



**Date:** Wednesday, 16 June 2021  
**Time:** 9:00am  
**Location:** Council Chamber  
Mission Road  
Gununa

# **BUSINESS PAPER**

## **Late Reports**

### **Ordinary Council Meeting**

#### **16 June 2021**

**Graham King**  
**Acting Chief Executive Officer**

---

## Order Of Business

<b>11</b>	<b>Mayor and Councillors Reports</b> .....	<b>3</b>
11.1	Overview of Mayor Yanner, Councillor Thompson and Acting CEO to Canberra .....	3
<b>13</b>	<b>Staff Reports - Financial Services</b> .....	<b>12</b>
13.3	Financial Report as at 31 May 2021 .....	12
13.4	Community Development Report - June 2021 .....	13
<b>14</b>	<b>Staff Reports - Governance and Communications</b> .....	<b>15</b>
14.9	Revenue Policy 2021/22 .....	15
<b>15</b>	<b>Staff Reports - Infrastructure &amp; Technical Services</b> .....	<b>19</b>
15.2	Infrastructure and Technical Services Department .....	19
<b>16</b>	<b>Staff Reports - Human Services</b> .....	<b>28</b>
16.1	HR Report for the Month of May 2021 .....	28

**11 MAYOR AND COUNCILLORS REPORTS****11.1 OVERVIEW OF MAYOR YANNER, COUNCILLOR THOMPSON AND ACTING CEO TO CANBERRA**

**Author:** Mayor

**Attachments:** 1 Mornington Island Health and Welfare Briefing  
2 Mornington Island Ministerial Presentation

**PURPOSE (EXECUTIVE SUMMARY)**

Mayor will give an overview of trip to Canberra.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

This Trip was to meet with The Hon Ken Wyatt MP, Minister for Indigenous Australians and to meet with the TCICA delegation to Canberra, also to meet with Various Government Ministers and the Opposition.

This brief provided detailed information, statistics and benefits to support the need for solutions in Mornington Island Community.

As per the two attached documents.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receives this report.

**BRIEFING NOTE OUTLINE CRONIC LIVING CONDITIONS ON MORNINGTON ISLAND****AUTHOR: ACTING CHIEF EXECUTIVE OFFICER****PURPOSE (EXECUTIVE SUMMARY)**

Mornington Island Council is urgently seeking an independent audit of all health and welfare services on Mornington Island.

Health and living conditions on Mornington Island are comparable to third world countries.

This briefing provides information on why the need for an independent audit is urgent.

Key priorities include,

- Service gaps
- Service duplication
- On the ground coordination of all health and welfare services

The audit is needed to inform and advance strategies that will directly improve living conditions for residents regarding health, homelessness, employment, income, life expectancy and crime

**BACKGROUND**

To fully understand the current desperation felt on Mornington Island you need to understand the economic and social circumstances on Mornington Island, such as:

- Mornington Island is home to around 1,200 people, 86 per cent of which identify as being Aboriginal or Torres Strait Islander.
- Up to 25 per cent unemployment with some 40% of families with children under the age of 15 years jobless. The Queensland unemployment rate, by comparison, is 7.5 per cent.
- Total median family yearly income is less than half the Queensland average at \$39,624 per year, compared to \$86,372 for the State.
- 100% of residents are in the most disadvantaged category under the Statistician's Office 'Relative Socio-Economic Disadvantaged Index.
- Mornington Island's homelessness rate is 11%, compared to 0.5% for the State of Queensland
- There is significant overcrowding in home, in some cases with up to 11 people living in a two-bedroom State Housing rental home.
- Death rate for Mornington Shire was some 40% higher than for Queensland in 2019, and State's Chief Health Officers Report (2018) states there was a 21 year difference in median age of death between Indigenous Queensland and non-Indigenous (59 years compared to 80 years in the three-year period 2013-2015) and this was similar for males and females.
- Food prices from the local Co-operative, due to high barge transport costs, are up to 50% higher than regional pricing. Fresh food and vegetables are up to 120% more expensive than in capital cities and only available 2 days a week following the barge arrival.
- Reportable crime offences for Mornington Island are 8 time higher than the Queensland average.
- Sexual abuse, substance abuse and domestic violence are prevalent on Mornington Island.

Mornington Island's living conditions, health, education, employment and life expectancy are comparable with third world countries.

Our people are dying unnecessarily. Money is being spent but there is service duplication and gaps that prevent effective service delivery. For example, efforts have been made to increase health services with additional visiting service providers and telehealth programs, however on the ground we need accommodation and internet access and capability for these projects to be effective.

We need a holistic and culturally appropriate approach to see real improvements, this means focusing on every individual and family from the ground up and allowing local governments to have greater autonomy to respond to their communities needs, not focusing on satisfying funding bodies.

As a small council we have very limited resources and money. We know our community has chronic health issues, we also know fresh food and vegetables are unaffordable to most households, we want to build a market garden, this is one of several things we could be doing that will have a positive impact locally.

Right now we have about 30 youth who are technically homeless, we can provide direction and opportunity to our youth, but we need to respond to them immediately with solutions not aimed at meeting governments targets and timelines, but with programs and people our youth are wanting and to engage with.

If we don't act now, our people will continue to suffer from premature death, chronic health issues, domestic violence, sexual abuse and substance abuse. Our people want change but are overwhelmed with the lack of empowerment the current system provides.

Mornington Shire Council and local stakeholder groups will continue to advocate our need to respond to community issues with local solutions and progress our human rights to all levels of government and internationally.

#### **Outcome sought**

- Council seeks an independent audit of all health and welfare services on the Island and the existing 'fly in and fly out' service delivery.
- Council seeks a revolutionary approach to dealing with the issues impacting Mornington Islands employment, health, income and crime situation.
- 

#### **Recommendations**

1. An independent auditor is appointed to map health and welfare service delivery, effectiveness, cost savings opportunities, and identify service delivery duplication and gaps.
2. Following the audit, a strategy be developed, and projects funded to allow greater autonomy a local level. That the strategy takes a holistic approach to the local economic, social and cultural environment, including capitalising on local strengths and local coordination.
3. Establish a system to review and monitor key health and socio-economic indicators locally.
4. The federal government develop these recommendations in collaboration with local Mornington Island stakeholders. This approach could be utilised as a pilot program to assist all Australian communities suffering from extreme disadvantage.



# Mornington Island

Closing the Gap  
Ministerial Briefing





## About us

- Mornington Island is located in the Gulf of Carpentaria.
- 700km from Mount Isa, 125km north west of Burketown and 2270km north west of Brisbane.
- The island is only accessible by air with the majority of freight brought in by barge from Karumba.
- The Island achieved self governance in 1978 and is now controlled by the Mornington Shire Council.
- The Traditional Owners of Mornington Island are the Lardil people, Yangkaal, Kaiadilt and Gangalidda people from neighbouring islands also live on the island.
- Mornington Island is categorized as very remote and has a population of 1230 people, 86% are Aboriginal or Torres Strait Islanders.

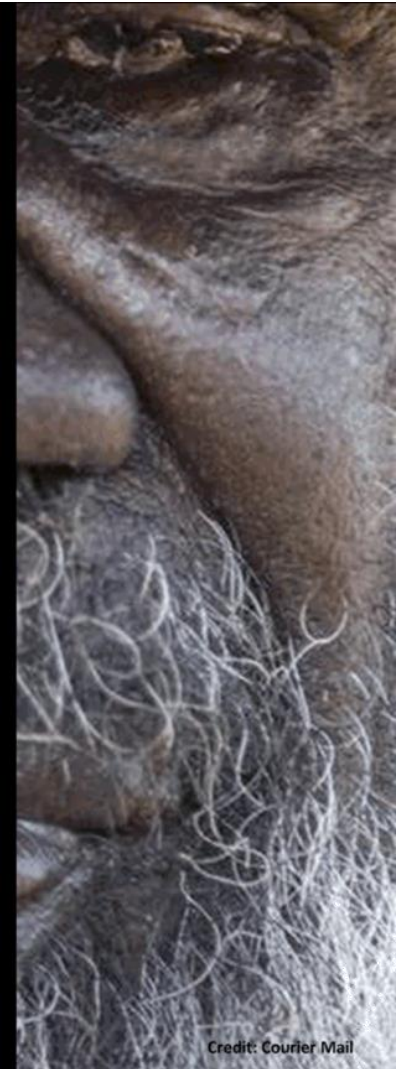




## Snap Shot

---

- 100% of the population is in quintile 1 (most disadvantaged)
- Internet - very poor bandwidth and speed making access unreliable and unavailable most of the time.
- Chronic disease - the community suffers from high rates of chronic disease.
- Life expectancy – 28 years less than non-indigenous Queenslanders at approx. 54.
- Death rate – 40% higher than for Queensland in 2019.
- Low rates of education and school attendance due to several factors such as over crowding, low engagement with students, parenting skills, prevalence of homebrew.
- Cost of living - one of the highest due to freight charges.
- Low median income of \$18,304 compared to Qld median of \$34,320 and over 50% of families with children under 15 are jobless.
- Low vehicle ownership
- 11.7% homeless with significant overcrowding – up to 11 people living in a 2 bedroom home.
- Reportable offences – 23 times higher than the Queensland average for offences against the person.
- School attendance has dropped from 66.1% in 2016 to 44.3% in 2019



Credit: Courier Mail



## Heart of Matters

**Extreme overcrowding and homelessness** is a major factor influencing many issues. The severe shortage of housing is causing large numbers of people to cohabit, this disrupts daily life for all in the house impacting school attendance, job attendance, health and hygiene, pushing children and youth out onto the streets, increasing homelessness and youth crime, increasing abuse of alcohol and illicit drugs, causing anxiety, tension and disharmony in the community and creating a very poor quality of life for most people on Mornington Island.

**Chronic disease, reduced life expectancy and high death rate** can be attributed to a number of issues; low availability and high cost of fresh healthy food, consumption of homebrew as a result of prohibition and psychological distress.

It should be noted that anyone with moderate to chronic health conditions are flown off-island for treatment. Many chronically ill local people live for years away from their families undergoing treatment and subsequently pass away far from their home, family and community. Families then face the challenge of repatriating their body. Due to this many people chose to stay in their community and not accept medical treatment and as a result die young.



**Due to the removal of children** from families from the 1920s to 1970s, among many other things, knowledge of parenting was lost that has never been fully recovered, parenting skills are generally learnt from watching parents, when this was interrupted during the stolen generation era this knowledge was lost that had been developed over many millenniums.

**Low rates of education and school attendance** is impacted by overcrowding, many children spend nights outside of the home to seek relief and respite from extreme conditions and are not adequately rested or prepared for school. Parenting skills together with the competing priorities parents are faced with due to overcrowding, illness and community unrest is impacting their ability to ensure children attend school. Low engagement levels of the curriculum for the vast majority of children is also impacting attendance and further education. A lack of on-island vocational training options means that school leavers are left hanging with limited jobs available.

**The high cost of living** on the island is driving many issues such as chronic disease due to a lack of affordable healthy food, youth crime – children are breaking into buildings to steal food and suffering from malnutrition.

**Training, employment and economic development** opportunities are limited however several possibilities such as investigate beef production, market gardens and plant operations are well supported by the community. We are seeking feasibility studies to investigate these opportunities.

**Recognizing the importance of culture** on Mornington Island is central to achieving better outcomes for our children, our families, our community and our nation. When we reconnect with our land and our culture we can reset our minds, hearts and spirits. We are renewed to take up new opportunities and relieved from our daily struggles.

*"The relatively high rates of violence in Aboriginal and Torres Strait Island communities are influenced by immediate factors such as alcohol and illicit drug use, mental health issues and childhood experience of violence. However, a number of researchers also suggest that deeper underlying causes include 'intergenerational trauma' resulting from the ongoing and cumulative effects of colonisation, loss of land, language and culture, the erosion of cultural and spiritual identity, forced removal of children, and racism and discrimination."*  
Overcoming Indigenous Disadvantage: Key Indicators 2014 - <https://australians.together.org.au/discover/the-wound/indigenous-disadvantage-in-australia>

### Physical and mental health

*There's a strong connection between low life expectancy for Indigenous Australians and poor health. In 2016, Indigenous children experienced 1.7 times higher levels of malnutrition than non-Indigenous children.*

*In 2014-15, hospitalisation rates for all chronic diseases (except cancer) were higher for Indigenous Australians than for non-Indigenous Australians (ranging from twice the rate for circulatory disease to 11 times the rate for kidney failure).*

*Just under half (45%) of Indigenous people aged 15 years and over said they experienced disability in 2014-2015, compared to 18.5% of the whole Australian population in 2012.*

*In 2015, the Indigenous suicide rate was double that of the general population. Indigenous suicide increased from 5% of total Australian suicide in 1991, to 50% in 2010, despite Indigenous people making up only 3% of the total Australian population. The most drastic increase occurred among young people 10-24 years old, where Indigenous youth suicide rose from 10% in 1991 to 80% in 2010.*

*33% of Indigenous adults reported high levels of psychological distress in 2014-15, and hospitalisations for self-harm increased by 56% between 2004-05 and 2014-15.*  
<https://australians.together.org.au/discover/the-wound/indigenous-disadvantage-in-australia>



## Community-led Solutions

A number of solutions have been developed from community and stakeholder consultations.

These place-based community-led solutions not only meet the needs of this community but also assist both Federal and State Governments in reaching their targets for the National Agreement on Closing the Gap and Queensland Governments Tracks to Treaty and Reconciliation Action Plan.



*“Closing the Gap acknowledges the ongoing strength and resilience of Aboriginal and Torres Strait Islander people in sustaining the world’s oldest living cultures.*

*Closing the Gap is underpinned by the belief that **when Aboriginal and Torres Strait Islander people have a genuine say in the design and delivery of policies, programs and services that affect them, better life outcomes are achieved.** It also recognises that structural change in the way governments work with Aboriginal and Torres Strait Islander people is needed to close the gap.”*

<https://www.closingthegap.gov.au/>



*...ure hope and optimism. It ... on strengths and not ... move from surviving to*

*... done by the Queensland ... g things with Aboriginal ... Islander peoples, and not*

<https://www.datsp.qld.gov.au/resources/datsma/programs/tracks-to-treaty>





## The Solutions

We are ready to work with all tiers of government to....

### Close the Gap

...have a genuine say in design and delivery of policies, programs and services for better life outcomes

...drive and own the desired outcomes alongside all governments

...overcome inequity and achieve life outcomes equal to all Australians

And build a community-controlled sector



- **Government funded services audit** – to identify service gaps, duplications and allow for better coordination and awareness of what should be being achieved on the ground as well as redirecting existing funding to more effective community driven programs
- **Runway realignment & housing supply** – to address safety issues from strong prevailing cross winds particularly during cyclone evacuations and to address the catastrophic housing shortage impacting many important issues such as youth crime, school and job attendance, drug and alcohol abuse, etc
- **Market garden** – to provide regular fresh affordable healthy food to circumvent chronic disease and child malnutrition, provide horticultural career pathways and jobs
- **Cattle stations & beef processing feasibility study** – to provide regular fresh affordable healthy food to circumvent chronic disease and child malnutrition, provide employment and career pathways
- **Road building machinery** – to allow council to train and employ local people to complete works on the Island
- **Alcohol carriage** – reduce the supply and intake of home brew and bring into alignment with the rest of Australia
- **Youth Hub** – a 24-7 drop-in centre aimed at reengaging youth providing food, temporary accommodation, training and employment pathways
- **On Country program & VOC pathways** – intervention program connecting at risk youth with culture and country and supporting them through pathways to training and employment, breaking the cycle of youth crime
- **Outstation schooling program** – Connection of the school curriculum with culture and rewarding cultural intelligence and knowledge.
- **Training facility, Business hub & Library** – to train local people on-island, provide a business incubator and hotdesks for the development of new businesses and a hub for online study.
- **Tourism development strategy** – to create businesses and jobs and capitalise on the unique natural landscape and rich indigenous culture. Mornington Island Dancers are world renown
- **Visitor & staff accommodation** (BBRF round 5) – an under supply of visitor accommodation means service providers are not able to visit the Island and tourism opportunities can not be explored. Staff attraction and retention is currently being impacted by a lack of suitable and sufficient accommodation.
- **Freight subsidies** – current freight costs are driving an extremely high cost of living for all who live and work on the island. Fresh fruit and vegetables are 120% of mainland prices and construction costs are 185% the cost in Cairns.
- **Splashpark** (BBRF round 5) - Offer cool recreation activities during the day to discourage children wondering the streets at night. Improve family cohesiveness and encourage cognitive and physical development
- **Swimming pool** – A potential partnership with the school to encourage kids to learn to swim in a safe environment and provide incentive for school attendance.
- **Erosion control** – Coastal Studies and Foreshore Management Plan

*Further detail can be available for each project on request*

**13 STAFF REPORTS - FINANCIAL SERVICES****13.3 FINANCIAL REPORT AS AT 31 MAY 2021**

**Author:** Acting Finance and Administration Manager

**Attachments:**

- 1 Financial Statements as at 31 May 2021 (under separate cover)**
- 2 Deailed Budget v Actual - Total Council May 2021 (under separate cover)**
- 3 Capital Projects - Financial Status Report -May 2021 (under separate cover)**

**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 May 2021 (i.e.83% 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 YTD as at 31 May 2021. The second attachment provides a detailed review of Council's income & expenditure compared to budget and previous year. Attachment 3 details the Council's year to date capital expenditure versus budget.

**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 May 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 May figures are all being reported against the revised budget.

**RECOMMENDATION**

That Council receives and notes this report.

**13.4 COMMUNITY DEVELOPMENT REPORT - JUNE 2021**

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

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To inform Council of progress with the Community Development Officer's Functions.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Principal objectives**

The role of the Community Development Officer is to develop community activities, youth programs, manage, oversee, support, resource, and facilitate the events prescribed in the Calendar of events for the benefit of the community. This includes increasing utilisation of Councils gym.

I was formally appointed to this full-time position on 26<sup>th</sup> April 2021. Please find below the following work that has been done.

**Updates****Tavern**

1. On 14<sup>th</sup> May 2021, the application for the Commercial other (subsidiary on-premises) licence was formally submitted.
2. Operational requirements and the budget are being worked on. Human Resources are working on position descriptions.
3. There is a new floor cleaner and 85" TV installed in the Tavern for showing of live sports and other entertainment.
4. We may need to consider security due to current security staffing being an issue. This was the issue that cancelled the June planned pub event.
5. Monthly pub nights are still ongoing. Next pub night is 10<sup>th</sup> July 6pm. The next planned pub night is 14 August.

**Carriage Limit**

1. An application for a carriage limit to be reinstated to Mornington Island has been submitted to DATSIP.
2. A consultation process will occur with other stakeholders. The conversation with the Police has started as we work together to ensure the process is smooth.
3. We are looking to utilise the old kiosk area to distribute the alcohol in an organised manner away from the Barge shed.
4. We need to look at the following potential issues. ○ Per person per vehicle at one point in time,
5. How they are marked off as receiving their allocated amount,
6. What if they purchase more than the restrictions permit and the storage thereof?
7. Timeframes allowed for pickup.

**Upcoming events**

- 17<sup>th</sup> June Thursday: MI School Athletic Carnival 9.30 – 3.10pm.
- 28<sup>th</sup> June: Community Boxing night and Touch Footy programs start this week with funding from Movelt NQ.

- 28<sup>th</sup> June – 2<sup>nd</sup> July: Barbershop and Women’s cuts program during the first week of the school holidays.
- 4-11 July: NAIDOC week. In the second week of the school holiday where the theme is Heal Country. A schedule of the week’s events is currently being worked on.
- 10 July Saturday: Lelkandu Fishing Competition and Pub night.

### **MI Raiders Rugby League team**

1. Currently managing the team
2. First cluster was held on 22<sup>nd</sup> May 2021 where they won 2 out of 3 games and currently the top of the table.
3. A request to the local fare scheme for an exemption was denied.
4. Sponsorship has been secured from the Butchers, Hutchinson Builders, Carpentaria Freight and Gununamanda Store. Other requests are still outstanding.

### **Miscellaneous**

1. Convenor of the Youth sub-committee
2. Queensland Indigenous Youth Leadership: 3 applications were submitted, and all were successful. Program starts on 28<sup>th</sup> June until 4<sup>th</sup> July. All costs are covered for the successful participants (flights, accommodation, food, mentors, and programs).
3. New gym equipment to be ordered. Revamp of the current gym equipment.
4. Cricket with the Cops: MSC is on a rotating roster to provide food and refreshments.
5. Community Safety Plan: at the implementation stage and work is starting on the action plan. A budget item has been included for this work.
6. Cowboys House: continuing discussions on forging better relationships with the community to enhance the programs currently on offer for our youth.

### **FINANCIAL & RESOURCE IMPLICATIONS**

Nil

### **RECOMMENDATION**

That council receives and notes this report.

**14 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS****14.9 REVENUE POLICY 2021/22**

**Author:** Governance Coordinator

**Attachments:** 1 Proposed Revenue Policy 2021/2022

**PURPOSE (EXECUTIVE SUMMARY)**

To seek Council's approval of the attached Revenue Policy 2021/2022.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The purpose of the Revenue Policy, pursuant to Section 193 of the Local Government Regulation 2012, is to set out the principles used by Council in the 2021/2022 Financial Year.

A copy of the proposed policy is attached.

The Executive Manager Finance and Human Resources will speak to the proposed policy at the meeting.

Note: the attached version of the proposed Revenue Policy supersedes that included in the original Agenda for item 14.9, which should be disregarded.

**FINANCIAL & RESOURCE IMPLICATIONS**

As per the proposed policy as attached.

**RECOMMENDATION**

That Council adopted the Revenue Policy as attached to this report, subject to updating text highlighted in yellow.



TITLE PANEL			
Policy Name	Revenue Policy 2021/2022		
Owner	Executive Manager Finance & Human Services		
Responsible Officer	Executive Manager Finance & Human Services		
Related documents	Local Government Regulation 2012		
Decision Number	TBC	Approval Date	TBC
Records Number	V	Next Review Date	June 2022

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	29/6/2015	169/2015	Responsible Officer Manager Finance Description Statutory Policy
V2	29/6/2016	2016/112	Responsible Officer Manager Finance Description Statutory Policy
V3	21/6/2017	2017/110	Responsible Officer Manager Finance Description Statutory Policy
V4	27/6/2018	2018/116	Responsible Officer Manager Finance Description Statutory Policy
V5	16/06/2021	2021/xxx	Responsible Officer: Executive Manager Finance & Human Services. Description - Statutory Policy

## 1 Purpose

In accordance with Section 193 of the *Local Government Regulation 2012*, Council is required to prepare a Revenue Policy each financial year. The Revenue Policy is intended to be a strategic document. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue.

The revenue policy sets out the principles used by Mornington Shire Council, in 2021/2022 for:

1. the levying of rates and charges;
2. the granting of concessions for rates and charges; and
3. the recovery of overdue rates and charges; and
4. the cost recovery methods.

As Council is unable to levy rates on properties in the Mornington Shire area all reference to “rates and charges” in this policy shall mean the provision of utility and separate charges only.

## 2 Scope

This policy applies to all Mornington Shire Council Councillors and Officers.



### 3 Policy Statement

Principles to be applied in levying rates and charges for the 2021/2022 financial year.

In levying rates and charges due consideration must be given to:

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

#### Utility Charges

Sewerage, Waste and Water supply charges are to be levied based on services provided and the cost of providing and continuing those services, such that those receiving the service pay without subsidy from other funding sources where possible.

#### Separate Charges

A separate charge is levied where it is identified that a particular section of the community benefits from certain activities or services.

#### General Rate

Council does not levy a general rate as the Shire contains no applicable rateable land.

#### Concessions

Council relies heavily on external funding and would diminish its financial viability were concessions granted for rates and charges. This policy does not support granting any concessions

#### Recovery of Overdue Rates and Charges

Overdue rates and charges must be pursued to support both equity between payers and Council financial viability.

#### Cost Recovery Fees

In accordance with the *Local Government Act 2009* S97 a fee charged by way of performance of certain statutory requirements must not be charged at more than the cost to Council of taking the action for which the fee is charged.



#### 4 Related Documents / Legal Parameters

---

Local Government Act 2009  
Local Government Regulation 2012

#### 5 Approval

---

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

**15 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES****15.2 INFRASTRUCTURE AND TECHNICAL SERVICES DEPARTMENT**

**Author:** Executive Manager, Infrastructure and Technical Services

**Attachments:** 1 Warehouse report

**PURPOSE (EXECUTIVE SUMMARY)**

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

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

As per last the Council report, staffing is continuing to be a major issue across all sections of the Infrastructure & Technical Services, with a number of key positions still under recruitment or a waiting interview.

Tier 3 Airport Transport Security Program

The council had received a notice from the Department of Home Affairs "ACTION REQUIRED - Tier 3 Airport Transport Security Program (Mornington Island Airport)" this was in relation to the Departments program of deregistering rural and remote aerodrome from the requirements of being a security controlled airport.

Mornington Island Airport was identified for deregulation based on the airport's current risk profile.

Our RPT operator REX had a number of concerns with this deregulation based on its requirements under the RPT's operational conditions, which states that REX must operate within secured airport and aerodromes.

Rex requested that Council voluntarily opt into the aviation security framework as an airport that does not meet the minimum threshold for mandatory inclusion.

This decision was confirmed at the November 2020 Council Meeting, the action request by the Department was in relation to the current contact list contained within the Aerodrome's Departmental files, in which the names listed did not match the names listed in the updated manual.

The Council's responsible Officer will be advising the Department of any changes to the Aerodrome's Contact list in line with the requirements of our operational manual, our regulatory and compliance obligations.

DRFA program

The Department is working towards the DRFA program for the Betterment and 2020 works, discussions with the Contractor over the engagement of both Council's equipment and personnel have been positive, the Contractor is also supportive of the proposed operational model based on the Council undertaking an ever increasing level of its own road construction and maintenance works as the Council builds its capacity and skills.

And while the current contract does not allow for any amount of in-house operational works, the possibility of a small amount of low-level Council staff based self-managed projects under the guidance of the Contractor maybe consideration and agreed upon.

QRA has been very supportive of Council's decision to re-establish its road maintenance programs.

Council's current DRFA consultant has been informed that they are to be moving into a caretaker mode, as Council will be undergoing a new tender process to appoint a consultant under a (Schedule of Rates) for these works and programs for a period of three years.

### Works for Queensland

The 2021-24 Works for Queensland Approved Projects, Mornington Shire -Procurement and Installation of a new, high grade water filtration system.

Staff are working with Unity Water and SEQ Water to create a Consultant's Brief for the projects Scope (based on water Quality- Testing), a Code requirement Concept design (please note both organisations are supplying their services free of charge).

The current plan is to develop a plant concept that is modular in design, easy to future proof and exceeds the ADWG at all points of supply. Staff have another meeting with both organisations on the 21th of this month, we already have a rough outline of the requirements, and we should have the full requirements of the Consultants' Brief completed by the 23 June.

We have received approval for a variation to our ICCIP funding that will allow us to utilise up to \$100,000 of that funding to obtain the concept, the modelling, process design and the engage a specialist consultancy, this way the W4Q's allocated funds of \$1,410,000 can be maximised for the D&C project based on the concept and requirement's set from the water quality investigations and demand requirements, noting consultancy costs are not eligible under the Works for Queensland grant.

### Contractual Services

Vendor Panel and Local Buy along with TenderLink will be online soon, these procurement portals will help Council track record and comply with our regulatory requirements.

And further assist in the development of Sound Contracting Principals in accordance with the Local Government Act and its Regulations.

### Town Street, Parks & Gardens Management Plan

This current plan is to continue to undertake work along the street on a weekly basis, the most practical way to address has been to split the team up and assigning each new team with a section of the town, and give ownership of that section of the town to each team.

This way the supervisor and manager will be able to assist the teams with completing their work.

The street sweeper is not operational, the machine that it was order to fit on will still have to be made operational or replaced within the Capital Budget, Council has requested a fit for purpose street sweeper.

The necessary spray equipment associated with the perimeter fencing and general plant and weed control for Council's properties and along kerb and channels, stormwater inlets and gullies, within Gununa has arrived and both buggies are being set up for spraying one is already in the field working.

### Containment of the Horses - Rodeo Ground

The Dozer was not available, so a frontend loader and backhoe was used to clear the fence line. The horse handlers assisted by our staff are undertaking the fencing, and other associated works.

### 140m Grader

The grader still waiting its new tyres before it is transported to the island, operator training and selection will be the next step in the program for this piece of equipment.

Council will have to make sure that the hire of this machine is included within the QRA contracts to maintain a return on investment.

### **The Infrastructure Services**

The Infrastructure Services consists of the following Departments carrying out work associated within each of the following areas:

- Works, Plumbing & Drainage
- Batch Plant
- Civil
- Fencing

This report outlines the activities undertaken by Infrastructure Services Department during the month of May 2021.

### Batch Plant

Work has continued with the supply of concrete to the construction works throughout the community as part the housing improvement projects currently being carried out in Gununa.

Due to the increased volume of required concrete being supplied for each job that had been previously quoted, an additional order for aggregate has been placed and this may delay concrete supply during the following weeks until its supply.

The replacement of the conveyor belt to the existing batch plant unit has arrived and it is anticipated that it will be fitted following the slowdown of construction works after the end of the 2020-2021 financial year.

### Civil

Civil crew during the month of May carried out their regular duties including;

- Assisting the Waste Management staff with general clean up at landfill including compaction of waste up against pit wall increasing available capacity of the existing waste landfill pits on site.
- Clean up and removal of sand build up from barge ramp on Tuesdays to ensure suitable and safe access to ramp, to allow the unloading and loading of supplies from barge
- Civil crew over the recent weeks have continued with site preparation for proposed carports, including removal of rubbish and excess material following site preparation, boring of pier holes for carport footings

### Fencing

The fencing department project work is ongoing with the following project have continued, and future project planned to continue during over the coming months.

- Works have been completed on a number of barriers at the selected locations around town to prevent the movement of both vehicle and motorbike behind properties creating dust and unnecessary noise
- Fencing staff have been rendering assistance with the installation of the horse paddock fences.

## **WATER AND SEWERAGE**

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

Daily inspections and maintenance work is being undertaken throughout the Water Treatment Plant and Reservoirs (Clearwater) to insure that the treatment process is running efficiently and performing with in its design parameters.

Daily cleaning of sewer grates at the Sewer Treatment Plant (STP) ponds and monitoring of the pump stations A, B, and C. for operational compliance. Maintenance of Fire Hydrants and Valves around the community has been placed on hold as other areas of the treatment and supply service have taken priority over these works, staff will be readdressing these maintenance items when additional materials are available.

Table 1: Processed water going to community

Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL
Jan	29,794 KL	April	37,457 KL	July		Oct	
Feb	26,591 KL	May	34,710 KL	Aug		Nov	
March	30,731 KL	June		Sept		Dec	
<b>Total</b>	<b>87,116 KL</b>	<b>Total</b>		<b>Total</b>		<b>Total</b>	

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	368 mm	April	67 mm	July		Oct	
Feb	395 mm	May	3 mm	Aug		Nov	
March	175 mm	June		Sept		Dec	
<b>Total</b>	<b>938 mm</b>	<b>Total</b>		<b>Total</b>		<b>Total</b>	

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

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

#### Landfill

The landfill crew are continuing with the three times a week rubbish collection. Two days a week clear landfill/dump. Interruptions to regular services occurred due to issues with the garbage truck. The truck is currently operational and collection services are been supplied.

#### Airport

Airport operations have returned to the standard ARO duties revolving around the RPT service (REX) and the RFDS medical based flights, with addition ground maintenance being undertaken when staff and equipment is available.

#### **PARKS AND GARDENS**

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

Maintenance works has been carried out throughout the community with rubbish remove along fence lines, also B.A.S work with mow & tidy jobs.

**Workshop Report (on behalf of Workshop)**Workshop & Fuel Depot

The Workshop's staff are continuing to work on Council's the non-operational equipment, and they have had some success on returning some items of equipment back to a serviceable state, although some of this work has been re-damaged and required additional works to be carried out prior to its return to service.

Council's casual employed diesel fitter and been engaged as a full-time employee and permeant staff is still an issue for this area.

Please note: that Council has again suffered from damaged or broken windscreens and windows on its plant over the last month.

Council's Warehouse staff have been assisting the workshop in the sourcing and order parts to reduce the administrative pressures on the Workshop.

See attached for a detailed report on Council's warehouse operations.

**FINANCIAL & RESOURCE IMPLICATIONS**

Budgetary

**RECOMMENDATION**

That Council receives and notes this report.



MSC WAREHOUSE

MONTHLY REPORT

JUNE 2021



MORNINGTON  
SHIRE COUNCIL

### STATUS REPORT

- Increase in stock level numbers due to new staff arrival in Housing/Tech Services Department
- Weekly stocktake completed to ensure quicker turnaround of fast-moving materials
- 100% completion for 2020/2021 yearly cyclic stock take
- Virtual end of year stocktake audit to be completed 1/07/2021
- All hands-on deck for start of new financial year

### BARGE OPERATIONS

- Poor ground conditions still need to be addressed – pot holes in loading area causing pallets to shift whilst unloading the barge and loading vehicles
- Barricading purchased not suitable for use due to the ground conditions and no fixed point
- Increase in freight quantities due to end of financial year
- Increase in building materials for contractor projects
- Notice placed at Post office of list of names for outstanding freight remaining for collection
- New process for sign off working well on Carpentaria iPad
- Multiple delays in barge arrival due to weather/tide conditions affecting collection times and increase of personnel around barge unloading area

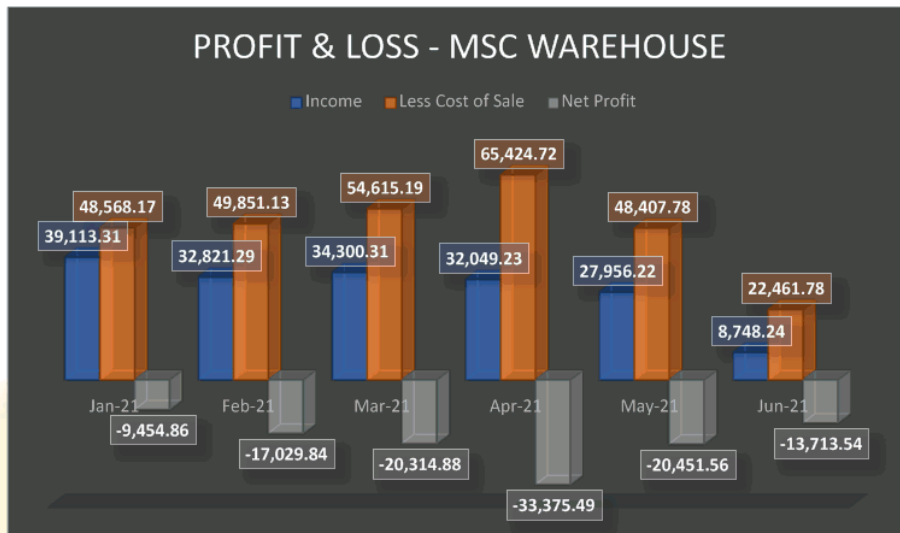
### RED SHED OPERATIONS

- Special Projects area cleaned, and greenery removed obscuring security camera vision - Mel
- Department Managers requested to ensure all areas are clean & all loose items are secured
- Back yard around the gas storage area still being used as a dumping ground for old stoves & used gas cages
- Increase in freight for Housing Department causing excess freight to be left outside lockable cages

### TRAINING & DOCUMENTATION

- Creation of Safe work instructions for operational tasks in the warehouse is ongoing
- Improvement ideas continue to change the layout of the warehouse to:
  - 1) Reduce manual handling injury risks when carrying heavy items
  - 2) Customers able to visualize what they want to purchase which reduces the foot traffic in the warehouse
- Screw bolts & Dyna bolts relocated for easier access and quicker delivery of parts for all customers

### PROFIT & LOSS



Warehouse Loss in Dear Sales & Inventory Write offs

Jan 2021	-\$9,454.86	Feb 2021	-\$17,029.84	Mar 2021	-\$20,324.88
Apr 2021	-\$33,375.49	May 2021	-\$20,451.56	Jun 2021	-\$13,713.54

Warehouse Income

- Warehouse income is generated through the Sale of Goods through a Public sale or an Internal sale in Dear.
- Public sales calculate 30% mark up on the cost price of an item
- Internal sales calculate 15% mark up on the cost price of an item
- Internal sales are for all current council employees

Less cost of sale

- Major part of the warehouse loss in revenue is due to materials being issued to internal departments at cost price only (no freight or handling charges applied)
- Inventory write off function used to remove materials from the Dear inventory system does not have the capacity to calculate any additional cost other than the purchase price of an item
- Freight charges for public & internal mark ups for stocked materials are not factored into costs when issuing materials.

**FINANCE & RESOURCES COMPLICATIONS**

- Internal journaling requires actioning (outstanding from January 2020) as internal departments are receiving materials issued by the warehouse at cost price significantly impacting the warehouse budget. Unable to receive a valid response from Finance Department as to why the journaling of these costs cannot be applied
- Loss of revenue for warehouse as barge fees not applied for businesses utilising the barge Plan submitted to recuperate costs by warehouse with no plan to execute
- Stock used for QBuild planned works by Housing Department leaves the warehouse to carry the freight and handling fees which are unable to be charged out

#### WAREHOUSE 2021/2022 PLAN

- Achieve 100% stock accuracy for yearly stock take and end of year virtual audit
- Identify and increase critical item stock level for Housing/Tech Services Department
- Plan to recuperate warehouse revenue for 2021/2022 barge fees and barge handling fees for internal departments
- Ground works around barge unloading area to be completed
- Erect counter lever racking for additional long length storage
- Works to be completed on Gas storage access and egress – unsafe for warehouse forklift to access due to possible forklift rollover
- Concrete pad to be installed at the workshop fuel pump area – level surface for fuel pods to sit whilst in decanting process

MORNINGTON  
SHIRE COUNCIL

**16 STAFF REPORTS - HUMAN SERVICES****16.1 HR REPORT FOR THE MONTH OF MAY 2021****Author:** Human Resources Manager**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council of operational updates for the month of May 2021 within HR department.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Recruitment and requests of filling of vacancies across the organisation continued to be the focus of HR department for the month of May.

**Recruitment Update:**

Position Title	Recruitment Update
<u>Executive Finance and Human Services</u> ( Full-time, Permanent)	Job been re-advertised 3 times over the course of 12 months, position has been on 12 months of ongoing temporary fill, no right candidate has been successful to the role.  HR seeking quotes from reputable recruitment agencies to assist in right attracting candidates.
Finance and Administration Manager (Full-time, Permanent)	Job been re-advertised 5 times over the last 18 months, position has been filled by various temporary employees for the more than 20 months, no right candidate has been successful to the permanent role.  HR reviewing recruitment options.
Workshop Manager ( Full-time, Permanent)	Review for permanent recruitment ongoing  Recruitment of temporary Workshop Manager pulled out due to no successful applicants.
Customer Service Officer (Full-time, Permanent)	Successful candidates withdrew appointment.  Ongoing discussion of staff internal transfer.
2x Qualified Plumbers/Drainers/Gas Fitters	Successful appointment, 1 new Trade Qualified Plumber started dated 7 June 2021 as full time employee.  1x Plumber for Works Department ongoing recruitment until filled.

(Full-time, Permanent)	
Administration Trainees	Successful appointment of 1 Administration Trainee-Housing
	3x Administration Trainees ongoing recruitment until filled.
Trade Apprentices-Mechanics	3x successful appointment
	HR waiting for approval of funding eligibility of students
Trade Apprentices - Plumber	1x successful appointment
	HR waiting for approval of funding eligibility of students
Trade Apprentices - Carpentry	2x successful appointment
	HR waiting for approval of funding eligibility of students

**Successful Recruitments:**

Position Title	Recruitment Update
Infrastructure and Technical Administration Officer ( Full-time,Permanent)	Successful candidate starts on 21 June 2021.
Trade Qualified Plumber- Works Department ( Full-time,Permanent)	Successful candidate started on 7 June 2021.

**HR New Recruitment Drive:**

Position Title	Recruitment Update
Accommodation Coordinator ( Full-time,Permanent)	Job advertised dated 11 June 2021
	job add closes 25 June 2021
	Job posted locally and internally, SEEK.Com, LGQA and Australian Local Government Job ad Platform.
	Ongoing recruitment until filled.

**Update on Recruitment of CEO:**

As council engages reputable recruitment agency to undertake comprehensive search and do the Executive recruitment of the next Chief Executive Officer and its executive team. Recommended timeline to be considered as follows for upcoming CEO's recruitment.

The proposed timetable can be tailored to suit Mornington Shire Council's requirements. We recommend the following timetable:

- Monday, 14<sup>th</sup> June 2021 Council decision to proceed.
- Review position description and position assessment in consultation with Council by Wednesday, 16<sup>th</sup> June 2021.
- Friday, 18<sup>th</sup> June 2021 approval of advertisement.
- Saturday, 19<sup>th</sup> June 2021 advertisements appear in the print media and online.
- Monday, 12<sup>th</sup> July 2021 applications close.
- Wednesday, 21<sup>st</sup> July 2021 recommendations provided to Council.
- Thursday 29<sup>th</sup> and Friday 30<sup>th</sup> July 2021 interviews.
- Offer made to the successful Candidates by Monday, 2<sup>nd</sup> August 2021.

To above proposed timeline means that the engagement of the current temporary CEO will have to be extended for a reasonable 2 months period and on a month to month basis if required from there after to ensure that below are observed:


- On-site visit of the successful candidate
- Executive Hand over of Duties and Responsibilities
- Employment status and notices that successful candidate has to attend prior to offer.
- Logistics and other personal timelines and circumstance that successful candidate might have to consider prior to joining council.

**Employee Assistance Program**

Council reported zero usage of the Employee Assistance Program for the month of May 2021.

All employees are encouraged to utilise this free service.

EAP is part of New Employee Starter Pack, New Employee Orientation and Induction.



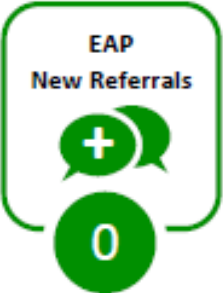
## Monthly EAP Referral & Utilisation Report

### Mornington Shire Council

May 2021


#### Monthly Service Referral & Utilisation Snapshot

EAP  
New Referrals




0

EAP  
Total Sessions



0


Critical  
Incidents



0

---

#### Referral & Utilisation Breakdown - Location



	All
EAP (New Referrals)	0
EAP (Total Sessions)	0
Critical Incidents	0

**FINANCIAL & RESOURCE IMPLICATIONS**

There are no known financial or resource implications resulting from this report.

**RECOMMENDATION**

1. That Council receive and notes the content of this report.
2. That council consider the recommendation noted on this report.

