size of land. I know you have identified library and future training but I put the suggestion in any case.

Thanks Graham

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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14.5 MORNINGTON ISLAND STRATEGIC DIRECTION FOR THE 2021/22 BUDGET

Author: **Acting Chief Executive Officer**

Attachments: **1 Major Matters 2021/22 Budget**

PURPOSE (EXECUTIVE SUMMARY)

To summarise the strategic direction Council has been working to frame the 2021/22 Budget

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

To consolidate the strategic direction informing the 2021/22 Budget, attached is a Report that summaries the direction Council has been pursuing as well as identifying key economic development strategies that should form part of Council strategic planning over the next three years.

FINANCIAL & RESOURCE IMPLICATIONS

To consolidate the strategic direction informing the 2021/22 Budget, attached is a Report that summaries the direction Council has been pursuing as well as identifying key economic development strategies that should form part of Council strategic planning over the next three years.

RECOMMENDATION

That Council receive the Report and note the contents.

Acting CEO report on Strategic Direction – March 2021

Budget Development	Master Plan and Town Plan	Administration and Governance	Community Development	Social Housing and Council Housing	Economic Development
2021/22 Budget Development Council's 2020/21 Budget has been comprehensively reviewed and reporting has significantly improved budget reporting – Outcome is a clearer picture of Council's expected budget position as of June 2021. **New Financial Management System adequate for local government service delivery.** Identified that new financial reporting is required for sustainable financial management Outcome is that funding will be provided in 2021/22 Budget for the purchase, implementation, and training of a new financial management system **Service Delivery Standards** Identified the need for service standards to be developed for council services for the 2021/22 Budget Identified the need for a 'bottom up' approach to budgeting is required, with input from all program managers into the budget process. Outcome is that the budget process is now underway with all relevant supervisors and managers involve. **2021/22 needs to be a Council inspired budget.** Outcome is that Council has commenced a detailed discussion, starting with the inspection program of facilities, programs and services.	**Council needs to consider the Master Plan in all major decisions.** Outcome is that Gerard Visser of DATSIP has been invited to Mornington Island to further discuss the implementation of the Master Plan. **Airport Runway Realignment** Council needs to proceed with the realignment of the Mornington Airport Runway to ensure the Master Plan recommendations for Lardil Street can be implanted. Representations to Government both Australian and State needs to occur. Outcome is that quotations are currently being sought by Peak Services for a preliminary design and costing. This should be available for the April 2021 Meeting.	**New Civic Centre – Administration Centre** This facility needs Council's full attention. Architects need to finalise design that meets with Council and community needs and to ensure funding; construction and implementation is fully understood by the community. Leadership needs to be shown in transferring from the existing Administration Centre to the new centre to ensure it is a seamless transfer. Outcome is that Council has received a proposal from Peak Services for Project Management Services, and this is currently being reviewed by Council's legal advisors for presentation to Council at the April 2021 Meeting. Final estimated costing is also being sought for such building.	**Splash Park –** Estimated cost around $1.5M has been applied for under the Building Better Regions Commonwealth Funding. Outcome Grant Application currently being assessed under BBR5 The final location of the Splash Park is still to be determined. Outcome is that a report to Council at its April 2021 meeting with further discuss such location. Outcome is for Council to decide on the location. **State Government Community Champions.** Council's Ministerial Champion is the Minister for Resources Scott Stewart MP and the Director General Champion is Dr John Wakefield I Council's Director General Champion. Both Champions are planning a visit to Mornington Island in May 2021. Outcome The Mayor and ACEO will be working, with the Special Projects Team, to develop a submission to the State Government addressing the Economic and Social Welfare issues impacting the Island. A report on the matter will be presented once developed in draft form. A comprehensive report identifying a range of statistics across various socio-economic outcomes on the Island will be produced.	**Council Housing** This a major concern not only the shortage of staff housing but the ongoing asset management. A regular program of asset management needs to occur. Depreciation costs should be adequate for these purposes. Outcome is that funds to be provided in the 2021/22 Budget for asset replacement from depreciation costs. Asset replacement will be a key area of Council and Management in May 2021. Works for Queensland Funding (Covid) provides for additional new housing. Approximately $500,000 has been provided. **Outcome is that an extension of time has been applied for to 30 June 2022. Design and construction need to be undertaken urgently.** **Public Housing –** Council has an extensive program of new build for the next financial year, approximately $10M. **Social Housing - Interim Funding** The $2.35M program was handled poorly along with the plugins. Outcome is that a final design has been agreed for 2 by 3-bedroom units at 152 Lardil Street and balance funding to be for plugins. Times to be set for construction to commence. **Social Housing - Balance Funding** Regarding the $7.328M balance funding for social housing, the Council needs to urgently identify what the new housing investment plan is and finalise a funding agreement with the State Government to allow construction to proceed. is crucial that Council and Management work closely in developing the proposed Investment Plan. Outcome is that DATSIP has agreed to visit Gununa and assist Council in identifying land at a	**Visitor Accommodation** Council has applied for funding for additional accommodation at the Visitor Accommodation Centre. This provides for 4 new accommodation cabins, new commercial laundry to service motel and landscaping. Total estimated cost approximately $1.5million. Outcome in that the BBR5 funding applications is currently being considered under the BBR funding No5 Round. **Market Garden** Council has identified a need for the re-establishment of a commercial market garden to address the needs of healthy eating and affordable fruit and vegetables. The National Indigenous Australians Agency (NIAA) has indicated support to the development of a business plan to progress this initiative. **Future new economic development initiatives** **To include:** - **Attract private sector investment in Tourism while ensuring that significant economic benefits are returned to the Community.** - **To ensure sustainability of Mornington Island's economic, community and social development, Council investigate the undertaking its own public barge service, under the control of Council.** The outcome of the above would be the development of comprehensive business/feasibility plans for the above initiatives to ascertain if such proposals are able to be implemented looking at the cost, benefits, opportunities, and challenges of such ventures.

Acting CEO report on Strategic Direction – March 2021

				time in April 2021, following which the investment plan can be finalised and the funding agreement signed.	
Budget Development			**Community Development**		
Revenue Review Complete review of revenue needs to be completed as part of the 2021/22 budget. Outcome, Acting Executive Manager currently undertaking a detailed review. **Revenue Review** Complete review of revenue needs to be completed as part of the 2021/22 budget. Outcome, Acting Executive Manager currently undertaking a detailed review **Asset Replacement** Need to examine with Management what asset replacement need to be done. Outcome asset replacement program should be commenced in the 2021/11 Budget.			**Youth development** Youth programs are of an urgent priority and both Council and the community need to address this. Outcome is that a grant proposed is being developed to establish a Youth Hub and deliver horsemanship programs to youth on the Island. Once developed this will be submitted to all Stakeholders for funding. **'Commercial Other' Liquor Licence** **Th**is progressing with the finalisation of the Community Safety Plan. Once endorsed by DATSIP, Council Form 1 application can be processed by the Licencing Commission. Council now need to consider the operational aspects of opening and managing the licensed premises. trading. To ensure Council is in a good position to commence training, consideration should be given now to employing a Manager for such facility. Outcome is that a Position Description is being drafted and a salary determined for consideration by Council. Applications for a Manager needs to be called as soon as possible. At the same time Council should establish a small working group to develop the operational requirements for such a facility. The Mayor to also contact the Manager of the Burketown Hotel to gain some insight into the operations of the Hotel.		

Acting CEO report on Strategic Direction – March 2021

			Community Development		
			Home Brew In respect to the liquor licence matter, the issue of Home Brew on the Island is become crucial and as we have been told by the Police their hands are tied by the Magistrates Court System. **Outcome is that Council is making representations to the State Government for a Carriage Limit/takeaway licence as a major way of addressing the home brew matters in Gununa. Preliminary discussions are to be held with DATSIP.** **Arrangements are also to be made to talk with the Magistrates Court.**		
			Rock Pool Development of Rock Pool is seen in to be highly desirable for safe recreational salt water leisure swimming for residents and tourist alike. It would be constructure on the foreshore area near the jetty and form part of an overall tourism and recreational precinct. Preliminary design, to include land protection works to address foreshore erosion. It is considered such an area would include camping and associated public convenience facilities. **Outcome is that a costing is being prepared by Peak Services for the preliminary design and costing for such a facility for consideration in the 2021/22 Budget.** **Swimming Pool** Construction of a 25 metre aquatic swimming pool within the Mornington Island School Ground to be jointly funded by Council and Department of Education to allow for all year round recreational swimming, swimming lessons,		

			swimming training, aquatic fitness programs.		
			Community Development		
			Development of an Indigenous Land Use Agreement. At a recent meeting of GRAC is was proposed that Council commence discussion with DATSIP to bring forward a ILUA which would cover all the necessary initiatives Council is wishing to implement including the Mornington airport runway realignment (for both safety and residential land use purposes); foreshore development including rock pool; future cemetery reserve land and future town extension being the Barwu Concept Plan development area. Outcome will be that discussions will be held with DATSIP to determine how this process can be commenced.		

14.6 COUNCILLOR TRAINING MEDIA RELATIONS AND SOCIAL MEDIA WORKSHOPS

Author: **Acting Chief Executive Officer**

Attachments: **1 Media Relations Mornington Shire Council**
2 More information on Presenter

PURPOSE (EXECUTIVE SUMMARY)

To advise Council of a quotation received form Peak Services, a preferred supplier under Local Buy's Resources and Employee Services, for Councillor Media Relations and Social Media Training.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council requested a quotation for Councillor media and social media training. Attached is a proposal from Peak Services outline what will be provided and the cost of sum $14,250.00

In addition to the one-day training, the presenter will provide practical experience in the afternoon prior to the training day one on one interviews which we can record using the participants' phones so they have a copy to look back on. The other day the presenter is offering free of charge to assist in presentation skills for the Mayor.

The presenter will be Kim Skubris a former journalist and communications specialist in message mastery, media training, storytelling, and public speaking. Further information on the presenter is attached.

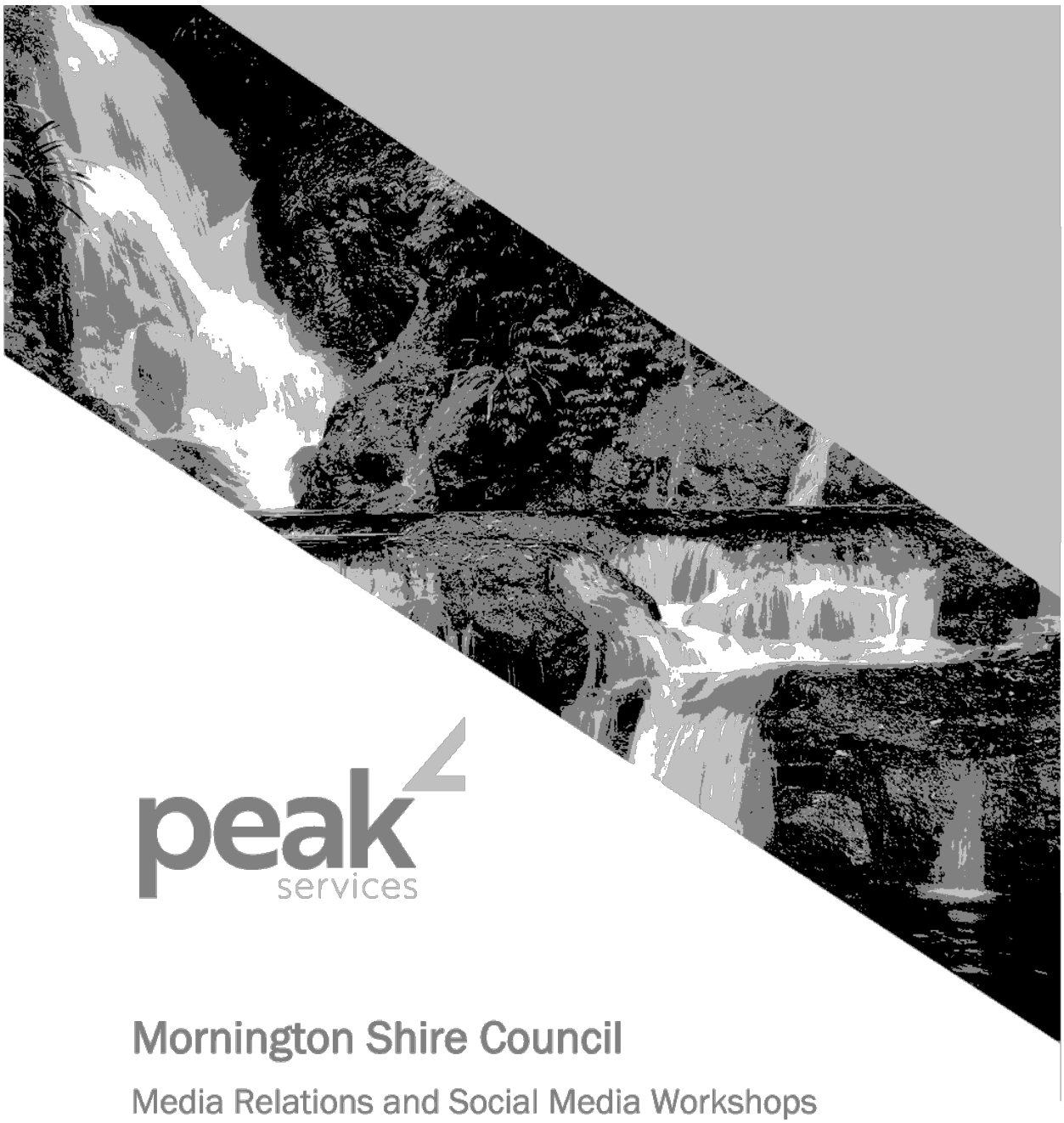
Please note that a second request for quote was sent to an alternative provider, but that organisation declined to quote.

FINANCIAL & RESOURCE IMPLICATIONS

There is no specific funding identified for training. However, there are two budgets covering Elected member conferences one for $12,000 and one for $9,000. Total expenditure to date for both these allocations is under $3,500.

RECOMMENDATION

That Council provide direction on the matter.



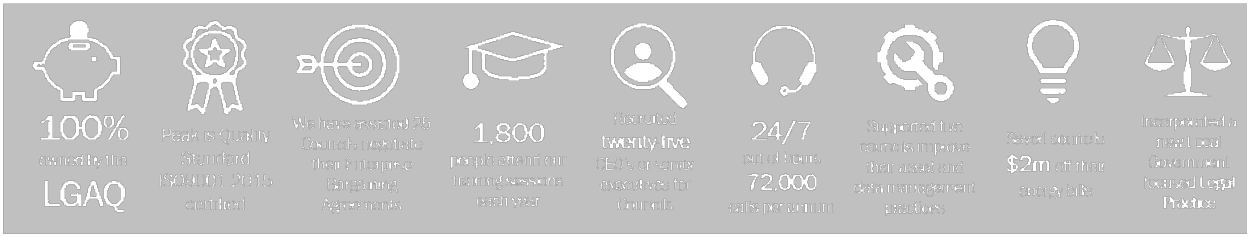
peak services

Mornington Shire Council

Media Relations and Social Media Workshops

22 March 2021
Project Ref: TS5902

Helping Local Government Achieve More



peak services

Graham King
Acting Chief Executive Officer
Mornington Shire Council
1 Mission Road
GUNANA QLD 4892

22 March 2021

Dear Graham

Media Relations and Social Media Workshops

We appreciate the opportunity to provide a proposal for the delivery of our 2 days of training in Media Relations and Social Media workshop for Mornington Shire Council. Our program will be delivered to Council's Mayor and Elected Members, as well as other senior council members. Our presenter for this program is senior veteran journalist and Peak's Media Trainer, Kim Skubris.

Peak Services (Peak) has a well-established history of providing high quality accredited and non-accredited customised training and consultancy programs to over 90 clients and is the largest RTO Training provider specialising in local government training in Queensland.

Peak is built on a proud legacy of working alongside local government in Queensland. We are 100% owned by the LGAQ and here to help you build a better future for your community. Our team of industry-leading advisors and technical experts can help empower your workforce, services and assets to meet the challenges you face today and into the future.

We believe Peak is best placed to support you with your training program. If you have any questions or would like us to amend our proposal, please contact me directly. We are confident we can provide a tailored solution that perfectly complements your needs.

We look forward to working with you to deliver positive outcomes for your community.

Yours sincerely

Patricia Paolini
Business Development Man
Peak Services

m 0407 977 716 t 07 3000 2104
e ppaolini@wearepeak.com.au

peak services

Proposal

Scope of Works	
Project Ref	TS5902
Council Contact	Name: Graham King P: (07) 4745 7801/0477 348 503 E: aceo@mornington.qld.gov.au
Course	Media Relations and Social Media Workshops
Duration	2 days
• **Description of Course**	**Course suggestions:** • 1 day workshop – media and social media training • Practical experience – one on one interview techniques • Presentation skills – for the Mayor • Other areas where media related support is required **The workshop topics covered include:** • What makes a good story? • Message creation and how to write a media release and distribute it • How to handle a media enquiry • How to handle a tricky interview and the importance of "bridging" statements • How to ensure you get your message across and engage your audience • Practical on-camera interviews • How to present yourself and overcome nerves • How to become a confident public speaker and crush fears • Tips on recording video on your phone for social media • How to handle a social media troll versus an angry customer • Creating a powerful message and mindset for presenting • Where to film for social media, lighting tips, sound and background considerations • Finding your resonant tone and breathing exercises •
Equipment and Room Requirements	• Whiteboard and markers • Large screen • Data projector and laptop • Tables and chairs for participants set up in U-shape or small groups of 4-6 per table • Head table and chair for 1 presenter
Number of Participants	Maximum of 15 participants per workshop
Date and Time	Dates and times to be agreed with council
Council Responsibilities	• Catering at appropriate times (morning tea and lunch) – if within council policy.

	• List of participant names, email addresses and positions to training@wearepeak.com.au at least two weeks prior to commencement of the course.
Course Fees (ex GST) **Trainer Travel fees:**	$12,000 (includes travel day costs) $ 2,250 **$14,250 Ex GST**
Post Workshop Coaching Per-hour, per participant, virtual sessions.	At the conclusion of the training workshop, Council may elect to procure additional post workshop coaching to consolidate and maximise participant learning outcomes. Peak can provide additional post-workshop 1-1 virtual coaching sessions for participants (1 hour per session). Sessions are delivered at a fee of $250/hour by the same Peak trainer who delivered the course, ensuring learning continuity.

Form of Agreement

Project Name:	**Media Relations and Social Media Workshops**
Date of Proposal:	22 March 2021
Project Ref:	TS5902
Price Ex GST:	$14,250
Course Materials:	No materials are required
Payment Terms:	Peak will invoice following completion of training. Payment is required within 30 days of receipt of invoice.
Contract Terms:	The Parties hereby agree to the contract defined in the following documents, in order of precedence: • This proposal • PEAK Terms and Conditions • The correspondence between the parties
Acceptance:	You may confirm your acceptance of this proposal in any of the following ways: • Sign and return this document where indicated to tenders@wearepeak.com.au or myself; or • provide us written instructions after receiving our offer; or • by email acceptance of our offer.

EXECUTED BY THE CLIENT
SIGNED for and on behalf of **Mornington Shire Council** by its authorised representative.

Signature of authorised representative

Name of authorised representative

Date: / /2021

EXECUTION BY THE CONSULTANT
SIGNED for and on behalf of **Peak Services** by its authorised representative:

Signature of authorised representative

Julian Harris
Managed Services Director
Name of authorised representative

Date: 22/03/2021

Please confirm if this product/service is being purchased under Local Buy's **Business Management Services BUS 249-0515** Panel Arrangement

Yes ☐

Name: Graham King
P: (07) 4745 7801/0477 348 503
E: aceo@mornington.qld.gov.au

Terms and Conditions

Training Services

peak services

OFFER VALIDITY

The offer for the provision of professional services encompassed in the Proposal remains valid for a period of **60** days, unless otherwise stated in the Proposal.

THE PARTIES

This Agreement is between:
The organisation identified as the addressee in the attached Proposal (the Client).
And
Peak Services Pty Ltd ACN 115 959 021
25 Evelyn St, Newstead, Qld 4006 (Peak Services) (the Consultant)

DEFINITIONS

Agreement – means the Proposal, the Form of Agreement and the Peak Services Terms and Conditions.
Form of Agreement – means the Form of Agreement set-out in the Proposal.
Proposal – means the Proposal attached.
Scope of Works – means the Scope of Works set out in the Proposal.
Services – means the work to be performed by the Consultant as set out in the Scope of Works and Proposal more generally.

GENERAL

1. All work undertaken by Peak Services is subject to the terms and conditions here set out.
2. These terms and conditions cannot be varied or waived, unless in writing and signed by an executive of Peak Services.
3. If the Services are being procured under a Local Buy LGA Arrangement, the relevant Local Buy Purchaser Conditions take precedence over all other terms and conditions to the extent of any inconsistency.

PEAK SERVICES INSURANCES

4. Peak Services holds, and shall maintain for a period of at least 12 months following completion of the Services, the following minimum insurance levels:

Public Liability: $20 million
Products Liability: $20 million in the aggregate
Professional Indemnity: $20 million in the aggregate

FEES

5. Peak Services fees are payable in accordance with the following provisions.
6. The fee for this assignment is outlined in the proposal above.
7. Unless otherwise stated as Fixed Price the fee for the assignment is based on the estimated time expected to be required for the project. Should the expected time change significantly, Client approval will be sought prior to incurring additional time or costs.
8. A Fixed Price client engagement refers to a fixed price based on a fixed scope as define in the Proposal.
9. Work required to be conducted outside of normal office hours will be calculated at the "out of hours" rate and requires client approval. Out of Hours rate is calculated at 1.5 times the standard hours rate for the role.
10. Any significant administrative work agreed prior in writing with the client will be charged at the rate of $100 per hour ex GST.
11. Peak Services reserves the right to charge interest on overdue payments at the rate of 1% per month, calculated on a pro-rata daily basis.

KEY PERSONNEL

12. The services will be completed by the key personnel identified in the consultancy Proposal – Key Staff.
13. Peak may, at its absolute discretion, substitute members of the key personnel with suitably qualified persons should the need arise.

FORCE MAJEURE AND DELAYS

14. A party shall not be liable for any failure or delay in the performance of this agreement where the failure or delay is caused by circumstances or events:
    a. Beyond the party's reasonable control,
    b. Which materially affect the performance of any of its obligations under this agreement.

CANCELLATION

15. Once we have received your signed Form of Agreement, your booking is confirmed. If a date change or cancellation is required, please notify us at least 10 working days prior to the scheduled course date. No cancellation fee will be charged.
    If outside of these timeframes (10 working days), a 50% fee will be incurred for postponement or cancellation of your course.

OUTLAYS AND OUT-OF-POCKET EXPENSES

16. Unless specified in the Proposal all reasonably incurred outlays and disbursements, including but not limited to; airfares, taxis, accommodation, meals, parking etc are included within the fee.
17. Where the Proposal specifies travel and expenses are excluded the Client will be responsible for the payment of all reasonably incurred outlays and disbursements.
    c. Client may elect to make travel bookings directly itself.
    d. Any travel arrangements booked by Peak Services not included within the Fee (including airfares, taxis, accommodation, meals, etc.) will be billed to Client during the month they are incurred and will have a 10% service fee added.

NO LIABILITY

18. Peak Services is not liable for any loss, damage, injury, costs (including legal), claims or expenses sustained by the Client or its employees, agents or customers, arising directly or indirectly from or connected with this assignment.
19. Peak Services uses a robust methodology to deliver quality outcomes for Client in accordance with the Client's instructions. However, Peak Services makes no warranty, expressed or implied, as to the application of the service elements. Accordingly, the client acknowledges that it is solely responsible for its decision(s) in respect to this assignment.

COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS

20. Unless specifically agreed otherwise, Peak Services owns and maintains all intellectual property rights in the deliverables produced and grants a limited license to the Client to use the deliverables for the purpose identified and for the project identified in the attached consultancy Proposal.
21. The Client grants Peak Services a license to use any Client supplied information for the purposes of completing the services contemplated by this agreement.
22. The Client shall advise Peak Services in writing if any Client supplied documents or information are to be treated as confidential.

ASSIGNMENT

23. Peak Services may assign, novate, subcontract or otherwise transfer all or any part of its rights or liabilities under this arrangement without the consent of Client. The Client must execute any document reasonably required by the Peak Services to give effect to the assignment, novation or transfer.

PEAK RECRUITMENT - OPEN VACANCIES

Our recruitment team has unparalleled experience in helping enterprises, local and state government find talented professionals.

Search for Jobs

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Our Services

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Events

Contact Us

Kim Skubris

Media & Communications Consultant

About Kim

Kim Skubris is an experienced journalist with over 25 years working in both Australia and overseas. Kim has reported on some of Australia's biggest stories at home, and abroad, from natural disasters to war zones. For the last two decades Kim has also been a media consultant, Master of Ceremonies (MC) and keynote speaker.

In 2015, Kim became a freelance journalist with Seven News to spend more time with her young family, and to focus on her passion to educate and encourage people to become powerful communicators.

After spending some time working as the Acting Media Executive for LGAQ, Kim has now joined the Peak Team to offer her media and communications services.

Key Experience

Media and Communications Masterclass

14.7 TENANCY ADVISORY GROUP MEETING MINUTES

Author: **Acting Chief Executive Officer**

Attachments: **1 Tenancy Action Group Minutes**

PURPOSE (EXECUTIVE SUMMARY)

To advise Council of the Tenancy Advisory Group Meeting held on 25 March, 2021

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Attached is a copy of the Minutes. The Advisory Group will next meet on 29 April, 2021.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council receive the Report and Note its Contents

DRAFT
Tenancy Advisory Group Meeting Minutes held in Council Chambers on Thursday 25 March 2021

Attendance:

Mayor Kyle Yanner

Deputy Mayor Dwayne Rogers

Cr Roxanne Thomas

Louisa McLeish Department of Public Works and Housing

Graham King Acting CEO Mornington Shire Council

Local Housing Officer

- Luisa advised that the Local Housing Officer position was planned to close on the 25 March 2021 and hopefully an appointment by mid-April
- Such position will be housed at the Rural Transaction Centre and was funded to June 2021
- Council advised that it had made representations to the Member for Traeger Mr Rob Katter MP to have this position funded on a full-time basis but has not had a response.

Standard Agenda Items

- Agreed that the Tenancy Advisory Group would meet on the last Thursday of each month and standard agenda items would include:
    - Update Transitional Housing
    - QBuild Update (teleconference)
        - Outstanding Job Card Report
        - Maintenance Program
        - Upgrade Program
        - Paint Program
        - Wait List
        - Allocations
        - Vacant Properties
        - Rental Arrears
        - Complaints Management

Arrears Management

Louisa provided the following information on arrears managements:

- Reassess the rent if unemployed
- Rent is based on income – 25% of household income
- Have to take everything into account when setting rent – Local prices in particular
- Rent in Gununa is different to mainstream
- Copy of rental structure to be provided by Luisa
- A lot of people are not paying due to home brew and drugs
- Community education needs to be undertaken by PW&H to make residents aware of their rights and obligations
- Figures on arrears to be suppled monthly

Replacement Rubbish Bins

- Initially propose to replace Wheelie Bins in Wurrurku Crescent, Lardil Street, Ngerrawurn Street.
- QBuild to obtain costing and supply through Council Store

Tenants Behavior

Luisa to advise on the Department Complaints Management Policy. Issues discussed included:

- Litter
- Warnings
- Two breach notices
- Notice to leave – Don't have options
- PH & W – put out notice
- Don't have resources to regular inspections
- Cars on footpath – slap a notice for removal – Council responsibility

People not living in Community but are keeping their homes in Gununa

- Cr Roxanne to advise of properties involved.

Meeting Closed at 10.15am

Next Meeting

- Scheduled for 29 April, 2021

14.8 WORK FOR QUEENSLAND PROJECT PROPOSAL 2021 - 24

Author: **Acting Chief Executive Officer**

Attachments: **1 Application EOI Water Filtration**
2 EOI Water Filtration Project Application

PURPOSE (EXECUTIVE SUMMARY)

To advise Council that an application has been made to the Department of State Development, Infrastructure, Local Government and Planning for a Water Filtration Plant under the Works For Queensland 2021-24 Funding Round.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At Council's March 2021 meeting, Council approved for a new water filtration plant to be submitted as Council's project for the 2021-24 Works For Queensland Project.

A copy of such application is attached.

FINANCIAL & RESOURCE IMPLICATIONS

Grant funding under the 2021-24 Work for Queensland Funding Round. Council may be required to cover the cost of design for such project which is ineligible under the Grant Guidelines. The estimated cost of the design is $36,000.

RECOMMENDATION

That Council endorse the Actions of the Acting CEO in submitting the installation of a new, high grade water filtration system to improve water quality of the towns water supply system, at an estimated cost of $1.4M under the Works for Queensland 2021-24 Funding Program.

Expressions of Interest (EoI) Form - QRRRF 20-21

Version: March 2021, v2

Funding Package

Funding Program	Resilience and Risk Reduction 2020-21

Applicant Details

Organisation	Mornington Shire Council
ABN #	
EoI contact name	Graham King
EoI contact position	CEO (Acting)
Phone	477348503
Email	aceo@mornington.qld.gov.au
Are any of the projects a collaborative project? If yes, please detail partner organisation/s in relevant project supporting comments (column AE on Project EOI list).	No

EOI Summary

Total # EOI Projects	1
Total Funding Requested	$102,250.00
Total Applicant Contribution	$0.00
Total Estimated Project Cost	$102,250.00

Certification

I certify that:

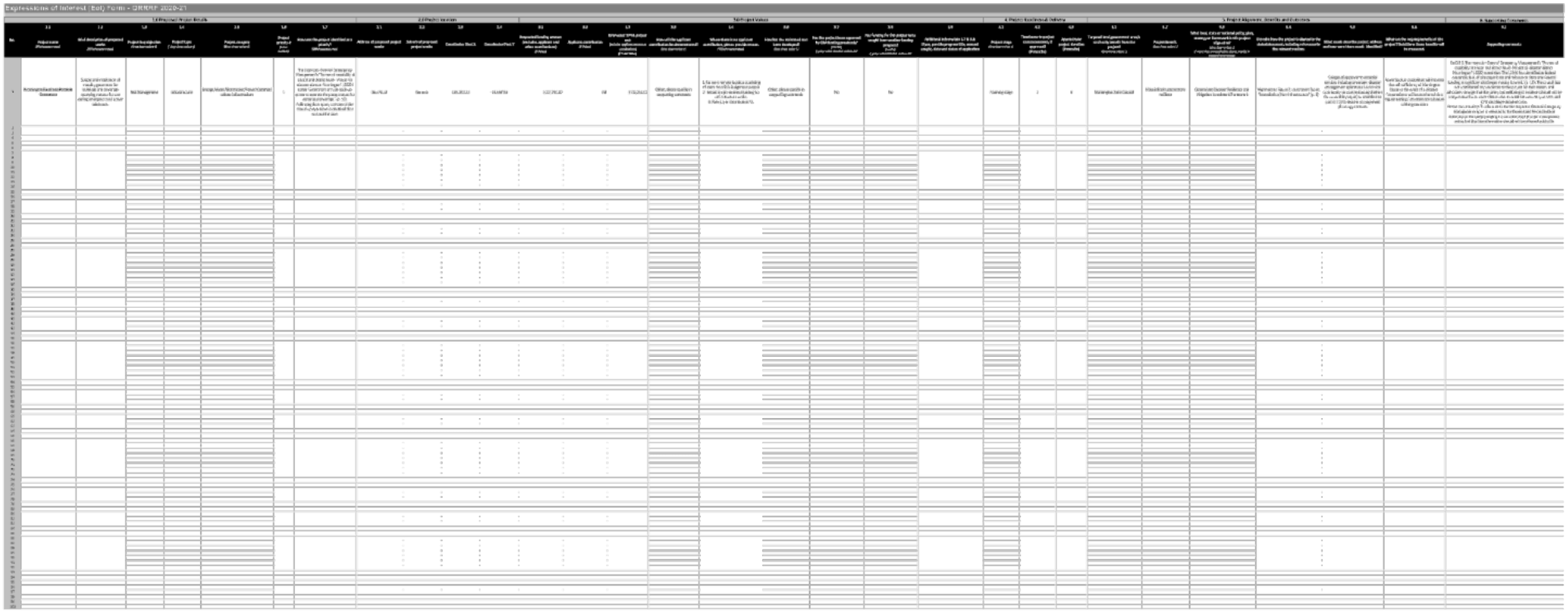
• the listed projects are designed to meet the objectives and requirements outlined in the Queensland Resilience and Risk Reduction Funding Guidelines 2020-21 guidelines

• all project data and information provided is supported by the organisation and available for detailed application if required in accordance with the guideline requirements.

Accountable Officer

Name	**Graham King**
Position	**CEO (Acting)**
Signature	
Date Signed	**7/04/2021**

This information is being collected for the purposes of administration, reporting and acquittal of projects funded under the Queensland Resilience and Risk Reduction Guidelines 2020-2021. This information is collected pursuant to Part 2, Division 2 of the Queensland Reconstruction Authority Act 2011. The information may be disclosed to the Australian Government and Queensland Government agencies, departments and statutory authorities as required.


Expressions of Interest (EoI) Form - QRRRF 2020-21

15 STAFF REPORTS - FINANCIAL SERVICES

15.1 FINANCIAL REPORT AS AT 31 MARCH 2021

Author: **Acting Finance and Administration Manager**

Attachments:
1. **Financal report as at 31 March 2021**
2. **Financial Statements as at 31 March 2021**
3. **Detailed Budget v Actuals - Total Council March 2021**
4. **Capital Projects-Financial Status Report March 2021**

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 March 2021 (i.e.75% through the financial year):

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

Reporting is now against the Revised Budget 2020-21

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Please refer to attachment 1 for details on the Council's financial performance as at 31 March 2021, in addition to attachments 2-4.

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 progressing. Council's overall cash position is still positive in March 2021.

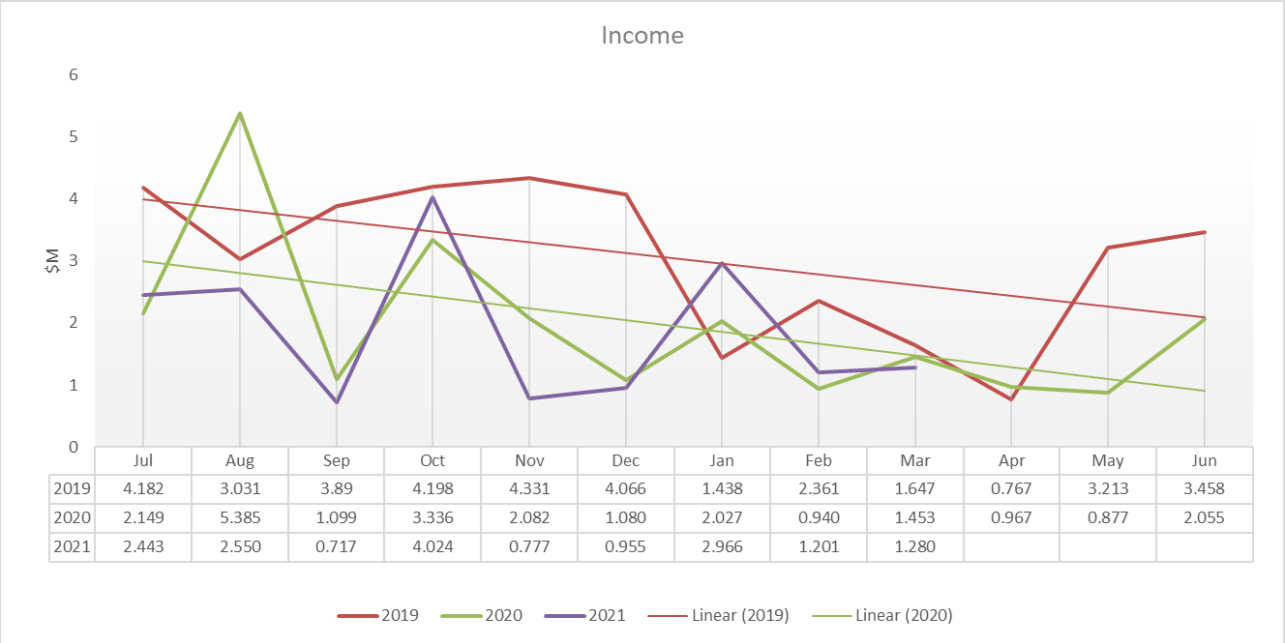
It is noted that following the budget review both total income and expenditure have decreased resulting in a lower budgeted net surplus at the end of the year. The March figures are all being reported against the revised budget.

RECOMMENDATION

That Council receives and notes this report.

Attachment: Financial Report as at 31 March 2021

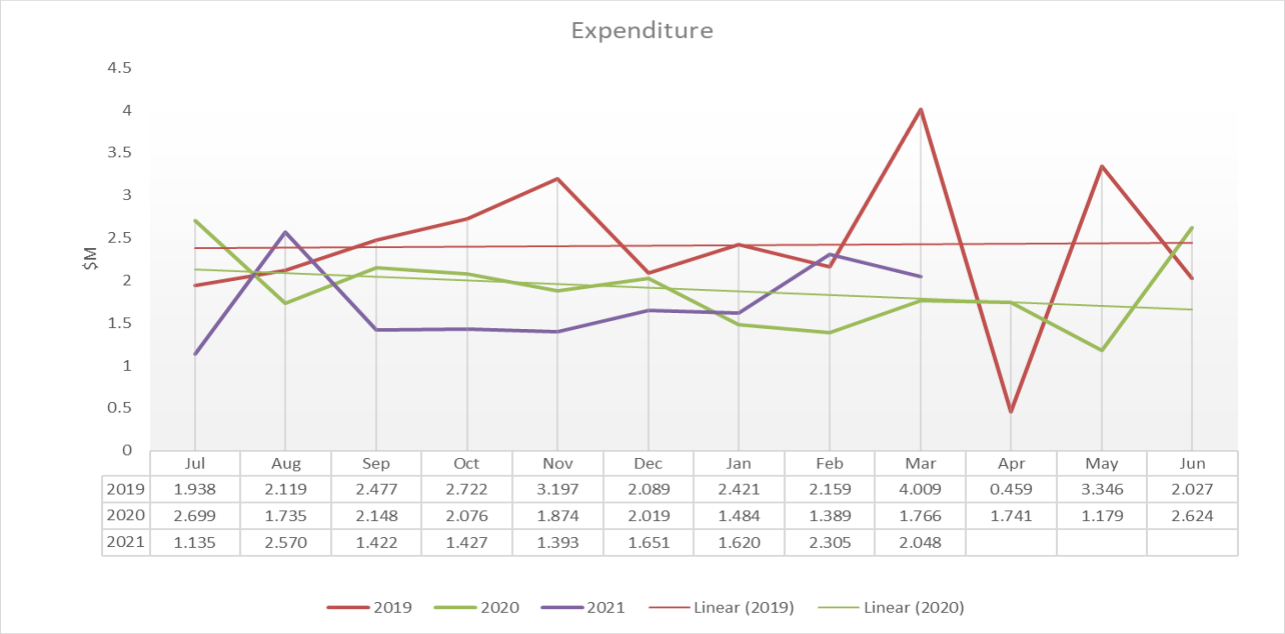
The following graphs illustrate the main points of interest. The data is drawn from the attached documents and comparative information which has been drawn from information presented to Council in previous reporting months.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	4.182	3.031	3.89	4.198	4.331	4.066	1.438	2.361	1.647	0.767	3.213	3.458
2020	2.149	5.385	1.099	3.336	2.082	1.080	2.027	0.940	1.453	0.967	0.877	2.055
2021	2.443	2.550	0.717	4.024	0.777	0.955	2.966	1.201	1.280			

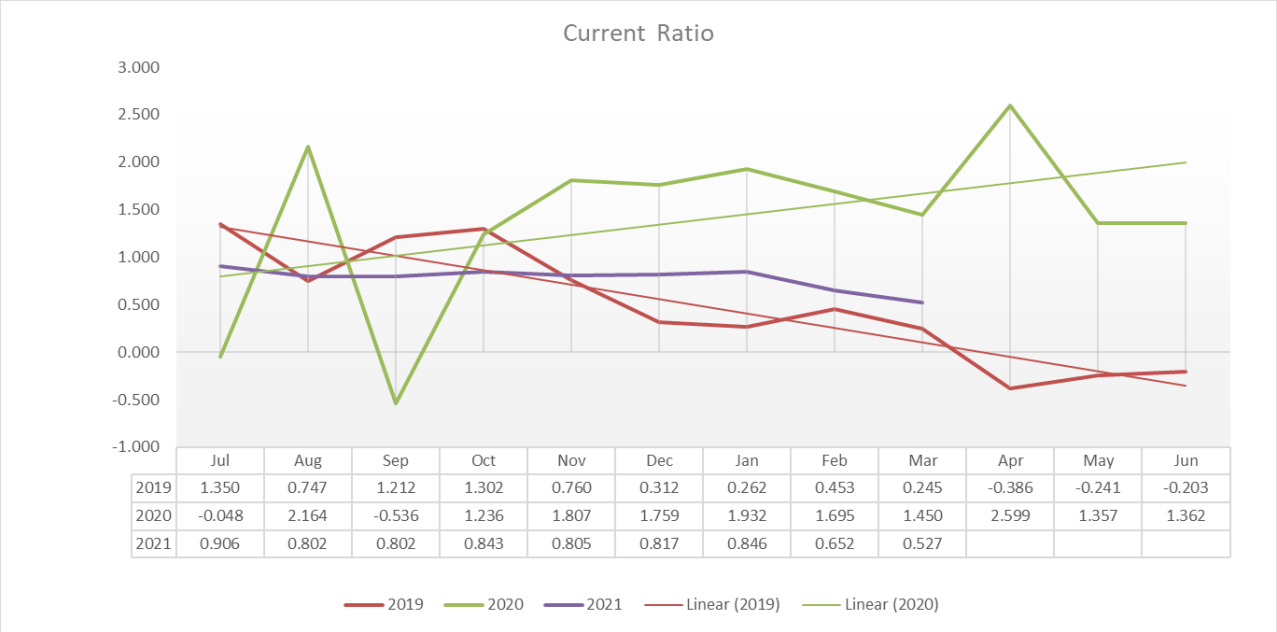
Comment: Total Income is 60% of total budget as at end of March 2021.

While total recurrent revenue and operational grants and subsidies are tracking well at 81% against budget, capital grants remain down on budget at 23%, predominantly as a result of timing of forecasted capital grants and recognising revenue for disaster recovery works to date.



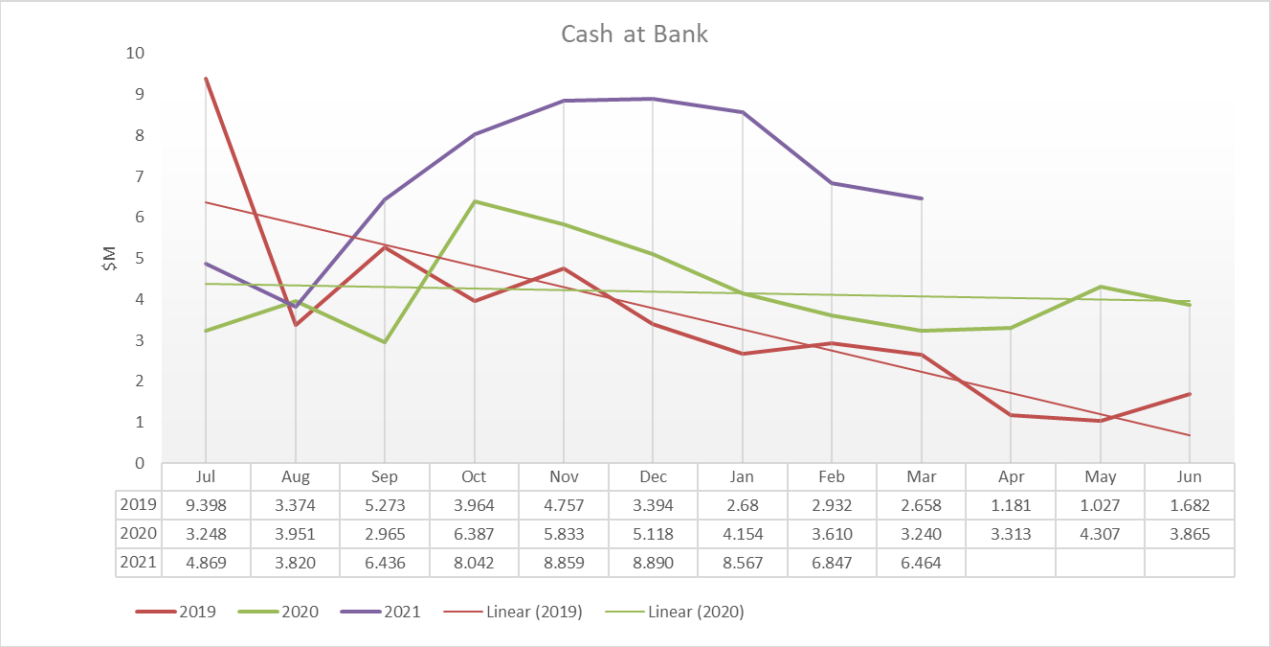
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	1.938	2.119	2.477	2.722	3.197	2.089	2.421	2.159	4.009	0.459	3.346	2.027
2020	2.699	1.735	2.148	2.076	1.874	2.019	1.484	1.389	1.766	1.741	1.179	2.624
2021	1.135	2.570	1.422	1.427	1.393	1.651	1.620	2.305	2.048			

Comment: Total expenditure is on track at 75% of total budget. Employee benefits continue to track under budget at 59% while materials and services is above budget at 83% as at 31 March 2021. In materials & services this month there is expenditure of approximately $100,000 which relates to recoverable works yet to be invoiced. Estimated depreciation expense is also above budget and therefore contributing to a higher than expected total expenses.



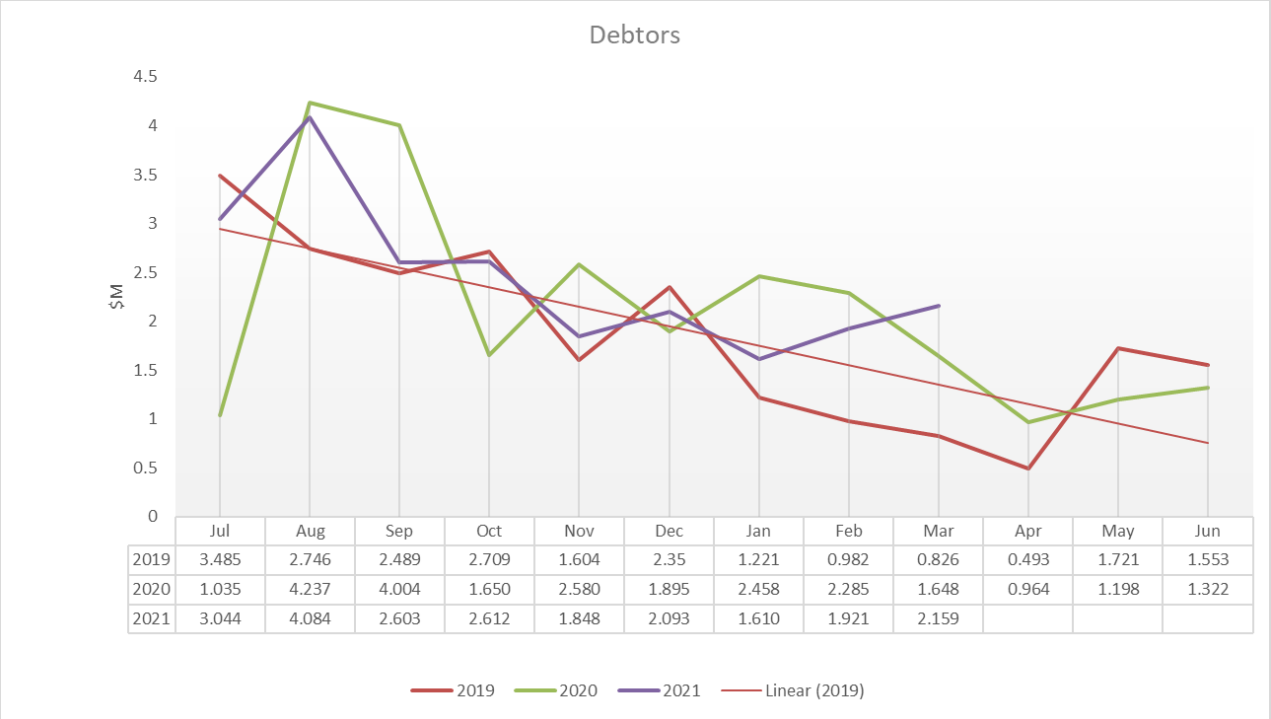
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	1.350	0.747	1.212	1.302	0.760	0.312	0.262	0.453	0.245	-0.386	-0.241	-0.203
2020	-0.048	2.164	-0.536	1.236	1.807	1.759	1.932	1.695	1.450	2.599	1.357	1.362
2021	0.906	0.802	0.802	0.843	0.805	0.817	0.846	0.652	0.527			

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. As expected this indicator is decreasing in the second half of the year as Council draws down on the operational assistance grants received.



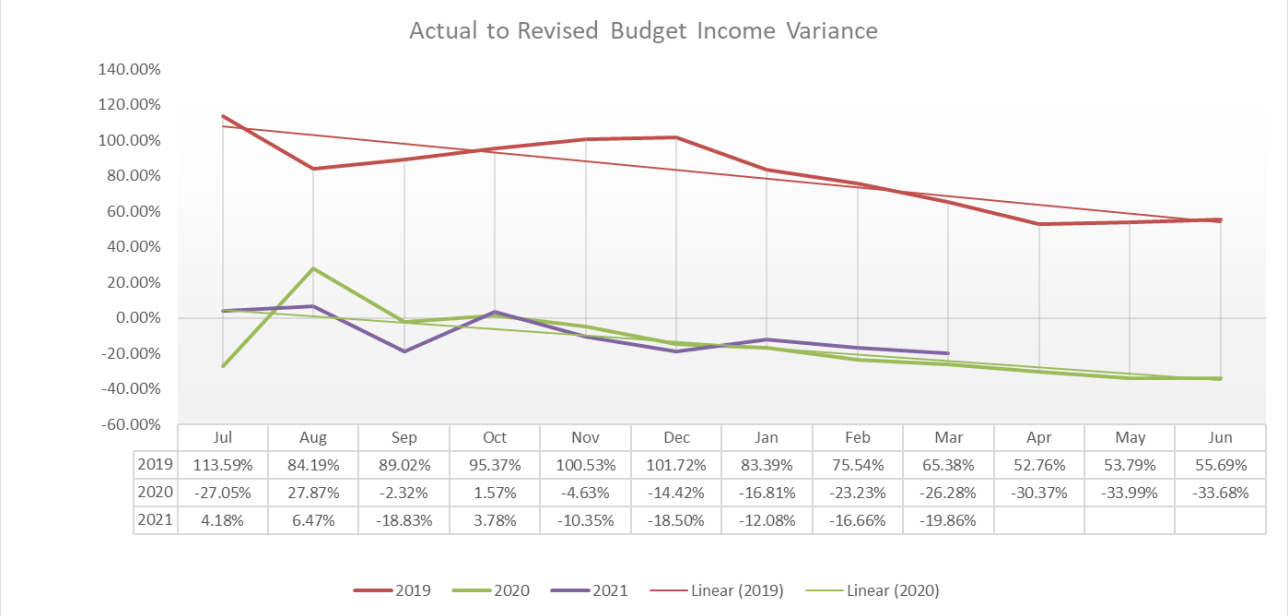
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	9.398	3.374	5.273	3.964	4.757	3.394	2.68	2.932	2.658	1.181	1.027	1.682
2020	3.248	3.951	2.965	6.387	5.833	5.118	4.154	3.610	3.240	3.313	4.307	3.865
2021	4.869	3.820	6.436	8.042	8.859	8.890	8.567	6.847	6.464			

Comment: This graph provides comfort if it is trending upwards. This has continued on a downward trend. Significant payments have been made during the month regarding capital projects, housing works program and disaster recovery works. Similar to the current ratio, this is expected to decline in future months as Council draws down on operational grants.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	3.485	2.746	2.489	2.709	1.604	2.35	1.221	0.982	0.826	0.493	1.721	1.553
2020	1.035	4.237	4.004	1.650	2.580	1.895	2.458	2.285	1.648	0.964	1.198	1.322
2021	3.044	4.084	2.603	2.612	1.848	2.093	1.610	1.921	2.159			

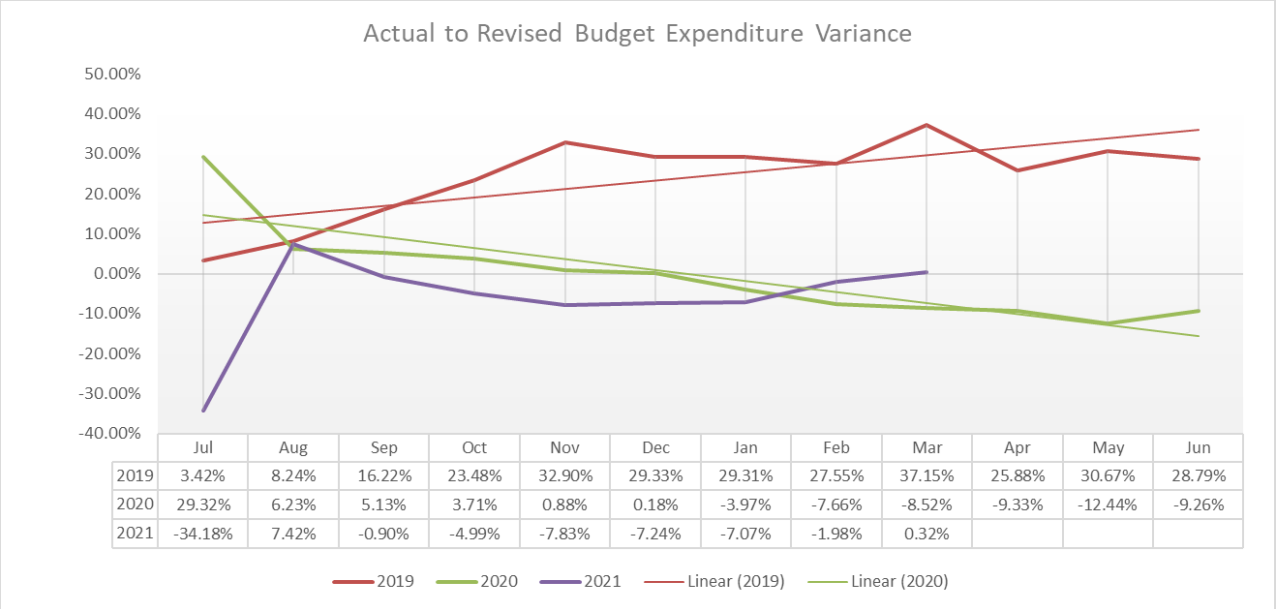
Comment: This graph should be trending downwards from the commencement of each year. A number of general service charges remain outstanding and need to be followed up. Debtors has risen during the month mainly due to a push at the end of the quarter regarding the ongoing housing program but settlement is expected early in April 2021.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	113.59%	84.19%	89.02%	95.37%	100.53%	101.72%	83.39%	75.54%	65.38%	52.76%	53.79%	55.69%
2020	-27.05%	27.87%	-2.32%	1.57%	-4.63%	-14.42%	-16.81%	-23.23%	-26.28%	-30.37%	-33.99%	-33.68%
2021	4.18%	6.47%	-18.83%	3.78%	-10.35%	-18.50%	-12.08%	-16.66%	-19.86%			

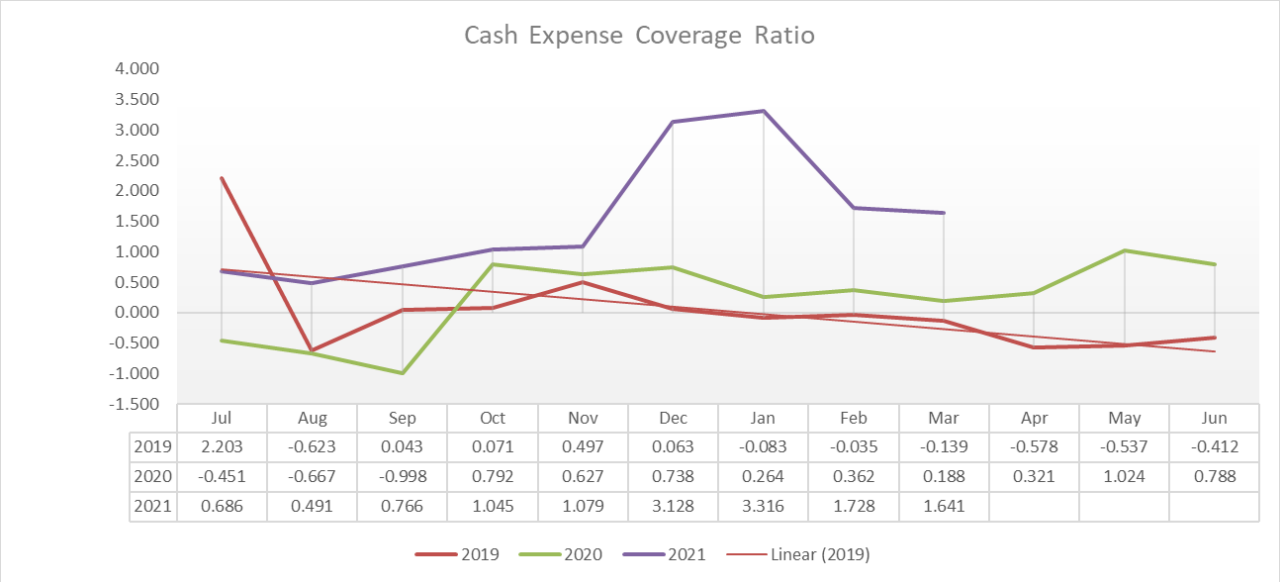
Comment: This graph should hover around the 0 +/- 5% trend line. This would represent an organisation on track with budget management and may take years to develop. A large diversion from 0% indicates a poor budget prediction for income by managers. Increased ownership and education measures are being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

The Actual to Budget Income variance is at -19.86% as at March 2021 which is falling outside the target range of the forecast trend line, predominantly due to timing of recognising capital grants and contributions.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	3.42%	8.24%	16.22%	23.48%	32.90%	29.33%	29.31%	27.55%	37.15%	25.88%	30.67%	28.79%
2020	29.32%	6.23%	5.13%	3.71%	0.88%	0.18%	-3.97%	-7.66%	-8.52%	-9.33%	-12.44%	-9.26%
2021	-34.18%	7.42%	-0.90%	-4.99%	-7.83%	-7.24%	-7.07%	-1.98%	0.32%			

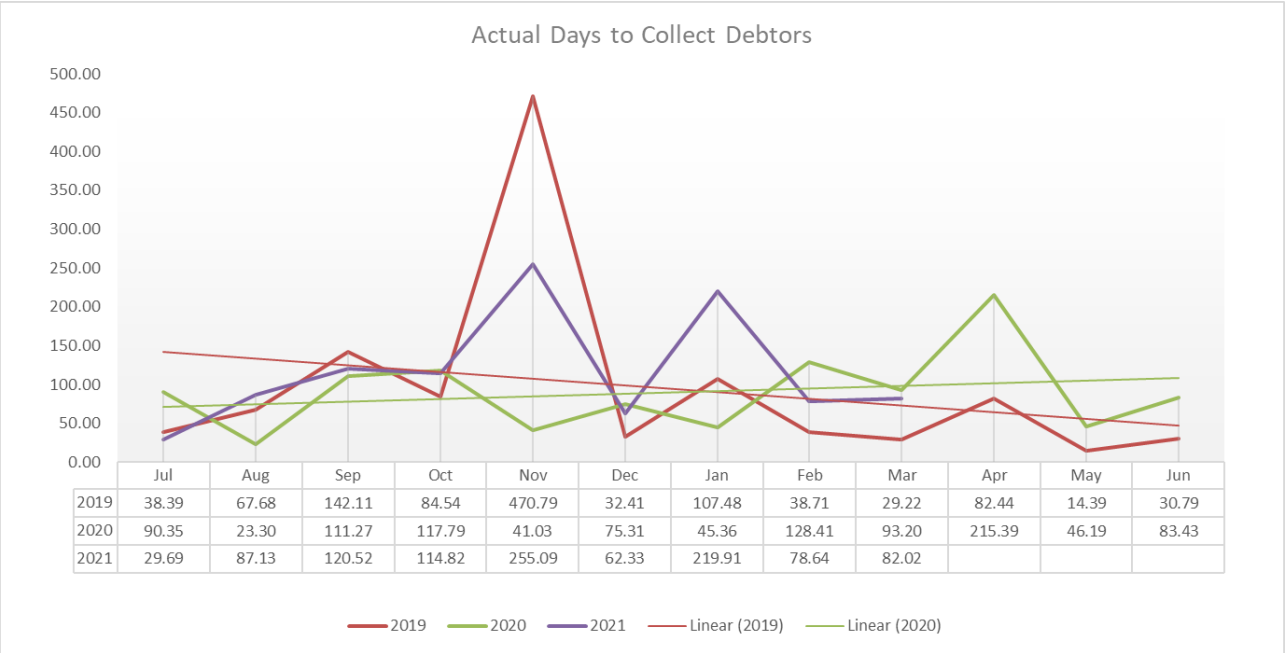
Comment: This graph should hover around the 0 +/- 5% trend-line. This would represent an organisation on track with budget management and may take many years to develop. The actual to budget expenditure variance is on track at 0.32%.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	2.203	-0.623	0.043	0.071	0.497	0.063	-0.083	-0.035	-0.139	-0.578	-0.537	-0.412
2020	-0.451	-0.667	-0.998	0.792	0.627	0.738	0.264	0.362	0.188	0.321	1.024	0.788
2021	0.686	0.491	0.766	1.045	1.079	3.128	3.316	1.728	1.641			

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).

The cash expense coverage ratio has detoriated slightly as at 31 March 2021 and is currently at 1.641 months and remains outside of the QAO target range. Although average monthly expenses have decreased, this combined with a decrease in cash balances is the main reason the ratio has fallen.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	38.39	67.68	142.11	84.54	470.79	32.41	107.48	38.71	29.22	82.44	14.39	30.79
2020	90.35	23.30	111.27	117.79	41.03	75.31	45.36	128.41	93.20	215.39	46.19	83.43
2021	29.69	87.13	120.52	114.82	255.09	62.33	219.91	78.64	82.02			

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 and it is hoped, in due course, this will act as a disincentive for debtors with outstanding debts. The actual number of days to collect debtors increased slightly during the month from an average of 79 to 82 days.

Mornington Shire Council
Statement of Comprehensive Income
For the month ended 31 March 2021

	ACTUALS	ACTUALS/ REVISED BUDGET	ORIGINAL BUDGET	YTD REVISED BUDGET	Revised Budget 2020/21 (@ 31 Dec 20)
	31-Mar-21	%	30-Jun-21	31-Mar-21	30-Jun-21
Revenue					
Recurrent revenue					
Local Government Levies	3,173,232	97%	3,281,500	2,461,125	3,281,500
Fees and Utility Charges	1,188,621	234%	527,700	381,375	508,500
Rental Income	115,029	9%	1,796,200	1,009,650	1,346,200
Interest Earned	27,542	79%	68,000	26,250	35,000
Sales-Contracts and Recoverable Works	5,499,446	72%	10,318,480	5,762,610	7,683,480
Other Recurrent Income	1,331,274	131%	118,740	764,055	1,018,740
Grants, Subsidies and Contributions	3,333,468	81%	4,339,700	3,104,775	4,139,700
Total recurrent revenue	14,668,612	81%	20,450,320	13,509,840	18,013,120
Capital revenue					
Capital Grants, Subsidies, and Contributions	2,244,340		9,113,137	7,429,185	9,905,580
Total capital revenue	2,244,340	23%	9,113,137	7,429,185	9,905,580
Total revenue	16,912,952	61%	29,563,457	20,939,025	27,918,700
Capital Income	0	0%	220,000	165,000	220,000
Total income	**16,912,952**	60%	**29,783,457**	**21,104,025**	**28,138,700**
Expenses					
Recurrent expenses					
Employee Benefits	4,066,006	59%	7,245,577	5,158,553	6,878,071
Materials and Services	7,519,541	83%	10,164,840	6,799,125	9,065,500
Finance Costs	10,897	45%	24,000	18,000	24,000
Depreciation and Amortisation	4,075,812	86%	4,726,605	3,544,954	4,726,605
Total recurrent expenses	15,672,256	76%	22,161,022	15,520,632	20,694,176
Capital Expenses	-101,616		0	0	0
Total capital expenses	-101,616		0	0	0
Total expenses	**15,570,640**	75%	**22,161,022**	**15,520,632**	**20,694,176**
Net surplus	**1,342,312**	18%	**7,622,435**	**5,583,393**	**7,444,524**
Operating Capabilities before Depn and Capital Inc.	**3,173,784**		**3,015,903**	1,699,162	**2,265,549**
Operating Capabilities before Capital Income	**-902,028**		**-1,710,702**	**-2,010,792**	**-2,681,056**

Mornington Shire Council
Statement of Financial Postion
For the month ended 31 March 2021

	ACTUALS	ORIGINAL BUDGET	Revised Budget 2019/21 (@ 31 Dec 20)	ACTUALS
	31-Mar-21	30-Jun-21	30-Jun-21	28-Feb-21
Current Assets				
Cash and cash equivalents	6,464,266	5,161,224	4,668,348	6,847,410
Trade and other receivables	2,159,495	1,671,338	1,671,338	1,920,788
Inventories	763,377	756,761	756,761	761,662
Contract Asset	114,419	0	114,420	1,126,644
Leases	208,092	247,187	247,187	208,092
Total current assets	**9,709,650**	**7,836,510**	**7,458,054**	**10,864,597**
Non-current Assets				
Leases	5,980,666	5,731,595	5,731,595	5,980,666
Property, plant and equipment	114,738,758	126,820,334	128,691,091	114,601,081
Total non-current assets	**120,719,424**	**132,551,929**	**134,422,686**	**120,581,747**
TOTAL ASSETS	**130,429,074**	**140,388,439**	**141,880,740**	**131,446,344**
Current Liabilities				
Trade and other payables	764,979	286,822	286,822	1,241,425
Contract Liability	6,195,642	0	3,128,201	5,968,369
Provisions	490,066	703,514	487,735	490,066
Total current liabilities	**7,450,687**	**990,336**	**3,902,758**	**7,699,860**
Non-current Liabilities				
Provisions	1,549,816	1,219,527	1,549,816	1,549,816
Total non-current liabilities	**1,549,816**	**1,219,527**	**1,549,816**	**1,549,816**
TOTAL LIABILITIES	**9,000,502**	**2,209,863**	**5,452,574**	**9,249,675**
NET COMMUNITY ASSETS	**121,428,572**	**138,178,576**	**136,428,166**	**122,196,669**
Community Equity				
Asset revaluation reserve	99,160,206	107,141,328	107,141,328	99,160,206
Retained surplus/(deficiency)	22,268,366	30,120,988	29,286,838	23,036,463
Other reserves	0	916,260 -		0
TOTAL COMMUNITY EQUITY	**121,428,572**	**138,178,576**	**136,428,166**	**122,196,669**

Mornington Shire Council
Draft Statement of Cash Flows
For the month ended 31 March 2021

	ACTUALS	ORIGINAL BUDGET	Revised Budget 2020/21 (@ 31 Dec 20)
	31-Mar-21	30-Jun-21	30-Jun-21
Cash flows from operating activities:			
Receipts from Customers	10,248,953	14,246,420	12,492,220
Payments to Suppliers and Employees	-9,145,516	-17,410,417	-15,943,571
	1,103,437	**-3,163,997**	**-3,451,351**
Interest Received	26,285	68,000	35,000
Rental Income	144,842	1,796,200	1,346,200
Non-Capital Grants, Subsidies and Contributions	3,320,314	4,339,700	4,139,700
Borrowing Costs	0	-24,000	-24,000
Net cash inflow (outflow) from operating activities	**4,594,878**	**3,015,902**	**2,045,548**
Cash flows from investing activities:			
Payments for Property, Plant and Equipment	-5,540,420	-9,492,400	-11,363,157
Payments for intangible assets	0	0	0
Proceeds from Sale of Property, Plant and Equipment	102,124	220,000	220,000
Finance lease Receipts	218,812	0	0
Capital Grants, Subsidies and Contributions	3,228,496	9,113,137	9,905,580
Net cash inflow (outflow) from investing activities	**-1,990,988**	**-159,263**	**-1,237,577**
Cash flows from financing activities	0	0	0
Repayment of Borrowings	0	0	0
Net cash inflow (outflow) from financing activities	**0**	**0**	**0**
Net increase (decrease) in cash held	2,603,890	2,856,640	807,972
Cash at Beginning of Reporting Period	3,860,376	2,304,584	3,860,376
Cash at End of Reporting Period	**6,464,266**	**5,161,224**	**4,668,348**

evised Budget v Actual 2020-2021

ornington Shire Council

r the 9 months ended 31 March 2021

Account	FY Budget 2021	Q2 Revised Budget 2021	YTD Actuals as at	% of Revised Budget	PY Actuals 2020
ome					
current Revenue					
evies and charges					
Fees and Charges - Commercial	670,000.00	670,000.00	588,480.00	87.83%	648,000.00
Fees and Charges - Waste Management	630,000.00	630,000.00	623,220.00	98.92%	523,910.00
Fees and Charges - Water	1,309,500.00	1,309,500.00	1,290,475.92	98.55%	1,091,165.00
Fees and Charges - Sewerage	672,000.00	672,000.00	671,055.93	99.86%	558,070.00
otal Levies and charges	**3,281,500.00**	**3,281,500.00**	**3,173,231.85**	**96.70%**	**2,821,145.00**
ees and Charges					
Fees and Charges - Airport Landing Fee	450,000.00	450,000.00	330,429.09	73.43%	400,443.98
Fees (GST Free)	0.00	0.00	0.00	0.00%	(108.00)
Fees and Charges - Barge and Logistics	500.00	500.00	681.82	136.36%	6,676.88
Fees and Charges - Other	58,000.00	58,000.00	84,531.67	145.74%	51,633.69
Fees and Charges - Other (GST Free)	0.00	0.00	0.00	0.00%	9,190.00
Licences and Permits	19,200.00	0.00	0.00	0.00%	13,862.00
Accommodation Revenue	1,346,400.00	896,400.00	734,217.45	81.91%	1,087,196.06
Facilities Hire	1,200.00	1,200.00	136.36	11.36%	274.99
Rent Received Staff Housing	28,600.00	28,600.00	38,625.00	135.05%	38,152.00
otal Fees and Charges	**1,903,900.00**	**1,434,700.00**	**1,188,621.39**	**82.85%**	**1,607,321.60**
ental Income					
Lease Revenue - Commercial	418,200.00	418,200.00	85,758.15	20.51%	488,136.67
Lease Revenue - Residential	1,800.00	1,800.00	29,271.09	1626.17%	29,582.40
otal Rental Income	**420,000.00**	**420,000.00**	**115,029.24**	**27.39%**	**517,719.07**
nterest Revenue					
Bank Interest Received	68,000.00	35,000.00	26,285.41	75.10%	46,952.17
Fees and Charges - Interest	0.00	0.00	1,256.32	0.00%	0.00
otal Interest Revenue	**68,000.00**	**35,000.00**	**27,541.73**	**78.69%**	**46,952.17**
ales Revenue					
Kounta Sales Suspense - Kiosk/Bakery	0.00	0.00	0.00	0.00%	977.62
Kounta Sales Suspense - Office	0.00	0.00	0.00	0.00%	24.55
Kounta Sales Suspense - Other	0.00	0.00	0.00	0.00%	170.00
Kounta Sales Suspense - Stores	0.00	0.00	0.00	0.00%	3,607.94
Plant Hire - External	84,000.00	84,000.00	30,077.17	35.81%	69,677.67
Sales	20,580.00	20,580.00	439.54	2.14%	34,256.53
Sale of Goods - Bakery	18,000.00	18,000.00	8,123.41	45.13%	3,635.15
Sale of Goods - Bakery - GST Free	240,000.00	240,000.00	119,053.64	49.61%	142,019.25
Sale of Goods - Batch	1,400,000.00	700,000.00	0.00	0.00%	953,003.65
Sale of Goods - Events	60,600.00	60,600.00	21,652.73	35.73%	35,975.44
Sale of Goods - Fuel	515,400.00	515,400.00	336,229.32	65.24%	579,316.42
Sale of Goods - Fuel - GST Free	19,400.00	19,400.00	73,327.87	377.98%	(37,877.55)
Sale of Goods - Kiosk	0.00	0.00	4,140.50	0.00%	5,381.72
Sale of Goods - Recreation	3,000.00	3,000.00	1,317.82	43.93%	507.71
Sale of Goods - Recreation - GST Free	0.00	0.00	0.00	0.00%	66.00
Sale of Goods - Stores	120,000.00	535,000.00	427,964.72	79.99%	196,738.87
Sale of Goods - Stores - BAS Excluded	3,500.00	3,500.00	4,125.43	117.87%	5,564.31
Sale of Goods - Workshop	10,800.00	10,800.00	7,458.19	69.06%	6,547.45
Sale of Goods - Other	1,200.00	1,200.00	0.00	0.00%	1,099.00
Sale of Goods - Other - GST Free	0.00	0.00	0.00	0.00%	246.18
Services - Contract and Recoverable Works: Do & Charge	1,232,000.00	1,232,000.00	893,821.55	72.55%	1,516,781.50
Services - Contract and Recoverable Works: New Construction	0.00	0.00	97,995.90	0.00%	1,154,503.32
Services - Contract and Recoverable Works: Quoted Works	6,590,000.00	4,240,000.00	3,473,718.31	81.93%	5,041,683.69
otal Sales Revenue	**10,318,480.00**	**7,683,480.00**	**5,499,446.10**	**71.57%**	**9,713,906.42**
ther Income					
Commissions	0.00	0.00	0.00	0.00%	770.00
Discount Revenue	0.00	0.00	0.00	0.00%	765.55
Income	540.00	540.00	0.00	0.00%	915.46
Insurance Recoveries	0.00	900,000.00	1,312,534.34	145.84%	39,156.00
Subsidies Received - Parental	50,000.00	50,000.00	13,570.20	27.14%	13,203.30
Other Revenue: Sundry	55,600.00	55,600.00	5,169.77	9.30%	204,087.85
otal Other Income	**106,140.00**	**1,006,140.00**	**1,331,274.31**	**132.32%**	**258,898.16**
rants, Contributions, Subsidies and Donations					
Donations & Sponsorship Income	0.00	0.00	2,100.00	0.00%	0.00
Grants - Recurrent: General Purpose	1,120,000.00	3,320,000.00	3,036,818.50	91.47%	4,553,275.61
Grants - Recurrent: State	3,219,700.00	819,700.00	337,447.37	41.17%	395,575.48
Subsidies	12,600.00	12,600.00	(42,898.00)	-340.46%	84,792.00
otal Grants, Contributions, Subsidies and Donations	**4,352,300.00**	**4,152,300.00**	**3,333,467.87**	**80.28%**	**5,033,643.09**
tal Recurrent Revenue	**20,450,320.00**	**18,013,120.00**	**14,668,612.49**	**81.43%**	**19,999,585.51**
pital Revenue					
rants, Contributions, Subsidies and Donations					
Contributions - cash	0.00	0.00	20,000.00	0.00%	0.00
Contributions - non cash	0.00	0.00	0.00	0.00%	551,400.00
Grants - Capital: Commonwealth	152,800.00	312,496.00	0.00	0.00%	0.00
Grants - Capital: State	6,036,837.00	6,353,932.00	0.00	0.00%	2,667,568.19
Grants - Capital: Other	0.00	315,652.00	0.00	0.00%	0.00
Grants - Capital: NDRRA/DRFA	2,923,500.00	2,923,500.00	2,224,340.12	76.08%	2,051,246.35
otal Grants, Contributions, Subsidies and Donations	**9,113,137.00**	**9,905,580.00**	**2,244,340.12**	**22.66%**	**5,270,214.54**
Capital Revenue: Proceeds from disposal	220,000.00	220,000.00	102,124.40	46.42%	81,954.56
Capital Revenue: Gain on revaluation of 40 year leases	0.00	0.00	0.00	0.00%	(391,263.21)

evised Budget v Actual 2020-2021

ornington Shire Council

r the 9 months ended 31 March 2021

Account	FY Budget 2021	Q2 Revised Budget 2021	YTD Actuals as at	% of Revised Budget	PY Actuals 2020
Employee Costs - Allowances	(97,820.00)	(97,820.00)	(46,994.37)	48.04%	(76,661.17)
Employee Costs - Fringe Benefits Tax	(47,155.00)	(47,155.00)	(46,508.00)	98.63%	(161,743.44)
Employee Costs - Medical Expenses and Workers Compensation	(1,814.00)	(1,814.00)	0.00	0.00%	(3,449.69)
Employee Costs - Oncosts	0.00	0.00	(872.73)	0.00%	0.00
Employee Costs - Paid Parental Leave	(10,150.00)	(10,150.00)	(13,871.76)	136.67%	(8,632.20)
Employee Costs - Recruitment	(98,304.00)	(98,304.00)	(17,630.27)	17.93%	(65,061.59)
Employee Costs - Sorry Business	(55,008.00)	(55,008.00)	(52,923.22)	96.21%	(58,593.89)
Employee Costs - Training	(129,299.00)	(129,299.00)	(21,303.83)	16.48%	(63,274.35)
Employee Costs - Travel Reimbursement	(57,609.00)	(57,609.00)	(12,707.93)	22.06%	(40,507.30)
Employee Costs - Uniform and PPE Costs	0.00	0.00	(25,782.79)	0.00%	(25,681.23)
Employee Costs - Utilities	(34,009.00)	(34,009.00)	(21,723.58)	63.88%	(26,213.43)
Employee Costs - Provision of Staff Housing	0.00	0.00	(2,340.00)	0.00%	0.00
Workers Compensation	0.00	(150,000.00)	(146,789.91)	97.86%	0.00
Total Employee Costs	**(608,066.00)**	**(758,066.00)**	**(465,965.78)**	**61.47%**	**(586,049.67)**
Total Total Staff Wages and Salaries	**(6,523,642.00)**	**(5,881,136.00)**	**(3,517,016.10)**	**59.80%**	**(4,933,530.61)**
Capitalised Employee Costs					
Employee Costs - Capitalised Salaries & Wages	0.00	0.00	40,603.86	0.00%	34,034.90
Total Capitalised Employee Costs	**0.00**	**0.00**	**40,603.86**	**0.00%**	**34,034.90**
Elected Members					
Elected Member - Councillor Remuneration	0.00	(275,000.00)	(205,056.88)	74.57%	(54,817.88)
Elected Members - Councillor Travel Expenses	(32,100.00)	(7,100.00)	(429.06)	6.04%	(26,360.68)
Elected Members - Councillors Allowances	(4,200.00)	(4,200.00)	(683.70)	16.28%	(1,601.75)
Elected Members - Meeting Allowance	(25,800.00)	(50,800.00)	(39,787.20)	78.32%	(30,817.20)
Total Elected Members	**(62,100.00)**	**(337,100.00)**	**(245,956.84)**	**72.96%**	**(113,597.51)**
Annual, Sick and Long Service Leave Entitlements					
Employee Costs - Annual Leave	(120.00)	(120.00)	0.00	0.00%	(488,501.27)
Employee Costs - Long Services Leave	(18,285.00)	(18,285.00)	0.00	0.00%	9,022.88
Employee Costs - Sick Leave	(5,400.00)	(5,400.00)	0.00	0.00%	(3,079.86)
Total Annual, Sick and Long Service Leave Entitlements	**(23,805.00)**	**(23,805.00)**	**0.00**	**0.00%**	**(482,558.25)**
Superannuation					
Employee Costs - Superannuation	(636,030.00)	(636,030.00)	(343,636.61)	54.03%	(607,125.00)
Total Superannuation	**(636,030.00)**	**(636,030.00)**	**(343,636.61)**	**54.03%**	**(607,125.00)**
otal Employee benefits	**(7,245,577.00)**	**(6,878,071.00)**	**(4,066,005.69)**	**59.12%**	**(6,102,776.47)**
laterials and Services					
Administration Expenses					
Elections	0.00	0.00	(181.82)	0.00%	0.00
Entertainment	(3,240.00)	(3,240.00)	(1,363.64)	42.09%	(2,054.98)
Information Technology	0.00	0.00	(13,195.32)	0.00%	(11,490.13)
Legal Expenses	(171,620.00)	(171,620.00)	(74,060.32)	43.15%	(159,737.99)
Management Fees	(180,840.00)	(120,840.00)	(80,628.64)	66.72%	(104,050.69)
Materials and Services - Advertising	(6,780.00)	(6,780.00)	(1,688.72)	24.91%	(8,141.08)
Materials and Services - Insurance	(241,900.00)	(481,900.00)	(484,460.38)	100.53%	(502,237.81)
Other Expenses - Internal Audit	0.00	(41,250.00)	(25,300.00)	61.33%	(52,140.31)
Postage	(65,760.00)	(65,760.00)	(288.06)	0.44%	(3,903.54)
Printing and Stationery	(17,900.00)	(17,900.00)	(19,894.25)	111.14%	(19,572.41)
Workplace Health & Safety	(280,060.00)	(40,060.00)	(40,824.19)	101.91%	(28,067.78)
Total Administration Expenses	**(968,100.00)**	**(949,350.00)**	**(741,885.34)**	**78.15%**	**(891,396.72)**
Audit of the Financial Statements by the Auditor-General of Queensland					
Other Expenses - Audit Fees	(108,000.00)	(108,000.00)	(93,750.00)	86.81%	(76,990.91)
Total Audit of the Financial Statements by the Auditor-General of Que	**(108,000.00)**	**(108,000.00)**	**(93,750.00)**	**86.81%**	**(76,990.91)**
Consultants					
Consultancy Fees	(409,220.00)	(486,120.00)	(214,228.35)	44.07%	(526,212.34)
Total Consultants	**(409,220.00)**	**(486,120.00)**	**(214,228.35)**	**44.07%**	**(526,212.34)**
Contractors					
Contractor Expenses: General	(1,784,435.00)	(1,786,535.00)	(1,598,389.68)	89.47%	(2,050,721.33)
Contractor Expenses: Do & Charge	(240,720.00)	(240,720.00)	(465,241.33)	193.27%	(557,228.88)
Contractor Expenses: Quoted Works	(1,460,160.00)	(1,460,160.00)	(1,547,496.35)	105.98%	(984,907.31)
Contractor Expenses: Contract Works	(20,500.00)	(20,500.00)	(37,227.00)	181.60%	(12,095.00)
Total Contractors	**(3,505,815.00)**	**(3,507,915.00)**	**(3,648,354.36)**	**104.00%**	**(3,604,952.52)**
Contract and Recoverable Works					
COGS - Contract and Recoverable Works: New Construction	0.00	0.00	(3,356.50)	0.00%	(68,747.21)
COGS - Contract and Recoverable Works	(579,700.00)	(14,700.00)	(1,091.69)	7.43%	(3,962.52)
COGS - Contract and Recoverable Works: Do & Charge	(253,540.00)	(253,540.00)	(169,877.89)	67.00%	(295,603.66)
COGS - Contract and Recoverable Works: Quoted	(1,647,860.00)	(1,060,360.00)	(231,020.24)	21.79%	(2,182,773.47)
Total Contract and Recoverable Works	**(2,481,100.00)**	**(1,328,600.00)**	**(405,346.32)**	**30.51%**	**(2,551,086.86)**
Donations Paid					
Donations & Sponsorships	(11,400.00)	(11,400.00)	0.00	0.00%	(6,670.73)
Total Donations Paid	**(11,400.00)**	**(11,400.00)**	**0.00**	**0.00%**	**(6,670.73)**
Utilities					
Electricity	(319,320.00)	(319,320.00)	(114,924.93)	35.99%	(272,404.02)
Telecommunication	(153,660.00)	(153,660.00)	(70,092.16)	45.62%	(172,122.96)
Total Utilities	**(472,980.00)**	**(472,980.00)**	**(185,017.09)**	**39.12%**	**(444,526.98)**
Repairs and Maintenance					
Repairs and Maintenance: Scheduled Repairs	(60,620.00)	(60,620.00)	(35,888.00)	59.20%	(48,495.65)
Repairs & Maintenance: Operational Maintenance	(518,140.00)	(318,140.00)	(92,231.20)	28.99%	(152,635.45)
Materials and Services: Motor Vehicle Consumables	(20,200.00)	(20,200.00)	(26,867.71)	133.01%	(34,546.78)

evised Budget v Actual 2020-2021

ornington Shire Council

r the 9 months ended 31 March 2021

Account	FY Budget 2021	Q2 Revised Budget 2021	YTD Actuals as at	% of Revised Budget	PY Actuals 2020
Appliances (non capital)	0.00	0.00	(9,051.13)	0.00%	(60,287.67)
Furnishing and Fit Out	0.00	0.00	(22,483.53)	0.00%	(5,668.64)
Furniture (non capital)	0.00	0.00	(22,106.95)	0.00%	(6,254.28)
Materials	(137,900.00)	(137,900.00)	(104,649.10)	75.89%	(174,161.44)
Materials - Inventory Adjustments	(1,200.00)	(1,200.00)	18,531.37	-1544.28%	7,756.24
Materials & Services - Freight &Cartage	(285,860.00)	(285,860.00)	(173,685.70)	60.76%	(270,289.16)
Materials and Services - Motor Vehicle Fuel and Oil	0.00	0.00	(4,179.79)	0.00%	(140,258.52)
Materials and Services - Motor Vehicle Registration and Insurance	(2,195.00)	(2,195.00)	(77,334.43)	3523.21%	(2,955.18)
Materials and Services - Motor Vehicle Repairs and Maintenance	(42,180.00)	(42,180.00)	(107,534.17)	254.94%	(60,218.15)
Materials and Service - Motor Vehicle and Plant Vandalism	0.00	0.00	(15,077.57)	0.00%	0.00
Materials and Services - Motor Vehicle Lease	(127,500.00)	(127,500.00)	(40,952.32)	32.12%	(150,746.00)
Materials and Services - Operating Expenses	0.00	0.00	(205,708.54)	0.00%	(45,990.63)
Plant Hire - Internal	0.00	0.00	0.00	0.00%	3,806.83
Plant Hire - Internal / Capitalised Plant	(513,060.00)	(513,060.00)	(798,166.81)	155.57%	(977,677.23)
Plant Hire Overhead - Internal Plant Recoveries	875,000.00	875,000.00	823,690.27	94.14%	1,000,848.87
Plant Hire Overhead - Registration and Insurance	(76,550.00)	(19,460.00)	0.00	0.00%	(44,770.31)
Plant Hire Overhead - Repairs and Maintenance	(38,100.00)	(38,100.00)	0.00	0.00%	(26,511.35)
Rent	(4,200.00)	(4,200.00)	(17,123.75)	407.71%	(8,432.30)
Security	(246,140.00)	(296,140.00)	(222,973.18)	75.29%	(275,283.73)
Tools & Equipment	(73,060.00)	(73,060.00)	(58,357.86)	79.88%	(82,956.68)
Licence and Permit Expenses	0.00	0.00	(2,773.04)	0.00%	0.00
Wage Oncosts Overhead	116,000.00	116,000.00	0.00	0.00%	0.00
Total Other Materials and Services	**(1,253,805.00)**	**(1,446,715.00)**	**(1,838,187.71)**	**127.06%**	**(2,957,969.81)**
otal Materials and Services	**(10,164,840.00)**	**(9,065,500.00)**	**(7,519,541.03)**	**82.95%**	**(11,663,206.77)**
Finance Costs	(24,000.00)	(24,000.00)	(10,897.05)	45.40%	(147,224.75)
epreciation					
Depreciation - Buildings	(970,609.00)	(970,609.00)	(875,037.43)	90.15%	(1,096,427.64)
Depreciation - Furniture & Equipment	(53,268.00)	(53,268.00)	(33,940.35)	63.72%	(25,373.26)
Depreciation - Other Structures	(1,071,616.00)	(1,071,616.00)	(445,209.20)	41.55%	(593,070.84)
Depreciation - Plant & Motor Vehicles	(328,680.00)	(328,680.00)	(221,165.14)	67.29%	(237,276.71)
Depreciation - Road Infrastructure	(1,620,000.00)	(1,620,000.00)	(2,001,756.80)	123.57%	(3,002,635.20)
Depreciation - Sewerage Infrastructure	(282,432.00)	(282,432.00)	(170,433.64)	60.35%	(256,884.84)
Depreciation - Water Infrastructure	(400,000.00)	(400,000.00)	(328,269.17)	82.07%	(491,058.36)
otal Depreciation	**(4,726,605.00)**	**(4,726,605.00)**	**(4,075,811.73)**	**86.23%**	**(5,702,726.85)**
tal Recurrent Expenses	**(22,161,022.00)**	**(20,694,176.00)**	**(15,672,255.50)**	**75.73%**	**(23,615,934.84)**
pital Expenses					
Capital Expense: Discount Rate Adjustment to Landfill Provision	0.00	0.00	0.00	0.00%	(285,187.00)
Capital Expense: Loss on Disposal	0.00	0.00	(508.76)	0.00%	(278,938.94)
tal Capital Expenses	**0.00**	**0.00**	**(508.76)**	**0.00%**	**(564,125.94)**
Total Expenses	**(22,161,022.00)**	**(20,694,176.00)**	**(15,672,764.26)**	**75.74%**	**(24,180,060.78)**
Net Result	**7,622,435.00**	**7,444,524.00**	**1,342,312.75**	**18.03%**	**780,430.62**
Total Comprehensive Income for the Year	**7,622,435.00**	**7,444,524.00**	**1,342,312.75**	**18.03%**	**780,430.62**
pital Works in Progress					
Capital WIP - Other Costs	0.00	0.00	(249.26)	0.00%	(85,514.00)
Capital WIP - Wages On Costs	0.00	0.00	(25,921.05)	0.00%	0.00
Capital WIP - External Plant Hire	0.00	0.00	0.00	0.00%	(53,127.52)
Capital WIP - Plant Internal	0.00	0.00	(51,324.70)	0.00%	(22,886.89)
Capital WIP - Consultancy Costs	0.00	0.00	(493,167.42)	0.00%	(396,899.77)
Capital WIP - Purchase Materials	0.00	0.00	(517,020.45)	0.00%	252,603.46
Capital WIP Payroll - Salaries and Wages	0.00	0.00	(14,682.81)	0.00%	(31,071.40)
Capital WIP - Contractor Costs (Other)	0.00	0.00	(3,180,401.23)	0.00%	(3,961,091.78)
Capital WIP - Contractor Costs (Electrical)	0.00	0.00	(51,357.44)	0.00%	(126,692.00)
Capital WIP - Contractor (Plumbing)	0.00	0.00	(29,451.75)	0.00%	(33,179.19)
l Capital Works in Progress	**0.00**	**0.00**	**(4,363,576.11)**	**0.00%**	**(4,457,859.09)**

MORNINGTON SHIRE COUNCIL
CAPITAL EXPENDITURE PROGRAM
SUMMARY
For the Month ended 31 March 2021

Item #	Project Description	Project Status	Council funded	Grant & subsidy funded	Sale of Assets/Contributions/Insurance	Carry over from prior year budget	Revised Q2 Budget $	ACTUALS $	Comments
	ORIGINAL BUDGET								
1	Administration Centre Redevelopment	Design Phase	590,854	5,317,693.00			5,908,547	50,692	
2	Roads & Civil Works - Roads to Recovery Program	Not Started		152,800.00			152,800		Street Crossing - $40k
3	DRFA - Disaster Recovery Works			2,925,500.00			2,925,500	3,041,725	
4	Warehouse - Red Shed Floor	Not Started	200,000				200,000		If grant funding available
5	Warehouse - Warehouse yard seal / concrete	Not Started	200,000				200,000		If grant funding available
6	Warehouse - Barge & Jetty Safety Upgrade (Stage 1 - 2)	Not Started	200,000				200,000		If grant funding available
7	Warehouse - LPG refill station	Not Started	5,000				5,000		
8	Information Technology - PC & Peripherals	Purchased	40,000				40,000	40,900	
9	Bakery Equipment		40,000				40,000	33,669	
	Commercial accommodation plant purchases							47,078	
	Housing Plant Purchases							8,502	
	Tech services Department Plant Purchases							23,215	
10	Batch Plant - Amenities Block	Not Started	5,000				5,000		
11	Emergency Service - Residence	Not Started	20,000	150,000.00			170,000		Proposed Grant Funding - $150,000
12	Parks & Gardens - Storage Container - Cemetery		20,000				20,000		Transfer funds to Workshop Safety Container
13	Parks & Gardens - Storage Container - Casket Lowering Device	Completed - 2019-2020					-		
14	Technical Services - Cable Locater	Ordered	5,000				5,000		
15a	Works for Queensland - Covid-19 - Rectification of outdoor entertainment area @ Lelka Murrin Tavern Upgrade, Visitors accomodation camp, staff housing Cemetery Road	Commenced external beautification works - tavern	200,000	1,160,000.00			1,360,000	1,383,476	
15b	Works for Queensland - Covid-19 - Visitor's accomodation camp						-	294	
15c	Works for Queensland - Covid-19 - Staff Housing - xxx Cemetery Road						-	147	
16	Council housing (insurance recovery) - 162 Ngemaswan Street				454,217.00		454,217		Insurance Claim - $ 454,217
17a	Visitor Accomodation Centre (VAC) Improvements - Fencing, Boom Gate	Not Started	170,000		61,435.00		231,435		Insurance Claim - $ 61,435
17b		Not Started					-		
17c		Not Started					-		
18a	Council special projects (Carried forward 2019/20) - Airport Works		40,000				40,000	4,338	
18b	Council special projects (Carried forward 2019/20) - Dog Pound Termite Proofing	Completed - 2020-2021	5,000				5,000	480	
18c	Council special projects (Carried forward 2019/20) - 'Red Shed' Ground Stablisation, Cross Overs		20,000				20,000		
18d	Council special projects (Carried forward 2019/20) - Batch Plants		40,000				40,000		
18e	Council special projects (Carried forward 2019/20) - ICT Rectication Project	Ordered	187,000				187,000	189,708	
	BOR Service Station Upgrade							22,071	
19	Workshop Plant & Equipment - Backhoe	Purchased	132,000				132,000	128,110	
20	Workshop Plant & Equipment - Ride-on Mower	Purchased	30,000				30,000	53,364	
21	Workshop Plant & Equipment - Small Plant & Equipment	Purchased	20,000				20,000	19,354	
22	Workshop Plant & Equipment - All Terrain Forklift		-				-		
23	Kia Sportage							29,120	
23	Workshop Plant & Equipment - Low Loader	Purchased	50,000				50,000	72,075	
24	Workshop Plant & Equipment - Utilities (Qty x 2)	Purchased	80,000				80,000		
25	Workshop Plant & Equipment - Gravel Truck		40,000				40,000	79,496	
26	Workshop Plant & Equipment - Dingo Digger / Post Hole Digger	Purchased	49,800				49,800	6,298	
	Excavator							19,354	
27	Workshop Plant & Equipment - Street Sweeper (Tractor linked)	Ordered	30,000				30,000	30,551	
28	Workshop Plant & Equipment - Tilt Tray	Purchased	65,000				65,000		
29	Workshop Plant & Equipment - Prime Mover		50,000				50,000	32,884	
30	Workshop Plant & Equipment - Grader		280,000				280,000	236,500	
31	Workshop Plant & Equipment - Mayor's Vehicle	Ordered	100,000				100,000	78,973	
32	Workshop Plant & Equipment - Utilities (Qty x 4)	Ordered	160,000				160,000	169,394	3* Isuzu DMAX
33	Workshop Plant & Equipment - All Terrain Vehicles (ATV) (Qty x 2)		21,998				21,998	27,862	
34	Workshop Plant & Equipment - Community Bus	Purchased	20,000		20,000.00		40,000	42,223	
35	Administration - Office Equipment	Purchased	23,296				23,296	17,576	
	Workshop Plant & Equipment - Additional mowing equipment		30,000				30,000	42,717	Council Resolution 2021-01/21
	Information Technology - 2 new on-site servers		25,000				25,000	25,000	
			3,141,948	9,706,993	535,652.00	-	13,434,593	5,956,247	
	CARRIED FORWARD PROJECTS (x 2019-2020)								
36	Places of Refuge (W4Q) - restricted funds $296,366					296,366	296,366	8,396	Restricted Funds - $296,366
37	ICCIP - restricted funds - $58,654					58,654	58,654	91,461	Restricted Funds - $58,654
						355,020	355,020	99,857	
	NEW GRANT FUNDED PROJECTS (x 2019-2020)								
38	Unknown COVID Project transferred from Operations			200,000.00			200,000	-	Incorrect capital coding to operation
39	UHF Radio Network		-	117,095			117,095	139,795	Grant Funded QRRRF - $117,095
40	Local Community Infrastructure Program (Picnic Shelters, seating, water bubblers)		100,000.00	76,418			176,418		Grant Funded LCRI - $76,418
41	Local Community Infrastructure Program (Bus shelter, Bus seating)		-	83,278			83,278	95,792	Grant Funded LCRI - $83,278
	Nett Total Capital Expenditure		3,241,948	10,180,785	535,652	355,020	14,366,404	6,291,691	
	Denotes New Capital Funded by Nett Operational Surplus before Capital and Depreciation		1,787,852					658,958	
	Replacement Capital funded by Depreciation		1,507,096					1,262,151	
Actuals	Capital Funded from other sources							4,370,582	

16 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS

16.1 POLICY UPDATE TO COUNCIL - APRIL 2021

Author: **Governance Coordinator**

Attachments: **1 Status of Council Policies as at March 2021**
2 Policy Development and Control Policy v2 - DRAFT

PURPOSE (EXECUTIVE SUMMARY)

To provide an update on the Council's policy framework, including strategies to review out-of-date policies.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Resolution **2021-01/1** in January approved the Council's new *Policy Development and Control Policy* (attached).

That policy stipulates that:

1. Policies must be:
    a. Reviewed regularly to remain complaint, relevant and consistent
    b. Timeframes to review policies are set with consideration of staff workloads, balanced with legislation requirements, operational context, or changes in technology
    c. Where there is discretion, policies must be reviewed within 5 years of adoption or last review
2. The Executive Manager Governance and Communication is responsible for scheduling policy reviews prior to their due date

In the absence of an Executive Manager Governance and Communication, Council's policies were assessed against:

1. Department of Local Government, Racing and Multicultural Affairs' Local Government Compliance Checklist.

    The checklist documents policies, procedures and records that governments must have in place to comply with the Local Government Act 2009 and Local Government Regulation 2012.

2. Industry best practice, in terms of the how simple and user friendly the policies are. This includes whether policies:

    a. Are simple and easily understood?
    b. Use plain English?
    c. Include complex procedures (which should not be the case)?
    d. Are written in a standard format?

    Source: Civic Legal - Drafting Local Government Policies: five tips

A summary of the findings of that process is provided below.

1. **Approved policy format**

   The newly adopted *Policy Development and Control Policy* has significant issues in terms of best practice.

   As a result, a new version is attached for Council's consideration and adoption as appropriate noting:

   a. The new version is 2 pages long (compared to the current version, which is 9 pages)
   b. A separate procedure will be maintained to inform staff on how to implement the policy. That document is an operational matter and does not require Council adoption.

2. **Out of date policies**

   Eight (8) policies have not been reviewed within the last five (5) years, up to and including those due for review by the end of the 2021 calendar year.

3. **Policies that have passed their scheduled Review Date**

   In addition to the eight (8) policies above, an additional fifty-three (53) policies:

   - have passed their scheduled review date, as listed in each policy; however,
   - for all those policies, the review date is less than the maximum five (5) years stipulated in the recently adopted *Policy Development and Control Policy*.

   Delays in reviewing policies may pose a risk, in terms of their compliance with legislation and other requirements.

4. **Potential Policy / Process Gaps**

   The following policy / process gaps have been identified with reference to the Local Government Compliance Checklist. The following are not recorded in the Council's policy register under the 'records' tab.

   It should be noted, that Council may have the policy / process in place and that it is simply not captured in the Register:

   a. **Contract Management Policy and related Contract Plan / Manual**
      Refer Local Government Regulation 2012 Section 220(3)
   b. **Non-current Assets Policy as part of a contract manual**
      Refer Local Government Regulation 2012 Section 222(3)
   c. **Record of the Taking of Declaration of Office**
      Refer Local Government Act Section 169(4) and Local Government Regulation Section 254
   d. **Records of Conflicts of Interest at Meetings**
      Refer Local Government Act Section 150FA
   e. **Record of Financial Management Risks and Control Measures**
      Refer Local Government Regulation Section 164

f. **Record of Administrative Action Complaints refer Local Government Regulation Section 306** (note: this is separate to the Council's Complaints Management Policy)
g. **Chief Executive Officer Performance Appraisal**
Refer Local Government Act Section 12(4)(d)
h. **Insurance**
Refer Local Government Act Section and Local Government Regulation Section 214
i. **Model procedures**
Refer separate report in this agenda, seeking Council's adoption of a proposed Model Meeting Procedure

In addition, the need for a Mobile Phone policy has been identified for operational reasons, to better manage the Council's resources and provide improved clarity to staff.

5. Recommended for review

King and Company Solicitors, in its blog Qld Councils: Are your policies up-to-date? (dated 1 March 2021), recommended the following policies be reviewed due to changes in legislation in 2020:

a. Conflicts of interest
b. Registers of interests
c. Councillor gifts and benefits, travel and accommodation
d. Meeting procedures and standing orders for Council meetings
e. Confidentiality
f. Councillor conduct – new compliant policy adopted 2021-01/14
g. Administrative support to councillors
h. Contracting and procurement
i. Selling land for overdue rates

It is proposed that priority will be made to update points 1, 2, 4 and 5 above, with point 3 to be addressed as soon as practicable.

Staff will provide an update on the progress of reviewing the policies at a meeting of Council in the later part of the 2021 calendar year.

FINANCIAL & RESOURCE IMPLICATIONS

A review of all out of date policies would have a significant impact on staff resources. It is planned that the policy reviews be scheduled as part of a staged approach, in liaison with relevant diversions within Council.

RECOMMENDATION

That Council:

1. Note and receive this report.

2. Repeal Resolution **2021-01/2** as it relates to the adoption of Policy Development and Control Policy, namely:

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

3. Adopt the new *Policy Development and Control Policy*, subject to inserting the resolution date and number into the document upon its adoption by Council.

Overview of the Currency of Council's policies

Policy Name	Type	Date Adopted - year	Res No	Review Date - Month	Review Date - Year	Version No	Policy Owner
Information Technology Policy	Administrative	2014	N/A	September	2015	V1	EMFHS
Internal Audit Charter Policy	Statutory	2014	66/2014	July	2015	V1	EMFHS
Vehicle Policy	Council	2014	?	September	2016	V2	EMTS
Employing Chief Executive Officer Policy	Council	2015	?	November	2016	V2	CEO
Barge Freight Handling Policy	Council	2015	2105/56	June	2019	V1	EMFHS
Sundry Debt Collection Policy	Administrative	2016	2016/68	June	2017	V1	EMFHS
Workplace Harassment Policy	Administrative	2016	2016/158	June	2018	V3	EMFHS
Smoke Free Workplace Policy	Council	2016	2016/158	June	2019	V3	EMFHS
Corporate Rehabilitation Policy	Statutory	2017					EMFHS
Staff Leave Policy	Administrative	2018	2018/153	June	2018	V6	EMFHS
Abandonment of Employment Policy	Council	2018	2018/153	June	2019	V5	EMGC
Anti-Discrimination & Equal Employment Opportunity Policy		2018	2018/153	June	2019	V5	EMFHS
Apprenticeship and Traineeship Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Attendance & Absenteeism Policy	Council	2018	2018/153	June	2019	V2	EMFHS
Children in the Workplace Policy	Council	2018	2018/153	June	2019	V2	EMFHS
Code of Conduct Policy (Employees)	Statutory	2018	2018/153	June	2019	V2	EMFHS
Community Events Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Community Funeral Assistance Policy	Council	2018	2018/153	June	2019	V2	EMFHS
Conferences and Seminar Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Councillor and Employee Flight Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Criminal History Policy	Administrative	2018	2018/153	June	2019	V3	EMFHS

Overview of the Currency of Council's policies

Policy Name	Type	Date Adopted - year	Res No	Review Date - Month	Review Date - Year	Version No	Policy Owner
Discipline Policy	Administrative	2018	2018/153	June	2019	V3	EMFHS
Disclosure of Personal Information Policy	Administrative	2018	2018/153	June	2019	V3	EMFHS
Domestic and Family Violence Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Educational Assistance Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Electrical Safety Policy	Council	2018		June	2019	V2	EMFHS
Emergency Evacuation Policy & Procedure	Administrative	2018		June	2019	V2	EMFHS
Employee Input Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Employee Termination Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Employee Travel Policy	Council	2018	2018/153	June	2019	V5	EMFHS
Employer Property Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Equal Employment Opportunity Policy	Statutory	2018	2018/153	June	2019	V3	EMFHS
First Aid Policy	Administrative	2018		June	2019	V2	EMFHS
Flexibility Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Fraud Policy	Statutory	2018	2018/153	June	2019	V6	EMFHS
Higher Duties Allowance Policy	Administrative	2018	2018/153	June	2019	V5	EMFHS
Immunisation Policy	Administrative	2018	2018/153	June	2019	V4	EMFHS
Imprisonment Policy	Administrative	2018	2018/153	June	2019	V3	EMFHS
Leave Without Pay Policy	Administrative	2018	2018/153	June	2019	V4	EMFHS
Managing Personal Information Policy	Administrative	2018	2018/153	June	2019	V2	EMFHS
Mandatory Reporting Policy	Statutory	2018	2018/153	June	2019	V3	EMFHS

Overview of the Currency of Council's policies

Policy Name	Type	Date Adopted - year	Res No	Review Date - Month	Review Date - Year	Version No	Policy Owner
Motel Policy (may be redundant)	Council	2018	2018/153	June	2019	V3	EMFHS
Parental Leave Policy	Administrative	2018	2018/153	June	2019	V3	EMFHS
Payroll Deduction Policy	Administrative	2018	2018/153	June	2019	V2	EMFHS
Performance Review Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Personal Grievance Policy	Administrative	2018	2018/153	June	2019	V2	EMFHS
Personnel and Assets Policy (may be redundant)	Council	2018	2018/153	June	2019	V4	EMFHS
Probationary Employment Policy	Council	2018	2018/153	June	2019	V5	EMFHS
Recruitment Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Redundancy Policy	Council	2018	2018/153	June	2019	V3	EMFHS
Related Party Policy	Statutory	2018	2018/159	June	2019	V3	EMFHS
Relocation and Repatriation Policy	Administrative	2018	2018/153	July	2019	V2	
Respectful Workplace Behaviour Policy	Administrative	2018	2018/153	June	2019	V3	EMFHS
Social Media Policy	Council	2018	2018/156	June	2019	V4	EMGC
Sorry Business Policy	Council	2018	2018/156	June	2019	V3	EMFHS
Staff Dress & Uniform Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Staff Training and Development Policy	Council	2018	2018/153	June	2019	V5	EMFHS
Timesheet Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Travel Allowance Policy	Council	2018	2018/153	June	2019	V4	EMFHS
Volunteer Policy	Council	2018	2018/153	June	2019	V5	EMFHS
Whistle Blowing Policy (may be redundant)	Council	2018	2018/153	June	2019	V3	EMFHS
Risk Management Policy	Statutory	2018	2018/129	June	2020	V1	EMFHS

Overview of the Currency of Council's policies

Policy Name	Type	Date Adopted - year	Res No	Review Date - Month	Review Date - Year	Version No	Policy Owner
Advertising Spending Policy	Statutory	2018	2018/126	June	2021	V4	EMFHS
Entertainment & Hospitality Policy	Statutory	2018	2018/126	June	2021	V4	CEO
Investment Policy	Statutory	2018	2018/126	June	2021	V5	EMFHS
Staff Induction Policy	Administrative	2018				V2	EMFHS
Working at Heights Policy	Administrative	2018					EMFHS
Workplace Bullying Policy	Administrative	2018					EMFHS
Confidentiality Policy	Council	2019	2018/153	June	2019	V3	EMFHS
Sponsorship and Donations Policy	Council	2019	2019/128	June	2020	V1.1	EMGC
Staff Housing Policy	Administrative	2019	2019/199	November	2021	V6	EMFHS
Workplace Health & Safety Policy	Statutory	2019		April	2022	V3	EMFHS
Criminal History Check Policy	Administrative	2019	2019/187	June	2023		EMGC
Working with Children Policy	Administrative	2019	2019/188	June	2023		EMGC
Conflict of Interest Policy	Statutory	2019	2019/182				EMGC
Councillor & Staff Allowances Policy (may be redundant)		2019	2019/142				EMGC
Fit For Work Policy	Administrative	2019	2020/132	19/08/2021		V4	EMGC
Gifts, Tips & Benefits Policy (may be redundant)	Council	2019					CEO
Use & Access of Council's Sports Fields and Open Space Policy	Strategic	2019					
Working from Home Policy	Administrative	2019	2019/185				EMFHS
Community Grants Policy	Statutory	2020	20-11/07	June	2021	V5	EMFHS
Credit Card Policy	Administrative	2020	20-11/16	June	2021	V6	EMFHS
Procurement Policy	Statutory	2020	20-12/13	June	2021	V9	EMFHS
Temporary Road Closure Policy	Council	2020	2020/116	June	2021	V1	EMTS
General Service Charge Concession Policy	Statutory	2020	2020/140	October	2022		EMFHS
Acceptable Request Guidelines	Statutory	2020	20-10/13	May	2024	V4	EMGC
Complaints Management Policy	Statutory	2020	2021-02/24	December	2024	V4	EMGC

Overview of the Currency of Council's policies

Policy Name	Type	Date Adopted - year	Res No	Review Date - Month	Review Date - Year	Version No	Policy Owner
s48A Complaints about the Public Official	Statutory	2020	2020/129	August	2024	V3	EMGC
Ethical Research Policy	Council	2020	2020/32	no	date		CEO
Revenue Policy	Statutory	2020	2020/112	30	June		EMFHS
Community Engagement Policy	draft	2020	draft				
Councillor Expense Reimbursement Policy	Statutory	2020	2020/114	15/07/2021		V3	EMGC
Councillor Investigation Policy	Statutory	2020	2020/113	15/07/2021		V2	EMGC
Councillor Portfolio Policy	Council	2020					
Debt Policy	Statutory	2020	2020/116	30/06/2021		V7	EMFHS
Meeting Procedures and Standing Orders Policy	Statutory	2020	2020/110	15/07/2024		V3	EMGC
Retail Fuel Pricing Policy	Administrative	2020					
Public Interest Disclosure Policy & Procedure	Council	2021	2021-02/25	February	2024	V3	EMGC
Model Code of Conduct for Councillors	Statutory	2021	2021-01/14	31/05/2024		V2	EMGC
Caretaker Periods Policy	2014		?	?		V1	CEO
Councillor Inappropriate Conduct Policy	Statutory						
Information Privacy Policy	Council						
Policy on Policy Development and Control	Council		2021-01/13	31/01/2023		V1	EMGC
Right to Information Policy	Council						

MORNINGTON SHIRE COUNCIL

Policy Development & Control Policy

Policy Details

Directorate	Governance and Communications
Branch	Governance
Responsible Manager	Executive Manager Governance and Communications
Date Adopted / resolution	tbc
Date for Review	No later than 5 years
Legislative Basis	• Local Government Act 2009 • Local Government Regulation 2012
Related Documents – forms and procedures	• Policy Development and Control Procedure • Policy template

1 Purpose

The purpose of this Policy is to establish document control processes to ensure consistent format and quality content of Council's Policies.

2 Scope

All employees (including labour hire and contract staff) must follow the principles and guidelines contained in this Policy and, by extension, every other Council policy.

3 Policy Statement

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.

4 Application of the Policy

Refer to the related Policy Development and Control Procedure and Policy Template for details.

5 Approval

This Policy was adopted at Council's Meeting held xxx - Resolution Number xxx.

This policy is deemed to be current until updated or replaced by a resolution of Council.

16.2 INDIGENOUS LEADERS FORUM, 27-28 APRIL 2021: APPROVAL OF COUNCILLOR EXPENSES

Author: **Governance Coordinator**

Attachments: **1 Councillor Expenses Reinbursement Policy**

PURPOSE (EXECUTIVE SUMMARY)

To provide an update to Council regarding Councillors attending the Indigenous Leaders Forum, 27 – 28 April 2021.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council will organise and pay for registration, meals, accommodation, and flights for Councillors to attend the Indigenous Leaders Forum to support improved outcomes for Mornington Island residents.

To be clear, Council will book accommodation for the conference only (that is the 26, 27, 28 and 29 April). Any accommodation prior to, or after the conference that Councillors choose to book for personal reasons, will need to be paid by Councillors as a non-reimbursable cost.

It is recognised that, in representing the Council at the Forum, Councillors may incur miscellaneous costs such parking tickets or taxi fares to and from the airport.

As per the Councillor Expenses Reimbursement Policy, Councillors are entitled to claim authorised expenses provided their attendance has been pre-approved by resolution of Council.

At the meeting of Council on 17 March 2021, it was resolved:

> That interested Councillors be authorised to attend in April 2021 (resolution 2021-03/30)

Note:

- Any costs incurred by Councillors that are not directly related to carrying out their duties in attending the forum, will be paid for by them and not claimed for reimbursement.
- Mayor Yanner and Councillor Barnes have confirmed they are unable to attend the conference.

FINANCIAL & RESOURCE IMPLICATIONS

Minor expense claims only and in accordance with the Councillor Expenses Reimbursement Policy.

RECOMMENDATION

1. Council note and receive this report inclusive of the attached Councillor Expenses Reimbursement Policy
2. Council note the attendance of the following Councillors at the Indigenous Leaders Forum, to be held in Cairns on 27 – 28 April 2021:
   (a) Deputy Mayor Rogers
   (b) Councillor Thompson
   (c) Councillor Thomas

MORNINGTON SHIRE COUNCIL

Councillor Expenses Reimbursement Policy

Policy Name	Councillor Expenses Reimbursement Policy		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Executive Manager Governance and Communication		
Decision Number	[Decision Number]	Approval Date	15/07/2020
Records Number	[Records Number]	Next Review Date	15/07/2021

DOCUMENT VERSION CONTROL			
VERSION	**DATE**	**RESOLUTION NO.**	**DETAILS**
V1	21/06/2017	**2017/110**	**Responsible Officer** Chief Executive Officer
V2	18/07/2018	**2018/126**	**Responsible Officer** Executive Manager Finance & Human Services
V3	15/07/2020	2020/114	**Responsible Officer** Executive Manager Governance and Communication

Introduction

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

This Policy complies with the specific requirements of Sec 250 Local Government Regulation 2012; the **Councillor Expenses Reimbursement Policy** [Previously known as the Councillor Expenses Reimbursement and Provision of Facilities Policy] is approved by the Mornington Shire Council for the operations and procedure of Council.

MORNINGTON SHIRE COUNCIL

Councillor Expenses Reimbursement Policy

1 Purpose

The Mornington Shire Council (MSC) has adopted this policy to provide guidelines for Councillors seeking reimbursement of expenses incurred in line with the duties of being an elected member in representing Council and the provision of facilities to elected members.

Section 250 of the Local Government Regulation 2012 requires a local government to adopt an expenses reimbursement policy for Councillors. This policy outlines the reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities for that expense.

The Policy applies to the Mayor, Deputy Mayor and Councillors (herein after – elected members).

2 Application of the Policy

Council will provide reimbursement of reasonable expenses incurred, or to be incurred, by elected members and provide facilities, including staff resources to assist elected members in discharging their duties and responsibilities as set out in this policy.

If an elected member suffers a disability or impairment, they can make a request to the Chief Executive Officer to provide accessible furniture, building access etc. to assist them perform their duties.

Elected members cannot receive any gain or personal benefit for undertaking their duties and only re-imbursement of cost incurred in approved activities will be reimbursed.

3 Policy Statement

- Reimbursement of expenses incurred will be paid through administrative processes approved by the CEO.
- The Mayor will be provided with a Council credit card for business use in accordance with the Credit Card Policy (2016/208).
- All claims for reimbursement must be submitted on a monthly basis, with supporting documentation, receipts, invoices tabs etc.
- Elected members cannot claim expenses more than three months after the expense is incurred, without leave of Council by resolution.
- All elected member travel, accommodation arrangements and payments together with registration fees shall be undertaken by a Council officer designated to arrange corporate travel for the organisation. This ensures access to the most competitive rates available.
- Travel should be via the most practical and direct route using the most economical and efficient mode of transport.

- The policy is applicable to Where possible, the maximum standard for accommodation should be a four-star rating. However, where this is not possible or accommodation is recommended by conference organisers as part of a conference package, a higher standard of accommodation is acceptable.
- Any fines incurred while travelling in Council owned vehicles or privately-owned vehicles when attending to Council business will NOT be reimbursed by Council.
- Economy class airline travel is to be used, unless specifically approved by Council prior to travel.
- An elected member is at liberty to upgrade their travel class, at their own expense.
- Any travel transfer expenses associated with official travel will be reimbursed by Council e.g. trains, buses, taxis and ferries.
- Council will meet the costs of meals incurred which are not covered by event registration fees on a reimbursement basis, if outside the scope of the allowances provided as part of the Staff and Councillors Travel Allowance Policy.
- Costs associated with the purchase of alcohol will be reimbursed by Council, only if that purchase is made in conjunction with the purchase of a meal and is considered to be reasonable by an 'ordinary person' standards.
- Hospitality expenses related to official receptions and other functions organised by Council are met from relevant approved budgets.
- Should an elected member choose not to attend a provided meal /dinner, then the cost of the alternative meal will NOT be reimbursed by Council, unless the alternative meal is required to meet personal dietary requirements.
- Council will NOT reimburse expenses incurred by an elected members spouse or any other members of the elected member's family when accompanying the elected member on official duties UNLESS it is a Federal Government, State Government or Shire endorsed (e.g. ceremonial event) event at which the partner of the elected member has been specifically invited.

4 Allowable Expenses within the Council Area

- Elected members are entitled to claim expenses incurred in attending to their role as elected members within the Mornington Shire Council area. Examples include:
  - Attendance at Council meetings and arranged events;
  - Attendance at functions and events;
  - Inspections; and
  - Formal attendance to constituents or constituent groups.
- In this clause, "expenses" shall include reasonable refreshments and meals incurred whilst attending such meetings/functions/events unless these are provided directly by Council or a third party.
- Elected members CANNOT claim for participation in raffles or donations to groups as an expense under this policy, as these are regarded as private expenses.

5 Allowable Expenses within the Region [Far North Queensland Local Governments]

- Elected members are entitled to claim expenses incurred in attending regional local government associated functions and events within the local region.
- In this clause, "expenses" shall include reasonable refreshments and meals incurred whilst attending such meetings/functions/events unless these are provided directly by Council or a

third party.

6 Allowable Expenses outside the Region

- Elected members are entitled to claim expenses incurred in attending to their role as elected members outside the local area or region PROVIDED such attendance has been authorised by resolution of Council.
- The Mayor will not be required to have the approval of Council if attending functions or meetings relevant to the role of Mayor where a limitation of time has prevented Council considering the matter. However, any expenses occurred and reimbursed should be ratified by Council retrospectively.
- Where elected members are appointed by the Council as Council's representative on a committee or association, all travel and accommodation associated with the elected member's fulfilment of that role is deemed as approved without the need for a further specific approval by resolution being required.
- In emergent circumstances where prior approval by resolution of Council cannot be obtained, the CEO may approve such travel on the basis of obtaining a majority positive response by directly contacting elected members. In such circumstances the CEO shall seek confirmation of the approval at the next available General Meeting of Council.
- In this clause, "expenses" shall include reasonable refreshments and meals incurred whilst attending such meetings/functions/events unless these are provided directly by Council or a third party.

7 General Provision of Facilities

- As a general rule, facilities required to assist Councillors in their official capacity will be provided by Council under these provisions.
- Council determines the reasonable standard of facilities for elected members. If an elected member chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the elected member personally.
- All facilities provided to elected members remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the elected members term expires.
- Council will cover all ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

8 Administrative Tools and Support

- The Mayor will be provided with a dedicated office in the Council Administration Building.
- Elected members will be provided access to the Council Chambers to meet with constituents or small constituent groups. Suitable alternative arrangements will be arranged through Council Administration if the Council Chambers is not available.
- Elected members will be provided with the appropriate level of administrative support (as approved in the annual budget) to undertake their respective roles and responsibilities.
- Elected members are provided with one (1) laptop computer per term for Council business use, this laptop must be returned to Council upon resignation or at the end of the elected term.

- Elected members are entitled to access photocopiers and paper shredders for business use at Council offices.
- Elected members are provided standard office stationery for official use only, including, but not limited to: Pens, Paper; Note pads, Letterhead, Business cards, Envelopes; 'With Compliments' slips, etc.
- Elected members will be provided with a mobile telephone by Council.
    - Council will place the phones on a phone plan which most suits the Council business demands of the elected members. Phones remain the property of Council.
    - It is understood that from a practical point of view this phone will be available for both their business and reasonable private use.
    - Unless the costs can be justified as a genuine business cost, all call costs above the plan limit are expected to be met by the respective Councillors as a private expense.
- Council will NOT reimburse or provide funds, services or facilities for the purposes of advertising for elected members.
- Where an Elected member established a home office the home office must be approved by Council's Workplace Health & Safety representative to ensure compliance with all workplace health and safety legislative requirements.
- For site visits, Elected members will be provided with appropriate safety equipment such as overalls, safety shoes, safety helmets or glasses, as required, in their role. This equipment remains the property of Council.
- Elected members will be provided with corporate clothing [shirts] containing a Council insignia for official use.

9 Vehicles

- Council will provide a fully serviced 4WD to the Mayor for business and reasonable [on-island] private use, subject to Council's vehicle Policy.
- A pool vehicle is available to be used by elected members on a booking basis through Council Administration, for official Council business only.
- Elected members who use their own private vehicle for business purposes can claim a mileage allowance as per mileage allowances recommended by the Australian Tax Office (ATO).
    - The mileage rate shall apply to all kilometres travelled in the financial year. Such claims shall be supported by ATO compliant records and are to be submitted on a quarterly basis.

10 Legal Costs and Insurance Cover

- Elected members will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, personal accident and/or workers compensation, and international and domestic travel insurance. Any claims over and above the stated insurance cover will require the approval of a Council resolution.
- In addition, the liability of any legal costs incurred while discharging an elected members civic duty will transfer to Council upon approval via a Council resolution.

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16.3 MEETING PROCEDURE AND STANDING ORDER POLICY AND MODEL MEETING PROCEDURE

Author: **Governance Coordinator**

Attachments:

1. **Meeting Procedures and Standing Orders Policy v3 - current version as adopted by Council**
2. **Meeting Procedures and Standing Orders Policy v4 - draft recommended for adoption**
3. **Model Meeting Procedures v1 (DRAFT)**
4. **Model Code of Conduct for Councillors - provided for noting only**

PURPOSE (EXECUTIVE SUMMARY)

To seek Council approval of proposed changes to the Council's *Meeting Procedure & Standing Orders Policy*, and inform Council of the associated *Model Meeting Procedure*.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's *Meeting Procedure & Standing Orders Policy* v3 (attached) was adopted in July 2020, as per resolution **2020-110.**

That policy was adopted prior to changes to the Department of Local Government, Racing and Multicultural Affairs' *Model Meeting Procedures*, which was revised in September 2020.

The Council's *Meeting Procedures and Standing Orders Policy* has been reviewed, to reflect the above mentioned revisions – refer v4 attached.

Also attached, are proposed *Model Meeting Procedures*. This document is based on the above mentioned Department of Local Government, Racing and Multicultural Affairs' *Model Meeting Procedures*.

In considering the attached, please note that:

1. The separation of the policy and procedure as standalone documents is based on best practice; for example, refer Civic Legal - Drafting Local Government Policies: five tips.

   As a result, the new version of the policy is 1 page (as compared to the current version, which is 14 pages), while the new procedure is 8 pages.

2. Procedures do not require Council adoption, as they are operational and require CEO approval under delegated authority; however, the *Model Meeting Procedure* is provided for Council's information given the procedure directly relates to Councillor conduct at Council meetings.

3. The *Model Meeting Procedure* should be read in conjunction with the *Model Code of Conduct for Councillors* (also attached), as adopted at a meeting of Council in January 2021 (Resolution 2021-01/14). As per the *Model Code of Conduct for Councillors*, Councillors are required to 'respect and comply with all policies, procedures and resolutions of Council'.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council:

1. Note and receive this report.

2. Repeal Resolution **2020-110** as it relates to the adoption of *Meeting Procedure and Standing Orders Policy* (v3), namely:

   > That Council adopt the draft Meeting Procedure & Standing Orders Policy as Council's Meeting Procedure & Standing Orders Policy.

3. Adopt the new *Meeting Procedure and Standing Orders Policy* (V4), subject to inserting the resolution date and number into the document upon its adoption by Council.

4. Note the *Model Meeting Procedure* and associated *Model Code of Conduct for Councillors*

MORNINGTON SHIRE COUNCIL

Meeting Procedure & Standing Orders Policy

Policy Name	Meeting Procedure & Standing Orders Policy		
Type	Council Policy		
Owner	Executive Manager Governance and Communication		
Responsible Officer	Executive Manager Governance and Communications		
Decision Number	[Decision Number]	Approval Date	15.07.2020
Records Number	[Records Number]	Next Review Date	15.07.2024

DOCUMENT VERSION CONTROL

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	17/09/2014	**147/2014**	**Responsible Officer** CEO
V2	19/08/2015	**219/2015**	**Responsible Officer** CEO
V3	15.07.2020	2020/110	**Responsible Officer** Executive Manager Governance & Communications

Introduction

This an official copy of the **Meeting Procedure & Standing Orders 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.*

In particular this policy meets the requirements of Sec 150G Of the Local Government Act 2009 and can be read in conjunction with other Council Policies that address similar issues.

This Policy was formally named – Code of Meeting Practice Policy.

MORNINGTON SHIRE COUNCIL

Meeting Procedure & Standing Orders Policy

1 PURPOSE

To provide Mornington Shire Council (MSC) with a meeting procedure and standing orders policy to meet legislative requirements, and to ensure all meetings of Council are held in accordance with highest possible levels of integrity, openness and transparency.

2 APPLICATION of POLICY

This Code of Meeting Practice applies to all meetings of the council including meetings of Standing Committees, and all participants in those meetings.

Any provision of the Code may be suspended by resolution of any meeting. The Chairperson who presides at a meeting is responsible for the conduct of the meeting.

The Chief Executive Officer is responsible for ensuring that notices, agendas, minutes and/or committee reports are prepared in accordance with the relevant legislation and the Code.

Each person is responsible for their conduct at a local government meeting.

3 POLICY STATEMENT

This Code of Meeting Practice complements the provisions of the Local Government Act, 2009 and Local Government Regulation 2012. Together these provide procedures and standards for the proper conduct of business by council at its meetings.

The council has an obligation to act in accordance with the local government principles set out at Section 4 of the Local Government Act, 2009, namely:

(a) transparent and effective processes, and decision-making in the public interest; and

(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and

(c) democratic representation, social inclusion and meaningful community engagement; and

(d) good governance of, and by, local government; and

(e) ethical and legal behaviour of councillors and local government employees.

4 MEETING PROCEDURES

Notice of Meetings

Council will meet in accordance with its adopted meeting cycle.

The dates and times of Council's Ordinary meetings and meetings of its Standing Committees must be published at least once a year

Written notice must be given to each Councillor at least four days before the meeting, unless it is impracticable to give that notice.

A notice under this section may be in electronic form where Councillors have the facilities to access the notice, agenda and business paper in that form.

In addition, Council will give notice to the public of the times, dates, places and matters to be considered at its Ordinary meetings and Standing Committees. These notices will be listed on Council's website at least four days prior to each meeting.

The notice of meeting given to Councillors must include an agenda of the items to be discussed at the meeting.

A Councillor, who wants an item of business included on the agenda for a particular meeting, must give written notice of the nature of the business to the Chief Executive Officer at least five days before notice of the meeting is given. [Items for consideration may include questions on notice, rescission motions or a notice of motion].

Note, that at a Special Meeting of Council only those matters listed on the agenda may be considered.

Agenda for Ordinary Meetings

The order of business for ordinary meetings will generally be:

1. Opening of meeting
2. Acknowledgement of Country
3. Record of those present
4. Apologies and Leave of Absence.
5. Disclosure of Interest, Conflict of Interest, Material Personal Interest
6. Condolences and Memorial
7. Confirmation of Minutes
8. Business Arising and Status of Actions
9. Action Schedule
10. Call for Items of General Business
11. Reception and Consideration of Committee Reports
12. Reception and Consideration of Officers Reports

17. General Business

18. Confidential Reports

19. Next Meeting

20. Closure of Meeting

Items must be considered in the order they are listed on the agenda for the meeting, unless the council by resolution decides to proceed in a different order.

Special Meetings

A Special meeting may be called by the Chief Executive Officer to present to Council matters of an urgent nature where Council is required to make a resolution in consideration of the matter[s] placed on the agenda.

The Chief Executive Officer must call a special meeting if:

- The Special Meeting is required by a resolution of council; or
- The Chief Executive Officer receives a written request for a Special Meeting signed by the Mayor or two or more Councillors and which specifies the object of the Special Meeting and proposes a day and time for the holding of the Special Meeting.

Written notice of a Special Meeting must state the day and time of the Meeting and the object of the Meeting.2

Only the business stated in the Notice of Meeting may be conducted at a Special Meeting.

The order of business for a Special Meeting is to be generally in accordance with the order of business for Ordinary Meetings.

5 CONDUCT of MEETINGS

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) or appointed Chairperson will preside at any of council's meetings.

If the Mayor and Deputy Mayor are absent, a Councillor may be elected to the chair by the Councillors present at the meeting.

If at the time designated for holding the meeting no Chairperson is present, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

5.1 DUTIES OF THE CHAIRPERSON

The Chairperson has a duty to preserve order and ensure proceedings are conducted in a proper manner, by:

- determining that the meeting is properly constituted, and a quorum is present informing Councillors as to the business and objectives of the meeting

- formulating for discussion and decision any proposed resolution (motion) that has been moved for the consideration of the meeting
- deciding whether proposed resolutions and amendments are in order
- deciding points of order and other incidental matters that require a decision
- facilitating an exchange of views and ideas on key issues before the meeting
- confining discussion to within the scope of the meeting and within reasonable limits of time
- preserving order at the meeting
- focussing on serving the public interest
- putting relevant questions to the meeting and conducting a vote (and where authorised, giving a casting vote)
- declaring the result
- ensuring a division is taken if properly requested
- ensuring the record of minutes of the meeting is maintained
- adjourning the meeting when circumstances justify that course
- declaring the meeting closed when its business is complete.

5.2 ATTENDANCE AT MEETINGS

5.2.1 QUORUM

The quorum for a Council Meeting is a majority of Councillors who hold office.

The quorum for a Standing Committee Meeting is a majority of the Councillors appointed to that Committee, or where the Committee is an even number one half of the number is a quorum.3

The Meeting must commence business at the time appointed for holding the Meeting, or as soon (but before expiration of 30 minutes) thereafter as a sufficient number of Members are present to constitute a quorum.

Business must not be conducted at a Meeting unless a quorum is present.

A member shall be deemed to be present at a meeting only when:-

- that member is within the room in which the meeting is held; or
- when a Councillor is permitted by Council resolution to take part in a Meeting by teleconferencing. Teleconferencing is the use of a telephone, video conference equipment, or other means of instant communication that allows a person to take part in discussions as they happen.

All Councillors have a responsibility to participate in Council Meetings, policy development and decision making, for the benefit of the Local Government area.5

After a Meeting of the Council has commenced, a Councillor must not enter, leave or withdraw from the meeting without first notifying the Chairperson.

5.2.2 ABSENCE FROM MEETINGS

If a Councillor is absent without having obtained leave of absence or submitting apologies from two [2] consecutive Ordinary meetings of Council that Councillor's seat becomes vacant.

6 MEETINGS OPEN TO PUBLIC

6.1 PUBLIC

Except where the council, acting under its powers in S275 Local Government Regulation 2012 (outlined in Section 5.11 of this Code) resolves to close a meeting, every meeting of the council will be open to the public.

Members of the public are permitted in the public gallery or area set aside for the public. Members of the public must maintain good order at meetings.

Mobile telephones and audible pagers must be turned off or placed in silent mode in the meeting room, including any area set aside for the public.

A copy of the agenda will be made available to members of the public at the meeting, except for items to be considered in closed session.

Representatives of the press, radio and television may attend meetings. A copy of the agenda will be furnished to media representatives at or immediately prior to the opening of the meeting.

6.2 DEPUTATIONS

A person or group wishing to be received as a deputation by the council:

- must make written request at least seven (7) days before the meeting, to the Chief Executive Officer setting out the matter to be raised by the deputation and specifying the name and address of the person authorised to receive notices on behalf of the deputation; or
- may be invited by the Chairperson to address council on a matter listed on the agenda for which they have an interest, without notice.

The Chief Executive Officer must inform the Chairperson immediately upon the receipt of the request.

Unless otherwise directed by the Chairperson, the Chief Executive Officer must list the hearing of the deputation on the next Ordinary meeting agenda and give to the person specified in the request notice of the time and date when the deputation will be heard.

The Chairperson will determine the number of people in the deputation who will be permitted to address council or respond to questions.

The appointed speakers must restrict their addresses to not more than five minutes or as determined by the Chairperson.

If a member of the deputation other than the appointed speaker/s interjects or attempts to address the Council, the Chairperson may warn the deputation that a repetition may result in the deputation not being further heard.

If there is further interjection after the Chairperson has given the warning the Chairperson may call on the next item of business.

Unless the Council otherwise resolves, the effect of calling on the next business is that the deputation will not be heard further at that meeting and, if the deputation wishes to be heard at a subsequent meeting, a fresh request must be given to the Chief Executive Officer.

6.3 PETITIONS

Any petition presented to a Meeting of Council must be prepared in accordance with Council's procedure for petitions.

On presentation of the petition the Councillor must state the nature of the petition.

The Council will determine whether:

- the petition be received, and no further action be taken; or
- that the relevant department investigate and action or report back to the relevant Standing Committee for further consideration, if required.

7 CLOSED MEETINGS

Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of employees
- Industrial matters affecting employees
- Local Government's budget
- Rating concessions or contracts proposed to be made by the Local Government or starting or defending legal proceedings involving the Local Government
- Any action to be taken by the Local Government under the Planning Act 2016 (PA), including applications made to it under the PA
- Business for which a public discussion would be likely to prejudice the interests of the Local Government or someone else or enable a person to gain a financial advantage. A Local Government or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.

7.1 To take an issue into a closed session, the Local Government must first pass a resolution to do so.

7.2 In the interests of accountability and transparency, the Local Government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.

7.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.

7.4 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

7.5 The Council or Standing Committee cannot resolve that a meeting be closed to the public if any person is to take part in the meeting by teleconferencing.

7.6 A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.

7.7 Only Procedural Resolutions may be made during a closed meeting. The Meeting must be reopened before any substantive resolution on the matter is made.

7.8 When the council resolves to close the Meeting to the Public, the Chairperson may direct all persons other than Councillors and the Chief Executive Officer to leave the Council Chambers. The Chairperson may allow additional persons (including officers of the council, and legal and technical advisers) to remain in the meeting. All other persons must immediately leave the Council Chambers.

7.9 A person failing to comply with a direction to leave the Council Chambers may be removed from the Council Chambers using reasonably necessary force. For the purpose of effecting the removal the Chairperson may call upon the assistance of a member of the Police Service.

7.10 Unless the council, upon the resumption of its open meeting, resolves to the contrary, all matters discussed in a closed meeting must be kept confidential.

8 COUNILLOR BEHAVIOUR

8.1 Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

8.1.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.

8.1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 8.1.7 for the steps to be taken.

8.1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

8.1.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
8.1.3.2 Apologising for their conduct
8.1.3.3 Withdrawing their comments.

8.1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

8.1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

8.1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.

8.1.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:

8.1.7.1 an order reprimanding the Councillor for the conduct
8.1.7.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

8.1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.

8.1.9 Following the completion of the meeting, the Chairperson must ensure:

8.1.9.1 details of any order issued is recorded in the minutes of the meeting.
8.1.9.2 if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA
8.1.9.3 the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

8.2 Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government

Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor or under paragraph 1.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct. After the completion of the investigation, the Local Government must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the LGA. When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

8.2.1 Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the Local Government Regulation 2012 (the LGR).

8.2.2 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.

8.2.3 The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.

8.2.4 If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:

8.2.4.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
8.2.4.2 an order reprimanding the Councillor for the conduct
8.2.4.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
8.2.4.4 an order that the Councillor be excluded from a stated Local Government meeting
8.2.4.5 an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee
8.2.4.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
8.2.4.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.

8.2.5 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.

8.2.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.

8.2.7 The Local Government must ensure the meeting minutes reflect the resolution made.

9 MATERIAL PERSONAL INTEREST

Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

9.1 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:

9.1.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
9.1.2 How a person or other entity stands to gain the benefit or suffer the loss
9.1.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – the nature of the Councillor's relationship to the person or entity.

9.2 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

9.3 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.

9.4 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

9.5 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 9.1.

9.6 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:

9.6.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
9.6.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

9.7 Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

3.7.1 The name of the Councillor who has a material personal interest in the matter
3.7.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest
3.7.3 Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

10 CONFLICT of INTEREST

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

10.1 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:

10.1.1 The nature of the interest

10.1.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:

10.1.2.i the name of the other person

10.1.2.ii the nature of the relationship or value and date of receipt of the gift or benefit received, and

10.1.2.iii the nature of the other person's interests in the matter.

10.2 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.

10.3 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) as to whether another Councillor may stay in the meeting.

10.4 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.

10.5 If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

10.6 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:

10.6.1 The size or significance of the benefit the subject Councillor stands to receive or benefit

10.6.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision

10.6.3 The closeness of any relationship the subject Councillor may have with a given person or group.

10.7 In making the decision under 4.6, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

10.8 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

10.9 The Chairperson then should ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from item 4.1.

10.10 In the event the majority of Councillors inform of a personal interest in a matter:

10.10.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or

10.10.2 if the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

10.11 Where a Councillor informs a meeting of a personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

10.11.1 The name of the Councillor who has declared the conflict of interest

10.11.2 The nature of the personal interest, as described by the Councillor

10.11.3 The decisions made under 4.3 and 4.5 above

10.11.4 Whether the Councillor participated in the meeting under an approval by the Minister

10.11.5 If the Councillor voted on the matter, how they voted

10.11.6 How the majority of Councillors voted on the matter.

MORNINGTON SHIRE COUNCIL

Meeting Procedure and Standing Orders Policy

Policy Details

Directorate	Governance and Communications
Branch	Governance
Responsible Manager	Executive Manager Governance and Communications
Date Adopted / resolution	tbc
Date for Review	No later than 5 years
Legislative Basis	• Local Government Act 2009 • Local Government Regulation 2012
Related Documents – forms and procedures	• The State of Queensland, Department of Local Government, Racing and Multicultural Affairs' *Model Meeting Procedures* (Revised September 2020), which this procedure is based upon and attributes. • Mornington Shire Council's *Model Code of Conduct* • Mornington Shire Council's *Model Meeting Procures*

1 Purpose

The purpose of this Policy is to document the principles by which the requirements of the Local Government Act 2009 are adhered to in the conduct of council meetings, standing and advisory committee meetings as defined in the Local Government Regulation 2012 (LGR).

2 Scope

As required under section 150F of the Local Government Act 2009 (the LGA), this Policy relates to how Mornington Shire Council conducts meetings of the Council (or any of its delegated Committees) as the governing body.

This Policy does not relate to any informal meetings, which the organisation conducts for operational purposes.

3 Policy Statement

The Council has an obligation to act in accordance with the local government principles set out at Section 4 of the Local Government Act, 2009, namely:

(a) transparent and effective processes, and decision-making in the public interest;
(b) sustainable development and management of assets and infrastructure, and delivery of effective services;
(c) democratic representation, social inclusion and meaningful community engagement;
(d) good governance of, and by, local government; and
(e) ethical and legal behaviour of councillors and local government employees.

4 Application of the Policy

Refer to the Council's *Model Meeting Procedures* for details.

5 Approval

This Policy was adopted at Council's Meeting held xxx - Resolution Number xxx.

This policy is deemed to be current until updated or replaced by a resolution of Council.

MORNINGTON SHIRE COUNCIL

Model Meeting Procedures

Procedure Details

Directorate	Governance and Communications
Branch	Governance
Responsible Manager	Executive Manager Governance and Communications
Date Adopted / resolution	tbc
Date for Review	No later than 5 years
Legislative Basis	• Local Government Act 2009 • Local Government Regulation 2012
Related Documents – forms and procedures	• The State of Queensland, Department of Local Government, Racing and Multicultural Affairs' *Model Meeting Procedures* (Revised September 2020), which this procedure is based upon and attributes. • Mornington Shire Council's *Meeting Procedure and Standing Orders Policy* Mornington Shire Council's *Model Code of Conduct*

1 Notice of meetings

1.1 Notice of Meetings Council will meet in accordance with its adopted meeting cycle.
1.2 The dates and times of Council's Ordinary meetings and meetings of its Standing Committees must be published at least once a year.
1.3 Written notice must be given to each Councillor at least four days before the meeting, unless it is impracticable to give that notice.
1.4 A notice under this section may be in electronic form where Councillors have the facilities to access the notice, agenda and business paper in that form.
1.5 In addition, Council will give notice to the public of the times, dates, places and matters to be considered at its Ordinary meetings and Standing Committees. These notices will be listed on Council's website at least four days prior to each meeting.
1.6 The notice of meeting given to Councillors must include an agenda of the items to be discussed at the meeting.
1.7 A Councillor, who wants an item of business included on the agenda for a particular meeting, must give written notice of the nature of the business to the Chief Executive Officer at least 10 working days prior to a meeting. The CEO will determine whether any such matter will be considered and, in instances where approval is not given, provide a written explanation of the determination to the Councillor.
1.8 An exception to 1.7 above is Special Meetings of Council. Only those matters listed on the agenda may be considered.

2 Agenda for ordinary meetings of Council

The order of business for ordinary meetings will generally be:

2.1 Opening of meeting
2.2 Acknowledgement of Country
2.3 Record of those present
2.4 Apologies and Leave of Absence
2.5 Disclosure of Interest, Conflict of Interest, Material Personal Interest
2.6 Condolences and Memorial
2.7 Confirmation of Minutes
2.8 Deputations
2.9 Business Arising
2.10 Action Schedule
2.11 Call for Items of General Business
2.12 Reception and Consideration of Committee Reports
2.13 Reception and Consideration of Reports Meeting
2.14 General Business

2.15 Confidential Reports
2.16 Next meeting
2.17 Closure
2.18 Closure of Meeting Items must be considered in the order they are listed on the agenda for the meeting, unless the council by resolution decides to proceed in a different order.

3 Special Meetings

3.1 A Special meeting may be called by the Chief Executive Officer to present to Council matters of an urgent nature where Council is required to make a resolution in consideration of the matter[s] placed on the agenda.
3.2 The Chief Executive Officer must call a special meeting if:
   a. The Special Meeting is required by a resolution of council; or
   b. The Chief Executive Officer receives a written request for a Special Meeting signed by the Mayor or two or more Councillors and which specifies the object of the Special Meeting and proposes a day and time for the holding of the Special Meeting.
3.3 Written notice of a Special Meeting must state the day and time of the Meeting and the object of the Meeting.
3.4 Only the business stated in the Notice of Meeting may be conducted at a Special Meeting.
3.5 The order of business for a Special Meeting is to be generally in accordance with the order of business for Ordinary Meetings.

4 Process for dealing with unsuitable meeting conduct by a councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

4.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
4.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 1.7.
4.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
   4.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
   4.3.2 apologising for their conduct
   4.3.3 withdrawing their comments
4.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
4.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
4.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
4.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.3, the chairperson may make one or more of the orders below:
   4.7.1 an order reprimanding the councillor for the conduct
   4.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
4.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
4.9 Following the completion of the meeting, the chairperson must ensure:
   4.9.1 details of any order issued is recorded in the minutes of the meeting
   4.9.2 if it is the third or more order made within a 12 month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
   4.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register

4.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 4.1, 4.7 and 4.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting.

As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct.

The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

5 Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the IA

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 4.9.2 of this document.

In either case, the council must complete an investigation into the alleged conduct:

- consistent with any recommendations from the IA; and
- consistent with the council's investigation policy; or
- in another way decided by resolution of the council.

After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:

5.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR or section 242J of the COBR to discuss the allegation.

5.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

5.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

5.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

5.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 5.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

5.6 The council may order that no action be taken against the councillor or make one or more of the following:

5.6.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct
5.6.2 an order reprimanding the councillor for the conduct
5.6.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
5.6.4 an order that the councillor be excluded from a stated council meeting
5.6.5 an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee
5.6.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
5.6.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

5.7 A local government may not make an order under 5.6.3; 5.6.4; 5.6.5; 5.6.6 in relation to a person who is no longer a councillor.

5.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

5.9 The chairperson must ensure the meeting minutes reflect the resolution made.

6 Proscribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

6.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

6.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.

6.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
6.3.1 if it arises because of a gift, loan or contract, the value of the gift, loan or contract
6.3.2 if it arises because of an application or submission, the subject of the application or submission
6.3.3 the name of any entity, other than the councillor, that has an interest in the matter
6.3.4 the nature of the councillor's relationship with the entity that has an interest in a matter
6.3.5 details of the councillor's and any other entity's interest in the matter.

6.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.

6.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

7 Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

7.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.

7.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.

7.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

- 7.3.1 the nature of the declarable conflict of interest
- 7.3.2 if it arises because of the councillor's relationship with a related party:
  - i. the name of the related party to the councillor
  - ii. the nature of the relationship of the related party to the councillor
  - iii. the nature of the related party's interest in the matter
- 7.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:
  - i. the name of the other person
  - ii. the nature of the relationship of the other person to the councillor or related party
  - iii. the nature of the other person's interest in the matter
  - iv. the value of the gift or loan and the date the gift or loan was made.

7.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

7.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

7.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors

7.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.

7.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

7.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:

- 7.9.1 how does the inclusion of the councillor in the deliberation affect the public trust
- 7.9.2 how close or remote is the councillor's relationship to the related party
- 7.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- 7.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
- 7.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community
- 7.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
- 7.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

7.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.

7.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the

councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

7.12 In making the decision under 7.6 and 7.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

7.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

8 Reporting a suspected conflict of interest

8.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

8.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.

8.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

8.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.

8.5 If the councillors cannot reach a majority decision then they are taken to have determined that the councillor has a declarable conflict of interest.

9 Loss of quorum

9.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
- defer the matter to a later meeting
- not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

9.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

9.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

10 Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

10.1 the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

10.2 the particulars of the prescribed or declarable conflict of interest provided by the councillor

10.3 the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

10.4 any decision then made by the eligible councillors

10.5 whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

10.6 the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

10.7 the name of each councillor who voted on the matter and how each voted
10.8 if the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
- the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and
- how each of the councillors voted

10.9 where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

11 Closed meetings

Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

11.1 appointment, dismissal or discipline of the CEO
11.2 industrial matters affecting employees
11.3 the council's budget
11.4 rating concessions
11.5 legal advice obtained by the council, including legal proceedings that may be taken by or against the council
11.6 matters that may directly affect the health and safety of an individual or a group of individuals
11.7 negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
11.8 negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967
11.9 a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

A council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

11.10 delegate the matter
11.11 decide by resolution to defer to a later meeting
11.12 decide by resolution to take no further action on the matter.

None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

To take a matter into a closed session the council must abide by the following:

11.13 Pass a resolution to close the meeting.
11.14 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
11.15 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
11.16 Not make a resolution while in a closed meeting (other than a procedural resolution).

12 Teleconferencing / videoconferencing meetings

12.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference or video conference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairperson may allow a councillor to participate in a council meeting, standing or advisory committee meeting by teleconference or videoconference.

12.2 A councillor taking part by teleconference or videoconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

12.3 Note: Teleconferencing and videoconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

12.4 In order for councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR will expire in June 2021.

12.5 These provisions allow the council:

- 12.6.1 the option to conduct the entire council meeting via phone, teleconference or video conference
- 12.6.2 where possible, that they must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the council's public offices or on the council's website
- 12.6.3 chairperson the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

MORNINGTON SHIRE COUNCIL

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	2021-01/14	Approval Date	27/01/2021
Records Number	V2	Next Review Date	May 2024

DOCUMENT VERSION CONTROL			
VERSION	**DATE**	**RESOLUTION NO.**	**DETAILS**
1	March 2006		
2	27/01/2021	**2021-01/14**	Updated Code following Ministerial release of revised code following October 2020 integrity amendments to *Local Government Act* & Regulations.

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 version[1].

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

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.

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:

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

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

- 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 2001[1] 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 40[2] 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.

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 27th January 2021 - Resolution Number 2021-01/14.

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

_____.

16.4 COMMUNITY FUNERAL ASSISTANCE POLICY

Author: **Governance Coordinator**

Attachments: **1 Community Funeral Assistance Policy**

PURPOSE (EXECUTIVE SUMMARY)

To seek approval to repeal Council's *Community Funeral Assistance Policy*.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A report to Council titled *Council Interment Services*, was made on 17 March 2021 by the then Acting Executive Manager Corporate Governance and Communications.

That report considered a range of supports that were available to members of the community who have lost a loved one. The report was in response to a deputation to Council in December 2020 by Ms Farrah Linden.

In considering the issue, the report did not note that Council has a *Community Funeral Assistance Policy* (attached).

That policy allows Council, upon CEO approval, to provide assistance to members of the community of:

- 50% of transport / funeral expenses
- Up to a maximum of $5000

There are a range of issues with the policy in its current form, including:

- There is no budget allocation in 2020/21 to cover any applications for funeral assistance

1.

- The policy is not referenced (and so is in conflict with) the Council's *Sponsorship and Donations Policy*

- There are no eligibility guidelines in the policy, other than needing a family to supply supporting documents showing costs. This means there are no processes in place, to ensure applications are assessed equally and with transparency

- By extension, there is the potential that Council will receive multiple applications if / when the policy is known in the community. This has the potential to place significant cost pressures on Council, which would be in addition to the funeral costs that Council already subsidises

Table 1: overview of Council's funeral related expenses and revenue, based on:

- figures provided in the 17 March 2021 report to Council; and
- provisions in the *Community Funeral Assistance Policy*

Item	Council expenditure / revenue
Cask	- $1200 plus GST (approx.)
Other funeral expenses (Transporting repatriated loved ones on return to the island, grave digging, etc.)	- $8000 (estimated)
Funeral service fees and charges 2020/21	$4395
Community Funeral Assistance Policy	- $5000 (up to this total on application/approval)
TOTAL	- **$9805** (the total cost Council could incur per funeral under the current policy)

Staff recommend the *Community Funeral Assistance Policy* be repealed, due to the cost burdens to Council and lack of transparent guidelines to assess applications as outlined above.

It is important to note, that Council could choose to approve a budget allocation and appropriate mechanisms to asses applications for assistance in the 2021/22 financial year onwards. However, this still comes with the above mentioned cost implications to Council, so staff do not recommend this approach.

FINANCIAL & RESOURCE IMPLICATIONS

Council has a significant risk, given the lack of a budget to cover applications for financial assistance under the current *Community Funeral Assistance Policy*.

Repealing the *Community Funeral Assistance Policy* would mitigate that risk and therefore have positive budget implications.

RECOMMENDATION

That Council repeal the *Community Funeral Assistance Policy*, effective from 21 April 2021.

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL
Community Funeral Assistance Policy

This an official copy of the **Community Funeral Assistance 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 **Community Funeral Assistance Policy** is approved by the Mornington Shire Council for the operations and procedure of Council.

DOCUMENT VERSION CONTROL			
VERSION	**DATE**	**RESOLUTION NO.**	**DETAILS**
1	15/02/2015	2015/54	**Responsible Officer** Exec Manager Human Services
2	18/07/2018	2018/153	**Responsible Officer** Exec Manager Human Services
			Responsible Officer Exec Manager Human Services
			EXPIRY 30 June 2019

Reviewed By	HR Manager	Reviewed on	18 July 2018	Approved By	MSC
Next Review	30 June 2019	Document Number	C-000-008	Resolution No.	2015/54

MORNINGTON SHIRE COUNCIL

MORNINGTON SHIRE COUNCIL
Community Funeral Assistance Policy

1. PURPOSE:

This Policy aims to provide a clear set of guidelines outlining assistance available for resident families of Mornington Shire Council for the transport and funerals of deceased relatives.

2. COMMENCEMENT OF POLICY:

This Policy commenced on 18th February 2015. Most recently reviewed on 7 July 2018. This Policy replaces all other Community Funeral Assistance Policies of MSC (whether written or not).

3. APPLICATION OF THE POLICY:

This Policy applies to residents of the Wellesley Islands that form Mornington Shire Council.

4. ASSISTANCE PROCESS:

4.1 If a resident family of Mornington Shire Council requires assistance to cover costs for the transport and/or funeral of a deceased relative they must make application to the Chief Executive Officer for approval of that assistance.

4.2 Upon making such application supporting documentation of the costs involved must be provided to the Chief Executive Officer.

4.3 If other funding or support is available to provide assistance for the transport and/or funeral of a deceased person then these avenues must be exhausted prior to making application to the Chief Executive Officer.

5. ASSISTANCE AVAILABLE:

5.1 Upon application the Chief Executive Officer may approve up to fifty per cent of the cost of transport and/or funeral of a deceased person up to the value of $5,000.00.

5.2 Mornington Shire Council will fund all applications for community funeral assistance from funds that have been raised through the community housing levy fund.

6. VARIATIONS

MSC reserves the right to vary, replace or terminate this policy from time to time.

Reviewed By	HR Manager	Reviewed on	18 July 2018	Approved By	MSC
Next Review	30 June 2019	Document Number	C-000-008	Resolution No.	2015/54

7. WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- Receiving the MSC Community Funeral Assistance Policy;
- My requirement to comply with this policy.
- Disciplinary action resulting in possible termination of employment if I fail to comply with this policy.

Your name: _____

Signed: _____

Date: _____

Reviewed By	HR Manager	Reviewed on	18 July 2018	Approved By	MSC
Next Review	30 June 2019	Document Number	C-000-008	Resolution No.	2015/54

16.5 SHOW CAUSE NOTICE - ABORIGINAL AND TORRES STRAIT ISLANDER PUBLIC HEALTH PROGRAM

Author: Governance Coordinator

Attachments: 1 Show Cause Notice C-ECTF-21/3563

PURPOSE (EXECUTIVE SUMMARY)

To inform Council of Show Cause Notices issued to the Mornington Shire Council, regarding the Aboriginal and Torres Strait Islander Public Health Program.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under the Local Government Act 2009, Councillors are responsible for representing the current and future interests of residents including being accountable to the community for the Council's performance.

Recent 'Show Cause' notices are attached, to keep Councillors informed of the Council's performance regarding the Aboriginal and Torres Strait Islander Public Health Program.

The Show Cause Notice documents Council's failure to submit progress and financial reports, due on 31 July 2020 and 31 January 2021. Also required, is an annual work plan for the program.

Note: an earlier Show Cause Notice issued on 14 December 2020 was not responded to by Council.

The Governance Coordinator has spoken to the funding department, which has agreed that Council provide financial reports as a matter of priority, and that performance reports follow as soon as possible.

The Governance Coordinator is progressing the reports in liaison with the Acting Finance and Administration Manager and will provide an update to the next meeting of Council in May 2021.

Key measures of the Council's performance under the contract include that Animal Management and Environmental Health staff are to be employed under the contract, working towards Cert IV accreditation.

While those positions have not been able to be recruited to, the Council is still performing a number of eligible activities under the contract including animal sterilisation programs. Those activities will be costed to the program and reported to the funder as part of the Council's response to the Show Cause Notice.

FINANCIAL & RESOURCE IMPLICATIONS

Failure to meet contract obligations means the Council may be required to give back some funds and / or not be funded in future, as per the attached Show Cause Notice.

While the funding department has expressed a level of comfort with the proposed strategy to provide reports asap, the lack of timely reporting to date is a concern.

RECOMMENDATION

That Council receive and note this report.

Queensland Government

Queensland Health

Enquiries to: Community Services Funding Branch
Telephone: 07 3006 2815
Doc Ref: C-ECTF-21/3563
404840
File Ref: QCOS/016572

Mr Peter Stewart
Interim Chief Executive Officer
Mornington Shire Council
C/- Post Office, Gununa
Mornington Island QLD 4871

Email: peter.stewart@mornington.qld.gov.au

Jan
Could you please follow up on this.
Thanks Graham

Dear Mr Stewart

Re: SHOW CAUSE Notice (Notice to Remedy) pursuant to clause 14 of the Service Agreement between Queensland Health and Mornington Shire Council (Org ID: 3498) ("the Organisation") - breach of reporting obligations

As you are aware, clause 5 (Your reporting obligations) of the Service Agreement requires the Organisation to comply with the Reporting Requirements. These reports enable Queensland Health to assess the Service Agreement accountability and monitor progress and outcomes.

According to our records, the Organisation has failed to submit the following reports:

Project Name	Project ID	Report Outstanding	Date Due
Aboriginal and Torres Strait Islander Public Health Program	72336	Financial	31-Jan-2021
Aboriginal and Torres Strait Islander Public Health Program	72336	Performance	31-Jan-2021
Aboriginal and Torres Strait Islander Public Health Program	72336	Directors Certification	31-Jan-2021

In addition to this, records held show the Organisation has failed to submit the following reports in response to previous Show Cause Notice dated 14 December 2021, and as such remains in breach of the Service Agreement:

Project Name	Project ID	Report Outstanding	Date Due
Aboriginal and Torres Strait Islander Public Health Program	72336	Financial	31-Jul-2020
Aboriginal and Torres Strait Islander Public Health Program	72336	Performance	31-Jul-2020

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

Project Name	Project ID	Report Outstanding	Date Due
Aboriginal and Torres Strait Islander Public Health Program	72336	Annual Work Plan	31-Jul-2020
Aboriginal and Torres Strait Islander Public Health Program	72336	Directors Certification	31-Jul-2020
Aboriginal and Torres Strait Islander Public Health Program	72336	2019-20 Annual Financial Report and Audited Financial Statements	31-Oct-2020

Accordingly, under clause 14 of the Service Agreement, the Organisation now has ten (10) days from the date of this Notice to Remedy. If the Organisation fails to do so, Queensland Health may take one or more of the following Specified Actions under clause 13 of the Service Agreement:

- suspend a Funding Schedule; or
- suspend all Funding Schedules.

If the Organisation fails to comply with the Notice to Remedy, Queensland Health will take Specified Actions set out above, and will issue the Organisation with a Failure to Remedy Notice.

If you need clarification or believe your organisation's reports have been submitted, please contact the Community Services Funding Branch by telephone on (07) 3006 2815 or by email at CommunityFunding@health.qld.gov.au.

Yours sincerely

Jacqui Heywood
Senior Director
Community Services Funding Branch
Healthcare Purchasing and System Performance Division
11/03/2021

17 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

17.1 WASTE MANAGEMENT STRATEGY - UPDATE TO COUNCIL 21 APRIL 2021

Author: **Acting Executive Manager Technical Services**

Attachments: **1 Mornington Island Situational Analysis of Waste Management**
2 Proposed Waste Management Strategy - DRAFT

PURPOSE (EXECUTIVE SUMMARY)

To provide information, regarding Waste Management Strategies that are available to Council subject to allocations in the 2021/22 budget.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On the recent bus tour of the Island, Councillors visited the Landfill Facility (rubbish tip), which included a discussion about potential strategies to improve the management of the facility.

To this end, staff plan to include costings for improved management of the facility in the 2021/22 budget bid.

The costings will be based on a report prepared in 2019 under the previous Council – refer attachments 1 and 2.

To be clear, the proposed strategies will only be implemented if funding is allocated as part of the 2021/22 budget process.

Of note, is that the Council submitted a funding bid to the Work for Queensland 2021-24 (closed April 2021), for upgrades to the Island's water filtration plant and an Expression of Interest (EOI) to Resilience and Risk Reduction funding (closed April 2021) for a back-up generator for the sewerage plant.

FINANCIAL & RESOURCE IMPLICATIONS

Budget implications will be identified at a later date as part of 2021/22 budget processes.

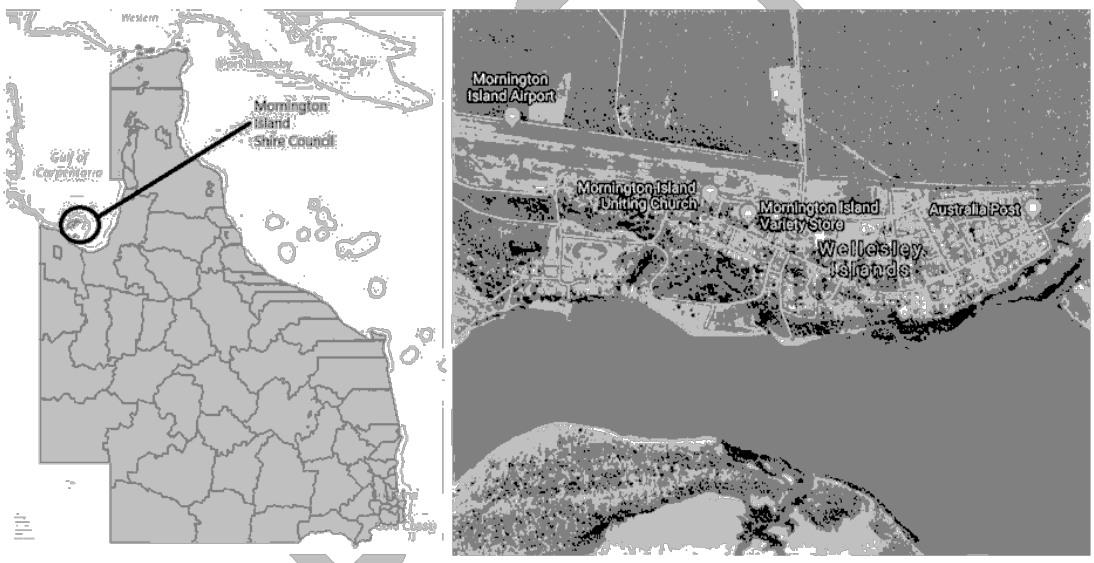
RECOMMENDATION

That Council receive and note the report.

QLD INDIGENOUS WASTE STRATEGY
MORNINGTON ISLAND SHIRE COUNCIL
WASTE MANAGEMENT SITUATIONAL ANALYSIS 2019

Introduction

Mornington Island Shire comprises 22 islands in the south of the Gulf of Carpentaria. Gununa is the only town in the shire and is located on the largest island, Mornington Island. The shire is within the traditional lands of the Lardil people. In 1914 the Presbyterian Church established a mission at Mornington Island with the assistance of the Queensland Government. The Mornington Shire Council was established in 1978. Various services are provided in Gununa, and there is a regular airlink to Mt Isa, and a barge service to the mainland port of Karumba.



Waste Management Summary

Population **1,143** (ABS 2016) **1,700** (Masterplan 2019)	**Houses** **305**	**People per house** **4.3**
Bins per house **1**	**Waste per house** **46.4** (kg/week)	**Collections per week** **3**
Landfill **FAIR-GOOD**	**Kerbside recycling** **No**	**Container refund point** **No**
Cost **Waste management** **$??,000 pa** **Litter - $1,000 pa**	**Littering**	**Dumping**

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Overview of Waste Management Issues

General community

- Council has an increasingly professional and progressive approach to waste management, including commissioning professional services to assist longer-term planning of operations.
- The community operates well while challenged by remoteness from mainland transport and freight services.

Waste collection and disposal

- Household collections operate well, with each house having at least 1 wheelie bin.
- Landfill operating practices need strengthening and public access controlled.
- Landfill operations are improving, with progressive re-sorting of legacy wastes, but with no destinations as yet for sorted materials.
- Scrap metals (especially old cars), tyres and historial C&D wastes remain a large problem.
- The dis-used Birri fishing resort is a large and remote legacy waste challenge.

Recycling

- No kerbside recycling service offered.
- CRS collection point needed.

Business enterprise opportunities [or Future plans]

- Progress plans and funding bid for current landfill upgrade.
- Encourage establishment of a CRS collection point where freight costs to mainland are covered.
- Investigate with neighbouring councils opportunities for regional contracts for collection, removal and recycling / re-use of bulk wastes and historical metal wastes.

Current Situation

Household collections: Council is currently servicing (over) 305 houses with 3/week kerbside collections to residents and businesses by Council staff in town. There is usually 1X 240L wheelie bin per house, and approx. 12 public bins on stands located around the town. Collected wastes are taken to the Council-operated landfill 7 km NW of town. Three collections a week are needed because of the nature of wastes generated by residents. Horses and dogs knock over house bins left on the street awaiting collection, hence bins are kept inside house yards and retrieved by Council staff as they do their rounds. The Gununamada Corp supermarket wastes are collected by Council and taken to the landfill, even though cardboard is separated. The Health Clinic deposits its clinical wastes in sealed containers that are then removed separately from the island.

Future considerations: Council might consider the progressive purchase and rollout of wheelie bin stands for all premises to prevent animal disturbance of bins awaiting collection.

Recycling: Council has no immediate plans to introduce a kerbside recycling service. The supermarket does not bale / recycle cardboard. Council is supportive of a baler being purchased for carboard (and cans?) recycling.

Container Refund Scheme (Containers for Change): The community seems to have little awareness of CRS opportunities. There is no redemption point in the shire, though Council is supportive of establishing a service provided that the CRS operator can pay freight costs back to the mainland. The local super market may be interested in being a collection point.

Future Consideration: Council could initiate CRS discussions with the super market or another business or community

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group that may be interested in being a CRS collection point.

Bulk waste collection: Council operates 2 bulky waste clean-ups per year for all premises (1 pre-cyclone, 1 post-cyclone period). Unwanted bulky waste and end of life cars are collected at other times if resources permit.

Litter: There is a moderate amount of litter in and around the streets and public spaces, primarily windblown plastics and drinks containers. House yard conditions are variable. It is a well-ordered community.

Dumping: Council is aware of a small number of dumping hot spots on the edge of town. Some houses have white goods and dis-used cars awaiting collection, and these are usually well contained in or near houses, although the occasional street pile of waste was noted. There is a stockpile of disused cars, old C&D wastes and some bulky domestic wastes in bush at the northern edge of the airstrip.

Construction and Demolition waste: large volumes of unsorted historical C&D wastes are being progressively separated and re-stockpiled at the landfill, as resources permit. There is around 50-60 old concrete water tanks that could potentially be crushed and re-used as road base. Council now requires building contractors to remove their new construction wastes from the island.

Green waste: is stockpiled by Council at the landfill and left to compost, but is not being re-used. Until c.3-4 years ago, a community market garden had operated in Gununa. Were such a facility to be revived it could be a good user of composted greenwastes.

Legacy / intractable wastes: Asbestos registers are maintained for Council and government buildings. Most old houses containing asbestos have now been demolished and asbestos wastes properly contained and shipped to the mainland (final destination unknown). About 6 houses remain to be dealt with.

There is a remote fishing camp / resort on the north side of Mornington Is known as "Birri" that had operated for around 35 years, but closed in 2017. There is a large stockpile of legacy steel, cans, glass and old building materials at the location, but Council has no current plans to remove these wastes.

Future considerations: Council could scope and seek grant funds for progressive clean up of legacy waste stockpiles (Birri, airstrip north and current landfill site) as part of regional contracts / programs.

Other wastes:

- Motor vehicle oils are collected at the Council workshop, and c. 1,500 litres p.a. shipped to a mainland collection point at Karumba.
- Car batteries have a separate (bunded) collection point at the landfill and are regularly shipped to a mainland collection point.
- Tyres are collected separately and stockpiled at the landfill (currently c 200). There is no regular collection (though Council notes that in nearby Cloncurry a tyre shredder had been able to generate road sealing material from shredded waste tyres).
- E-wastes no separation or storage of at the landfill.
- Animal wastes are not an issue. Biosolids from the leachate evaporation pond are usually interred at the landfill (needed only once in last 4 years).
- Bulk metals (mainly dis-used cars) is a major problem for Council. There is a large stockpile (possibly 100s of cars) at the landfill, and near the airstrip. It is (prohibitively) expensive to remove these metals to the mainland. In 2017 a private contractor removed (100s?) still-rolling disused cars from the island and just covered their own costs (ie at no return to Council). The contractor would not take older/immobile vehicles. Council advises that it

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costs at least c.$2K to return each car body to the Karumba port.

Future considerations: Council could investigate options for re-use rather than return to mainland motor vehicle oils as waste-to-energy, To defray freight costs, Council could help develop regional contracts for regular collection and return to mainland of bulk metals (including cars and legacy / historical stockpile of metals), tyres etc.

Landfill: Council operates the active landfill under the conditions of an ERA60 development approval (IPDE01209408) 7km north-west of Gununa town on Council-owned land. There is a current landfill management plan. In 2019 AECOM estimated the current landfill, with progessive construction of up to 20 new trenches, to have over 60+ yrs operating life. The landfill is not lined (though sited on clay soils) and is well fenced (though gates are not locked daily). The current tipping area consists of 3 below-ground excavated trenches, with deposited waste materials progressively earth-covered by Council. This does not occur daily, however, and deposits by members of the public is not always at the current active area. Windborne litter at the site is a problem, as is unauthorised burning of landfill wastes. The landfill has a well-functioning leachate collection system with drainage lines for each active trench fed into a sump from which leachate is then pumped to a large and well-maintained evaporation pond adjacent to the landfill area. Greenwastes (tree loppings etc, not chipped), bulky wastes, metals and C&D wastes are now being stockpiled separately from the MSW waste area, with legacy unsorted waste piles being separated and re-stockpiled by Council staff as resources permit. There is a separate bunded and covered area for spent car batteries, fire extinguishers and gas bottles. There are also nearby piles of loose metal sheeting, however, that could become airborne and pose a safety hazard in strong winds. Council has commissioned AECOM to prepare plans for upgrade of the landfill, including fencing, formal separation areas, and rehabilitation of old fill and surrounding areas. AECOM's initial estimate of costs for these works is $1.2m, but funds have yet been secured by Council for these works.
Future considerations: Council should proceed with plans to upgrade the existing landfill operation, including ceasing uncontrolled public access to tipping areas, and establishment of an internal transfer point and waste separation areas. A key issue with all sorted wastes is that there are no current re-use or recycling destination for any of the material, and it simply continues to accumulate, albeit in now well-sorted piles.

Resources: Council has 4 staff each working 38 hours/week (is this 38 staff hours total or 38X4=158 ??) on waste management duties, 2 on collections and 2 on landfill management. Council owns a 1-year old compactor truck. Landfill operation and maintenance equipment consists of Council-owned D8 dozer, and a 20t clawed excavator. Other? Council's annual waste management operating budget is ??

Education: Council landfill and collection operators maintain their skills through local, Council-provided training. Council does not have active waste management / messaging services in the shire. AECOM has recommended that Council run waste education programs to the community. Council would support future education targeting litter and dumping behaviours, and incorrect disposal practices at and near the landfill.

Regional opportunities: On nearby Sweers Island 30 kms north of Burketown (within MSC boundary but not serviced by Council) is another still operating fishing resort that operates its own landfill. Council considers that there may be opportunities to collaborate on some waste management solutions with the resort operators.

Potential Waste Management Improvement & Resource Recovery Opportunities

1. Continue to provide good collection services to residents and businesses, and progressively provide bin stands across all town services.

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2. Continue to plan upgrade to landfill design and operations, including restricting public access to landfill and establishment of well-signed and maintained waste deposit and separation points away from the landfill trenches. Council then to seek funding (ICCIP / TMR TIDS / other).
3. Investigate regional tyre / metals / oils / batteries / other disposal solutions and recovery and re-use markets.
4. Initiate discussions with local businesses / community groups for establishment of CRS collection point.
5. Introduce / expand formal community education programs (bin art, landfill practices, littering, dumping)

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Waste Fast Facts

This Council information has been collated by APC from DES Waste Management 2018 returns

Waste Fast facts	Number (tonnes)
Total households	305/550
No. of households with kerbside waste collection service	550
How many households with a scheduled (e.g. once per year) hardwaste / bulky item collection?	550
Per cent with service	?
Municipal Solid Waste	
Household waste collected (tonnes)	350
Street and other public place bins (tonnes)	15
Litter and illegally dumped waste received (tonnes)	1
Green waste dropped off by residents or picked up by Council	110
Green waste from households as disaster waste?	NA
Bulky items received from normal deliveries	110
Total municipal solid waste received?	**736**
MSW disposed of in external landfills (i.e sent to another council or to a private landfill)	736
Commercial & Industrial	
Commercial & industrial waste (tonnes)	100
Commercial & industrial waste sent to external landfill	100
Construction & Demolition	
Construction & demolition waste received from normal deliveries	20
What is the total amount of construction and demolition waste received?	20
Amount of construction & demolition waste sent to external landfill	20
Biosolids	
Amount of dry biosolids collected/received by Council	NA
Tyres	
Amount of tyres recovered	NA
What was your onsite inventory of tyres (and/or parts of tyres) at 30 June?	NA
Tyres sent to external landfill	1
Lead acid batteries	
Lead acid batteries recovered	0.5
What was your onsite inventory of lead acid batteries at 30 June?	0.5
Scrap metal	
Ferrous metal recovered	2
Onsite inventory of ferrous metal at 30 June	1.5
Non-ferrous metal recovered	0.5
Onsite inventory of non-ferrous metal at 30 June	NA
Total waste generated	**852.30**
Resourcing	
Number of staff employed to operate/manage/administer your waste recovery activities as at 30 June?	4
What is the average combined weekly hours worked by the staff employed to operate/manage/administer your waste/recycling facilities?	38
Costs	
Cost to Council to manage litter and illegal dumping	$1,000

Waste Fast Facts

This Council information has been collated by APC from DES Waste Management 2018 returns

Materials	External landfill	Internal landfill	Disposed internally	Disposed externally	Recovered	
Asbestos	0.00	0.00	0.00	0.00	0.00	
Tyres	1.00	0.00	0.00	0.00	2.00	
Lead acid batteries	0.00	0.00	0.00	0.00	0.50	
Greenwaste	0.00	0.00	0.00	0.00	10.00	
e-waste	0.00	0.00	0.00	0.00	1.00	
Bricks and tiles	0.00	0.00	0.00	0.00	0.70	
Ferrous Metals	0.00	0.00	0.00	0.00	2.00	
Contaminated Soil	0.00	10.00	0.00	0.00	0.00	
Mineral Oil	0.00	0.00	0.00	0.00	0.00	
Non-Ferrous Metals	0.00	0.00	0.00	0.00	0.50	
Concrete	0.00	0.00	0.00	0.00	3.00	
Biosolids	0.00	0.00	0.00	0.00	0.00	
MSW	736.00	0.00	0.00	0.00	0.00	
C& I	53.60	0.00	0.00	0.00	0.00	
C&D	32.00	0.00	0.00	0.00	0.00	
Total Amount of Waste A Year (T)	**822.60**	**10.00**	**0.00**	**0.00**	**19.70**	**852.30**

Amount per hhld per week (Kg)		
46.41		
Amount per Capita (Kg) A Year		
ABS Census	**Council Estimate**	
643.92	432.94	
Total Amount of Waste A Year (T)	**Calculated Waste (T)**	**Difference (t)**
736.00	370.00	366.00

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Mornington Shire Council Waste Management
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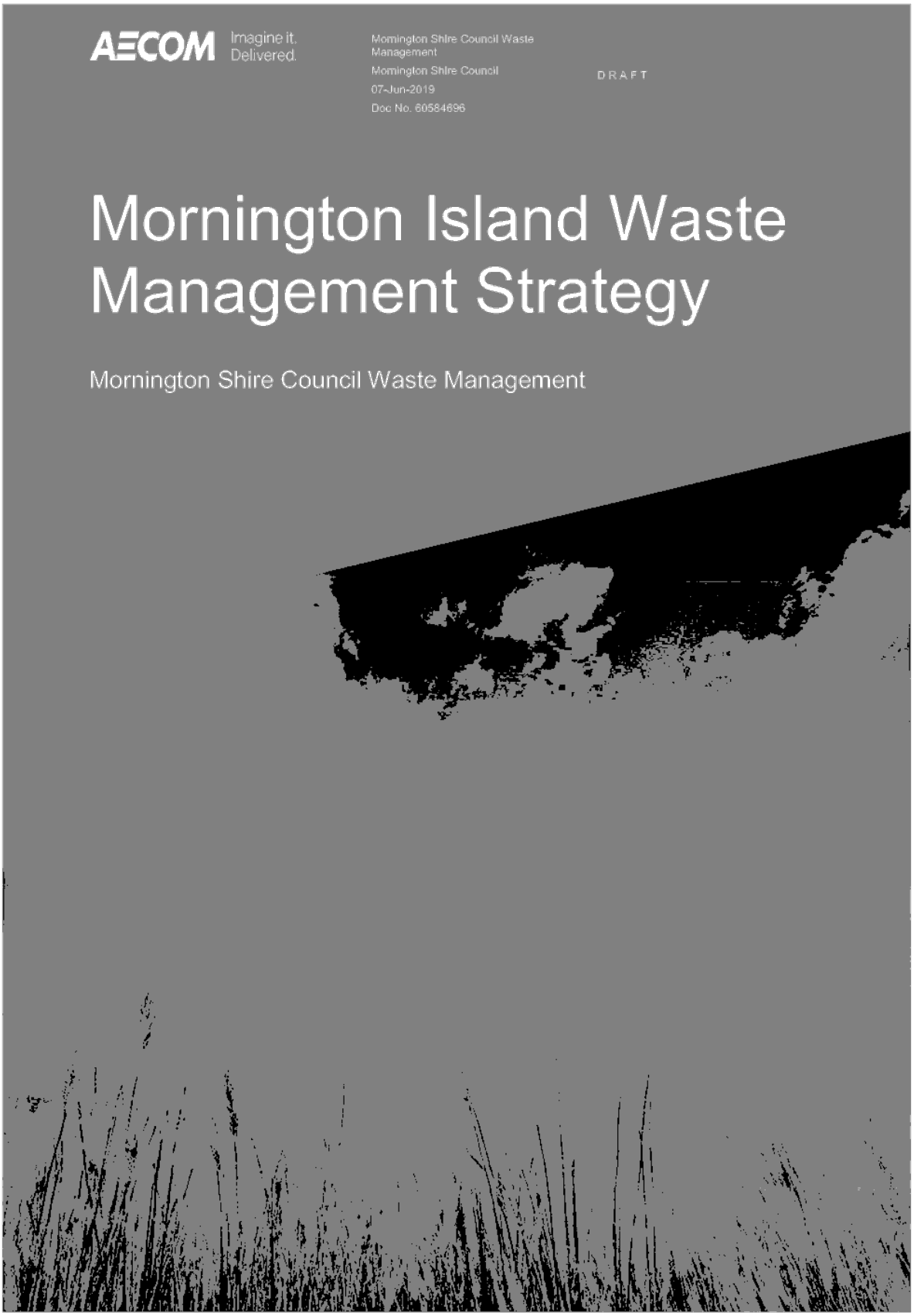
Mornington Island Waste Management Strategy

Mornington Shire Council Waste Management



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Mornington Island Waste Management Strategy

Mornington Shire Council Waste Management

Client: Mornington Shire Council

ABN: 42 971 949 286

Prepared by

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Revision 0 – 07-Jun-2019
Prepared for – Mornington Shire Council – ABN: 42 971 949 286

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Quality Information

Document Mornington Island Waste Management Strategy

Ref 60584696

Date 07-Jun-2019

Prepared by Lucy Muir

Reviewed by Hayley Page

Revision History

Rev	Revision Date	Details	Authorised	
			Name/Position	Signature
0	07-Jun-2019	Draft Issue	Mark Hargroder Principal Civil Engineer	

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1.0 Introduction

1.1 Location

The Shire of Mornington is comprised of 22 islands in the south east portion of the Gulf of Carpentaria. Mornington Island is the largest of the 22 islands that form the Wellesley Islands group. Gununa is the only township within the region and is located on Mornington Island, which is serviced by regular passenger flights from Mt Isa and Cairns. A barge operates from Karumba to bring supplies to Gununa.

1.2 Population

The population of Mornington Shire was 1143, as at the 2016 census (Australian Bureau of Statistics, 2016). There were 321 dwellings within the MSC Local Government Area (LGA) in 2016 (Australian Bureau of Statistics, 2016) with a projected increase of 20 – 25 houses per annum for the next five years, (Wood, 2018). The population of Mornington Shire has been relatively constant for the past 20 years and the increase in the number of dwellings is understood to be influenced by overcrowding of the previously available dwellings, not population growth. The number of dwellings has increased to meet the issue of overcrowded dwellings.

1.3 Services and Amenities

Services operating on Mornington Island include:

- Early childhood education and care centres;
- Schools;
- Council office;
- Hospital;
- Police office;
- Women's shelter;
- Post office;
- Airstrip; and
- Retail shop / Supermarket.

The Shire is serviced by a barge operating from Karumba; however, disruptions to this service can occur during the wet season due to flooding of roads. When roads are flooded, goods to be barged are prevented from reaching Karumba, causing disruptions to island supplies.

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2.0 Purpose

This Waste Management Strategy (WMS) primarily aims to identify improvements to the current waste management practices as a means to improve public health in Mornington Shire. To achieve this, the WMS summarises current waste management practices in Mornington Shire, identifies goals for the improvement of practices, and develops a strategy to achieve these goals. Secondarily, this WMS also aims to provide direction to the future development of the MSC Landfill.

Specifically, this WMS includes:

- Current procedures for the collection and management of waste;
- Current procedures for the management of MSC Landfill facility;
- Current and predicted waste volumes;
- Strategy for improved waste management procedures;
- Strategy for the expansion of MSC Landfill facility;
- Management of diverted product (e.g. cars, green waste, scrap metal, gas bottles, batteries, fire extinguishers); and
- Estimate of costs for the rehabilitation of the currently active section of the MSC Landfill facility.

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3.0 Administrative Overview

3.1 Legislative Requirements

The following key pieces of legislation influence the administration of waste related environmental matters on Mornington Island:

- *Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth)*
- *Environmental Protection Act 1994 (QLD)*
- *Environmental Protection Regulation 2008 (QLD)*
- *Environmental Protection (Waste ERA Framework) Amendment Regulation 2018*
- *Waste Reduction and Recycling (Waste Levy) Amendment Act 2019 (QLD)*
- *Waste Reduction and Recycling (Waste Levy) Amendment Regulation 2019 (QLD)*

MSC currently operates the MSC Landfill Facility under a Development Approval (DA) to undertake an Environmentally Relevant Activity (ERA). Details of the permit are described in Table 1 below.

Table 1 MSC Landfill facility permit details

Development Approval Number	Licensed Activity	Description of Activity
IPDE01209408	ERA75(a)(i) Now referred to as ERA60(2)(a) under Environmental Protection Regulation 2008	Waste disposal – operating a facility for disposing of only general waste or limited regulated waste, if the facility is designed to receive waste at the rate of more than 50 t but not more than 2 000 t a year.

3.1.1 Assessment of compliance with Development Approval

The full DA conditions are attached in **Appendix A**. Current issues of non-compliance with the DA have been addressed in the Mornington Shire Council Landfill Site Base Management Plan (SBMP) (AECOM, 2019), which is to be implemented in conjunction with this strategy.

3.2 Waste Management Roles and Responsibilities

MSC Waste Management falls under the Infrastructure and Technical Services Directorate. An organisation chart directly pertaining to the waste operations is provided below (Figure 1). In addition to this, the Directorate provides support services to the waste management operations, arising from the following areas:

- Water and sewerage;
- Civil construction;
- Workshop / fleet.

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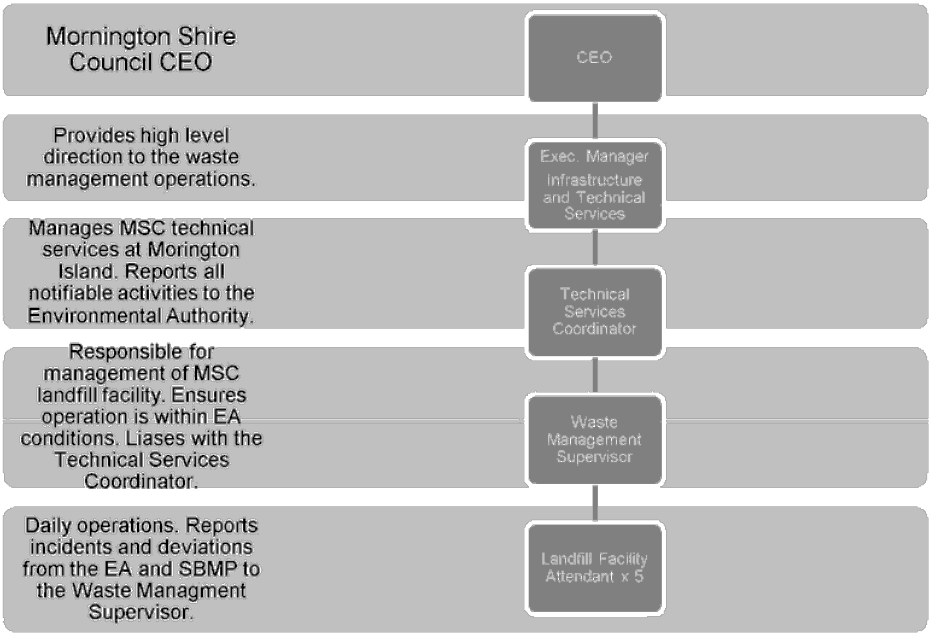

Figure 1 Waste Management Organisational Structure

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4.0 Existing Waste Management Operations

Waste management in Mornington Shire currently consists of household and commercial waste collection and management of the MSC Landfill facility.

4.1 Collection of waste

Waste is currently collected from the kerbside three days per week (Monday, Wednesday and Friday) throughout the Gununa area using Council resources consisting of labour and a 20m^3 side-arm compacting collection vehicle. Collected waste is transported to MSC landfill facility in the kerbside collection vehicle. There is no separate service for the collection of recyclables arising from Gununa residents.

MSC representatives indicate that the bins are generally full upon collection hence there is limited opportunity to reduce the number of service days undertaken. Furthermore, reducing the number of service days is also prohibitive due to the nature of putrescible waste items in the bins (e.g. fish heads, dugong skins). Such wastes attract vermin and produce odour within a rapid timeframe. Leaving bins in this condition will not only encourage animals to scavenge through them, but may result in a public health nuisance.

4.2 MSC Landfill facility

The MSC Landfill facility is located approximately 7 km north-west of Gununa and is thought to have commenced operation in 2010. Approximately 6 ha of the site are currently utilised for waste management operations, with an additional 1.3 ha being utilised for leachate management. There is significant potential for expansion of the facility towards the east of the existing disturbed area, which provides the opportunity to almost double the size of the activity. A site plan indicating key features is attached in Figure 2.

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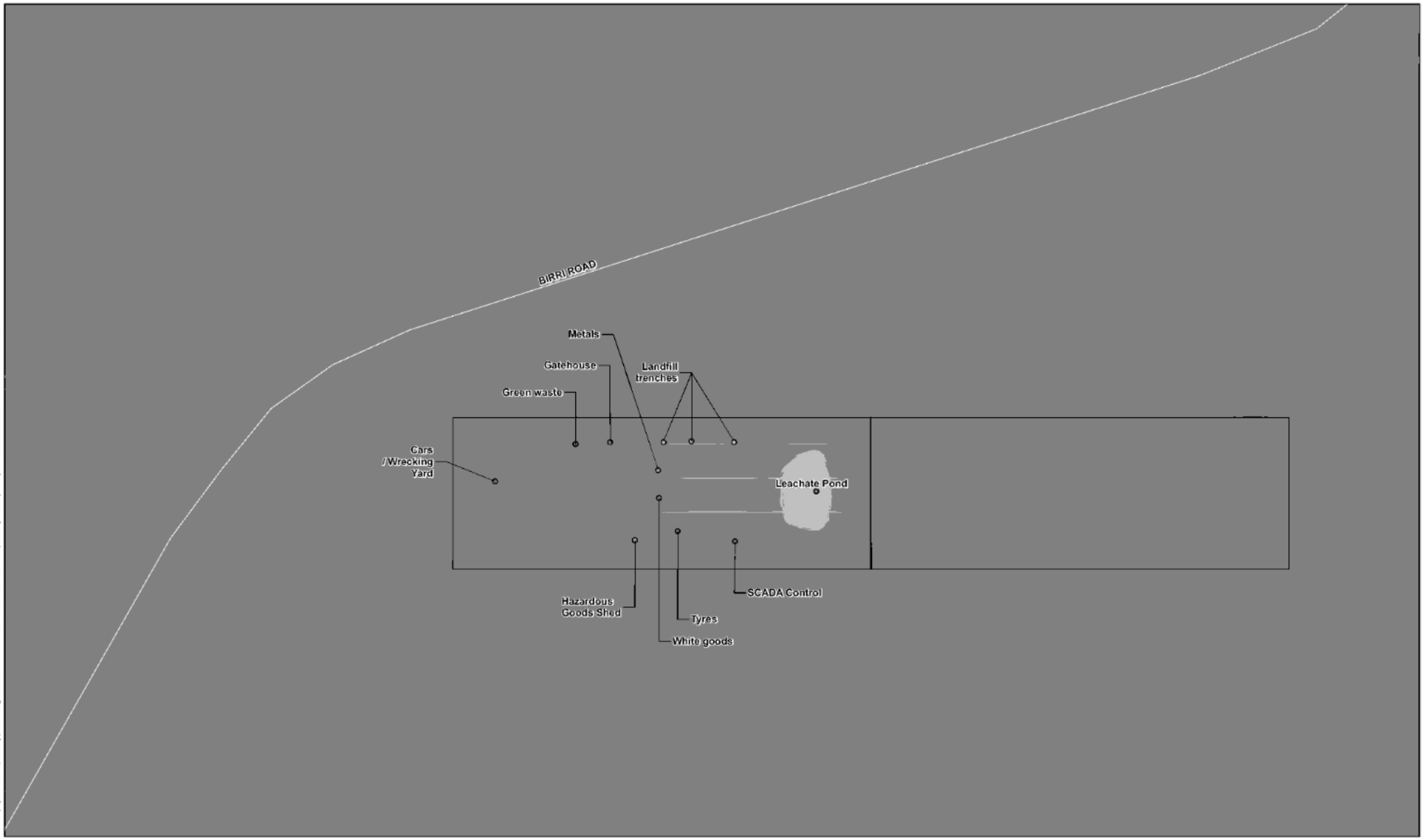

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DATUM GDA 1994, PROJECTION MGA ZONE XX

0 62.5 125 250

metres

1:5,000 (when printed at A3)

LEGEND

Site Features

- Cars / Wrecking Yard
- Gatehouse
- Green waste
- Hazardous Goods Shed
- Landfill trenches
- Leachate Pond
- Metals
- SCADA Control
- Tyres
- White goods

Landfill plus Future Expansion Area

Cadastral Boundary

Roads

FIGURE 2

Data sources:

Base Data: (c) 20XX (data source) (additional data)

MORNINGTON ISLAND

LANDFILL

PROJECT ID	60564806
CREATED BY	JRB
LAST MODIFIED	07 Jun 2019
VERSION	1

Map 1

A3 size

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The MSC Landfill consists of a trench fill facility (2 active trenches, 1 closed) which accept:

- mixed putrescible waste from domestic households;
- limited commercial waste from cafe / supermarket / health facilities;
- limited construction and demolition waste from building and construction activities on the island.

Facilities are also available at the site for the segregation of:

- garden waste;
- hazardous items including batteries, gas bottles, and fire extinguishers;
- scrap metal (including cars) and light metals;
- construction and demolition materials such as concrete waste.

The site is partially supervised during daytime hours. Whilst there is a fence surrounding the waste facility, the gates are not locked after hours, and as such the site is theoretically open for receipt of waste 24 hours per day. The manner in which the site is not fully supervised seems to result in unauthorised burning of the waste trenches.

4.3 Current and predicted waste volumes

The current volume of waste accepted by MSC landfill is estimated to be 0.5 tonnes per person per annum. This is grossly less than the average mainland estimate and has been conservatively estimated due to the remote locality of the island, and the lack of commercial and retail vendors. This forces a culture whereby residents use items for the full duration of their useful life; and repurposing old items until they are ready for disposal. On this basis, it is estimated that the generation of waste arising from the Gununa township equates to approximately 570 tonnes per annum.

The predicted future yearly volume of waste is likely to be affected more by planned housing construction than by population growth. A report by the Canberra Business Council states that the construction of a modern 4-bedroom, 2-bathroom house in Canberra produces anywhere from 30.8kg to 9126kg of waste, not including clean fill removed from site (Canberra Business Chamber, 2014). It is difficult to directly compare this data with MSC without equivalent island specific information being available; however, it is likely that waste produced will be on the lower limit of the reported range. It is predicted that the majority of increase in waste volume from housing construction at MSC landfill will be clean fill and limited construction materials, a portion of which can be reused as day cover at the landfill if separated correctly. Efforts should be made to direct this material away from the waste trenches towards a clean fill stockpile. However, at a minimum, based upon the above figures and the anticipated construction of at least 20 houses per year, this activity will increase waste generation on the island by at least 620 kg per annum.

4.4 Current challenges

Current challenges MSC face regarding waste management centre around the MSC landfill facility and abundance of scrap cars on Mornington Island.

Challenges facing the landfill facility include:

- Litter around the landfill site;
- Correct separation of waste;
- Limited remaining landfill volume within the current trenches and uncertainty regarding future of landfill development;
- Limited supervision of the landfill facility, leading to dumping of uncharacterised waste and incorrect separation of waste streams;
- Limited diversion of recyclables from the general household / commercial waste stream;
- Treatment of hazardous materials (e.g. batteries, fire extinguishers);

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- Treatment of bulky items in the landfill (e.g. whitegoods, scrap cars); and
- Uncontrolled burning of waste in disposal trenches.

Many of the above challenges are compounded by the high cost of service associated with the processing and / or removal of items such as scrap steel and green waste.

MSC also face challenges associated with a small number of illegal dumping hot spots on the island, including an area to the south of the MSC dam.

4.5 Alignment with Queensland Waste Strategy

The new Queensland Waste Strategy, the *'Waste Management and Resource Recovery Strategy'* aims to minimise waste created, maximise the value of the resources we use, cut greenhouse gas emissions, and leave the environment in a better condition for generations to come. The Strategy is underpinned by the reintroduction of the Queensland Waste Levy, the financial implications of which encourage enhanced diversion of waste from landfill. The strategy is also underpinned by the desire to move towards a circular economy, where resources are kept in use for longer while extracting the maximum value from them.

Due to its remote locality, MSC is not within the levy zone. In addition, there is a high cost associated with undertaking resource recovery activities associated with the transportation of diverted material to market. Despite this, MSC divert and periodically send the following items off the island for recycling / reprocessing:

- Tyres;
- Batteries;
- White goods;
- Mixed metals and cars.

MSC may choose to pursue the following additional initiatives in order to enhance resource recovery from the household and limited commercial waste streams:

1. Participation in the Queensland Container Refund Scheme. Aboriginal and Torres Strait Islander Councils are able to apply for funding from the Container Refund Small Scale Infrastructure Grants Program for projects that improve access to container refund and donation points across Queensland. The scheme provides Gununa residents with a monetary incentive to collect and deposit beverage containers for recycling, which at the same time helps raise the profile of waste towards viewing it as a resource. Information on this funding is available here: https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants
2. Purchase of a bailer for bailing of cardboard arising from the island supermarket and other Council activities. Bailing cardboard needs to be associated with locating an undercover / weatherproof storage area for bails awaiting transport. MSC may also consider source separation of plastics and aluminium as well as cardboard.

These and other initiatives which should be considered to improve waste management performance on the island are outlined below.

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5.0 Waste Management Strategy

5.1 Goals and Objectives

The following goals (Table 2) have been developed to provide an action plan to assist MSC in moving towards safe, effective and efficient waste management in Mornington Shire.

Best practice objectives have been sourced from Guideline for Landfill siting, design, operation and rehabilitation DES 2013 (DES, 2013) and Victorian Best Practice Guidelines (EPA, 2015).

Table 2 Waste management goals for MSC

Goal	Current practice	Best practice objectives	Barriers	Strategies	Responsibility	Timeframe	Potential funding opportunities
Increase community awareness of waste	Limited community awareness and ability to contribute towards positive waste management initiatives. Limited signage and direction for separation of waste at landfill facility.	Widespread community education regarding waste. Signage on site directing waste dumping. Targeted community clean up days. Participation by community members in schemes such as the Container Refund Scheme.	Lack of community organisation. Lack of Council resources to implement strategies. Lack of community participation arising from lack of awareness.	Implement community education strategies outlined in MSC Landfill facility SBMP (Section 5). Increase signage within MSC landfill facility to direct waste separation. Signage should include pictures, as well as words. Hold a community event to clean up a prominent community location and use as a waste education event.	Communications and Engagement Team	June 2020	Details of grants may be available from the Queensland Government at the below site: https://www.qld.gov.au Clean Up Australia Day will provide clean up gear for events (i.e. bags and gloves) and can be held at any time of year.
Continue to provide safe and efficient waste collection	Regular kerbside collection of waste.	Regular collection of waste before household bins are overflowing. Use of secure bin stands throughout community to	Residents not using bin stands. Warm climate leads to rotting of putrescible	Widespread community education regarding waste. Trial reducing the frequency of bin	Technical Services Coordinator. Waste collection operators.	June 2020	Community education is an internal cost already absorbed within Council's budget.

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Goal	Current practice	Best practice objectives	Barriers	Strategies	Responsibility	Timeframe	Potential funding opportunities
		prevent bins being knocked over. Safe and efficient vehicle for waste collection. Collection route optimised for efficiency. Frequency of bin collections is reviewed during periods of cooler weather, whilst maintaining public health standards.	wastes and generation of putrid odours in bins, necessitating more frequent collection.	collections to twice weekly during cooler months.. Collection staff can then be utilised to assist with landfill operations. Prepare and distribute community education messages to encourage freezing of putrid material until bin day.	Landfill operators.		
Provide safe waste disposal in existing landfill	Waste found outside landfilling area. Waste not compacted. Landfill trench is not covered daily. Landfill not properly fenced and limited signage. Open to scavenging by domestic and wild animals. Regular burning of waste trench.	Plan site layout and filling sequence to ensure that landfill cells are open for the shortest period of time and site operations are optimised. Control public access to the tipping face. Install and operate a gatehouse to facilitate the auditing of the incoming waste stream. Improve signage and plan site layout to maximise diversion of waste from landfill. Cover waste daily. Design fencing to minimise unauthorised access to the site.	Cost of machinery for compaction. Community dumping rubbish outside closed gate if gated. Cost of staffing and providing gatehouse. Training of staff to identify and separate waste on incoming loads.	Cover landfill daily. Close gate afterhours to limit unsupervised access. Place bin outside of closed gates if illegal / unauthorised dumping becomes problematic. Implement regular perimeter checks for litter and fencing damage. Educate community members regarding need for waste separation. Educate community members and contractors regarding landfill opening hours.	Waste Management Supervisor. Landfill Facility Attendants. Technical Services Manager.	July 2020	Resource Recovery Industry Development Program.

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Goal	Current practice	Best practice objectives	Barriers	Strategies	Responsibility	Timeframe	Potential funding opportunities
Improve public amenity and community health	Car bodies are dumped along the airstrip and at other locations across the township. Illegal dumping of mixed waste occurring to the south of the MSC Dam.	Regularly check hotspot areas for illegally dumped waste. Conduct scheduled island wide car clean up events. Educate residents on the costs of illegal dumping clean up to Council.	Insufficient community cooperation. No machinery to compact car bodies. Cost of removing cars from Mornington Island on the barge.	Quotes have been obtained as part of this report to contract an external company to compact cars. This includes barge fees. Refer to Appendix D. Conduct scheduled (e.g. every two years) island wide car clean up events.	Technical Services Manager	June 2020	Resource Recovery Industry Development Program. Department of Environment and Science Indigenous Council Litter and Illegal Dumping Program.
Provide safe hazardous waste management	Limited separation of hazardous wastes from general landfill. Limited ability to store and process hazardous waste.	Temporarily store hazardous waste in a covered and bunded collection point. Regularly transport hazardous waste to approved hazardous waste treatment facility.	Training of staff to identify and separate waste on incoming loads. Lack of signage and site supervision.	Improve signage at the waste facility to promote correct placement of materials. Improved site supervision. Transport hazardous materials to approved off-site hazardous waste treatment facility.	Waste Management Supervisor. Landfill Facility Attendants.	June 2020	MSC Waste Budget
Increase recycling, improve resource recovery	No current recycling program. No reuse program for dumped items. No participation in schemes such as Container Refund Scheme or Clean Up Australia Day. Commodities which could be relatively easily separated	Separate waste upon arrival to remove recyclable items. Household waste is sorted into recyclable and non-recyclable prior to being dumped at the landfill facility. Participation of MSC in existing recycling schemes, e.g. Container Refund Scheme Encourage source separation of material with a	No recycling facilities within the immediate area. Lack of public education about recycling. No Container Refund Depot exists on the island. Participation in	Develop a program to transport recyclable wastes to mainland recycling facilities. This may occur in conjunction with contracted services provided to the nearest mainland Councils such as Carpentaria Shire Council. Open a tip shop to	Technical Services Manager. Waste Management Supervisor.	June 2020	Resource Recovery Industry Development Program. Department of Environment and Science Container Refund Scheme Small Scale Infrastructure Grants Program. Department of Environment and Science Regional Recycling Transport Assistance

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Goal	Current practice	Best practice objectives	Barriers	Strategies	Responsibility	Timeframe	Potential funding opportunities
	(e.g. cardboard) are landfilled.	value e.g. cardboard arising from island shop	source separation requires shop operator's buy in. Cost of transport of recovered goods to market.	reuse items that are salvageable, if they are considered to have a useful remaining life. Apply for funding to establish a container refund point. Apply for funding for a cardboard bailer to improve the storage and transport efficiency of separated material.			Package.
Improve landfill planning and secure long-term disposal options	Current design is not an efficient use of space. Burning waste to reduce volume. Limited separation of waste types. Site is accessible outside of staffed hours.	Landfill operator to ensure that non-conforming waste is not disposed of at the landfill site. Provide signs advising the types of wastes allowed at the site. Implement a procedure to deal with the dumping of non-conforming waste at the landfill site. Ensure that the landfill is always staffed when it is open for the receipt of waste. Staff are trained to recognise conforming and non-conforming waste.	Limited space of current landfill. Cost associated with updated landfill designs. Cost associated with improved signage.	Construct clear and concise signage at the landfill facility to separate waste. Use bunded sections within landfill trench to contain leachate and limit spreading of waste. Improve supervision and security of the landfill facility. Conduct random inspections and sampling of waste loads. Implement review of landfill design.	Technical Services Manager. Waste Management Supervisor.	December 2019	MSC Waste Budget

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Goal	Current practice	Best practice objectives	Barriers	Strategies	Responsibility	Timeframe	Potential funding opportunities
Improve utilisation and condition of existing waste facility	Litter throughout the site. Mixed recyclable and non-recyclable materials dumped in trench. Limited definition and signage of waste segregation areas.	Size of tipping area is appropriate to volume of incoming waste. Litter screens are used to control litter or conduct scheduled litter collection activities. Deposit waste in areas of the landfill that are sheltered from the wind. Use an appropriate daily cover to reduce litter.	Insufficient community cooperation. Lack of full-time supervision of landfill. Lack of landfill operator training in roles and responsibilities.	Construct clear and concise signage at the landfill facility to separate waste. Reduce working area of tipping trench using bunded sections. Minimise the size of the tipping area. Cover landfill daily. Implement MSC Landfill SBMP including completion of Standard Operating Procedure Daily Checklist.	Landfill Facility Attendants	December 2019	MSC Waste Budget.

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5.2 Community Responsibility

The community must work together with MSC to ensure everyone can live in a clean, safe environment. Households are responsible for keeping their own properties tidy and free of pests, protecting themselves, their neighbours and the surrounding environment. The responsibilities of community members are to:

- Keep yards free of rubbish that is likely to attract pests;
- Not overfill rubbish bins;
- Secure rubbish bins against scavenging animals;
- Make rubbish bins available for regular collection by MSC;
- Keep rubbish bins in good condition and avoid intentional damage;
- Good hygiene and healthcare for pet dogs to reduce breeding of fleas;
- Pick up after pet dogs when in public areas;
- Take excess waste to the MSC Landfill Facility and sort waste into designated areas; and
- Avoid illegal dumping of waste, especially hazardous waste and car bodies.

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6.0 Management of the MSC Landfill Facility

6.1 MSC Landfill - Waste Management Observations

In September 2018, representatives from AECOM's Townsville office attended site visits to the MSC Landfill, Water, and Waste Water Treatment Facilities, accompanied by a representative from MSC. The following presents a summary of the key observations arising from the visits as they pertain to waste management only. Key photos from the site visit to the landfill are provided in Appendix A. Additional general waste-related photos are attached in Appendix B.

The MSC Waste Facility is located approximately 7km north of the township of Gununa. Key observations pertaining to the landfill's operation and infrastructure include the following:

- The site is fully fenced, however access to the site for disposal was not restricted via the presence of locked gates
- A significant amount of litter was built up along the perimeter of the site fencing
- The landfill consists of three shallow trenches. Trench dimensions (floor of trench) are approximately 114m (L) x 6m (W) x 2m (D). At the time of the inspection, one of the trenches was closed and had been covered with loose soil, whilst the two remaining trenches appeared to be operational. Progressive cover was evident on the second trench. There was evidence of frequent burning of the waste trenches. Unburnt material in the trenches contained a significant volume of cardboard, presumably arising from the operation of the island supermarket.
- The completed waste trench was not formally rehabilitated. It was covered with a layer of loose soil; however, this was not compacted, nor shaped to promote the runoff of surface water. There was no vegetation observed on the surface of the cap to aid in the management of erosion of the cover soils.
- There was a significant distance between each trench which appears to be facilitating access for disposal, however does not result in complete utilisation of the site for waste disposal. The final operational trench appeared to be being filled from the lowest (southern) side first, in line with what is considered good practice
- The MSC representative indicated that trenches are lined with earthen material, and each trench has a leachate pipe which is connected to a sump, fitted with a pump, which conveys leachate into an earthen lined pond. The SCADA pumping system was observed, as was the leachate pond, which was dry at the time of the site inspection. Erosion was evident on the internal batters of the leachate pond.
- A dozer was observed on site (approximate size D8); however, material in the trenches appeared to be relatively loose and not well compacted. The dozer was not observed in operation.
- Residual material from the trenches which isn't burnt is removed and stockpiled off to the side of the trenches.
- A donga was located on site which is proposed for use as a gatehouse, however was not being used as such at the time of the site visit.
- There was clear evidence that MSC actively try to separate green waste, used tyres, batteries, used oil drums, cars, scrap metal, timber, and construction material. However, many of the piles were of mixed material, and there was contamination (e.g. bagged waste) in the green waste pile. There was limited directional signage demarking each area, and this, combined with limited site supervision, would have contributed to add hoc disposal of material.
- There were a significant number of stockpiles of material throughout the area to the west of the disposal trenches. This area is approximately 49 hectares in size, and, if managed more tightly, could result in a significantly reduced footprint for the resource recovery areas.

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6.2 Landfill Capacity Estimate

It was anecdotally understood that Aurecon had prepared designs for expansion of the landfill over its full life. As such, AECOM requested and received the full drawing set, as prepared by Aurecon in 2008. AECOM also received the 'Mornington Island Landfill Remediation and Development' document, prepared by Connell Wagner in September 2008. From this information, AECOM ascertained that the proposed landfill configuration consists of a series of 53 trenches, leachate ponds, and stockpile areas for green waste, unblended material, and blended material. Aurecon estimated the trenches would provide approximately 153,700m^3 of landfill airspace, over a footprint of 11.09 hectares, amounting to a minimum lifespan of 62 years. Figure 3 and Figure 4 provide an overview of the cell configuration as designed by Aurecon.

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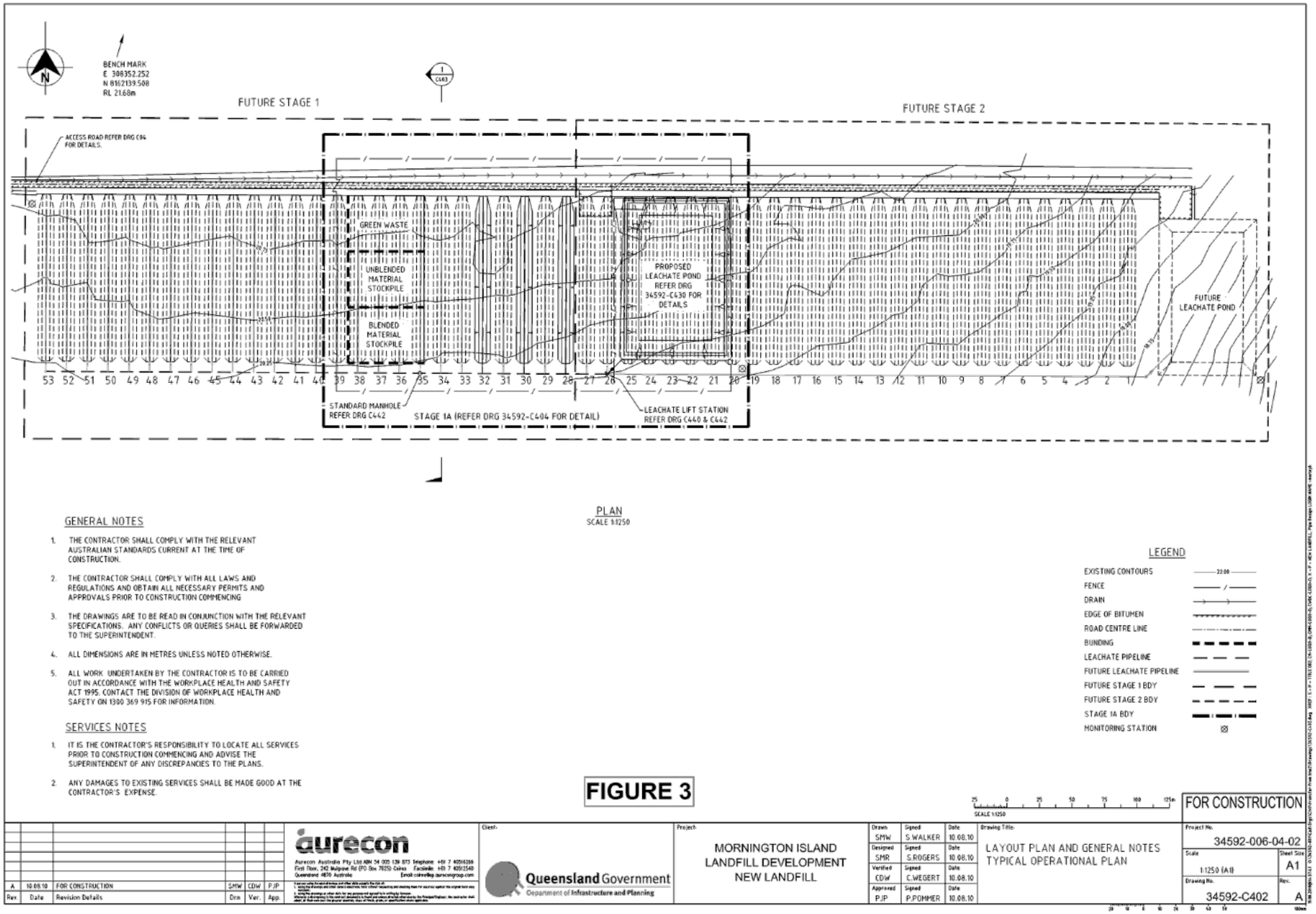
BENCH MARK
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FUTURE STAGE 1
FUTURE STAGE 2
ACCESS ROAD REFER DRG C04 FOR DETAILS.
GREEN WASTE
UNBLENDED MATERIAL STOCKPILE
BLENDED MATERIAL STOCKPILE
PROPOSED LEACHATE POND REFER DRG 34592-C430 FOR DETAILS
FUTURE LEACHATE POND
STANDARD MANHOLE REFER DRG C442
STAGE 1A (REFER DRG 34592-C404 FOR DETAIL)
LEACHATE LIFT STATION REFER DRG C440 & C442
PLAN
SCALE 1:1250
GENERAL NOTES
1. THE CONTRACTOR SHALL COMPLY WITH THE RELEVANT AUSTRALIAN STANDARDS CURRENT AT THE TIME OF CONSTRUCTION.
2. THE CONTRACTOR SHALL COMPLY WITH ALL LAWS AND REGULATIONS AND OBTAIN ALL NECESSARY PERMITS AND APPROVALS PRIOR TO CONSTRUCTION COMMENCING
3. THE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE RELEVANT SPECIFICATIONS. ANY CONFLICTS OR QUERIES SHALL BE FORWARDED TO THE SUPERINTENDENT.
4. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
5. ALL WORK UNDERTAKEN BY THE CONTRACTOR IS TO BE CARRIED OUT IN ACCORDANCE WITH THE WORKPLACE HEALTH AND SAFETY ACT 1995. CONTACT THE DIVISION OF WORKPLACE HEALTH AND SAFETY ON 1300 369 915 FOR INFORMATION.
SERVICES NOTES
1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL SERVICES PRIOR TO CONSTRUCTION COMMENCING AND ADVISE THE SUPERINTENDENT OF ANY DISCREPANCIES TO THE PLANS.
2. ANY DAMAGES TO EXISTING SERVICES SHALL BE MADE GOOD AT THE CONTRACTOR'S EXPENSE.
LEGEND
EXISTING CONTOURS
FENCE
DRAIN
EDGE OF BITUMEN
ROAD CENTRE LINE
BUNDING
LEACHATE PIPELINE
FUTURE LEACHATE PIPELINE
FUTURE STAGE 1 BDY
FUTURE STAGE 2 BDY
STAGE 1A BDY
MONITORING STATION
SCALE 1:1250
FOR CONSTRUCTION
A 10.08.10 FOR CONSTRUCTION SMW CDW PJP
Rev. Date Revision Details Drn Ver. App.
aurecon
Aurecon Australia Pty Ltd ABN 54 005 139 873 Telephone +61 7 40516288
First Floor, 242 Mulgrave Rd (PO Box 7025) Cairns Facsimile +61 7 40512540
Queensland 4870 Australia Email:cairns@ap.aurecongroup.com
Client: Queensland Government Department of Infrastructure and Planning
Project: MORNINGTON ISLAND LANDFILL DEVELOPMENT NEW LANDFILL
Drawn SMW S.WALKER 10.08.10
Designed SMR S.ROGERS 10.08.10
Verified CDW C.WEGERT 10.08.10
Approved PJP P.POMMER 10.08.10
Drawing Title: LAYOUT PLAN AND GENERAL NOTES TYPICAL OPERATIONAL PLAN
Project No. 34592-006-04-02
Scale 1:1250 (A1)
Sheet Size A1
Drawing No. 34592-C402
Rev. A

FIGURE 3

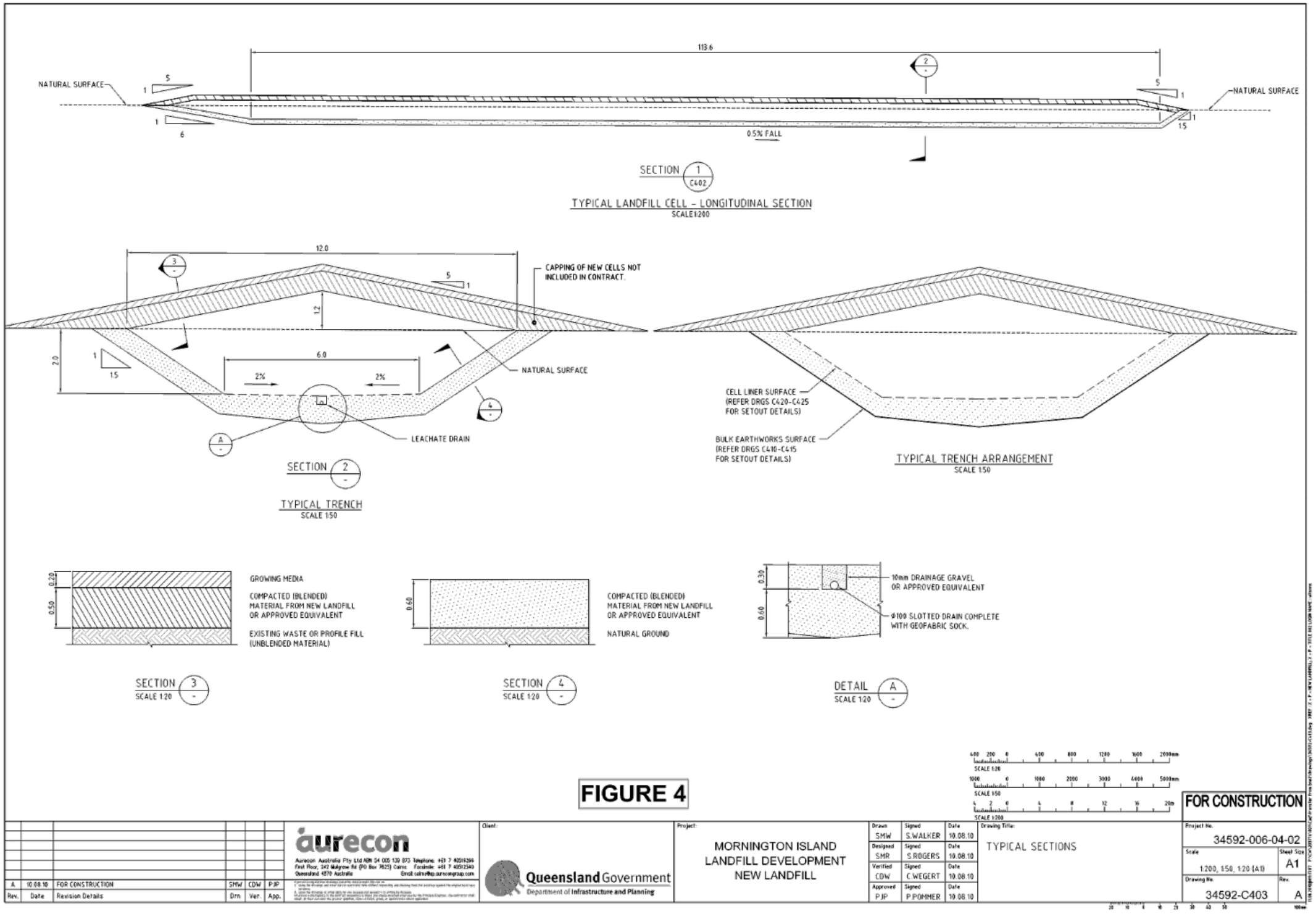
113.6
NATURAL SURFACE
5
1
1
6
0.5% FALL
1
1.5
NATURAL SURFACE
SECTION 1 C402
TYPICAL LANDFILL CELL – LONGITUDINAL SECTION
SCALE 1:200
12.0
CAPPING OF NEW CELLS NOT INCLUDED IN CONTRACT.
5
1
1.2
2.0
1
1.5
6.0
2%
2%
NATURAL SURFACE
LEACHATE DRAIN
SECTION 2
TYPICAL TRENCH
SCALE 1:50
CELL LINER SURFACE (REFER DRGS C420-C425 FOR SETOUT DETAILS)
BULK EARTHWORKS SURFACE (REFER DRGS C410-C415 FOR SETOUT DETAILS)
TYPICAL TRENCH ARRANGEMENT
SCALE 1:50
0.20
0.50
GROWING MEDIA
COMPACTED (BLENDED) MATERIAL FROM NEW LANDFILL OR APPROVED EQUIVALENT
EXISTING WASTE OR PROFILE FILL (UNBLENDED MATERIAL)
SECTION 3
SCALE 1:20
0.60
COMPACTED (BLENDED) MATERIAL FROM NEW LANDFILL OR APPROVED EQUIVALENT
NATURAL GROUND
SECTION 4
SCALE 1:20
0.30
0.60
10mm DRAINAGE GRAVEL OR APPROVED EQUIVALENT
Φ100 SLOTTED DRAIN COMPLETE WITH GEOFABRIC SOCK.
DETAIL A
SCALE 1:20
SCALE 1:20
SCALE 1:50
SCALE 1:200
FOR CONSTRUCTION
aurecon
Aurecon Australia Pty Ltd ABN 54 005 139 873 Telephone: +61 7 40519266
First Floor, 242 Walgrave Rd (PO Box 7825) Cairns Facsimile: +61 7 40512343
Queensland 4870 Australia Email: cairns@ap.aurecongroup.com
Client: Queensland Government
Department of Infrastructure and Planning
Project: MORNINGTON ISLAND LANDFILL DEVELOPMENT NEW LANDFILL
Drawn SMW S.WALKER 10.08.10
Designed SMR S.ROGERS 10.08.10
Verified CDW C.WEGERT 10.08.10
Approved PJP P.POMMER 10.08.10
Drawing Title: TYPICAL SECTIONS
Project No. 34592-006-04-02
Scale 1:200, 1:50, 1:20 (A1)
Sheet Size A1
Drawing No. 34592-C403
Rev. A
A 10.08.10 FOR CONSTRUCTION SMW CDW PJP
Rev. Date Revision Details Drn. Ver. App.

FIGURE 4

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With regards to landfill capacity, the Connell Wagner design report calculated the 62 year landfill capacity based upon the following assumptions:

- 53 trenches would be constructed in total, providing a total of 153,700m^3 of airspace;
- Each individual trench has a capacity of approximately 2,900m^3;
- A 'Landfill Efficiency Factor' (LEF) / compaction factor of 0.4 (t/m^3) was utilised;
- A waste generation rate of 500 – 900 kg per person per annum was assumed;
- MSC should initially construct three cells, equalling 5 to 9 years waste storage;
- 1.8% population growth rate was applied to capacity estimates.

AECOM has reviewed the design drawings and suggests that optimisation of the trench layout could result in the same landfill lifespan, within 20 cells, covering an area of 2.85 hectares. This has the potential to grossly reduce the costs associated with construction and rehabilitation of the landfill trenches over time. Multiple airspace scenarios based upon differing trench configurations are presented in Table 3, Figure 5 and Figure 6 below for MSC's consideration.

Table 3 Alternative MSC Landfill Capacity Scenarios

Configuration	No. of Cells	Average Distance Between Cells (m)	Ground Surface Footprint (ha)	Approx. Volume per Cell (m^3)	Average Operational life Per Cell (years)	Total Landfill Capacity (m^3)	Total Landfill Capacity Operational Life (years)
Original Aurecon with Saw-Tooth Surface Profile	53	4.3	11.093	2,900	2.3	153,700	123.0
Original Aurecon Base with Rooftop Surface Profile	53	4.3	11.093	4,602	3.7	243,880	195.1
Aurecon Footprint with AECOM Revised Cell Base	78	Overlapping	11.085	3,898	3.1	304,052	243.2
AECOM Revised Base to Meet Aurecon Capacity of 153,700 m^3	40	Overlapping	5.691	3,889	3.1	155,542	124.4
AECOM Revised Base to Meet Aurecon 60-yr Operational Life	20	Overlapping	2.85	3,869	3.1	77,379	61.9

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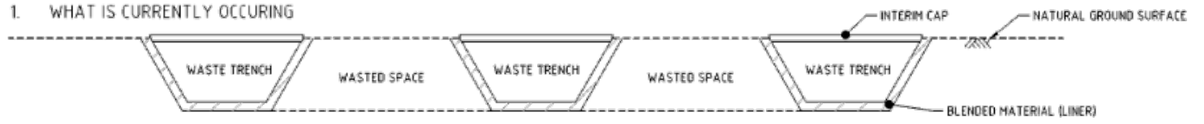
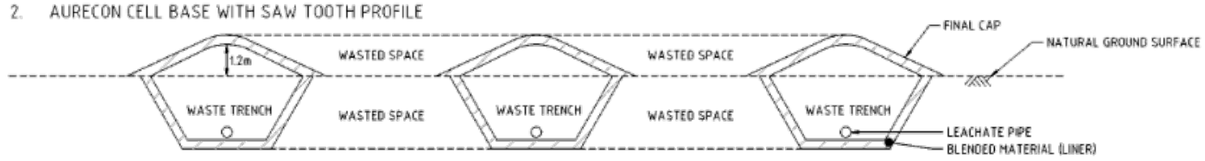
AECOM

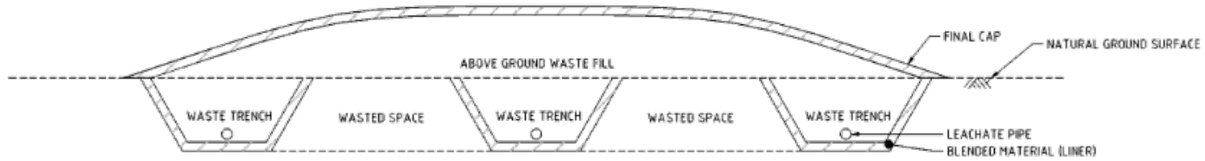
1. WHAT IS CURRENTLY OCCURING



2. AURECON CELL BASE WITH SAW TOOTH PROFILE



3. AURECON CELL BASE WITH ROOFTOP PROFILE



4. AECOM REVISED BASE TO MAXIMISE LAND USE

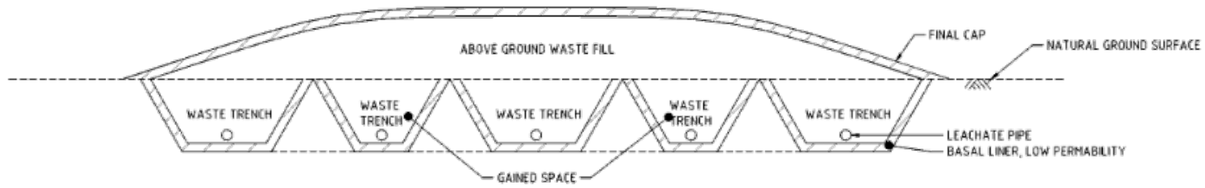


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FIGURE 5

MORNINGTON SHIRE COUNCIL
ALTERNATIVE LANDFILL TRENCH ARRANGEMENTS

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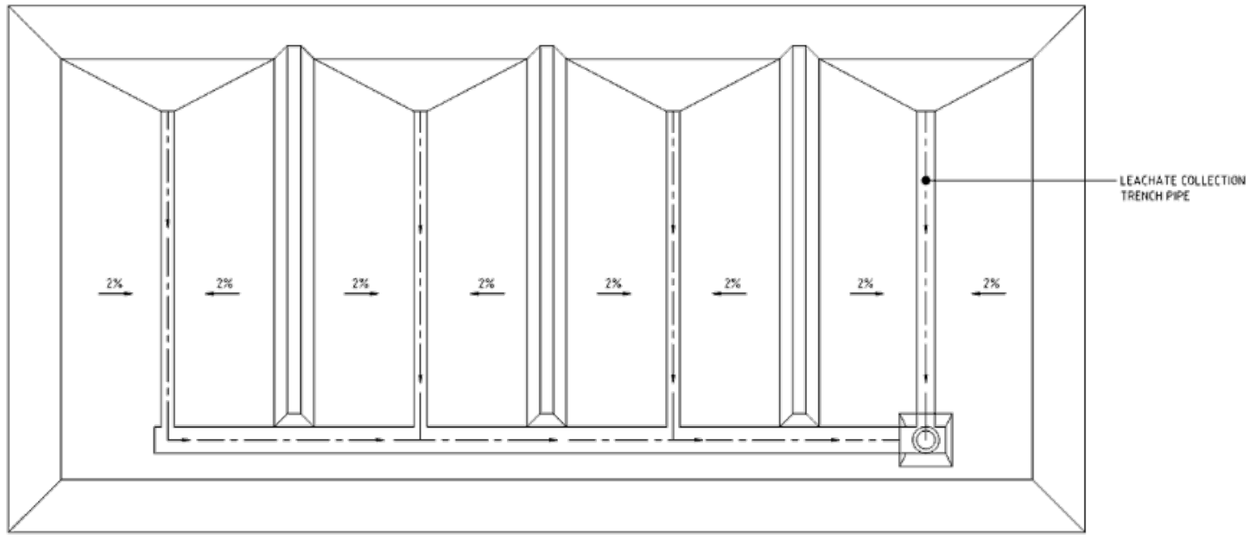
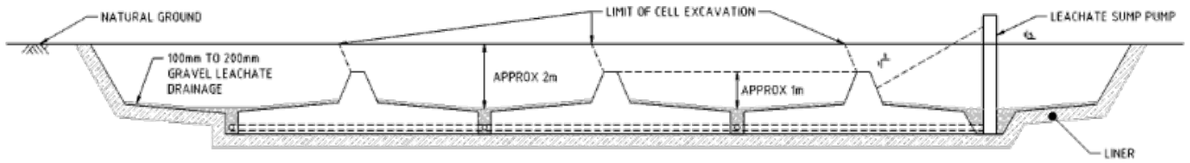
AECOM





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MSC NEW LANDFILL DEVELOPMENT
MODIFIED BASE PLAN

FIGURE 6

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AECOM's estimates of landfill airspace are based upon the following assumptions:

- Waste generation rate of 700 kg per person per annum (consistent with the average of Connell Wagner's estimate);
- Resulting total waste generation per annum of 800 tonnes per year;
- Compaction density of 800 kg/ m^3 (as achievable via use of a D8 Dozer or equivalent);
- Waste to day cover ratio of 4 (waste):1 (cover) resulting in annual day cover use of 1,250m^3 (or 3.4m^3 per day).

Furthermore, in addition to the capacity constraints presented by the Aurecon layout, AECOM suggests design modifications need to be addressed on the basis of the following:

- The landfill liner is sub-standard;
- The leachate drainage system is sub-standard, is prone to clogging, and seepage of leachate from the penetration in the wall of the cell;
- The landfill cell configuration is inefficient and results in wasted space between each trench;
- The landfill cap is sub-standard, and is not of sufficient depth to minimise desiccation;
- The stormwater management system is inadequate.

Further details on the design review are provided in Appendix C.

Given the limited availability of suitable land permitted to be used for landfilling on Mornington Island, it is prudent to maximise the use of the existing land parcel. AECOM therefore recommends proceeding to full concept, then detailed designs of an amended site layout utilising AECOM's revised base layout, to achieve the same volume of landfill void space (approximately 60 years), within approximately one quarter of the land footprint.

Noting that preparation of detailed designs will take time, and MSC are reaching capacity in their existing landfill trenches, AECOM proposes MSC construct two additional trenches in between the existing three trenches. Once all five trenches are filled to ground level and interim cover applied, MSC may then commence a process of progressively stripping back cover soil on a trench-by-trench basis, and filling above ground to a maximum height of 1.2 metres, allowing for maximum external batters of 5(H):1(V). This will provide an additional 12,950m^3 of airspace above the original Aurecon design of the 3 cells with the "sawtooth" final cap profile (estimated at 10.4 years based on 1,250 m^3/yr airspace consumption rate).

Details of the proposed interim layout are as follows:

- Length of trench (at ground surface) 129m;
- Width of trench (at ground surface) 16m;
- Trench width (base of trench) 10.3m;
- Trench length (base of trench) 114.4m;
- Maximum height of fill above ground 1.2m;
- Capacity of each new trench 6,442m^3;
- An additional 6,509m^3 of airspace above ground by changing from the "sawtooth" final fill profile to the "rooftop" final fill profile;
- Until a new design is implemented, maintain leachate management in the new trenches as is currently done;
- Trenches should be filled from the southern-most end, working northwards;
- Material in the trenches should be compacted daily, or as often as the availability of suitable plant permits, to achieve a minimum compaction density of 800 kg/m^3. A D8 dozer or similar equipment such as a Traxcavator should be able to achieve this compaction density;

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- Compacted waste should be covered daily, or as often as possible, with a layer of clean earthen material to minimise windblown litter and aid in detracting vermin;
- All material excavated as part of construction of the new trenches should be stockpiled and protected for use in final rehabilitation activities;
- Daily cover material should be sourced from incoming soil material.

6.3 Progressive Rehabilitation

Construction of the two new interim disposal trenches will win approximately 6,442m3 of fill material which should be stockpiled, and protected for use in final cover of the landfill.

Upon completion of filling each trench to final height, MSC should place a layer of interim cover over the waste material to minimise the infiltration of water into the waste mass. Interim cover should be placed at a minimum depth of 500mm, and should be track rolled to assist in stabilising the material. MSC may consider the use of mulch over the interim cover to assist in minimising erosion.

AECOM recommend that a minimum standard for a final cap should consist of a layer of at least 500mm of blended low permeability material, overlain by at least 500mm of local general fill, finished with 200mm of top soil, protected from erosion by the establishment of native vegetation. This cap profile is considered of adequate depth to help manage desiccation, and therefore maintain performance over time to reduce infiltration of water into the waste mass. It is in line with the performance outcomes required by condition A1G8 of the EA, and should be installed to minimise:

- Infiltration of water into the landfill unit;
- The likelihood of erosion occurring to either the final cover system or the landfill materials; and
- Uncontrolled release of landfill gas.

On this basis, based upon rehabilitating the proposed five trenches, an estimate of the cost of rehabilitation is $1.2m. This estimate is conceptual in nature, and is based upon the assumptions outlined in Table 4. It is estimated that the existing five trenches will reach capacity in 2029, and MSC should commence rehabilitation within 12 months of closure of the trenches. On this basis, MSC should set aside a provision for rehabilitation of trenches 1 to 5 in 2030.

Table 4 Estimate of Cost of Rehabilitation Trenches 1 - 5

Item Description	Quantity	Estimate of Cost	Comments
Preliminaries	20% of Construction Est	$146,800	Establishment / disestablishment and miscellaneous site preparation
Project Management	15% of Construction Est	$110,100	Including survey, design, and construction administration
500mm layer of blended low permeability material over trenches 1 to 5	500mm x 1.08 * hectares = 5,400m^3 @ $100/$m^3$	$540,000	Assumes imported low permeability fill. This may be able to be reduced if suitable material is available locally.
500mm layer of local general fill	500mm x 1.08 * hectares = 5,400m^3 @ $25/$m^3$	$135,000	Assumes material is locally available from Mornington Island (via trench excavation), and importation by barge is not required.
200mm top soil	200mm x 1.08* hectares = 2,160m^3 @ $25/$m^3$	$54,000	

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Item Description	Quantity	Estimate of Cost	Comments
Establishment of native plants over rehabilitated area	Provisional Sum	$5,000	
Contingency	30% of Construction Est	$220,200	
Total Estimate of Cost		**$1,211,100**	

* assumes the area covered by the 5 trenches, allowing 2m either side/end for placement of the cap, is 80m x 135m

6.4 Strategy for Landfill Expansion

AECOM recommends implementation of the following actions to address and improve upon the layout and operation of the MSC Landfill.

Item	Description	Resources
1	Proceed with concept and detailed design of amended trench and overall site layout.	External landfill design consultant. MSC budget.
2	Removal of scrap metal, cars, and batteries within landfill site. MSC may also wish to utilise the contractor to remove scrap cars at other locations around the island, such as adjacent to the airstrip	Refer Appendix D for summary of available options.
3	Conduct a site litter clean up, including removal of litter from all fence lines and drains. Construct litter fence on the down-wind side of the active disposal trench and conduct ongoing retrieval of windblown litter.	Internal MSC plant and staff
4	Removal of contamination / rubbish from green waste stockpiles. Aggregation of green waste into a single stockpile, where more than one exists	Internal MSC plant and staff
5	Aggregation of remaining material into like stockpiles. e.g. construction material, timber, tyres All areas which are then clear of material and are not needed should be restricted from access via fencing and/or signage. Resource recovery areas should be concentrated around the area immediately west of the landfill trenches such that their use can be more readily supervised by the gatehouse staff.	Internal MSC plant and staff
6	Prepare clear signage for each resource recovery area and place on site. Signage should preferably include pictures, as well as directional words.	Internal MSC staff and equipment
7	Commence securing the site to prevent access when not staffed. If necessary, consider placing a bulk bin outside of the front gates for patrons to access to discourage illegal dumping. Commencement of restricting access to the site should coincide with the development of an education and communication campaign to residents.	Internal MSC staff
8	Commence use of the gatehouse and encourage / educate residents to stop at the gatehouse and await direction on where to dispose material	Internal MSC staff

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Item	Description	Resources
9	Train waste operators in implementation of MSC Landfill Site Based Management Plan, including the requirement to complete the site checklist daily.	Internal MSC staff
10	Procure a contractor or utilise internal resources to construct two additional landfill trenches. Ensure all excavated material is stockpiled for use in rehabilitation. When MSC recommences filling above ground level in existing waste trenches, care should be taken to strip back cover soils as far as is reasonably practical. Stripped cover soils can then be utilised as day cover during operations.	Internal MSC staff + external contractors

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7.0 Implementation and Review

7.1 Continual Improvement

Regular review and revision (as necessary) of this WMS is important to the continual improvement of waste management procedures and operations within MSC. AECOM suggests that the WMS be reviewed yearly to ensure it is appropriate to address current challenges and community needs.

7.2 Training

Staff training should be conducted as per the MSC Landfill facility SBMP (AECOM, 2019). Specifically, staff should receive training in the following at a minimum:

- Understanding of the concepts of 'environmental duty' and 'environmental harm' under the *Environmental Protection Act 1*994;
- Familiarisation with this SBMP, in particular, sections relating to incident notification and standard operating procedures;
- Relevant plant tickets;
- Spill response training.

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Appendix A

MSC Landfill Photo Log

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Appendix A MSC Landfill Photo Log

Plate 1 - Operational landfill trench containing cardboard

Plate 2- Smouldering waste pit

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Revision 0 – 07-Jun-2019
Prepared for – Mornington Shire Council – ABN: 42 971 949 286

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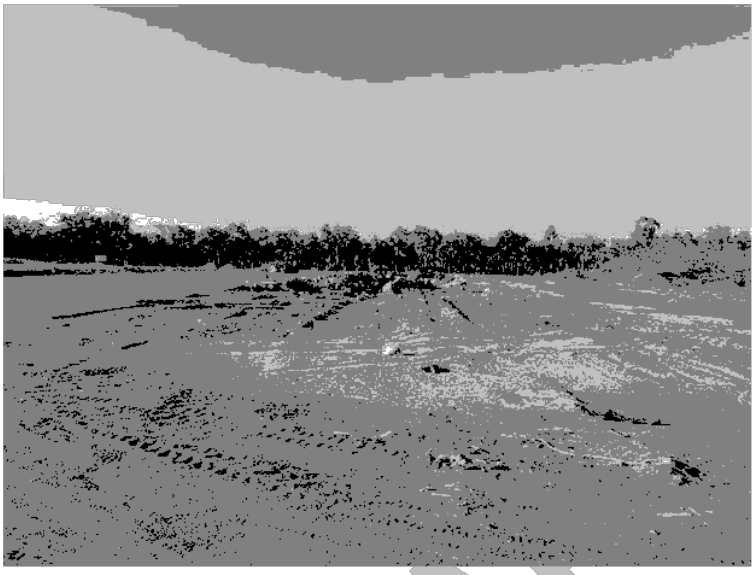

Plate 3 - Progressive cover of landfill trench

Plate 4 - Completed waste trench

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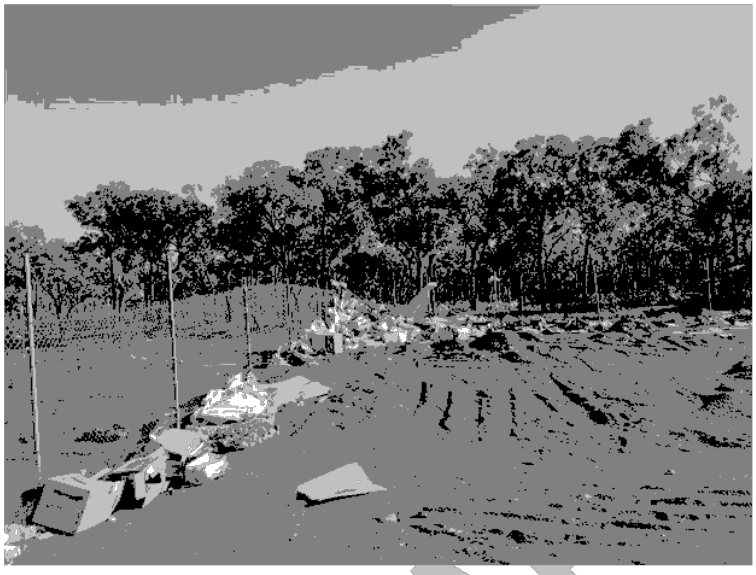

Plate 5 - Litter built upon along site fencing

Plate 6 - MSC Landfill Leachate Pond

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Plate 7 - SCADA system control box

Plate 8 - Above ground leachate delivery pipe to pond

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Plate 9 - Proposed gatehouse

Plate 10 - Example of site signage

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Plate 11 - Separation of metal items and white goods

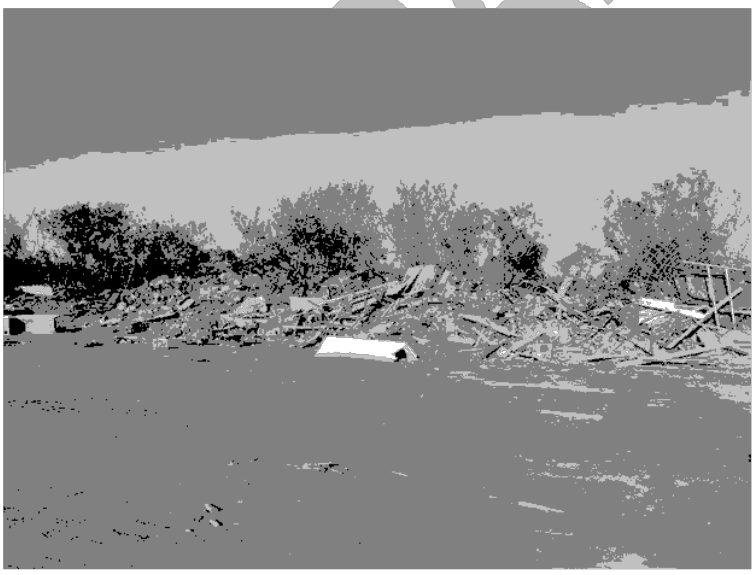

Plate 12 - Separation of construction materials

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Plate 13 - Separation of tyres

Plate 14 - Separation of treated timber

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Revision 0 – 07-Jun-2019
Prepared for – Mornington Shire Council – ABN: 42 971 949 286

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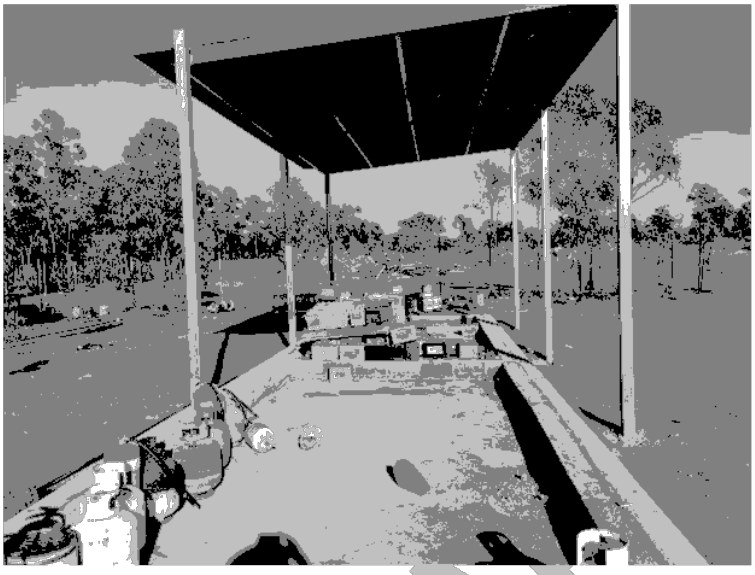

Plate 15 - Hazardous goods shed

Plate 16 - Separation of batteries

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Plate 17 - Separation of oils

Plate 18 - Separation of green waste (with mixed wastes)

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Plate 19 - Miscellaneous separated piles

Plate 20 - Cars on site

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Plate 21 - Disused Monitoring Bore at MSC Landfill

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Appendix B

Miscellaneous MSC Photos - Waste

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Appendix B Miscellaneous MSC Photos - Waste

Plate 1 - Abandoned cars along airstrip

Plate 2 - MSC Waste Collection Vehicle

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Revision 0 – 07-Jun-2019
Prepared for – Mornington Shire Council – ABN: 42 971 949 286

D R A F T

Plate 3 - Illegal dumping south of MSC dam

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Appendix C

Options for Landfill Configuration

AECOM Imagine it Delivered

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16 May 2019

Andrew Thompson
Executive Manager Technical Services and Infrastructure
Mornington Shire Council
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Dear Andrew,

Options for Landfill Configuration - Mornington Shire Council

AECOM was engaged by Mornington Shire Council (MSC) to develop a Waste Infrastructure Strategy to map out the future development of the MSC landfill site.

During this process, AECOM has requested and received the full drawing set for the site, as prepared by Aurecon in 2008. The proposed configuration consists of a series of 53 trenches, and two leachate ponds, along with stockpile areas for green waste, unblended material, and blended material. Aurecon estimated the trenches would provide approximately 153,700m3 of landfill airspace, over a footprint of 11.09 hectares, amounting to a minimum lifespan of 62 years.

AECOM has reviewed the design drawings and suggests that relatively minor design modifications may result in the same landfill lifespan, within 20 cells, covering an area of 2.85 hectares.

A summary of our review is contained below for your consideration. This should be read in conjunction with a review of the '*Landfill Remediation and Design Report – Mornington Island Landfill Remediation and Development'* and a review of the landfill design drawing set, both of which are appended to this letter.

1.0 Review of Landfill Design Plans

The design was completed in 2010, and some standards that were acceptable then are not as widely accepted now.

The landfill liner is sub-standard. Even recognising the remote location of MSC, AECOM recommends that a 600 mm-thick layer of blended material (accepting sand and gravel in the layer) should be reviewed. The landfill liner might not meet the current design expectation of the Department of Environment and Science's (DES) landfill design guideline. AECOM recommends a higher standard (a specific maximum permeability, and thicker liner profile, or composite liner – this design feature might require consultation with DES).

The leachate drainage system is sub-standard. AECOM's review has found that the leachate drainage system is sub-standard for the following reasons:

- The base of the cell should have a drainage layer of gravel across the entire base, even a thin layer of 100mm would help greatly in the transmission of leachate.
- The leachate drainage pipe has a geotextile sock around it. This product (sock-wrapped leachate drainage pipe) has been outdated since the early 2000s due to the known phenomenon of biological clogging of the fabric, thus rendering the pipe ineffective. Removal of the sock and the inclusion of surrounding gravel that is larger than the drainage pipe slots / holes are recommended.
- The leachate drainage pipes penetrate the waste cell wall, and thus open a direct drainage path for leachate seepage from the cell. This contravenes the EA condition of minimising the risk of contaminant release. Cell wall penetrations, especially near the lower levels of a waste cell, were abandoned as a design technique in the late-1990s. AECOM recommends revision of the design to connect the leachate lines between cells or include a sump at the low end of each cell and pump leachate to the external collection / transmission system and onward to the leachate basin. AECOM also recommends including an in-line flow meter in the leachate transmission line, and revising the general arrangement of the site so that the leachate pump station and basin are only built once in permanent locations, as opposed to requiring removal to facilitate ongoing landfill development as per the current design.

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The landfill cell configuration is inefficient. The trench-and-fill configuration is a very common configuration for small and rural landfills; however, the current design requires a large footprint of land and proposes an average of 4.3 m between adjacent trench cells, thus increasing the overall footprint for no additional airspace gained. AECOM suggests that, with some minor modification, the footprint could be significantly reduced. Such a reduction could yield significant capital expenditure reductions in cell construction / excavation and total land disturbance. A smaller footprint, where edges of cells overlap, helps to reduce the scale of stormwater management infrastructure, leachate management infrastructure, extent of construction and possibly, frequency of construction. These reductions should yield overall lower capital and operational costs, as well as lower rehabilitation costs.

AECOM also recommends revision to the cell filling sequence so that waste is filled in a cell from low end (south end) to high end, and cells are constructed from east to west, starting at the easterly-most end of the cell footprint.

The landfill cap is sub-standard. Cap thicknesses of only 700 mm have not been accepted as an industry standard since the mid-1990s. The current cap design only includes a 500 mm-thick 'blended material' layer (intended as a low permeability layer) overlaid by 200 mm of growing medium / topsoil. This configuration is known to desiccate (dry out), crack and leak (inwardly with water, and outwardly with landfill gas). AECOM recommends revising this design to an evapo-transpiration (ET cap, also known as a phyto cap) with at least 500 mm of local general fill between the blended material and the topsoil, finished with local native vegetation on the surface.

The storm water management system is inadequate. The EA dictates that the water management system must 'minimise erosion' and not release contaminants to 'any waters' and implies that the site should have a sedimentation basin. The Issue For Construction (IFC) plans include erosion and sediment control (ESC) measures, but these are temporary measures (e.g. – sediment fence) and would not meet the intention of the EA conditions. In addition, the plans (e.g. – drawings C402 and C404) for the drainage channel that is parallel to and north of the east-west access road north of the waste cells do not indicate any dimensions for the drain, a starting point, or a discharge point. AECOM recommends revising the design and general arrangement to include permanent ESC measures in the form of a comprehensive storm water drainage network and a sedimentation basin.

2.0 Landfill Design Report

Landfill capacity / operational life. In the document '*Landfill Remediation and Design Report Mornington Island Landfill Remediation and Development*' (2008) Connell Wagner (CW) assumes a waste density (called a landfill efficiency factor) of 0.4 t/m^3 for compacted waste. Typical loose / uncompacted municipal waste has a density of about 0.25 t/m^3 to 0.35 t/m^3, and poorly compacted waste can have a density of about 0.65 t/m^3 to 0.75 t/m^3. If MSC adopts the report recommendation of using a Cat 953 or similar machine for landfill compaction, a density of at least 0.80 t/m^3 or better should be achievable, in which case the CW estimate is inaccurate. AECOM's estimate of operational life, based on a density of 0.80 t/m^3 and CW's & Aurecon's original design configuration, yields approximately 120 years. AECOM also reviewed other landfill configurations, all using the same waste density, which yielded a range of operational life spanning from 62 years to 243 years (refer to Attachment 1). AECOM will discuss the most likely parameters for estimating operational life with MSC and re-estimate operational life using agreed values. Once agreed, design revisions to the landfill can also be agreed.

Leachate management. CW's report bases the design of the leachate basin on an assumption of disposal by evaporation. Whilst the report does not include climatic data, a quick search of Bureau of Meteorology (BOM) records indicates that Mornington Island's annual mean evaporation is nearly equal to annual mean precipitation, implying that this assumption is invalid. AECOM recommends reviewing the leachate treatment / disposal system to see if a better alternative is available / practical.

AECOM have also commented on the leachate collection / transmission configuration in the 'landfill plans' section, and believe this aspect of the design warrants review / revision.

Storm water management. CW's design includes a 'ridge and valley' approach to the collective filling of waste cells, stating that this approach 'minimises the height of fill required and the earthworks volumes involved'. AECOM does not agree with this logic and suggests this design aspect warrants review to assess if the assumptions are valid.

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AECOM looks forward to discussing the above with MSC further to ascertain Council's preference for landfill development.

Yours faithfully

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Att:
Landfill Volume Summary
Landfill Remediation and Design Report
Mornington Island Landfill Development – Design Drawing Set

cc: David Torr
Frank Mills

Mornington Shire Council
New Landfill Development

ATTACHMENT 1
Summary of Configuration Volumes
and
Operational Life Estimates

AECOM Australia Pty Ltd
AECOM Job Number
60584696

Original Aurecon Volume Estimate (per design report) 2,900 m^3/cell x 53 cells = 153,700 m^3

Average Waste Generation Estimate	700.0	kg per capita year
Poulation	1,143.0	people
Waste per annum	800.0	t/yr
If compacted density of waste is	0.800	t/m^3
Then annual compacted waste volume is	1,000.0	m^3/yr
And if waste to cover ratio is	4.0	to 1
Then total day cover volume requirement per year is	250.0	m^3
And total waste and day cover volume requirement per year is	1,250.0	m^3/yr
Or, a total waste and day cover volume requirement per day of	3.4	m^3/day

(Connell Wagner's design report, 2008, identifies a range of 500 to 900 tons per capita annum (see Section 3.1.2 on page 4))

Configuration	No of Cells	Average Distance Between Cells (m)	Ground Surface Footprint (ha)	Approx Volume per Cell (m^3)	Average Operational life Per Cell (years)	Total Landfill Capacity (m^3)	Total Landfill Capacity Operational Life (years)	Capacity Filled to Original Ground Surface (m^3)	Fill-to-Original-Ground Operational Life (years)
Original Aurecon with Saw-Tooth Surface Profile	53	4.3	11.093	2,900	2.3	153,700	123.0	117,826	94.3
Original Aurecon Base with Rooftop Surface Profile	53	4.3	11.093	4,602	3.7	243,880	195.1	117,826	94.3
Aurecon Footprint with AECOM Revised Cell Base	78	Overlapping	11.085	3,898	3.1	304,052	243.2	178,084	142.5
AECOM Revised Base to Meet Aurecon Capacity of 153700 m3	40	Overlapping	5.691	3,889	3.1	155,542	124.4	91,295	73.0
AECOM Revised Base to Meet Aurecon 60-yr Operational Life	20	Overlapping	2.85	3,869	3.1	77,379	61.9	28,411	22.7

* Landfill Capacity includes only compacted waste and daily cover. It does not include liner, intermediate cover, cap or leachate drainage layer

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Landfill Remediation and Design Report Mornington Island Landfill Remediation and Development Cardno/IEHIP

5 September 2008
Reference 34592-006-04
Revision 1

Document Control

Connell Wagner

Document ID: \\AUTSV1FP001\PROJECTS\605X\60584696\2. CORRESPONDENCE\2.2 OUT\LANDFILL OPTIONS LETTER\ATTACHMENT 2.DOC

Rev No	Date	Revision Details	Typist	Author	Verifier	Approver
0	2 September 2008	Draft Issue	AMT	AMT		
1	8 September 2008	Final				

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Appendix F

Drawings

1. Introduction

1.1 General

Mornington Island is a remote located in the Gulf of Carpentaria. The township of Gununa is located at the south-western end of the island, near Denham Island.

Mornington Shire Council currently operates an unlined landfill that is nearing capacity. Due to its proximity to the airport, township and the ocean, an alternate location for a new landfill site is being developed to the north east of the existing site. The new site is 6.2km in a direct route from the existing landfill or 7.5km by road.

This design report has been prepared by Connell Wagner to provide background information and design data for the Mornington Island Landfill Rehabilitation and New Landfill projects.

1.2 Population

The 2006 Census taken by the Australian Bureau of Statistics (ABS) lists a population on Mornington Island of 1,032. The 1996 (1,098) and 2001 (934) census data shows both a rise and fall in population and does not give a consistent indication of population trends.

The feasibility assessment report prepared by Cardno applies a uniform annual growth rate of 1.8%. This figure has been applied to the 2006 Census year population data to provide population estimates.

Given the available population data, the waste generation discussed in Section 3.1.2 is highly variable.

1.3 Earthworks

Earthworks calculations referred to in this report have been prepared based on the following bulking factors:

Cut	→	Spoil	1.1
Spoil	→	Fill	0.95
Cut	→	Fill	1.05

The material for remediation of the existing landfill and construction of the new landfill will be sourced from the excavation of landfill cells at the new landfill. Earthworks have been calculated to include the material required to complete the landfill rehabilitation.

Concurrent with these landfill projects, an upgrade to the Gununa Sewage treatment works is being undertaken. Part of the upgrade may include the construction of an additional treatment train consisting of four treatment ponds.

Should material be required to complete the additional treatment train, a volume of 4,750m^3 (solid) will be required. To obtain this material it will be necessary to excavate one additional cell at the new landfill. Due to the level of spoil in subsequent stages, the liner system and capping for this cell etc do not need to be installed at the time of excavation. When the next four cells are constructed in Stage 1b (refer Section 3.1.3), enough material will be stockpiled for these purposes. Therefore the extra cell can be excavated to bulk earthworks level and the soil exported to the sewerage site.

The earthworks balance calculations are shown in Appendix A.

1.4 Blended and unblended material

The landfill sites require the processing of excavated materials for use as liner and capping materials to achieve the required permeability characteristics.

The contractor will be required to blend excavated material so that seams and pockets of sand and gravel that occur in the natural material are distributed uniformly throughout the finished product. The method of blending will be determined by the contractor, subject to meeting the requirements of the technical specification. All material used in lining or capping situations require blending while the balance of material can be left unblended.

2. Landfill remediation

2.1 Concept development

Development of the concept for landfill remediation at Mornington Island has been undertaken to substantially comply with the Queensland Environmental Protection Agency (EPA) guideline: Landfill siting, design, operation and rehabilitation – Waste disposal – ERA 75 (ERA 75). Minor departures from ERA 75 have been agreed with the EPA.

Connell Wagner has developed the concept in accordance with the ERA 75 where possible, using the Cardno Feasibility Assessment Report (FAR) as a reference point. Elements of the FAR concept that have been amended include the adoption of minimum and maximum slopes as defined by the ERA 75 and the exclusion of leachate collection drains.

The adopted concept is shown on Drawing 34592-C302 and can be found in Appendix F.

2.2 Profile fill

Capping of the landfill requires that profile fill be placed to prepare a base for the capping layer with grades that comply with ERA 75. To minimise the height of fill required and the earthworks volumes involved, a ridge and valley approach has been adopted.

The profile fill material is to be unblended material transported from the new landfill site. Installation of the profile fill will be in accordance with the general fill standard defined in the specification.

2.3 Landfill cap

The purpose of the capping layer is to significantly reduce or eliminate the infiltration of clean water into the landfill. Controlling the extent of surface water infiltration is the most effective way of limiting leachate generation.

A bund is provided at the uphill (southern) side of the landfill. The bund, together with a 1.2m deep cut-off drain, limits the amount of water that can potentially enter the landfill directly through the cap or by subsurface groundwater movements.

The capping layer has been designed to be installed using blended material excavated from the new landfill site. This is overlaid with a growing media to facilitate the establishment of grass to stabilise the cap against erosion. The growing media is to be topsoil blended with shredded green waste and may include dried sludge from the sewerage pond desludging.

The cap has been designed to omit a traditional batter protection drain from the periphery of the cap due to the use of a ridge and valley format. This concept limits the quantity of water that can reach the batter by concentrating flows to formed drains only. The drains located in each valley discharge into a rock chute drain. Due to the low quantity and velocity of water, the rock lining can be placed loose over a geofabric layer. This system is simple to maintain and will largely accommodate settlement of the waste.

3. New landfill

3.1 Concept development

3.1.1 Landfill layout

The Cardno Feasibility Assessment Report recommended a trench type landfill for this facility. While not the preferred layout for reasons of airspace efficiency, it is considered that this arrangement is likely to be most suited to the conditions on Mornington Island. Contributing factors include rate of waste deposition, leachate management, staff training and retention, experience and reliability issues.

The use of a trench layout allows for the working face of the cell in use to be kept to a bare minimum, consequently keeping the active area and ongoing rehabilitation zone small.

The concept as developed is consistent with ERA 75 and departures from the guideline as agreed with the EPA. The adopted concept is shown on Drawings 34592-C402, 34592-C403 and can be found in Appendix F.

3.1.2 Waste generation rates

Actual waste generation rates for Mornington Island are not available as waste quantities are not monitored by Council. To estimate potential waste generation rates, a comparison is made to the waste generation rate for Brisbane of 900kg/person/year. This rate includes waste from all sources to Brisbane public and private transfer stations and is higher than Brisbane's internal figures.
Due to the lower level of commercial activity and construction on Mornington Island, a lower rate of 500kg/person/year is suggested to indicate a potential lower bound figure for waste generation. This figure approximates the generation rate for waste received at the Brisbane City Transfer Stations only, thereby excluding a significant amount of commercial waste received at private facilities.

Therefore the adopted range for the waste generation rate is 500kg/p/a to 900kg/p/a. The actual figure is expected to be at the lower end of this range.

3.1.3 Staging

Due to the expected life of the landfill, long term staging is proposed to be carried out in two parts.

Stage 1 will be constructed first and comprises the western end of the landfill. Stage 1 will be completed in discreet sections starting with Stage 1A that includes the following primary elements and associated works:

- Access road to Stage 1/2 boundary, including turn around area
- Leachate pond including fence
- Leachate Lift Station
- Installation of generator for Lift Station
- Cells 1, 3, 5 and 7.
- Leachate drainage for cells 1, 3, 5 and 7.
- Site fence, gates and regulatory signs
- Working area for stockpiles and green waste
- Construction of operators shed

This enables the access road to be built to the extent of Stage 1 initially and finished in Stage 2. The leachate basin will need to be relocated and the leachate lift station will require replacement however the predicted economics of the road construction and reconstruction support staging of the project in this way.

An assessment of the rate of airspace consumption indicates that it is appropriate to construct four cells initially as this will provide 5 to 9 years storage. This figure is based a 1.8% growth rate and a Landfill Efficiency Factor (LEF) of 0.4. The LEF relates the tonnage of waste deposited per cubic metre of airspace.

Improving the LEF or a reduced growth rate will extend the life of these cells. Constructing more cells is likely to be acceptable as the potential rate of erosion of the constructed basins is low.

Stage 1A is shown on Drawing 34592-C404 and can be found in Appendix F.

3.1.4 Capacity

Each cell in the landfill contains approximately 2,900 m^3 of airspace. Overall the 53 cells provide approximately 153,700 m^3 of airspace.

The airspace volume and the high and low waste generation rates from Section 3.1.2 have been utilised to provide a comparison between different scenarios. These scenarios are summarised in Table 1 and detailed in Appendix B.

Table 1 Estimated life of new landfill

Scenario	Growth Rate	LEF	Life $_{min\ yrs}$	Life $_{max\ yrs}$
1	1.80%	0.4	42	62
2	1.80%	0.7	61	85
3	0.50%	0.4	56	92
4	0.50%	0.7	90	100+

This table shows the range of potential operating lives for the new landfill based on the growth rate and LEF.

Based on the waste generation rates, population projections and LEF, the capacity of the new landfill would give an estimated operating life of between 42 and 85 years. If the growth experienced were 0.5% or less, the operating life could reach or exceed 100 years depending on the waste generation rate and the LEF achieved.

Waste generation and usage rates are included in Appendix B.

3.2 Landfill operation and management

3.2.1 Operational layout

The operational layout for Stage 1A is shown on Drawing 34592-C404 and can be found in Appendix F. This operational layout is similar to that for later stages and varies only in the number of cells excavated as the population increases.

3.2.2 Waste placement

The landfill has been designed to operate as a trench style facility to minimise the working face. Placement of waste is to begin at the upper (northern) end of each cell with final profiling and rehabilitation to occur continually as the waste is placed. This process will limit the leachate that can be generated.

Due to the high cost of establishing the landfill, it is essential that the airspace in this facility not be undervalued by achieving low waste compaction densities. A LEF of 0.7t/m^3 or higher is achievable in urban landfills due to high daily quantities and the availability of specialised plant and experienced operators. It is expected that an LEF of 0.4 t/m^3 can be achieved on Mornington Island with the recommended machinery and staff skill levels, however more stringent management of the landfill could achieve a higher LEF. It is recommended that training of staff and monitoring of densities are implemented to ensure the LEF is maximised.

The comparison of rates and densities in Section 3.1.4 show that an improved LEF can significantly improve the lifespan of the landfill. This is achieved through improved waste placement and management practices.

An additional approach to improving airspace usage is to adopt some form of Alternative Daily Cover (ADC). Proprietary products such as the "Landfill Lid" by WasteWell provide a viable alternative to daily soil cover. Efficiency can be improved as the incidence of indiscriminate use of cover soil at the end of each day is reduced as holes from the previous day are filled with waste in the next layer.

3.2.3 Machinery

Efficient operation of the new landfill will depend on a number of primary factors including machinery utilised at site.

Mornington Shire Council does not have a machine suitable for landfill operations. As the site is small and the overall depth of the cells is low, the landfill operations could be effectively carried out utilising a tracked loader that is purpose built for the task. A Caterpillar 953 Waste Handler or similar is a suitable machine as it is equipped to undertake the type of duties required for this site. This type of machine is fitted with equipment that reduces the amount of servicing or repair that might otherwise be incurred by handling waste materials on a machine that is not similarly equipped. Items such as seal guards, plate covers for the undercarriage and scraper bars for the tracks limit the movement of timber, wire and other materials that can be destructive to these items.

Estimated hours for the machine vary based on the population growth and generation rates.

Table 2 Fuel consumption estimates

Growth Rate	Tonnes/pa		Tonnes/Week		Volume/week at loose density 0.15t/m^3		Estimated Hours		Fuel Consumption Litres @ 25l/hr	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
0.0%	516.0	928.8	9.9	17.9	66.2	119.1	5.3	9.5	132	238
0.5%	521.2	1544.8	10.0	29.7	66.8	198.0	5.3	15.8	134	396
1.8%	534.7	4464.0	10.3	85.8	68.6	572.3	5.5	45.8	137	*1145*

Table 2 estimates fuel consumption for the landfill compactor/dozer. These estimates are based on a range of weekly waste generation rates using the 99kw Cat 953 fuel consumption of 25l/hr. The highest rate of 4464 tonnes/year corresponds to the peak tonnage at 86 years based on a growth rate of 1.8% and an LEF of 0.7. This is at the higher end of estimates so the peak figure of 396l/week is being adopted for fuel storage sizing purposes. This consumption relates to year 27 of the 1.8% growth projection for the maximum waste generation rate or year 60 of this projection for the minimum generation rate.

Based on the initial maximum consumption of 238 litres per week, fuel storage of 1,000 litres would provide approximately four weeks of fuel in dry periods. During wet periods when the leachate lift station is running more frequently, this storage cycle time would be decreased.

The estimated machine hours have been determined based on the proposed machine's ability to handle 12.5m^3 of waste per hour. This figure is used to make a time allowance for placing and compacting waste and undertaking capping and other general site activities.

With regards to purchasing this machine there are three options that could be considered:

- New purchase
- Low hour – used
- Higher hour used plus reconditioning

The latter option is likely to involve a cost of over $100,000 and rises for the former options. Due to the low annual hours for this site, the latter option is likely to be acceptable in terms of whole of life costs to purchase and operate the machine. Annual servicing, fuel and maintenance are likely to be similar regardless of the purchase option chosen as the annual hours for the machine are low.

3.2.4 Leachate management

Leachate management is proposed in the form of an evaporation basin. The evaporation basin approach is to be employed due to the remote nature of the site and an absence of sewerage infrastructure in the area of the landfill.

Collection of the leachate is to be via a gravity system to a leachate lift station, designed to lift the leachate into the basin. A benefit of the lift station is the ability to control the flow of leachate to the basin and store leachate in either closed or unused cells if necessary. A system of level sensors on both the lift station and leachate basin will determine when the lift station operates and under what condition it ceases to operate so the basin does not overflow. Control levels for the station are shown on drawing 34592-C440.

Individual cells are to have an isolation valve so that they may be disconnected from the leachate system until each cell is put into operation.

The leachate basin has been sized to make allowance for a single cell to be operating at any one time with the cell assumed to have just commenced filling with waste. This allows for the maximum quantity of leachate in any condition provided only one cell is operational as the full catchment area of an open cell is connected to the system. Basin sizing has been based on the annual rainfall and average evaporation.

It is not proposed to utilise any chemical dosing for pH etc at this stage in time. A monitoring program of the leachate pond should be undertaken by Mornington Shire Council this would involve sampling and analysing the leachate annually to monitor and assess environmental requirements and performance of the evaporation pond.

Leachate lift station

A fibreglass reinforced plastic packaged pump station, similar to that supplied by ITT Flygt, is proposed to be used in this project. The benefit of this type of installation is that low civil costs are involved in terms of installing the station plus specialist labour requirements are reduced.

The lift station has been designed to operate largely as a stand alone facility with minimal operator input. The station is to be equipped with a diesel generator and solar/battery power supply for the control system.

3.2.5 Fuel Storage

Considerations for the operation of machinery are the expected annual fuel consumption and the need to store and replenish fuel. As the generator for the leachate lift station is diesel fuelled, an on site fuel storage for both the machine and generator are recommended. To avoid theft, an elevated tank with a locked delivery system is recommended. An initial estimate based on use would suggest that a 1,000 litre tank would provide a usable volume without introducing risk of significant theft. Monitoring fuel consumption over time is recommended to evaluate if additional fuel storage volume is required.

4. Birri Road Upgrade

4.1 Traffic

Traffic calculations for the Birri Road pavement design were based on advice from MSC indicating 1 maintenance truck and 10 garbage trucks per week would use the road, in addition to cars. Due to their negligible impact on pavement life, cars have been disregarded in traffic calculations.

Assumptions pertaining to the traffic calculations are:

- Heavy vehicle traffic was rounded up to 14 trips per week (2 per day)
- Heavy vehicles were assumed to be typical Class 3 vehicles according to the Austroads vehicle classification system
- Vehicles were assumed to be 100% loaded all the time (conservative assumption)
- No. of directions = 2
- Directional split = 50% each direction
- No seasonal variation, ie traffic was relatively constant throughout the year
- ESA/HVAG = 2.8
- Annual Growth Rate = 2%
- Design Period = 20 years

These figures provide 20 year design traffic loading for subgrade ($DSAR_S$) of 1.61×10^5 $DSAR_S$. Full details of calculations are included in **Appendix D**.

4.2 Pavement Design

4.2.1 Design standards

The pavement has been designed to the 'Normal' Design Standard as per the Department of Transport Pavement Design Manual (PDM). Critical strains within the pavement have been determined using CIRCLY Version 5.0i. This effectively means that the pavement has been designed so that 'failure' is measured as rutting of 30mm at the subgrade/pavement box interface.

The traffic volume was not assumed to be significantly variable throughout the year and was not seasonally adjusted for the variation. Allowance was made for fluctuations in design subgrade and granular moduli values due to seasonal changes through the use of a two season (wet and dry) model.

All granular pavement layers above the subgrade have been subject to sublayering procedures as set out in Table 8.1 (d) of the Austroads 'Pavement Design – A guide to the Structural Design of Road Pavements' ("Austroads Guide"). All material CBR and modulus values reported for imported material are nominal values based on maximum achievable strength. The actual moduli of granular materials incorporated in the design process are governed by Equation 8.3 and Equation 8.4 from the Austroads Guide following:

$$E_{V\ top\ granular\ sublayer} = E_{V\ subgrade} \times 2^{(total\ granular\ thickness/125)} \qquad \text{Equation 8.3}$$

Where E_V = Modulus of Elasticity in the vertical plane

$$R = (E_{top\ granular\ sublayer} / E_{subgrade})^{0.2} \qquad \text{Equation 8.4}$$

Where R = Ratio of adjacent granular sublayer moduli

The failure mechanisms of pavements analysed within the scope of this study are for subgrade deformation (rutting).

Subgrade permanent deformation is determined using Equation 10. 6 from the PDM:

$$N_S = [34000 / \varepsilon_S]^4 \qquad \text{Equation 10.6}$$

Where: N_S = allowable number of repetitions of standard axles (SARs) to unacceptable permanent deformation.

ε_S = subgrade vertical compressive strain produced by a Standard Axle load in microstrain.

4.2.2 Geotechnical information

Subgrade CBR estimations have been based on geotechnical testing undertaken by Connell Wagner in April 2008. A total of five (5) test holes were sampled along Birri Road in the proposed section to be upgraded. The geotechnical testing indicates that the subgrade material has a Plasticity Index in the range of 3% - 10% and 4-day soaked CBR in the range of 13% - 45%. A soaked CBR of 15% has been adopted for design purposes. It is noted that for all samples tested the insitu moisture content was dry of Optimum Moisture Content.

Pavement material will be sourced locally from a single location. It is expected that the material will approximate a Department of Main Roads Type 2.3 CBR classification.

4.2.3 Pavement profile

Birri Road has been designed as a full depth granular pavement (with a 2-coat seal). The pavement profile determined in the CIRCLY analysis is 100mm of CBR 45% gravel, on 80mm CBR 35% gravel over the soaked subgrade CBR of 15%, which provides a Cumulative Damage Factor (CDF) of 0.931, where a CDF of 1.0 indicates failure. It is considered that the CDF warrants including the normal construction tolerance into the design thickness, resulting in a pavement profile of 100mm of CBR 45% gravel, on 150mm CBR 35% gravel over the soaked subgrade CBR of 15%. It is acknowledged that the pavement material will be from a single source as discussed in Section 4.2.2. Furthermore, the 200mm pavement could be constructed in a single layer provided the required compaction can be achieved throughout the full depth of the pavement.

4.3 Seal Design

The surfacing design incorporates a prime coat followed by a 14mm first coat seal and a 7mm second coat seal. The details of each surface layer are:

Table 3: Wearing Surface Design

Surface Layer	Bitumen Class	Bitumen Spray Rate	Nominal Aggregate Size	Aggregate Spread Rate
Prime	AMC00	0.9 L/m^2	Coarse sand	To prevent pickup
1st coat seal	C320	1.7 L/m^2	14mm	95 m^2/m^3
2nd coat seal	C320	1.1 L/m^2	7mm	235 m^2/m^3

Notes:

- The 2nd seal coat is to be programmed immediately following the first coat (delay less than 7 days, but not sooner than 48 hours)
- The spray rates and spread rates provided in Table 3 require confirmation prior to construction based on actual aggregate properties, notably ALD and Flakiness Index
- The addition of cutter oil to the seal coats shall be undertaken in accordance with MRS 11.11

5. References

Landfill siting, design, operation and rehabilitation: ERA 75 – Waste disposal, 2006. Queensland Environmental Protection Agency.

Feasibility Assessment Report, November 2007
Queensland Department of Local government, Sport and Recreation/Cardno

Pavement Design Manual, Amendment 2, December 2005
Queensland Department of Transport

Pavement Design – A guide to the Structural Design of Road Pavements, 2004
Austroads

Appendix A

Earthworks Calculations

Appendix B

Waste Generation and Airspace Usage Calculations

Appendix C

Leachate Balance Calculations

Appendix D

Traffic Calculations

Appendix E

Pavement and Seal Design Calculations

Appendix F

Drawings

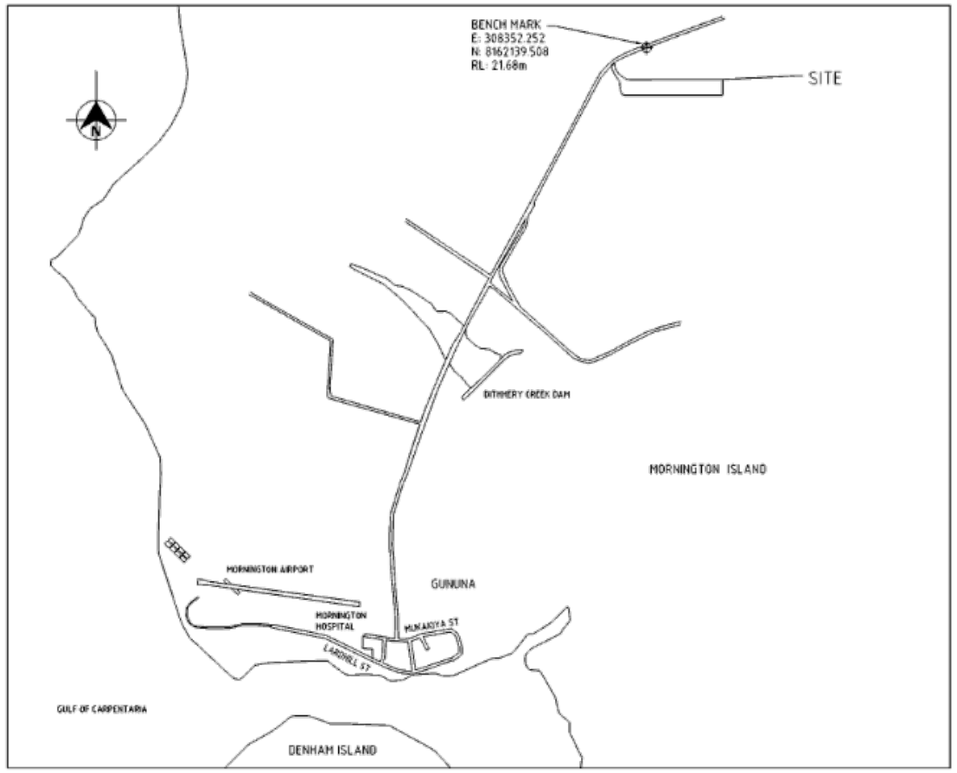
A1

MORNINGTON ISLAND
LANDFILL DEVELOPMENT
NEW LANDFILL

DRAWING INDEX

DRAWING NO	TITLE	02-09-08	05-09-08	10-08-10		
34592-C401	COVER SHEET	01	02	A		
34592-C402	LAYOUT PLAN AND GENERAL NOTES-TYPICAL OPERATIONAL PLAN	01	02	A		
34592-C403	TYPICAL SECTIONS	01	02	A		
34592-C404	STAGE 1A LAYOUT PLAN - TYPICAL OPERATIONS PLAN	01	02	A		
34592-C405	STAGE 1A SEDIMENT AND EROSION CONTROL PLAN	01	02	A		
#						
34592-C410	BULK EARTHWORKS SETOUT - CELLS 1 TO 9 - SHEET 1 OF 6	01	02	A		
34592-C411	BULK EARTHWORKS SETOUT - CELLS 10 TO 18 - SHEET 2 OF 6	01	02	A		
34592-C412	BULK EARTHWORKS SETOUT - CELLS 19 TO 27 - SHEET 3 OF 6	01	02	A		
34592-C413	BULK EARTHWORKS SETOUT - CELLS 28 TO 36 - SHEET 4 OF 6	01	02	A		
34592-C414	BULK EARTHWORKS SETOUT - CELLS 37 TO 45 - SHEET 5. OF 6	01	02	A		
34592-C415	BULK EARTHWORKS SETOUT - CELLS 46 TO 53 - SHEET 6 OF 6	01	02	A		
#						
34592-C420	CELL LINER SETOUT - CELLS 1 TO 9 - SHEET 1 OF 6	01	02	A		
34592-C421	CELL LINER SETOUT - CELLS 10 TO 18 - SHEET 2 OF 6	01	02	A		
34592-C422	CELL LINER SETOUT - CELLS 19 TO 27 - SHEET 3 OF 6	01	02	A		
34592-C423	CELL LINER SETOUT - CELLS 28 TO 36 - SHEET 4 OF 6	01	02	A		
34592-C424	CELL LINER SETOUT - CELLS 37 TO 45 - SHEET 5 OF 6	01	02	A		
34592-C425	CELL LINER SETOUT - CELLS 46 TO 53 - SHEET 6 OF 6	01	02	A		
#						
34592-C430	LEACHATE POND SETOUT PLAN	01	02	A		
#						
34592-C440	LEACHATE LIFT STATION GENERAL ARRANGEMENT	01	02	A		
34592-C441	PIPE BEDDING TRENCH DETAILS	01	02	A		
34592-C442	LEACHATE PIPE LINE SETOUT DATA	01	02	A		

DRAWINGS C406 TO 409, C416 TO 419, C426 TO 429, C431 TO 439 NOT INCLUDED IN THIS SET



LOCALITY PLAN
SCALE 1:25000

aurecon

FOR CONSTRUCTION

Cli Project No.	Drawing No.	Revision
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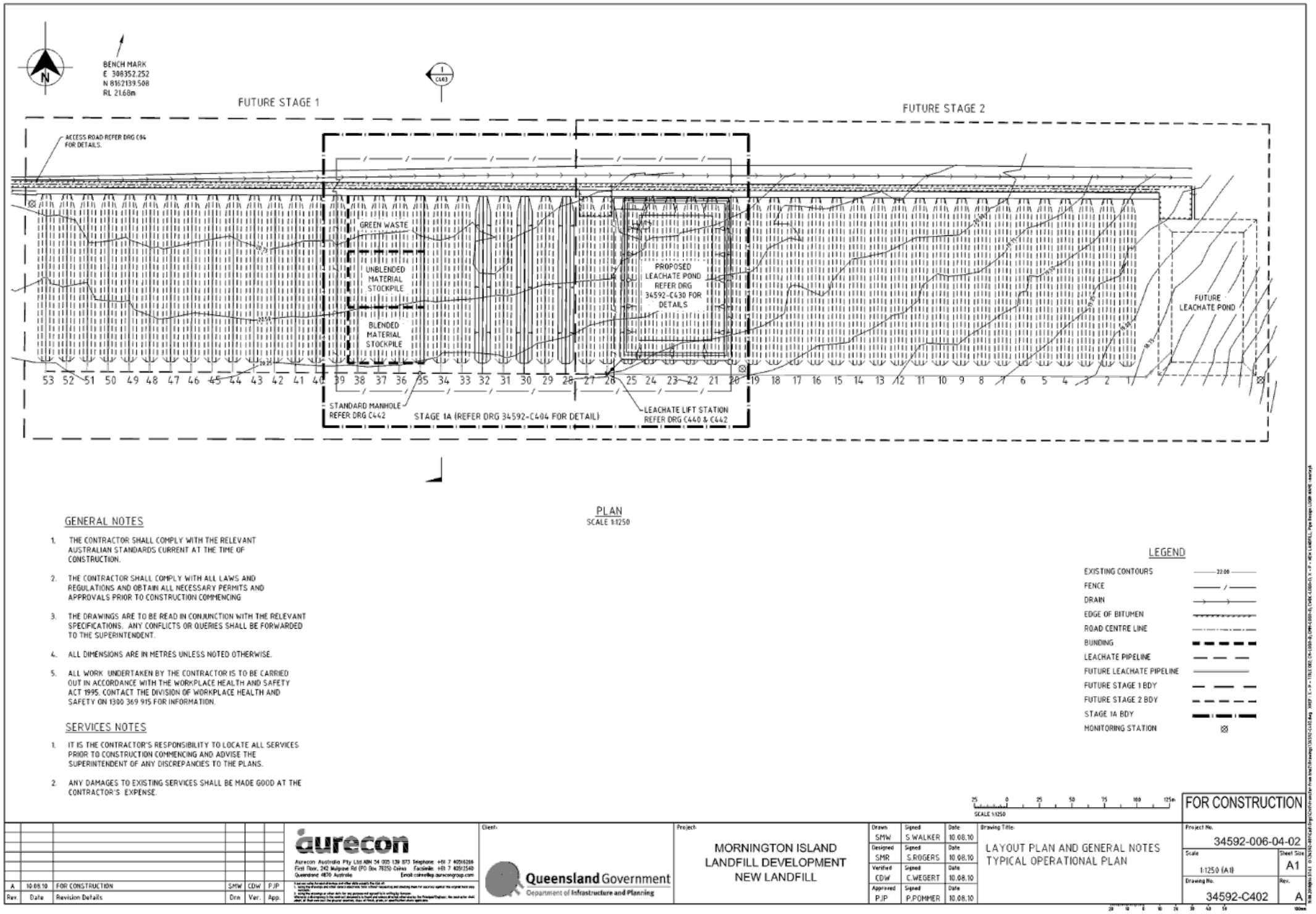


PLAN
SCALE 1:1250

GENERAL NOTES

1. THE CONTRACTOR SHALL COMPLY WITH THE RELEVANT AUSTRALIAN STANDARDS CURRENT AT THE TIME OF CONSTRUCTION.
2. THE CONTRACTOR SHALL COMPLY WITH ALL LAWS AND REGULATIONS AND OBTAIN ALL NECESSARY PERMITS AND APPROVALS PRIOR TO CONSTRUCTION COMMENCING
3. THE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE RELEVANT SPECIFICATIONS. ANY CONFLICTS OR QUERIES SHALL BE FORWARDED TO THE SUPERINTENDENT.
4. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
5. ALL WORK UNDERTAKEN BY THE CONTRACTOR IS TO BE CARRIED OUT IN ACCORDANCE WITH THE WORKPLACE HEALTH AND SAFETY ACT 1995. CONTACT THE DIVISION OF WORKPLACE HEALTH AND SAFETY ON 1300 369 915 FOR INFORMATION.

SERVICES NOTES

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL SERVICES PRIOR TO CONSTRUCTION COMMENCING AND ADVISE THE SUPERINTENDENT OF ANY DISCREPANCIES TO THE PLANS.
2. ANY DAMAGES TO EXISTING SERVICES SHALL BE MADE GOOD AT THE CONTRACTOR'S EXPENSE.

LEGEND

EXISTING CONTOURS 22.00
FENCE
DRAIN
EDGE OF BITUMEN
ROAD CENTRE LINE
BUNDING
LEACHATE PIPELINE
FUTURE LEACHATE PIPELINE
FUTURE STAGE 1 BDY
FUTURE STAGE 2 BDY
STAGE 1A BDY
MONITORING STATION

25 0 25 50 75 100 125m
SCALE 1:1250

FOR CONSTRUCTION

Rev.	Date	Revision Details	Drn	Ver.	App.
A	10.08.10	FOR CONSTRUCTION	SMW	CDW	PJP

aurecon
Aurecon Australia Pty Ltd ABN 54 005 139 873 Telephone +61 7 40516288
First Floor, 242 Mulgrave Rd (PO Box 7025) Cairns Facsimile +61 7 40512540
Queensland 4870 Australia Email:cairns@ap.aurecongroup.com

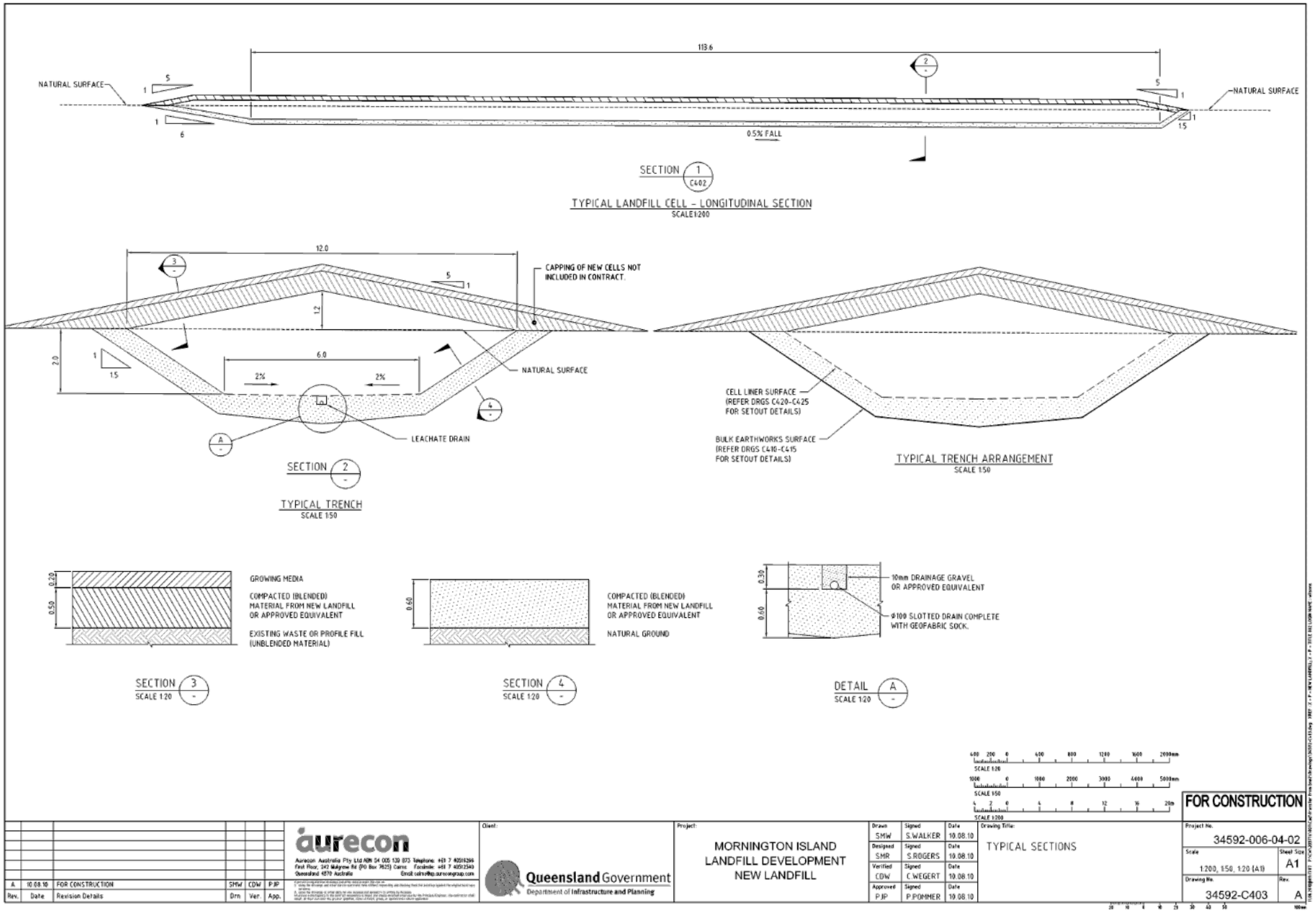
Client: Queensland Government, Department of Infrastructure and Planning

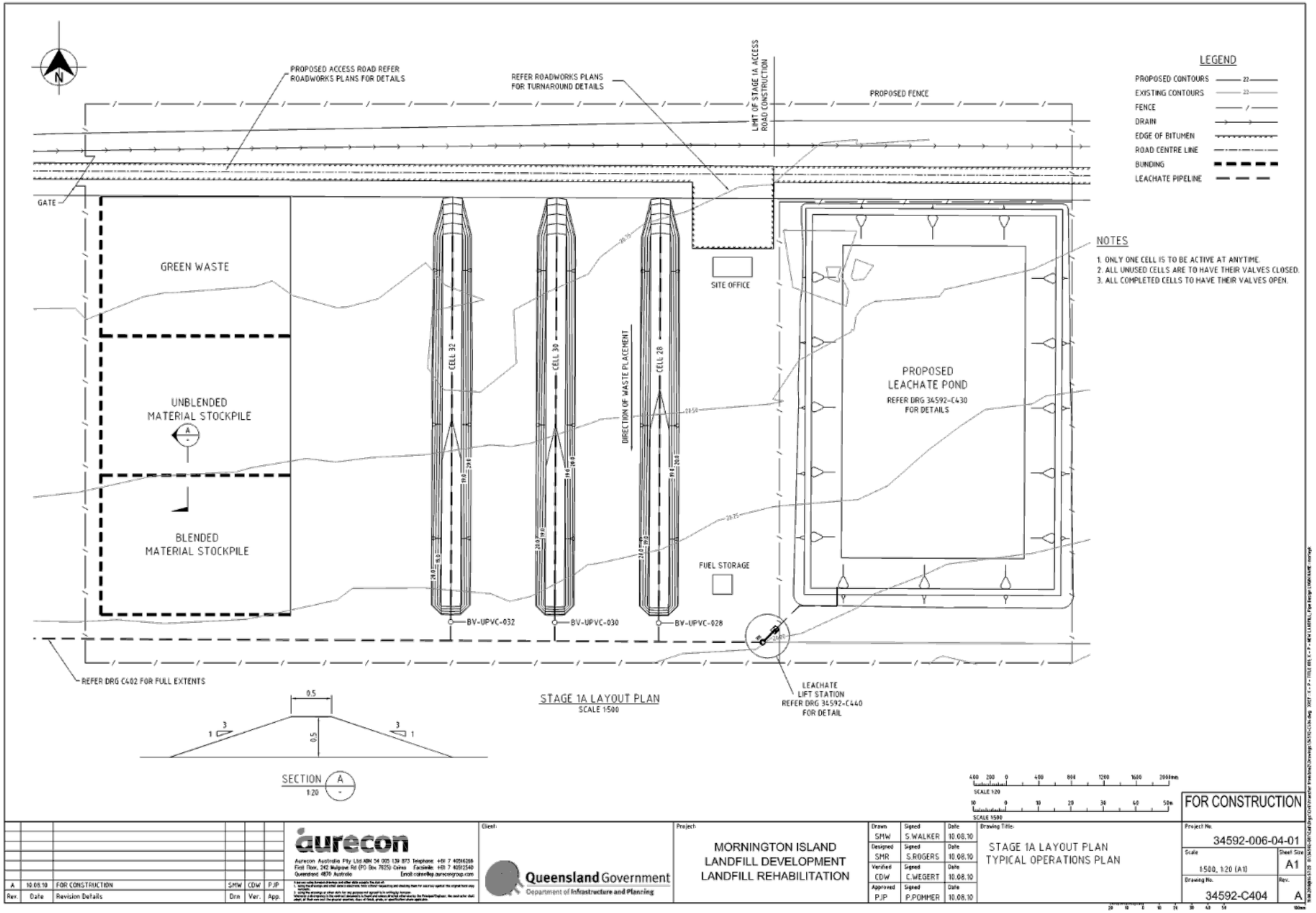
Project: MORNINGTON ISLAND LANDFILL DEVELOPMENT NEW LANDFILL

Drawn	SMW	S.WALKER	10.08.10
Designed	SMR	S.ROGERS	10.08.10
Verified	CDW	C.WEGERT	10.08.10
Approved	PJP	P.POMMER	10.08.10

Drawing Title: LAYOUT PLAN AND GENERAL NOTES TYPICAL OPERATIONAL PLAN

Project No. 34592-006-04-02
Scale 1:1250 (A1)
Sheet Size A1
Drawing No. 34592-C402
Rev. A


113.6
NATURAL SURFACE
5
1
1
6
0.5% FALL
1
1.5
NATURAL SURFACE
SECTION 1 C402
TYPICAL LANDFILL CELL – LONGITUDINAL SECTION
SCALE 1:200
12.0
CAPPING OF NEW CELLS NOT INCLUDED IN CONTRACT.
5
1
1.2
2.0
1
1.5
6.0
2%
2%
NATURAL SURFACE
LEACHATE DRAIN
SECTION 2
TYPICAL TRENCH
SCALE 1:50
CELL LINER SURFACE (REFER DRGS C420-C425 FOR SETOUT DETAILS)
BULK EARTHWORKS SURFACE (REFER DRGS C410-C415 FOR SETOUT DETAILS)
TYPICAL TRENCH ARRANGEMENT
SCALE 1:50
0.20
0.50
GROWING MEDIA
COMPACTED (BLENDED) MATERIAL FROM NEW LANDFILL OR APPROVED EQUIVALENT
EXISTING WASTE OR PROFILE FILL (UNBLENDED MATERIAL)
SECTION 3
SCALE 1:20
0.60
COMPACTED (BLENDED) MATERIAL FROM NEW LANDFILL OR APPROVED EQUIVALENT
NATURAL GROUND
SECTION 4
SCALE 1:20
0.30
0.60
10mm DRAINAGE GRAVEL OR APPROVED EQUIVALENT
Φ100 SLOTTED DRAIN COMPLETE WITH GEOFABRIC SOCK.
DETAIL A
SCALE 1:20
SCALE 1:20
SCALE 1:50
SCALE 1:200
FOR CONSTRUCTION
A 10.08.10 FOR CONSTRUCTION SMW CDW PJP
Rev. Date Revision Details Drn. Ver. App.
aurecon
Aurecon Australia Pty Ltd ABN 54 005 139 873 Telephone: +61 7 40519266
First Floor, 242 Walgrave Rd (PO Box 7825) Cairns Facsimile: +61 7 40512343
Queensland 4870 Australia Email: cairns@ap.aurecongroup.com
Client: Queensland Government
Department of Infrastructure and Planning
Project: MORNINGTON ISLAND LANDFILL DEVELOPMENT NEW LANDFILL
Drawn SMW S.WALKER 10.08.10
Designed SMR S.ROGERS 10.08.10
Verified CDW C.WEGERT 10.08.10
Approved PJP P.POMMER 10.08.10
Drawing Title: TYPICAL SECTIONS
Project No. 34592-006-04-02
Scale 1:200, 1:50, 1:20 (A1)
Sheet Size A1
Drawing No. 34592-C403
Rev. A


N
PROPOSED ACCESS ROAD REFER ROADWORKS PLANS FOR DETAILS
REFER ROADWORKS PLANS FOR TURNAROUND DETAILS
LIMIT OF STAGE 1A ACCESS ROAD CONSTRUCTION
PROPOSED FENCE
GATE
GREEN WASTE
UNBLENDED MATERIAL STOCKPILE
BLENDED MATERIAL STOCKPILE
CELL 32
CELL 30
CELL 28
DIRECTION OF WASTE PLACEMENT
SITE OFFICE
FUEL STORAGE
PROPOSED LEACHATE POND
REFER DRG 34592-C430 FOR DETAILS
BV-UPVC-032
BV-UPVC-030
BV-UPVC-028
REFER DRG C402 FOR FULL EXTENTS
LEACHATE LIFT STATION REFER DRG 34592-C440 FOR DETAIL
LEGEND
PROPOSED CONTOURS
EXISTING CONTOURS
FENCE
DRAIN
EDGE OF BITUMEN
ROAD CENTRE LINE
BUNDING
LEACHATE PIPELINE
NOTES
1. ONLY ONE CELL IS TO BE ACTIVE AT ANYTIME.
2. ALL UNUSED CELLS ARE TO HAVE THEIR VALVES CLOSED.
3. ALL COMPLETED CELLS TO HAVE THEIR VALVES OPEN.
STAGE 1A LAYOUT PLAN
SCALE 1:500
SECTION A
1:20
FOR CONSTRUCTION
aurecon
Aurecon Australia Pty Ltd ABN 54 005 139 873 Telephone: +61 7 40316288
Fax: +61 7 40312540
Email: rainer@ap.aurecongroup.com
Client: Queensland Government
Department of Infrastructure and Planning
Project: MORNINGTON ISLAND LANDFILL DEVELOPMENT LANDFILL REHABILITATION
Drawn SMW S.WALKER 10.08.10
Designed SMR S.ROGERS 10.08.10
Verified CDW C.WEGERT 10.08.10
Approved PJP P.POMMER 10.08.10
Drawing Title: STAGE 1A LAYOUT PLAN TYPICAL OPERATIONS PLAN
Project No. 34592-006-04-01
Scale 1:500, 1:20 (A1)
Sheet Size A1
Drawing No. 34592-C404
Rev. A
A 10.08.10 FOR CONSTRUCTION SMW CDW PJP
Rev. Date Revision Details Drn Ver. App.

18 STAFF REPORTS - HUMAN SERVICES

18.1 FINANCE AND HUMAN SERVICES MONTHLY REPORT FOR MARCH 2021

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

Attachments: **1 Staff Housing Status March 2021**
2 March 2021 Occupancy Rates Conmmercial Accommodation

PURPOSE (EXECUTIVE SUMMARY)

This report provides Council with an overview of the programs and projects tracking within the Finance and Human Services Managers portfolio as of the 31st March 2021. The report is at a high level and is not intended to duplicate matters that program managers will cover in their normal quarterly reports.

As this is my last report as Acting Executive Manager of Finance and Human Services I would like to take this opportunity to thank the Mayor, CEO and Council for the opportunity to work with Mornington Island Shire Council for the last three months once again.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Facilities Management Program

Council operates the Visitor Accommodation Centre, Motel and council staff housing as well as the tavern, gym and other sporting and recreation facilities.

Occupancy rates for Council staff housing, Visitor Accommodation Centre and Motel are included as attachments to this report.

Community Events Report

This will be a late report as the Events Coordinator has been on holidays

FINANCIAL & RESOURCE IMPLICATIONS

Acting Executive Manager Finance and Human Services, Acting Manager Finance and Administration, Project Accountant, Facilities Manager, Management Accountant.

RECOMMENDATION

That Council receive and note this report.

EMPLOYEE	Preno	ADDRESS	Power status	COMPANY	COMMENTS
6 Lardil St.	yes	House 6 - Lardil Street	Pay	Gidgee	Commercial lease
Occupied	yes	Flat 7 - Lardil Street	Pay	MSC	Pay rent
Occupied	yes	Flat 8 - Lardil Street	Pay	MSC	Pay rent
Occupied	yes	House 27 - Lardil Street	Pay	MSC	Pay rent
Occupied	yes	House 27A- Lardil Street	Pay	MSC	Pay rent
MIART	yes	House 28A-Lardil street	Pay	MIART	Pay rent
Junkuri Laka	yes	House 28B-Lardil street	Pay	Junkuri Laka	Pay rent
Occupied	yes	House 108 - Lardil Street	Pay	MSC	Pay rent
Occupied	yes	House 161 - Ngerrawurn	Pay	Gulf electrical	Pay rent
Destroyed by fire		House 162 - Ngerrawurn			
	yes	House 163 - Ngerrawurn			
Occupied	yes	House 164 - Mukakiya	Pay	MSC	Pay rent
Occupied	yes	House 264 - Mukakiya	Pay	MSC	Pay rent
Leased to Gulf Electrical	yes	House 265 - Mukakiya	Pay	Gulf electrical	Pay rent
Occupied	yes	House 188 - Cemetery	Not paying	Logo	Not paying
Occupied	yes	House 189A - Cemetery	Not paying	Logo	Not paying
Occupied	yes	House 189B- Cemetery	Pay	MSC	Pay rent
Occupied	yes	House 190 - Cemetery	Pay	MSC	Pay rent
Occupied	yes	House 192- Cemetery	Not paying	Logo	Not paying
Occupied	Yes	House 194 - Cemetery	Not paying	Logo	Not paying
Occupied	yes	House 195 - Cemetery	Pay	Q build	Pay rent
Occupied	yes	House 107 Wurrurku	Pay	MSC	Pay rent
	yes	House 173-Mukakiya street	pay		Pay rent
Occupied	yes	House 287A - Mukakiya	Pay	MSC	Pay rent
Occupied	yes	House 287B - Mukakiya	Pay	MSC	Pay Rent
Occupied	yes	Next to APH House	Pay	MSC	Pay
Occupied	yes	House 314 - Lardil Street			
Occupied	yes	Room 1	Pay	MSC	Pay
		Room 2			
		Room 3			
Vacant	yes	Guest house manager			
Vacant	yes	Guest House - Room 3			
Occupied	yes	Guest House - Room 4	Not paying	Logo	Not paying
Occupied	yes	Guest House - Room 5	Not paying	Logo	Not paying
Vacant	yes				
Vacant					
Occupied	yes	Donga3	Pay	MSC	Pay
Occupied	yes	Donga4	Pay	Q build	Pay
Occupied	yes	Donga5	Pay	MSC	Pay
Occupied	yes	Donga6	Pay	Q build	Pay
Occupied	yes	Donga7	Pay	Q build	Pay
Bilby Security	yes	Donga10	Pay	Bilby	Pay
Junkuri Laka	yes	Donga11	Pay	Junkuri Laka	Pay

Occupancy Rates Commerical Accommodation March 2021

Room Type	Room Nights Available	Quantity Sold	March 21 Occupancy	Comparison Previous year
Cabin- Double(Queen Bed)	244	131	0.54	0.092
Cabin- Two King Single Beds	366	307	0.84	0.98
Guest House	305	139	0.46	0.36
Visitor's Accommodation with Ensuite	1940	1179	0.61	0.11
Single Containers	610	246	0.4	0.13
Donga	488	414	0.85	0.91

18.2 HR MONTHLY REPORT

Author: **Human Resources Manager**

Attachments: **Nil**

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide council with an update of Human Resources operations for the month of March 2021.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Human Resources Department continually advertised a 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.

The Human Resources Department has been working very closely with every department of the organisation 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 organisation. 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 through their gained experience, knowledge and training.

Recruitment Updates:

Executive Manager-Finance and Human Services

- Shortlisted 3 applicants
- Interviewed 3 applicants
- 2 applicants not suitable, 1 applicant accepted a job somewhere else
- Position vacancy is an ongoing recruitment until filled.
- HR received one application from LOGO agency for 3 months temporary fill to cover the role for the interim while the recruitment of full-time permanent fill is on going. Application under review.

Finance and Administration Manager

- Shortlisted 6 applicants
- Interviewed 4 applicants, 2 applicants did not responded to interview invite
- Successful recommended applicant pulled out of the process due to personal reasons
- Position vacancy is an ongoing recruitment until filled.

- Interview for temporary fill has been completed, with applicant considering a start on 27 April 2021 on a 3 months temporary contract while recruitment for full-time permanent fill is on going.

Housing Supervisor

- Shortlisted 3 applicants
- Interviewed 2 applicants
- Successful recommended applicants pulled out of the process due to personal reasons
- This position was advertised as ongoing until filled

Qualified Plumber

- Shortlisted 2 applicants
- Interviewed 1 applicant
- Successful recommended applicant pulled out due to personal reasons.
- This position will be re-advertised as ongoing recruitment until filled.

Community Development Officer

- Shortlisted 2 applicants
- Interviewed 2 applicants
- Referee check of recommended applicant is ongoing

1.

Housing Administration Officer

- Shortlisted 2 applicants
- Interviewed 2 applicants
- HR completing paperworks with aim of start date to be 26th April 2021.

Ongoing Recruitments:	Directorate
Estimator – 3 months temporary	Housing Department
Customer Service Officer	Finance and Human Services
HR Training and Administration Officer	HR Department
6 Trade Apprentices	Various Departments
4 Business Administration Trainees	Various Departments
1 Governance Officer Trainee	Governance Department
1x Airport Reporting Officer Trainee	Technical Services

ONGOING TRAININGS

Undertaker Services Training scheduled from 12-14 April 2021 to be delivered by Burkin Svendsens Funeral Cairns. Brett Faithfull will hold the training on-site.

5 Participants from Technical Services Department were confirmed as attendees.

Ongoing Human Resources Department Projects

- Human Resources Management System
- Review and Updating of Expired Polices
- 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 Assessment
- 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 Confindential Staff Report - Council employees undertaking VMR Traing and Licencing

This matter is considered to be confidential under Section 275(b) 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 industrial matters affecting employees.

20.2 Mornington Island Airport Charges

This matter is considered to be confidential under Section 275(h) 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 business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.3 Confidential Report Staff Matter - Staff Attending GRAC Meetings

This matter is considered to be confidential under Section 275(b) 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 industrial matters affecting employees.

20.4 Proposed Partial Write-off of Account Issued for Tyres

This matter is considered to be confidential under Section 275(h) 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 business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.5 Queensland Indigenous Youth Leadership Program (QIYLP) 2021

This matter is considered to be confidential under Section 275(h) 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 business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.6 Report for Mornington Island Land Trust Regarding Trustee Obligations and Leasing

This matter is considered to be confidential under Section 275(c), (e) and (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government budget, contracts proposed to be made by Mornington Shire Council and business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.7 Request for Additional Staffing Report Council Main Office Customer Service Position

This matter is considered to be confidential under Section 275(h) 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 business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

20.8 Donation to Epilepsy

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

business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

21 NEXT MEETING

22 CLOSURE