



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

**Date: Wednesday, 17 August 2022**  
**Time: 9:00AM**  
**Location: Council Chamber**  
**Mission Road**  
**Gununa**

# **BUSINESS PAPER**

## **Ordinary Council Meeting**

**17 August 2022**

**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, Yangkaal, Waanyi, Gangalidda and Garrawa people who share our homelands.

**3 PRESENT****4 LEAVE OF ABSENCE****5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF****6 CONDOLENCES AND MEMORIALS**

**7 CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 20 JULY 2022**

**Author:** Acting Chief Executive Officer  
**Attachments:** 1. Council Meeting Minutes - 20 July 2022

**OFFICER'S RECOMMENDATION**

That the Minutes of the Council held on Wednesday 20 July 2022 be received and the recommendations therein be adopted.

**MINUTES OF MORNINGTON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA  
ON WEDNESDAY, 20 JULY 2022 AT 9AM**

**1 OPENING OF MEETING**

The meeting was opened by Deputy Mayor David Barnes at 9:10am.

**1 ACTING CEO TO ATTEND THE MEETING VIA TELECONFERENCE.****RESOLUTION 2022/121**

Moved: Cr Robert Thompson

Seconded: Cr Roxanne Thomas

That Council authorise the Acting CEO to attend the Meeting via teleconference.

**CARRIED 4/0**

**2 ACKNOWLEDGMENT 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, Yangkaal, Waanyi, Gangalidda and Garawa people who share our homelands.

**3 PRESENT**

Deputy Mayor David Barnes, Cr Dwayne Rogers, Cr Roxanne Thomas, Cr Robert Thompson  
Graham King, Rhianne Williams.

**4 LEAVE OF ABSENCE****RESOLUTION 2022/122**

Moved: Cr Roxanne Thomas

Seconded: Cr Robert Thompson

That the apology received from Mayor Kyle Yanner be accepted and leave of absence granted.

**CARRIED 4/0**

**5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF****6 CONDOLENCES AND MEMORIALS**

One minute silence of loved ones who have passed.

**7 CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 15 JUNE 2022****RESOLUTION 2022/123**

Moved: Cr Dwayne Rogers  
Seconded: Cr Robert Thompson

That the Minutes of the Council held on Wednesday 15 June 2022 be received and the recommendations therein be adopted.

**CARRIED 4/0**

**8 DEPUTATIONS****9 ACTION SCHEDULE****9.1 ACTION ITEMS AS AT 20TH JULY 2022.****RESOLUTION 2022/124**

Moved: Cr Dwayne Rogers  
Seconded: Cr Robert Thompson

That the Action Schedule as tabled be updated and that completed items be removed.

Items for removal;

- HR Apprenticeship training and development
- Community Wi-Fi
- Lelka Murrin tavern Concrete Driveway

**CARRIED 4/0**

**9.2 HORSE CONTINMENT AND FENCING PROGRAM****RESOLUTION 2022/125**

Moved: Cr Roxanne Thomas  
Seconded: Cr Robert Thompson

That Council issue a letter to horse owners in the Shire that 'They have 14days to address the issue of horses being uncontrolled in the town limits. If horse owners aren't forth coming and don't cooperate then the council will take action".

**CARRIED 4/0**

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS****10 MAYOR AND COUNCILLORS REPORTS****10.1 AUSTRALIAN BUREAU OF STATISTICS (ABS) VISIT TO MORNINGTON****RESOLUTION 2022/126**

Moved: Cr Robert Thompson  
Seconded: Cr Roxanne Thomas

That Council approve and ABS to visit Mornington as soon as possible, and that Council will assist if required.

**CARRIED 4/0**

**10.2 AIRPORT ROLLING DOOR****RESOLUTION 2022/127**

Moved: Cr Dwayne Rogers  
Seconded: Cr Robert Thompson

Deputy Mayor David Barnes discussed a matter regarding the roller door in the Airport. It isn't functioning within the Rex office and requires new options/replacement.

**RECOMMENDATION**

That Council approve replacement door for Rex office.

**CARRIED 4/0**

### 10.3 SCHOOL SAFE ZONE

#### RESOLUTION 2022/128

Moved: Cr Dwayne Rogers  
Seconded: Cr Robert Thompson

Deputy Mayor David Barnes requested School Safe Zone be added to the Action Schedule following the Deputy Mayor site inspection with Council's Group Manager of Infrastructure and School principle in this regard.

**CARRIED 4/0**

## 11 POLICY DOCUMENTS

### 11.1 ACCEPTABLE REQUEST GUIDELINES POLICY

#### RESOLUTION 2022/129

Moved: Cr Roxanne Thomas  
Seconded: Cr Robert Thompson

That Council resolves pursuant to section 170A(7) of the Local Government Act 2009, to adopt the Acceptable Request Guidelines attached to this report for the 2022/23 financial year.

**CARRIED 4/0**

### 11.2 ADVERTISING SPENDING POLICY

#### RESOLUTION 2022/130

Moved: Cr Robert Thompson  
Seconded: Cr Roxanne Thomas

That Council resolves pursuant to section 197 (1) of the Local Government Regulation 2012, to adopt the Advertising Spending Policy attached to this Report for the 2022-23 financial year.

**CARRIED 4/0**

### 11.3 COMMUNITY GRANTS POLICY

#### RESOLUTION 2022/131

Moved: Cr Roxanne Thomas  
Seconded: Cr Robert Thompson

That Council resolves pursuant to section 195 of the Local Government Act 2012, to adopt the Individual Community Grants Policy attached to this report for the 2022/23 financial year.

**CARRIED 4/0****11.4 PROCUREMENT POLICY****RESOLUTION 2022/132**

Moved: Cr Dwayne Rogers  
Seconded: Cr Robert Thompson

That Council resolves pursuant to section 198 (1) of the Local Government Regulation 2012, to adopt the Procurement Policy attached to this Report.

**CARRIED 4/0****11.5 ENTERTAINMENT AND HOSPITALITY POLICY****RESOLUTION 2022/133**

Moved: Cr Roxanne Thomas  
Seconded: Cr Robert Thompson

That Council resolves pursuant to section 196 (1) of the Local Government Regulation 2012, to adopt the Entertainment and Hospitality Policy attached to this report for the 2022/23 financial year.

**CARRIED 4/0****12 FEES AND CHARGES 2022-23**

Nil

**13 FINANCIAL REPORTS**

Nil

**14 CHIEF EXECUTIVE OFFICER'S REPORTS****14.1 COUNCIL MEETING DATES****RESOLUTION 2022/134**

Moved: Cr Robert Thompson  
Seconded: Cr Roxanne Thomas

That in accordance with Section 254B of the Local Government Regulations 2012, Council adopt the meeting dates as per the following schedule, for publishing on Council's website, and display in Council's office.

## 2022/2023 Proposed Ordinary Council Meeting Dates

Dates 2022/2023	Meeting Type
Wednesday 20 <sup>th</sup> July 2022	Ordinary Council Meeting Day, July OCM
Wednesday 17 <sup>th</sup> August 2022	Ordinary Council Meeting Day, August OCM
Wednesday 21 <sup>st</sup> September 2022	Ordinary Council Meeting Day, September OCM
Wednesday 19 <sup>th</sup> October 2022	Ordinary Council Meeting Day, October OCM
Wednesday 23 <sup>rd</sup> November 2022	Ordinary Council Meeting Day, November OCM
Wednesday 14 <sup>th</sup> December 2022	Ordinary Council Meeting Day, December OCM
Wednesday 25 <sup>th</sup> January 2023	Ordinary Council Meeting Day, January OCM
Wednesday 15 <sup>th</sup> February 2023	Ordinary Council Meeting Day, February OCM
Wednesday 15 <sup>th</sup> March 2023	Ordinary Council Meeting Day, March OCM
Wednesday 19 <sup>th</sup> April 2023	Ordinary Council Meeting Day, April OCM
Wednesday 17 <sup>th</sup> May 2023	Ordinary Council Meeting Day, May OCM
Wednesday 14 <sup>th</sup> June 2023	Ordinary Council Meeting Day, June OCM

CARRIED 4/0**14.2 5 YEAR IMPLEMENTATION PLAN – PROJECT PROPOSALS****RESOLUTION 2022/135**

Moved: Cr Roxanne Thomas

Seconded: Cr Robert Thompson

That Council receive and note the report and authorise the Acting CEO to engage Peak Services to undertake the following proposals:

- Tourism Development Strategy Coordination – to be confirmed
- Training, Administration, Business Hub, Library Project Planning and Definition Services - \$10,200
- Wholistic Health and Wellbeing Program, and Sustainable Families Program - \$5,400
- Outstation Multi-purpose Facility Project Planning and Definition service - \$10,200

Funding will be provided in the 2022/23 Financial Budget.

CARRIED 4/0**14.3 LOCAL GOVERNMENT GRANTS AND SUBSIDY PROGRAM 2022****RESOLUTION 2022/136**

Moved: Cr Dwayne Rogers

Seconded: Cr Robert Thompson

That Council receive and note the Report and thank the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning for the grant of \$2,052,350 for Motel expansion and commercial laundry under the State Government Local Government.

CARRIED 4/0

**14.4 GULLY PETERS MEMORIAL CHURCH**

**RESOLUTION 2022/137**

Moved: Cr Dwayne Rogers  
Seconded: Cr Robert Thompson

That Council approve the write-off of \$1,140 for work done at Gubadanga, Birri on the basis the work was requested for a community purpose as set out in the attached letter.

**CARRIED 4/0**

**14.5 MORNINGTON SHIRE LIBRARY SERVICE**

**RESOLUTION 2022/138**

Moved: Cr Roxanne Thomas  
Seconded: Cr Dwayne Rogers

That Council receive and note the Report and authorise the Acting CEO to forward a formal application, as required.

**CARRIED 4/0**

**14.6 GULF REGIONAL ABORIGINAL CORPORATION (GRAC) – FESTIVAL GROUNDS**

**RESOLUTION 2022/139**

Moved: Deputy Mayor David Barnes  
Seconded: Cr Robert Thompson

For Council's consideration.

**CARRIED 4/0**

**14.7 TCICA MEETING COMMUNIQUE**

**RESOLUTION 2022/140**

Moved: Cr Robert Thompson  
Seconded: Cr Dwayne Rogers

That the Council receive and note the Report.

**CARRIED 4/0**

**22 CONFIDENTIAL REPORTS**

Nil

**23 NEXT MEETING**

The next meeting will be held on Wednesday 17th August 2022.

**24 CLOSURE**

Deputy Mayor closed the meeting at 11.15am

Graham King  
Acting Chief Executive Officer.

Minutes Confirmed:

.....

Date: 25/07/2022

Graham King  
Acting Chief Executive Officer

**8 DEPUTATIONS**

**9 ACTION SCHEDULE****9.1 ACTION ITEMS AS AT 17 AUGUST 2022**

**Author:** Acting Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with a review of the Action Schedule.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The last time Council reviewed the Action Schedule was in June, 2022.

The Action Schedule as tabled to be updated and that completed items be removed.

Items for removal from June meeting;

- HR Apprenticeship training and development
- Community Wi-Fi
- Lelka Murrin tavern Concrete Driveway

**Horse Containment and Fencing Program**

- Horse Containment completed with water troughs installed
- Letters issued to horse owners from June Council Meeting
- 1 Horse in Containment

**Gununa Cemetery**

- Nick Barnes will be arriving 25th August to assist OpusXenta on Mornington Island with database collection
- Fulltime position within the budget to run the Cemetery

**Burial Assistance** (for the return of deceased persons back to Island – ongoing)

- Disused with the Champions and they are working on a solution

**Provision of Men's Shed**

- Ongoing finding a location

**Plaque to recognise families of the original settlement**

- Permission granted; location & design has been given to V. T

**Fisheries Licences Gulf of Carpentaria – Green Zone****Council's Funeral and Undertaking Role – ongoing**

**Mornington Island Nursing Home** – this involves undertaking emergent replacement works as previously reported to Council.

- Include in the budget, 3 quotes have been done for emergency fencing

**Policy to support local residents in achieving excellence in an activity in which they have received high recognition**

**Headstones for past Chairman/Mayors**

- Council authorised headstones to be provided on all past Chairman/Mayors who are buried in the Mornington Island Cemetery in recognition of their significant contribution to Community life.

**Indigenous Knowledge Centre**

- Investigation of suitable accommodation for such a Centre.

**Airport Rolling Door**

- Approval for replacement door for Rex office

**School Safe Zone**

The Action Schedule will be reviewed and updated accordingly before next Council meeting, as items from previous meetings haven't had a follow up.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That the Action Schedule as tabled be updated and that completed items be removed.

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS**

**10 MAYOR AND COUNCILLORS REPORTS****10.1 DEPUTY MAYOR - PORTFOLIO FOR HEALTH, COUNCIL FACILITIES, OHS AND FINANCE**

**Author:** Deputy Mayor

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To advise Council on progress.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

- This month council has continued to monitor development of the hospital renal chairs project. While the project remains on course for completion by November, staffing may present challenges. Further updates will be provided at ongoing project management meetings.
- In conjunction with this, we have been involved in direct consultations with NWHS and the Health Council on workforce issues associated with services here on Gununa.
- Council assisted directly with interviewing staff for Gidgee Healing during this month also.
- Council has also formed a partnership with the Australian Bureau of Statistics to undertake further research into the health status of community residents. This will assist in providing up to date statistical information for use in planning of service provision and funding applications. This project will involve Gidgee Healing, ABS and Council.
- MSC has maintained its participation in the Gulf Academy project.
- Mornington Shire Council is also negotiating a pilot project to enable better availability of Blue Cards and specifically to allow a better process for evaluation that includes local participation.
- Continued work on health and safety related issues this month, including traffic mitigation around residences and in identified speed zones. We are also working on a safe pick up and drop off zone for the Mornington Island State School.
- Working on the Heart Health Program with Queensland Health and Ed Queensland.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receive and note report.

**10.2 RESEARCH PROJECT ON PAEDIATRIC ACUTE RESPIRATORY INTERVENTION STUDIES KNOWN AS PARIS ON COUNTRY**

**Author:** Deputy Mayor

**Attachments:** 1 Letter from Malama Gray Indigenous Community Engagement Officer James Cook University and Dr Donna Franklin Qld Health

**PURPOSE (EXECUTIVE SUMMARY)**

To advise Council of the joint research project on Paediatric Acute Respiratory Intervention Studies known as PARIS on Country.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Attached is a copy of the letter for Council's consideration.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receive and consider the attached letter.



6 August 2022

ATTN: Mayor Kyle Yanner  
Mornington Island Community  
Mornington Shire Council, Qld, 4892  
E: [kyle.yanner@mornington.qld.gov.au](mailto:kyle.yanner@mornington.qld.gov.au)

Dear Mayor Kyle Yanner

We have a unique opportunity to represent the communities' needs and are looking for people who can best represent the community to advise the research processes from the community's perspective. We think you would be a very good fit as a community leader representative in the consumer advisory network.

The research project is titled **PARIS on Country**. (PARIS – Paediatric Acute Respiratory Intervention Studies). The project will commence early October 2022, across a 5 year period, until late 2027. This project is aimed at improving health care measures for children who are admitted to hospital with a respiratory illness, such that they don't require transfer away from country.

Our primary outcome will be keeping our children on country and cared for in our own local health care systems/hospitals where they live and can continue to have support by family/community.

Acute respiratory distress in children caused by a number of respiratory illnesses, is the most common reason for emergency department presentation in Australia. This includes respiratory illnesses such as asthma, bronchiolitis or pneumonia. While our urban and regional centres are equipped to provide health care to these children, our rural and remote settings are not to the same level currently. This results in higher paediatric transfers from rural and remote areas to regional centres. Our study aims to change this inequity by introducing the required and relevant paediatric education and resources to care for these children on country.

Equipping our rural and remote health care providers to deliver health care in localised settings, reduces, the burden on families when children are sick, and on the health service. We are working to introduce a respiratory care package, including nasal high-flow therapy to rural and remote hospitals. Nasal high-flow therapy is a simple and easy to use oxygen therapy that is used every day in clinical settings around the country.

We are seeking your support as a lead community representative for this project. We'd further like to hear about the differences that improved respiratory care on country could make for your community, including what we could do to get the basics right for First Nations consumers –

Enquiries to: Dr Donna Franklin  
E: [donna.franklin@health.qld.gov.au](mailto:donna.franklin@health.qld.gov.au)  
M: 0432 059 569

1 Hospital Boulevard, Southport 4215  
Telephone +61 7 5687 5271  
<http://bit.ly/qcedresearch>  
ABN 82 616 992 416

both children and families. The primary purpose of this letter is to ascertain your interest and support in our project. We would like to extend an invitation for you to be a member of the consumer advisory network. Your participation would require meeting via videoconference, once every 3-4 months for a maximum of an hour. Our online platform enables new audiences to be reached, beyond the traditional Capital or Regional City locations.

The purpose of these meetings would be to gather your thoughts and opinions on our project’s implementation, to ensure it meets the consumers’ needs and is appropriate for your communities. This may include reading draft documentation, where we would welcome your feedback. Your participation in the project may be a pre-recorded video or a live contribution as appropriate. We understand, different options might work for you and your communities. We are happy to take your lead on the best format for you.

The clinical and academic research team, includes researchers from Griffith University, James Cook University, Wesley Research Institute and Metro South Hospital and Health Services, and are working with lead world respiratory paediatric researchers Dr Donna Franklin and Dr Andreas Schibler. Your support and insights for this project would be highly valued by the team. The program has been successfully trialled in three remote hospitals and the grant from the Medical Research Future Fund’s Emerging Priorities and Consumer Driven Research Initiative will allow it to be rolled out to a further 15 sites across northern Queensland. The project includes the following participating hospitals.

HHS	Hospital	HHS	Hospital
<b>TCHHS</b>	Weipa	<b>THHS</b>	Ingham
	Thursday Island		Charters Towers
	Cooktown		Ayr
	Bamaga		Palm Island
<b>CHHHS</b>	Atherton	<b>NWHHS</b>	MIBH
	Innisfail		Cloncurry
	Mareeba		Doomadgee
	Mossman		Normanton
	Tully		Mornington Island

It would be greatly appreciated if you could indicate your interest, at your earliest convenience to assist us with the project’s progression. We seek a letter outlining your support for this project and have taken the liberty of drafting a version for you (see attached documentation). Please feel free to adapt, modify, add to this or alternatively you may wish to write your own words. We would greatly appreciate if you could return this letter of support to us at your earliest convenience. If you are happy to support this project in a leadership capacity for the consumers in your community, we will be in touch with you again soon. Ms Malama Gray will be the projects lead Indigenous Community Engagement Officer whilst Dr Donna Franklin is the Chief Investigator of the project. Please feel free to open communications up with both who will

happily ensure your questions are answered. If you would like additional information, please contact us on the below email/phone contacts.

We look forward to hearing from you.

With kind regards



Ms Malama Gray  
Indigenous Community Engagement Officer  
[malama.gray@icu.edu.au](mailto:malama.gray@icu.edu.au)  
M: 0436 925 544



Dr Donna Franklin  
Chief Investigator  
[donna.franklin@health.qld.gov.au](mailto:donna.franklin@health.qld.gov.au)  
M: 0432 059 569

**10.3 COUNCILLOR ROXANNE THOMAS**

**Author:** Councillor

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To advise Council on progress.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Funerals**

All funeral cost is up to date – however Mirndiyarn is still waiting for full payments from family.

**Housing**

Helped 4 families with accommodation into housing which were top priorities. Currently in the process of helping another young family of 4 who currently live in VAC and have been on the housing list for 4years.

After hours emergency maintenance?

**Health Meetings**

Attended health meetings with Deputy Mayor David Barnes.

**Canberra Trip**

Share details with Councillors & Managers from National General Assembly in June.

**Market Garden**

Meeting with Arup about possible sites for Market Garden.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receive and note report.

**10.4 COUNCILLOR THOMPSON**

**Author:** Councillor

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

To advise Council on progress.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Cemetery Road**

The shoulder on the road needs to be graded and compacted to save tyres from losing rubber from wheels.

**Town Drain**

On the drain outlets from the airport side to be cleared from trees and other materials, also the one on the side of the Kaiadilt Street to be cleared.

**Ramp Repairs**

Potholes at the barge ramp needs to be attended and maybe resealed again.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receive and note report.

**11 CHIEF EXECUTIVE OFFICER'S REPORTS****11.1 WASTE MANAGEMENT - GUNUNA WASTE FACILITY**

**Author:** Acting Chief Executive Officer

**Attachments:** 1 Email from Steve Robertson, AECOM dated 27 June, 2022  
2 Report to Council May, 2021 on Waste Management at the Gununa Waste Refuse

**PURPOSE (EXECUTIVE SUMMARY)**

To update Council on progress in having funding addressed for the Gununa Waste Management Facility.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Council in July, 2022 had a visit from Steve Robertson AECOM who has been engaged by the LGAQ to undertake a Regional Waste Management Strategy. This Strategy when complete will be presented to the Queensland Government through the LGAQ. It is on-going but expected to be completed by September, 2022.

At such meeting in Gununa, Council discussed the above Report presented to Council in May, 2021. This Report set out some short term and long term strategies for improving the Gununa facility.

At such meeting, Steve Robertson agreed to provide Council with an overview of what he thought the issues were. Attached is a copy of his email setting out his directions for operations of the Facility.

This meeting was also attended by Eric Watson, Program Engagement Officer and Carrie Goldsmith, Program Extension Officer, both with the Aboriginal and Torres Strait Islander Local Government – Environmental Services Support Program. Their visit was to get a good understanding of Council's issues at the Gununa facility.

Eric is finalising a Summary document from the first visit and will forward to Council when completed and is planning a return visit in early September, 2022.

In the past month Council has applied for grant funding under the Illegal Dumping Grant Scheme Category one for \$130,000. This grant funding provides for the following:

- Signage and installation; Illegal dumping compliance officer; training and accreditation; communication plan; equipment; travel; and project management.

Council's Work Health and Safety Advisor has also prepared a detailed report on the Landfill, Hard, Green and Hazardous Waste at the site. A copy of such report will be tabled at the meeting.

**FINANCIAL & RESOURCE IMPLICATIONS**

As per budget allocation and grant application to address illegal dumping.

**RECOMMENDATION**

That Council receive and note the Report.

**From:** Robertson, Steve <[Steve.Robertson@aecom.com](mailto:Steve.Robertson@aecom.com)>  
**Sent:** Monday, 27 June 2022 5:11 PM  
**To:** Graham King <[aceo@mornington.qld.gov.au](mailto:aceo@mornington.qld.gov.au)>; Dwayne Rogers <[Dwayne.Rogers@mornington.qld.gov.au](mailto:Dwayne.Rogers@mornington.qld.gov.au)>  
**Cc:** Grills, Melanie <[melanie.grills@aecom.com](mailto:melanie.grills@aecom.com)>  
**Subject:** Confidential - Some thoughts for presentation to Council

Good afternoon Graham and Dwayne,

Thank you both and Jarrod for your time on Wednesday to talk rubbish with Melanie and I. I have tried to put down some points that might be useful to include in your submission to Council and justification for funding, some initial recommendations that we will be making as part of our Regional Waste Plans and also some observations that might help a little on the operational side given the capacity constraints that you have advised us of and which we observed. I apologise if these are a little bit jumbled, I'm a bit addled with a cold so the brain is a little fuzzy.

In summary, the items outlined in the May 2021 report are valid; however, I have concerns that their successful implementation will be compromised unless the current legacy issues are resolved comprehensively. In my professional opinion, the current conditions at the landfill are beyond the capacity for Council to manage with limited resources. Any investment in further infrastructure upgrades needs to be preceded by a clean up campaign to get the landfill site to a state that can be managed with Council's resources. Council is doing a pretty good job of keeping the community clean so that is a positive outcome for immediate community health and I have confidence in Council and the community coming together to keep things manageable at the landfill if a "clean slate" can be provided.

As per our discussions, we consider a key constraint to improving the waste management system for the island is one of financial and human capacity to operate and maintain the system on a recurrent basis and therefore keep on top of things. I think this is important because improved capital infrastructure won't be effective if the ongoing recurrent operational practices aren't appropriately funded and resources (human and equipment) are available and reliable. Part of the recurrent funding includes access to suitable and reliable equipment as well as capable available personnel to perform operational and maintenance functions associated with the operation of the landfill and waste system more broadly.

We also understand that there may be some constraints with the current landfill operation related to land tenure and space available for new trenches/cells that require confirmation/resolution. While the original landfill life was understood to be >60 years these tenure constraints if not resolved will limit the operational life of the landfill. The status of lawful use of the land for landfill purposes require urgent confirmation to ensure the ongoing viability of waste management activities for the community at this site. Identifying and designing a new facility is a costly exercise that can take quite some time.

Some thoughts on what could be put forward for consideration:

- In its current condition, the landfill is difficult to manage with the resources currently at Council's disposal. This is primarily due to the accumulation of waste streams over many years of receipt at the landfill but with limited capacity (expensive due to barge costs) to remove materials from the island once collected (e.g. cars, whitegoods, hazardous substances) or to process for re-use (e.g. concrete crushing). This has resulted in large stockpiles of many and varied materials (car bodies, scrap metal, construction and demolition wastes, hazardous wastes) which effectively means that the landfill is operating multiple disposal "faces". It is recommended that these stockpiles are cleared in a single campaign to help Council get on top of the operations. Items to be included are:
  - Removal of car bodies from the landfill (estimate 200+) – calculate cost and identify funding to make this activity cost neutral for Council
  - Removal of hazardous waste (e.g. batteries, oils, gas cylinders, drums) – calculate cost and identify funding to make this activity cost neutral for Council
  - Removal of scrap steel, white goods (degassed) – calculate cost and identify funding to make this activity cost neutral for Council

- Crushing of concrete (non asbestos containing) – identify works that can re-use within 12 months of crushing so that stockpiling does not continue to increase. Calculate cost as an off-set for having to source virgin materials for projects
  - Assess residual C&D and green waste stockpiles at the landfill and unless viable cost neutral opportunities for re-use are available, bury within the landfill as part of new cells (refer dot point below)
- Create a dedicated disposal cell for materials that are relatively inert and unable to be managed through the clean-up campaign described above. This would include C&D wastes and green wastes currently stockpiled. I would see this as a one-off to aid in getting the site manageable again and not an ongoing cell. This will need to be contained within the current landfill footprint (if space is available)
- Council to present a position to the State Government that uncontested recurrent funding that is consistent over the long term and indexed to inflation is made available to allow for the operation and maintenance of plant and equipment and human resourcing (including training and skills development). The funding should also be for regular removal activities for bulk materials (abandoned cars, scrap steel, white goods). Aspects that should be accounted for in the funding request include:
  - 3 x waste management personnel – responsible for collection, supervision, maintenance and operation of the waste management system including the operation of the waste collection truck(s), landfill operation (regular cover, cover stockpile management, waste placement and compaction, waste separation, maintenance of landfill (e.g. vegetation removal, fence repair, tidy up, litter removal)
  - Training and skill development for personnel.
  - Reliable landfill plant to place and compact waste. While dedicated plant would be preferable, it's utilisation at the landfill would be likely limited to two days per week making it a somewhat lazy asset. A shared loader with solid tyres that is allocated to landfill operation at specific times may provide a suitable option and allow for use elsewhere without the need to "float" from site to site. This will require broader consideration of plant utilisation needs across council sectors
  - Maintenance and operational costs for all plant and equipment. This calculation should account for the harsh operational environment and also the effects that out of service plant has on maintaining a minimum level of service in the waste system. I would suggest that amortisation of equipment would need to be over approximately 5 years rather than the more common 7 year period
  - Regular removal of accumulated wastes such as scrap cars, white goods, scrap metal.
- Council seek a determination from the State Government on the minimum level of service that should be attained by the waste system. While some of this level of service is contained within the environmental licence conditions, in my professional opinion, the non-negotiables should be:
  - Regular collection of waste from domestic and commercial premises to reduce litter in the community (Council is already doing this quite well although a challenge with some routes and access was noted as was the challenge presented by horses, dogs and damaged bins)
  - Maintenance of serviceable domestic and commercial rubbish bins. Replacement of damaged/unserviceable bins on a rotating and regular basis
  - Waste collected by the waste collection truck is placed into a dedicated waste cell at the landfill. This should be covered at a minimum 2 times per week using clean soil won from the excavation of the cell
  - Separation and recovery of materials should be limited to those items that can be readily and regularly transported off site. Residual materials to be buried as part of the general waste stream and the cell sizes re-considered to accommodate these materials into the future. Once the landfill and waste deposition is under control, recovery of materials may be increased through the provision of segregated drop off and separation bays
  - While open, the landfill should be supervised. Public access to the landfill should be restricted to days when domestic collection isn't undertaken. Community will need to be informed of the changes and illegal dumping discouraged as this will be a very

- real risk if the community feels they don't have an option. A lockable gate should be installed
- Contractors that are delivering redevelopment works for the community (housing, health, education), should be directed to remove all waste from the island and not dispose at the landfill. This includes materials that are stripped out of redevelopments as well as waste arising from construction activities.

We understand that an audit process currently being undertaken shows gross inequity for the Mornington Island community compared to non-first nations communities and this will be used as a piece of supporting information to justify the approach to State Government.

To date, our recommendations to LGAQ for the regional waste management plans has been as follows:

- Regional opportunities are relatively limited with the campaigns to clean up legacy waste initially and then ongoing campaigns to manage wastes such as scrap cars, metal, whitegoods, hazardous substances being ones that will need to be funded so that they are cost neutral to councils.
- Uncontested recurrent funding needs to be made available to manage these campaigns and a co-ordinating body to administer identified so that "buying power" can be exercised.
- "Technical resource(s)" should be funded and made available to community to assist with the management of waste, water and sewerage assets (a similar model to the old water resources technical officers). This would help to reduce reliance on specialist consultants and contractors, provide a resource that gives contextualised practical advice, provide an advisory function to help with proposals for infrastructure upgrades etc.
- Purchasing practices by stores etc within the community could be revisited to investigate opportunities for back-loading of packaging materials and also reducing the packaging need. This would go some way to reducing some of the packaging waste observed at the landfill and elsewhere
- Each community has some very specific needs that we will identify and advocate for. These fall outside of the scope of the regional plans; however, we will present them within the supporting report so that it can be used
- Ahead of the preparation of the regional waste management plans, we will be seeking to get the councils within regions together to talk through and develop solutions that are appropriate and identify the best way to get them implemented.

I am happy to discuss with you further the points above if you need. I also said to Jarrod that he can give me a yell about waste stuff if he needs, so please pass on my details to him if he wants to reach out.

On a closing note, thank you again to you for the time on Wednesday/Thursday, to Jarrod for educating us and to Rhianne for her wonderful hospitality. We will be in contact again very soon.

Cheers  
Steve

**Steve Robertson** BEng (Env), MAppLaw, CPEng, RPEQ, NER, MWMRRA

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## AGENDA

<b>17.2</b>	<b>REPORT ON THE QUEENSLAND INDIGENOUS WASTE MANAGEMENT STRATEGY - SITUATIONAL ANALYSIS, IDENTIFYING A STAGED IMPLEMENTATION STRATEGY FOR WASTE MANAGEMENT AT THE GUNUNA WASTE REFUSE</b>
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**Author:** Executive Manager, Infrastructure and Technical Services

**Attachments:** Nil

**CONFIDENTIAL**

<b>Section under the Act</b>	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 254J of the Local Government Regulations 2012.
<b>Sub-clause and Reason:</b>	Section 254J3(c) the local government's budget;

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to inform the Council of the current status of the Mornington Shire Council's (MSC)-Landfill site in relation to the Queensland Indigenous Waste Management Strategy – Situational Analysis, and its updated review document the Mornington Island Waste Management Strategy- Mornington Shire Council Waste Management, 07-Jun-2019.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The landfill site is located approximately 6 km north of the Gununa township and can be accessed via sealed road, the establishment of the landfill site required the negotiation of a

Memorandum of Understanding (MoU) with the Traditional Owners to cover cultural heritage investigations associated with the exploration, design, and construction associated works and the development of the landfill's site.

Connell Wagner appointed as the Project Managers on 19 February 2008. And construction of the landfill site was undertaken by the release of a Tender in 2009. (Site design and Layout attached below). The site is thought to have commenced operation in 2010 and has the capacity to utilise approximately 6 ha of the site for waste management operations, with an additional 1.3 ha for leachate management.

MSC currently operates the MSC Landfill Facility under a Development Approval (DA) to undertake an Environmentally Relevant Activity (ERA) 60 2(a). IPDEO1209408- Landfill. 50 to 2000 tons per/year.

The MSC Landfill current consists of a compaction/ trench fill facility (2 active trenches) which should be accepting:

- 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.

The site should also have areas available 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.

**AGENDA**

The site is partially supervised during Council's operating hours and whilst there is a fence surrounding the waste facility, the access to the site is not restricted by gates after hours, and as such the site is theoretically open for receipt of waste products 24 hours per day.

The issue of supervision or 24 hr access seems to result in unauthorised burning of the waste trenches or the intermixing of inorganics into the trenches along with a number of other operational and management concerns.

Some of the current challenges Council is facing regarding waste management at the landfill are:

- the abundance of scraped cars at the landfill and around the Island.
- Litter around the landfill site;
- Correct separation of waste;
- Limited remaining landfill volume within the current trenches and uncertainty regarding future of any extension or development;
- Limited supervision at the landfill, leading to dumping of uncharacterised waste and incorrect separation of waste into the correct waste streams;
- Limited diversion of recyclables from the general household / commercial waste;
- The receiving and treatment of hazardous materials (e.g. batteries, fire extinguishers);
- The treatment of bulky items in the landfill (e.g. whitegoods);
- Uncontrolled burning of waste in disposal trenches;
- The age and condition of the machinery to operate the site; and
- The landfill site is operating on Lot 900 SP237463 which is not Councils land?

One issue that Council has limited power to address is the illegal dumping around the area's leading out the landfill as council has limited or no authority over the land.

A number of operational models have been discussed and the staff are looking for ways in which to control the site better than the current situation and the following is a sample of the short-term and long-term operational goals for the site proposed for the landfill;

**Short-term 1 to 2 years**

- The construction of a new disposal trench;
- Sorting the current intermix of waste out of the current trenches;
- Achieve separation of the waste into the correct bays;
- Develop a isolation and separation method for the public entering or using the site. (this may be achieved by creating a transfer station isolated from the landfill site)
- Obtain a potable water source for the staff onsite;
- Obtain a storage shed for chemicals and hazard waste with includes an overhead water storage for a safety shower and eye wash;
- Repair fences and install gates;
- Obtain a potable compaction machine for the compression of the general waste, before is placed in the landfill, compression of the plastics after separation;
- The replacement of ageing operational machinery *if possible*;

Most of the short-term activities can be addressed under the operational works and its general budget for the site, the site was constructed to comply with the design and operational model of the original model contain within the Queensland Indigenous Waste Management Strategy – Situational Analysis, and the resulting contract.

The breakdown from that model appears to be an inability to control the site 24 x 7 and the lack of machinery that is either not suitable for its intended job or broken-down, the issues of staff in this area is another point of concern as the supervisor and the line manager are in a continues state of flux having to react to a variable staffing level within the waste management as a whole.

The site was inspected by the EPA in 2016 and number of issues were found, the issues on signage have been addressed, the issues around separation and volumes has not but is a work in progress.

It should be noted that the AECOM report of 2019 stated that the excepted volumes that the landfills working model was based on was to low to be an actual value, upon inspection this would

**AGENDA**

be a correct assumption as the areas loaded or stockpiling waste looks to be greater than the predicted area in the original model.

Pre-compaction of the domestic waste before its installed into the disposal trenches will offset the lack of a suitable trench compactor (the dot) extending the life of the trenches.

The purchase of mobile based plant means that the power requirements for their operations are included in the unit, a primary consideration given the nature of the site.

The additional overloading of the site will be addressed with the equipment planned to be purchased in the long-term capital program.

The WH&S considerations must be address first, the other issues while they could be considered as secondary issue should be addressed as concurrently as possible.

The estimated capital outlay to completed or obtain the above outside of the operational budget excluding machinery is in the order of;

Transfer Station Slabs	\$	60,000.00
Transfer Station Shelters	\$	75,000.00
Chemical lockup with Safety shower	\$	30,000.00
Gates & fence	\$	85,000.00
Transfer Station Bins	\$	60,000.00
Potable Water	\$	5,000.00
Fire and wet down water	\$	25,000.00
<b>Total</b>	<b>\$</b>	<b>340,000.00</b>

**Long-term 3 to 5 years**

- The purchase of a portable car compactor;
- The purchase of a tyre shredder;
- The construction of a transfer station at the entry of the landfill site;
- The completed separation of the mixed of the site;
- The investment in the repair of the second garbage truck or its replacement.
- The introduction of recycling collection or separation of the garbage runs between two trucks.
- A regulated waste disposal agreement – and waste tracking for off island disposal;
- A MOU for the removal of the abandon cars across the island;

There are additional ideas and opportunities for the landfill development and management, some of the positives would be with the car compactor as it could also be used for other metals e.g.(appliances, cans, and sheet metal). The resulting metal bricks could be utilised to make walls around the site for separations or wind breaks.

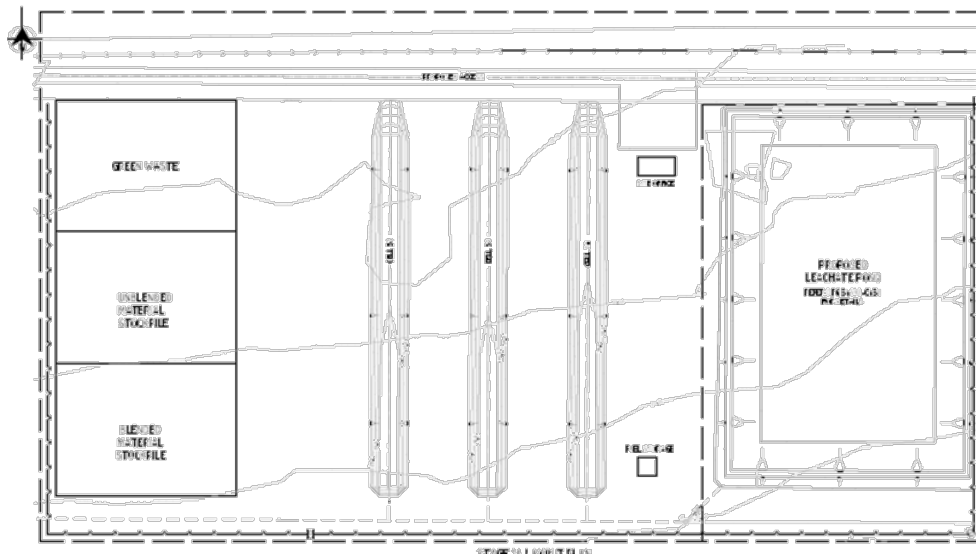
Or hopefully the resulting solid metal crush bricks could be found to be cost effective way of off island disposal as the brick's weight may have a high enough value to offset the transport cost when sold as scrap the same may be said for the plastic bottle waste and the aluminium cans.

Below are the current estimated costs for the some of the items within the proposed long-term program.

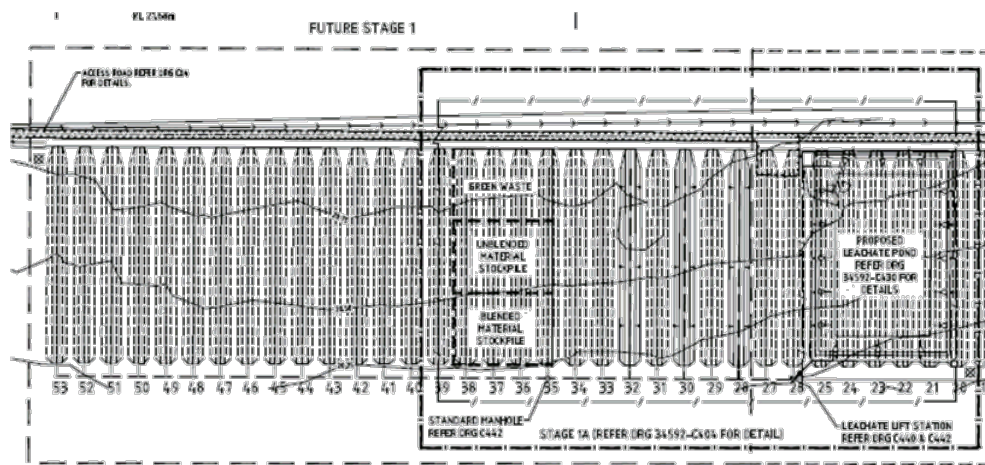
AGENDA

Portable Car Crush	\$	120,000.00	Base model unit cost can go up to \$400,000.00
Tyre shredder and Genset	\$	92,000.00	
Full Transfer Station Ramp for bins	\$	95,000.00	metal bricks and tyres as retaining walls
Second Garbage Truck			
refurbish the body	\$	168,000.00	Existing body
Refit including truck	\$	85,000.00	Replace with second-hand truck
<b>sub total</b>	<b>\$</b>	<b>253,000.00</b>	
30 ton excavator with standard grabber and power magnetic grabber	\$	280,000.00	Priced on the top end of the second-hand market
Replacement Drot with compaction pad foot wheels	\$	220,000.00	
Front end loader 9t lift	\$	189,000.00	
Waste Agreements	\$	45,000.00	May not be able to capitalise the entire costs
MOU Agreements	\$	25,000.00	
Purchase of the Landfills lot		?	
<b>Total ?</b>	<b>\$</b>	<b>1,319,000.00</b>	

The following are the design layouts of the site



AGENDA



\*Please note that the landfill site is not on a separate parcel of land and the status of any operational agreements over the land usage are unknown.

AGENDA

*Reference photographs*



As shown in the photographs above the loading and the mixed waste are having a detrimental effect on the disposal trenches as the non-biologicals and non-organic waste will not compress or compact with our current disposal method.

In summary, staff seek a resolution from Council, delegating the ACEO authority to secure the land that the landfill is operating on and works to amend the site's regulatory compliance from a DA to ERA under the land's new parcel number – noting this matter needs to be treated as confidential as per the reasons stated in this report.

**FINANCIAL & RESOURCE IMPLICATIONS**

The full financial cost will not be known until the requirements for the ERA and land have been completed, the costings above are only budget costing and while some are based on the market values other will have variations due to the legal costs involved.

**RECOMMENDATION**

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**AGENDA**

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That Council:

1. Receives and notes this report;
2. Undertakes an investigation on the current status of any operational or cultural agreements in regard to the its Landfill site;
3. Delegates the ACEO to action any regulatory matters as appropriate, as identified as an outcome of point 2 above; and
4. That this report be deemed confidential and be treated as such in accordance with Local Government Regulation 2012, under section 254J(3)(c) and that documents remain confidential unless Council decides otherwise.

**11.2 YOUTH ACTIVITIES**

<b>Author:</b>	<b>Acting Chief Executive Officer</b>	
<b>Attachments:</b>	<b>1</b>	<b>Funding Boost for Mornington Island</b>
	<b>2</b>	<b>Engage life and learning</b>
	<b>3</b>	<b>Youth Hub Activity</b>

**PURPOSE (EXECUTIVE SUMMARY)**

To advise Council

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The Youth Activities funding consists of:

- \$370,000 in funding for two years for the Youth Hub activity (under the IAS Safety and Wellbeing program)
- \$280,000 in funding for two years for the Engage Life and Learning activity (under the IAS Children and Schooling program)
- \$206,440 in funding for two years for the On Country program (under the Culture and Capability Program)

The programs will provide employment for Youth Support Officers to deliver a range of activities with the aims of delivering the following outcomes:

- i. Strengthening our Youth's cultural identity and pride
- ii. Strengthening positive connections with Elders, family and community and increase the wellbeing of community members who participate in the on country activities.
- iii. Strengthening the capability, governance and leadership of local people, organisations and communities.
- iv. Reduced crime, vandalism and conflict in the community

The programs will provide a platform for young people to explore their goals and aspirations and provide ongoing support and pathways to achieve them. Detailed planning is now underway, with expected delivery to start this year. Activities will include practical hands-on literacy and numeracy activities, special events with guest speakers, case management, increased access to services, goal setting, team building events and camps.

The programs will also support young people (and other community members) to maintain their culture and share their stories. The activities will also facilitate learning from Elders, strengthening culture and language. This includes sharing traditional knowledge about bush tucker and sacred places, learning about and caring for country and living with and working with others.

**FINANCIAL & RESOURCE IMPLICATIONS**

As per grant funding provided for such activities.

**RECOMMENDATION**

That Council receive and note the Report.

**From:** Zoe Dark <[ZDark@wearepeak.com.au](mailto:ZDark@wearepeak.com.au)>  
**Sent:** Wednesday, 10 August 2022 2:41 PM  
**To:** Katherine Hollis <[Katherine.Hollis@mornington.qld.gov.au](mailto:Katherine.Hollis@mornington.qld.gov.au)>  
**Cc:** Graham King <[aceo@mornington.qld.gov.au](mailto:aceo@mornington.qld.gov.au)>  
**Subject:** Points for Media Release - Youth Activities and Motel Expansion

#### Funding Boost for Mornington Island

Great news for the Mornington Island community with the announcement that Council has been successful in two of its recent grant applications.

Under the 2022-2024 Local Government Grants and Subsidies Program (LGGSP), the Mornington Island Motel will receive a \$2 million expansion to meet the needs of visiting service providers, business travellers and tourists.

The 2022-2024 LGGSP is a competitive, application-based grant program available to all Queensland councils. The program aims to support councils deliver priority infrastructure and essential services, and provides for a broad range of eligible projects. Council will be constructing 4 additional units and a new laundry facility at the Motel. This is a significant boost for the community and will provide an increased presence from service providers and provide opportunities for Tourists to visit.

Two years of Youth Activities funding has also been awarded from the National Indigenous Australians Agency (NIAA) under the Indigenous Advancement Strategy (IAS). Council developed three separate youth education, engagement and cultural programs and was awarded \$856,440 for their delivery.

The Youth Activities funding consists of  
\$370,000 in funding for two years for the Youth Hub activity (under the IAS Safety and Wellbeing program)  
\$280,000 in funding for two years for the Engage Life and Learning activity (under the IAS Children and Schooling program)  
\$206,440 in funding for two years for the On Country program (under the Culture and Capability Program)

The programs will provide employment for Youth Support Officers to deliver a range of activities with the aims of delivering the following outcomes,

- i) Strengthening our Youth's cultural identity and pride
- ii) Strengthening positive connections with Elders, family and community and increase the wellbeing of community members who participate in the on country activities.
- iii) Strengthening the capability, governance and leadership of local people, organisations and communities.
- iv) Promote broader understanding and acceptance of young people in our community.
- v) Reduced crime, vandalism and conflict in the community

The programs will provide a platform for young people to explore their goals and aspirations and provide ongoing support and pathways to achieve them. Detailed planning is now underway, with expected delivery to start this year. Activities will include practical hands-on literacy and numeracy activities, special events with guest speakers, case management, increased access to services, goal setting, team building events and camps.

The programs will also support young people (and other community members) to maintain their culture and share their stories. The activities will also facilitate learning from Elders, strengthening culture and language. This includes sharing traditional knowledge about bush tucker and sacred places, learning about and caring for country and living with and working with others.

The Youth Activities and Motel Expansion have been a high priority for Mornington Shire Council and included on their 5-year implementation plan. Council have worked hard to secure the funding for these important projects for the community. Council focus is no firmly set on ensuring they are well delivered.

- Ends -

Zoe Dark  
Grant Program Office Leader



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Connect with us  

**DRAFT PROJECT DESCRIPTION AND KPI EXTRACT – ENGAGE LIFE AND LEARNING (MORNINGTON SHIRE COUNCIL)****2. Project description**

2.1 The Provider must deliver the following Project:

Project Description
<p><b>2.2 Project Overview</b></p> <ul style="list-style-type: none"> <li>a) The Engage Life and Learning (the Project) will provide meaningful learning and engagement, whilst facilitating pathways into education and workforce. The Project will ensure that children receive a healthy, safe, and positive start to life and parents/carers and families nurture their children's development. The Project will support and drive school readiness, life ambitions and support young people that are transitioning to further education or work.</li> <li>a) The Project will target young people who are disengaged from school or work (or at risk of). The Project will also target young parents, assisting the parents to raise young citizens and practice responsible parenting. The project will target XX number of young people a quarter who are at risk of or currently disengaged from school or work.</li> <li>b) The project will operate XX hours a week. Some activities may be delivered outside of standard business hours, depending on the needs of the cohorts being supported.</li> </ul> <p><b>2.3 Project Outcomes</b></p> <ul style="list-style-type: none"> <li>b) The Project is funded under the Children and Schooling Programme and aims to deliver activities that contribute to the wellbeing of Aboriginal and Torres Strait Islander children, youth, and adults.</li> <li>c) The Project will contribute to this outcome by: <ul style="list-style-type: none"> <li>i) Connecting with disengaged young people to deliver culturally centred activities and projects.</li> <li>ii) Providing the Council and other key stakeholders with direct and well-informed information on matters relating to young people in the community.</li> <li>iii) Ensuring decisions made reflect the interest of young people in the community.</li> <li>iv) Delivering youth lead initiatives and projects that reflect the needs of young people in the community and working in partnership with other stakeholders. This will assist with strengthening the family unit by practicing responsible parenting.</li> <li>v) Providing project-based learning activities including personal development, literacy, and numeracy.</li> <li>vi) Building life skills such as wellbeing and resilience.</li> </ul> </li> </ul> <p><b>2.4 Project Deliverables</b></p> <ul style="list-style-type: none"> <li>a) The Provider must develop and deliver a learning program curriculum, which includes a suite of activities, training modules, development courses and learning opportunities, which can be tailored to meet the needs and interests of different young people. The learning program may include a mix of formal and informal training, short courses, leadership activities, project-based learning, job placements, work experience, volunteer or community service placements, life skills training and literacy and numeracy support.</li> <li>b) The learning program curriculum will include the following types of activities:</li> </ul>

- i) Engage Life and Learning youth led initiatives and projects that reflect the needs of young people in the community in partnership with other services and organisations
- ii) Activities targeting literacy and numeracy such as storytelling, counting species sightings, measuring building materials and liquids, car maintenance, budgeting and banking.
- iii) Relating to building life skills, wellbeing and resilience which will be supported through goal setting, leadership programs and work experience.

**2.5 Staffing**

- a) Unless otherwise agreed in writing by the Commonwealth, the Provider must employ a minimum of XXX.
- b) The Provider must seek to maximise opportunities for Indigenous employment.
- c) The Provider must ensure that staff are suitably qualified and if appropriate are working towards qualifications commensurate to the position they are employed.

**2.6 Activity Work Plan and co-design**

- a) The provider must commence the project by developing an Activity Work Plan through a co-design approach including a workshop with other service providers and services in the community responsible for working with children and their families. The co-design process will be managed by youth from all demographics, community members and Elders with strong cultural values and protocols. The Activity Work Plan and co-design can be in conjunction with the 1.4 (Culture and Capability) On Country programme and 1.3 (Safety and Wellbeing) Youth Hub programme.
- b) The activity work plan must be accompanied by a detailed project budget, to be accepted, in writing, by the Commonwealth.
- c) The Activity Work Plan must be reviewed annual through a co-design approach, and a one on one meeting with the Agency. The Activity Work Plan must detail:
  - i) The local continuum of support for young people in Mornington Island;
  - ii) Clear actions, timelines and allocation of responsibilities to address and deliver on all aspects of the project, specifically those set out in this Project Description;
  - iii) A risk analysis and accompanying mitigation strategies to provide greater assurance of the successful delivery of the Project; and
  - iv) A marketing strategy to raise awareness about the Project and its benefits.

**2.7 Review, Reflect and Re-design**

- a) The Provider must keep records and statistics of the children using the service by location including, number of young people participating and engaging in the project, connections to other service providers and employment records of staff.
- b) The Provider must take every reasonable precaution to protect children from harm and any hazard likely to cause injury.
- c) The Provider must provide services that are effective, efficient and appropriate to the needs of the families and communities who use them. This includes:
  - i) Complying with relevant state, territory and Commonwealth legislation and regulations;
  - ii) Complying with funding agreements;
  - iii) Complying with any Guidelines issued by the Agency;

- iv) Cooperating with the Agency; and
- v) Cooperating with other relevant agencies to deliver coordinated and effective services.

### 3. Key performance indicators

3.1 The Provider must meet the performance targets for the following key performance indicators within the timelines shown in the table below:

Number	Key Performance Indicator	Target and data
1.	MKPI.M1 - Indigenous Employment	100 per cent of hours worked in the 6 month reporting period under the activity, are worked by an Indigenous person. Source: Service provider. Frequency: 6 monthly.
2.	MKDI.D1 - Employment Numbers	Number of Indigenous people employed and the total number of people employed, under the activity (by gender). Source: Service provider. Frequency: 6 monthly.
3.	MKDI.D2 - Hours Worked - Indigenous Staff	Number of hours worked in the reporting period by all Indigenous people employed under the activity. Source: Service provider. Frequency: 6 monthly.
4.	MKDI.D3 - Hours Worked - All Staff	Number of hours worked in the reporting period by all people employed under the activity. Source: Service provider. Frequency: 6 monthly.
5.	MKPI.M2 - Core Service Provision	Core activities or service being delivered meet or exceed requirements. Source: Agreement Manager review of Service Provider performance reporting. Frequency: 6 monthly.
6.	P207.02 - Participation	Participation in service: 80 per cent of (number specified in Funding Agreement) individual people participated in service.
7.	P207.03 - Client Engagement	Engagement in education or employment: 60 per cent of unique serviced clients are participating in education or employment-related activities at the end of the 6-month reporting period.

**DRAFT PROJECT DESCRIPTION AND KPI EXTRACT – ON COUNTRY ACTIVITY (MORNINGTON SHIRE COUNCIL)****2. Project description**

2.1 The Provider must deliver the following Project:

Project Description
<p><b>2.2 Project Overview</b></p> <ul style="list-style-type: none"> <li>a) The On Country project (the Project) will support young people (and other community members) to maintain their culture and share their stories. It will facilitate learning from Elders focused on strengthening culture and language including traditional knowledge about bush tucker and sacred places, learning about and caring for country and living with and working with others through story telling (including digital storytelling and working to establish a keeping place).</li> <li>b) The project will XX number of target young people a quarter in or at risk of entering into the Juvenile Justice system, including young people registered and not registered with CDP, and school students.</li> <li>c) The project will operate XX hours a week. Some activities may be delivered outside of standard business hours, depending on the needs of the cohorts being supported.</li> </ul> <p><b>2.3 Project Outcomes</b></p> <ul style="list-style-type: none"> <li>a) The Project is funded under the Culture and Capability Programme, which has the objective to support Indigenous Australians to maintain their culture and participate equally in the economic and social life of the nation.</li> <li>b) The Project will contribute to this outcome by: <ul style="list-style-type: none"> <li>i) Strengthening the cultural identity and pride of Aboriginal and Torres Strait Islander youth,</li> <li>ii) Strengthening positive connections with Elders, family and community and increase the wellbeing of community members who participate in the on country activities.</li> <li>iii) Strengthening the capability, governance and leadership of local people, organisations and communities.</li> <li>iv) Promote broader understanding and acceptance of young people in the community.</li> <li>v) Reduced crime, vandalism and conflict in the community.</li> </ul> </li> </ul> <p><b>2.4 Project Deliverables</b></p> <ul style="list-style-type: none"> <li>a) The Provider must develop and deliver a schedule of events and activities for term [or quarter] for the On Country project aimed at the target cohort. The Provider must develop this through co-design process of youth from all demographics, community members and Elders with strong cultural values and protocols. Wherever possible, this should include activities that result in accredited training certification and meet CDP activity criteria.</li> <li>b) The schedule of events will include a following types of activities: <ul style="list-style-type: none"> <li>i) On Country youth led initiatives and projects that reflect the needs of young people in the community in partnership with other services and organisations</li> <li>ii) Activities to repair of any existing infrastructure (e.g. shelters, housing, fences) on the priority Outstations. As part of this activity participants will be supported to</li> </ul> </li> </ul>

achieve a Certificate in Construction. (Guarantee program funding is also available)

- iii) Interactive meetings with locals and people of Indigenous heritage who are professionals in fields of study, sport, employment and enterprise to share experiences and journeys to help inspire youth to look outside their immediate circumstance learning about:
- strengthening culture and language - where you belong - pride and responsibility,
  - the privilege of country learning about and caring for country - harvesting bush tucker, feral animals and weeds, burning for healthy country, clean water and healthy wetlands
  - living with and working with others;
  - learning from Elders and those with authority
  - self-care and self-respect
  - gaining traditional knowledge about bush, sacred places, culture and language and record and digitalising this in the keeping place.

#### **2.5 Staffing**

- a) Unless otherwise agreed in writing by the Commonwealth, the Provider must employ a minimum of XXX.
- b) The Provider must seek to maximise opportunities for Indigenous employment.
- c) The Provider must ensure that staff are suitably qualified and if appropriate are working towards qualifications commensurate to the position they are employed.

#### **2.6 Activity Work Plan and co-design**

- a) The provider must commence the project by developing an Activity Work Plan through a co-design approach including a workshop with other service providers and services in the community responsible for working with children and their families.
- b) The activity work plan must be accompanied by a detailed project budget, to be accepted, in writing, by the Commonwealth.
- c) The Activity Work Plan must be reviewed annual (through a co-design approach, and a one on one meeting with the Agency. The Activity Work Plan must detail:
  - i) The local continuum of support for young people in Mornington Island;
  - ii) Clear actions, timelines and allocation of responsibilities to address and deliver on all aspects of the project, specifically those set out in this Project Description;
  - iii) A risk analysis and accompanying mitigation strategies to provide greater assurance of the successful delivery of the Project; and
  - iv) A marketing strategy to raise awareness about the Project and its benefits.

#### **2.7 Review, Reflect and Re-design**

- a) The Provider must keep records and statistics of the children using the service by location including, number of young people participating and engaging in the project, connections to other service providers and employment records of staff.
- b) The Provider must take every reasonable precaution to protect children from harm and any hazard likely to cause injury.

- c) The Provider must provide services that are effective, efficient and appropriate to the needs of the families and communities who use them. This includes:
- i) Complying with relevant state, territory and Commonwealth legislation and regulations;
  - ii) Complying with funding agreements;
  - iii) Complying with any Guidelines issued by the Agency;
  - iv) Cooperating with the Agency; and
  - v) Cooperating with other relevant agencies to deliver coordinated and effective services.

### 3. Key performance indicators

3.1 The Provider must meet the performance targets for the following key performance indicators within the timelines shown in the table below:

Number	Key Performance Indicator	Target and data
1.	MKPI.M1 - Indigenous Employment	100 per cent of hours worked in the 6 month reporting period under the activity, are worked by an Indigenous person. Source: Service provider. Frequency: 6 monthly.
2.	MKDI.D1 - Employment Numbers	Number of Indigenous people employed and the total number of people employed, under the activity (by gender). Source: Service provider. Frequency: 6 monthly.
3.	MKDI.D2 - Hours Worked - Indigenous Staff	Number of hours worked in the reporting period by all Indigenous people employed under the activity. Source: Service provider. Frequency: 6 monthly.
4.	MKDI.D3 - Hours Worked - All Staff	Number of hours worked in the reporting period by all people employed under the activity. Source: Service provider. Frequency: 6 monthly.
5.	MKPI.M2 - Core Service Provision	Core activities or service being delivered meet or exceed requirements. Source: Agreement Manager review of Service Provider performance reporting. Frequency: 6 monthly.
6.	D404.01 - Activities Delivered	Number of activities delivered.
7.	D404.03 - Training Activities	Number of training or capability development activities delivered.
8.	D404.04- Participation in Service	Number of participants completing activities (by gender).
9.	P404.05 – Participant satisfaction	80 per cent of participants report improved knowledge, skills and capabilities.

**11.3 CODE OF CONDUCT AND SOCIAL MEDIA POLICY**

**Author:** Acting Chief Executive Officer

**Attachments:** 1 Social Media Policy  
2 Code of Conduct

**PURPOSE (EXECUTIVE SUMMARY)**

For Council to confirm Council's Employee Code of Conduct and Social Media Policy

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Council's Policies are due to be reviewed. The Code of Conduct had minor changes made back in 2019 and the Social Media Policy has had a general review by Council's Human Resource Consultant to ensure consistency with current social media compliance.

**FINANCIAL & RESOURCE IMPLICATIONS**

As per budget allocation

**RECOMMENDATION**

That Council receive and note the Report and approve the Code of Conduct and Social Media Policy for the operations and procedures of Council.

## SOCIAL MEDIA POLICY

### RESOLUTION NO. V3

This an official copy of the **Social Media 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.*

Strategic Policies comply with a Council requirement; the **Social Media Policy** is approved by the Mornington Shire Council for the operations and procedure of Council.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30/09/2014		<b>Responsible Officer</b> Exec Manager Human Services
V2	16/09/2015		<b>Responsible Officer</b> Exec Manager Human Services
V3	18/09/2018		<b>Responsible Officer</b> Manager Human Resources
V4	28/07/2022		<b>Responsible Officer</b> Manager Human Resources
			<b>EXPIRY</b> 28 July 2024

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**PURPOSE**

To establish the standards of behaviour required for employees of Mornington Shire Council ("Council" and/or "MSC") regarding their professional and personal use of social media.

**COMMENCEMENT OF POLICY**

This Policy was reviewed in June 2022 and replaces all other Social Media policies of MSC (whether written or not).

**APPLICATION OF THE POLICY**

This Policy applies to all employees, contractors and volunteers, who perform work for or on behalf of Council. It applies to all employees in all their work-related interactions with each other, and with customers or contacts. Any reference to staff or employee is to be taken as a reference to a contractor or volunteer.

**WHAT IS SOCIAL MEDIA**

Social media consists of tools such as websites and applications that allow users to create and share content and to participate in social networking. Social media may include, but is not limited to;

- Social networking sites such as Facebook, LinkedIn and Yammer;
- Media sharing networks such as Snapchat, Instagram and Youtube;
- Corporate networks such as SharePoint and Skype;
- Blogs, being corporate blogs, personal blogs, comment/opinion sections hosted by media outlets;
- Micro-blogging networks such as Twitter and Tumblr;
- Bookmarking and content curation networks such as Pinterest;
- Discussion forums, such as Whirlpool and Google groups;
- Vodcasting and podcasting;
- Online gaming networks;
- Sharing economy websites, such as gumtree; and
- Instant messaging such as SMS and MSN

**PROFESSIONAL USE OF SOCIAL MEDIA****General****Responsibilities of Authorised Spokespersons**

The Mayor is responsible for appointing authorised social media spokespersons. The Facebook page is used to keep the public up to date with event information, community notices, Council projects and policy and to provide Disaster Management updates.

**Authorised Employees to have access to Facebook**

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Authorised employees of Council will have access to Facebook for the purpose of maintaining a Facebook page on behalf of Council. The public will have access to post comments on Council's Facebook page. It is the responsibility of the Social Media Consultant to monitor the Facebook site on a daily basis and remove any inappropriate comments, upon discussion with the CEO.

Authorised employees must also regularly monitor their Facebook sections to review them for currency, to ensure that comments being posted by the public are appropriate, and to respond to the comments as appropriate. If you are unsure of the response to provide to a posted comment, the authorised spokesperson should discuss this with the Chief Executive Officer.

When publishing information on behalf of Council an authorised spokespersons must:-

- Ensure that any comments or information posted on behalf of Council is courteous, professional and accurate;
- Provide a Collection Notice where they are seeking to collect personal information;
- Check accuracy of information being posted or uploaded – including spelling, grammar, and factual information;
- Only disclose and comment on information which is deemed publicly available;
- Adhere to relevant policies and Terms of Use of the social media platform, as well as comply with all applicable copyright, privacy, defamation, discrimination, harassment and other applicable laws.

An authorised spokespersons must not:-

- Use or disclose any personal or confidential information;
- Post any material which may cause damage to Council's reputation; or
- Publish, post, forward, share or endorse material which is offensive, obscene, defamatory, threatening, harassing, misleading, bullying, discriminatory, racist, sexist, infringes copyright, or is otherwise unlawful.

#### **Security Issues**

If you believe that there has been a breach of social media security employees must notify the CEO. For example, if the users access details have been discovered or divulged, or if the user suspects there has been unauthorised access to their social media count.

#### **PERSONAL USE OF SOCIAL MEDIA**

##### **General**

Council recognises and understands that employees engage in the use of social media in their personal lives. Nothing in this policy is intended to discourage or limit someone's personal use of social media tools. You are



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personally responsible for any social media content you publish, post, forward, share or endorse in your personal capacity.

It is important that employees understand the potential damage which may be caused to Council, to relationships with colleagues, and to a person's own reputation as a result of personal use of social media in circumstances where an employee can be identified, as an employee of Council. The potential for an employee to be identified as an employee of Council is not limited to their choice to name Council as their employer, as inference may be drawn from their posts or other activity.

Where you can be identified as a Council employee from the content published from your personal profile you must:

- Only disclose and comment upon information that is publicly available;
- Ensure that all content published is accurate;
- Not publish photographs of your colleagues taken at work events or functions without obtaining their permission to do so;
- Expressly state that your views are your own and not those of Council; and
- Be polite and respectful

You must not:

- Give the impression that you are authorised to publish content on behalf of Council or that your views are the those of Council;
- Disclose any confidential or personal information obtained in your capacity as a Council employee
- Publish, post, forward, share or endorse any content in which may cause damage to Council or Council's reputation;
- Publish, post, forward, share or endorse any content which is disrespectful to colleagues, or which may damage relationships between employees; and
- Publish, post, forward, share or endorse material which is offensive, obscene, defamatory, threatening, harassing, misleading, bullying, discriminatory, racist, sexist, infringes copyright, or is otherwise unlawful.

#### **BREACH OF POLICY**

Depending on the circumstances, non-compliance with this Policy may constitute a breach of employment obligations, misconduct, harassment, sexual harassment, discrimination, bullying, privacy.

Suspected breaches of this Policy will be investigated and dealt with in accordance with the process in Council's Grievance Policy. All suspected breaches will be dealt with on a case by case basis. Depending on the severity of the breach, Council may take formal disciplinary action against the employee, up to and including

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termination of employment. When investigating suspected breaches, the principles of natural justice will apply.

It will be considered a breach against this policy if any author, council employee, elected member or other disseminator of online information:

- gives a false indication that they are authorised to speak on behalf of Mornington Shire Council
- damages or potentially damages on the basis of hearsay or speculation council's reputation;
- discloses private or commercially sensitive information without council approval;
- uses any council logo without appropriate permission; and
- defames, bullies or harasses any individual associated with council.

In the event of breach of policy, MSC reserves the right to institute legal action against those individuals considered to be liable for damage to Council, its elected Members and employees.

#### **VARIATIONS**

*MSC reserves the right to vary, replace or terminate this policy at any time*

#### **WORKPLACE PARTICIPANT ACKNOWLEDGEMENT**

I acknowledge:

- Receiving the MSC Social Media Policy;
- My requirement to comply with this policy.
- Disciplinary action resulting in termination of employment may apply if I fail to comply with this policy.

**Your name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CODE OF CONDUCT POLICY

### RESOLUTION NO. V1

This an official copy of the **Code of Conduct 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 **Code of Conduct Policy** is approved by the Mornington Shire Council for the operations and procedure of Council.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	18/07/2018	TBA	Responsible Officer Exec Manager Human Services
V2	09/12/2019	TBA	Responsible Officer Exec Manager Human Services
			EXPIRY 30 June 2018



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### **THE OBJECTIVE**

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with your rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your team leader/supervisor/manager and by Council.

### **COUNCIL STATEMENT**

Council conducts its business with integrity, honesty and fairness and complies with all relevant laws, regulations, codes and corporate standards.

Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued and followed at all levels.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Community, Corporate and Operational Plans.

### **LEGISLATIVE PRINCIPLES & CORPORATE VALUES**

The *Public Sector Ethics Act 1994* (Qld) identifies four ethics, principles fundamental to good public administration that guide our behaviour as Public Officials and form the basis for a local government Code of Conduct. The four principles are:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

The *Local Government Act 2009* (Qld) sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires Council's actions be consistent with the following local government principles:

- Transparent and effective processes, and decision-making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective



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services

- Democratic representation, social inclusion and meaningful community engagement
- Good governance of, and by, local government
- Ethical and legal behaviour of councillors and local government employees

These legislated principles, together with Council's corporate values, form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions and decision-making.

The values we share as employees of Council are:

- Passion for [Local Government Area]
- Responsive customer service
- Respect for people
- Courage to make a difference
- Working together
- Getting things done
- Value for money.

#### **TO WHOM DOES THE CODE APPLY?**

All Council employees regardless of their employment status, role or position and inclusive of contractors and volunteers must be familiar with and follow the spirit and content of the Code of Conduct.

#### **WHEN DOES THE CODE APPLY?**

The Code is concerned with our conduct as Public Officials and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities. In addition, where our actions may impact upon the reputation and activities of Council.

#### **ETHICAL PRINCIPLES, VALUES AND CONDUCT**

##### **The First Principle - Integrity and Impartiality**

The *Public Sector Ethics Act 1994* states that:

*In recognition that public office involves a public trust, public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and—*

*(a) are committed to the highest ethical standards; and*



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- (b) accept and value their duty to provide advice, which is objective, independent, apolitical and impartial; and*
- (c) show respect towards all persons, including employees, clients and the general public; and*
- (d) acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and*
- (e) are committed to honest, fair and respectful engagement with the community.*

**Operationally, for you this requires the following standards of conduct:**

*Conflicts of Interest*

Employees must declare any real or perceived conflicts of interest. A conflict of interest occurs when an employee has a personal or private interest that may influence their official duties with Council. A conflict may arise from a range of factors including, personal relationships, secondary employment, external memberships, companies or property.

All employees must declare a conflict of interest to their Supervisor, and if considered appropriate to the Chief Executive Officer. Material personal interests that may conflict with employees' duties must be disclosed to the Chief Executive Officer in writing. This includes advantages to relatives and friends. If a matter arises, where an employee has a conflict of interest, the employee must take care to ensure that they are not part of any decision-making processes related to the matter.

*Influences on decision-making*

You must not influence in an improper way, any person, or try to obtain any advantage or favour. All decisions must be, and must be seen to be, fair and transparent. This can be achieved in a number of ways, including keeping clear records and documentation to support how decisions were made. Employees should refer to the *Guide to Ethical Decision Making* (Appendix A), a tool that will help you reach an ethical decision based on the relevant facts and circumstances of a situation.

*Accepting Gifts and Benefits*

Occasionally in the course of your duties, you may be offered gifts or benefits from people with whom you do business. For example, you may be offered meals, alcohol, invitations to events or paid functions or prizes. Under Section 199 of the *Local Government Act 2009*, it is considered improper conduct for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee. This does not apply to a benefit that only has nominal value or remuneration that is paid by the Council.

Accepting gifts or benefits of a nominal value may be permitted in limited circumstances. However, employees must not accept any gifts or benefits if there is a possibility that in doing so, there could be a real, potential or perceived conflict of interest, or you are seen to be receiving a bribe. Employees should ask themselves if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment. If



employees have doubt as to whether it is appropriate to accept a gift or benefit they should seek guidance from their Manager.

Where required by Chapter 8, Part 5 of the *Local Government Regulation 2012* (Qld) senior staff (including the CEO and Councillors) must ensure that gifts are recorded in their Register of Interests.

#### Employment outside Council

Employees can hold secondary employment outside their official duties as a Council employee. If paid work is performed outside of Council, employees must ensure that the work:

- That no conflict of interest exists or develops; and
- Has no negative effect on your performance as a Council employee, including from a safety/fatigue management perspective; and
- Does not include the use of Council's resources, including time, physical or intellectual.

Employees must also ensure that volunteer work also meets the above requirements. Employees must seek approval from the Chief Executive Officer before performing paid work outside of the Council.

#### Public Comments on Council Business

Council business can be topical, sensitive and controversial. Therefore, Council employees must not release confidential information, or contribute to public comment on Council matters. An exception applies if the Chief Executive Officer has delegated you authority to do so. Employees must also be aware of the information they share when participating in online social media activities.

You must also ensure that to the extent you collect, handle or give access to personal information, you comply with the Privacy Principles outlined under the *Information Privacy Act 2009* (Qld).

#### Behaviour towards each other

Employees should treat others with respect, respect, honesty, courtesy, fairness, sensitivity and dignity. Effective teamwork is an essential part of a productive workplace and each team member needs to work cooperatively together, as well as actively and willingly engage with fellow employees.

Employees who supervise or manage other employees are expected to behave in a manner that sets a good standard for their staff to follow. Supervisors and Managers should ensure that their staff understand the performance and behaviour that is expected of them.

#### Discrimination and Harassment

Council is committed to creating and maintaining an inclusive workplace, free from discrimination and harassment. Council values diversity, and expects all employees to respect different cultures, opinions and perspectives. You must not behave in a way that may be perceived by others to be intimidating, harassing or bullying. In this regard, you must follow the directions set out within the relevant Council policies.



#### Participation in external activities

Employees must ensure that their participation in external activities does not cause a conflict of interest, real or perceived, and/or does not restrict or affect performance of your official duties with Council. External activities may include engaging in a trade union, political party, professional interest group or charity. If there is a possibility that others may think that you are representing the Council, you must make it clear that you are not acting on behalf of Council. Employees must not provide Council information to external groups, except where this information is already publicly available.

#### The Second Principle – Promoting the Public Good

*Public Sector Ethics Act 1994* (Qld) section 7 states:

*“In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public officials –*

- *Accept and value their duty to be responsive to both the requirements of government and to the public interest; and*
- *Accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and*
- *Accept and value their duty to manage public resources effectively, efficiently and economically; and*
- *Value and seek to achieve excellence in service delivery; and*
- *Value and seek to achieve enhanced integration of services to better service clients.”*

**Operationally, for you this requires the following standards of conduct:**

#### Customer service

Council employees must strive to provide excellent customer service. You must treat members of the public with honesty, fairness, sensitivity and dignity. Customers have a right to complain and/or criticise the Council. All reasonable efforts must be made to help customers lodge their complaints, however situations may arise that become abusive, threatening or intimidating. It is important for employees that have regular contact with the public to know how to deal comfortably and calmly with difficult situations and difficult people.

If you feel that a situation is escalating and becoming threatening or intimidating, employees are entitled to withdraw and seek the assistance of your Supervisor. Council will support employees taking appropriate action.

#### Fairness to suppliers

Council’s contracting activities are regulated pursuant to the *Local Government Act 2009* (Qld). Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles as defined pursuant to the *Local Government Act 2009*



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(Qld). You must ensure you comply with the sound contracting principles as defined by the *Local Government Act 2009* (Qld) and follow all Council procedures when seeking suppliers for goods or services.

If you have been approved to be involved in offering contracts or buying goods and services from outside Council, you must be sure you have taken reasonable, fair and consistent steps to allow all potential suppliers to bid for work.

You also need to ensure that you do not incur any liability or enter into any contract on behalf of Council, or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

#### Public money

You must maintain high standards of accountability if you collect and use public money.

You are not to borrow or use Council money for private purposes. This also applies to items such as taxi vouchers or other vouchers.

Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Council's internal policies.

#### Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Employees must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009* (Qld).

#### Concern for the environment

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions (e.g. taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our work spaces where we can and applying high standards of environmental protection across the region).

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm.

#### The Third Principle – Commitment to the system of government

*Public Sector Ethics Act 1994* (Qld) section 8 states:

- *In recognition that the public sector has a duty to uphold the system of government and the laws of the*



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*State, Commonwealth and local government, public service agencies, public sector entities and Public officials -*

- *Accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and*
- *Are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and*
- *Accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.*
- *Subsection (1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy, or is a customary feature of the work of the agency, entity or official*

**Operationally, for you this requires the following standards of conduct:**

*Acting within the law*

Employees are expected to be reasonably aware of, and comply with applicable legislation, awards, certified agreements, Council decisions, policies, procedures and local laws. You have the right to and are encouraged to respectfully question how you do your work, particularly if you think there is a risk to the safety of yourself or others or if you believe there is a better way of doing something. You are expected to follow lawful, reasonable directions from Supervisors, Managers and the Chief Executive Officer.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your divisional manager. Such disclosure shall be treated as confidential.

*Acting in accordance with delegations and signing documents on behalf of Council*

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the Chief Executive Officer you must ensure an appropriate delegation pursuant to State or Federal legislation that allows you to exercise the power. Refer to Council's Delegation Register.

The following persons are the only persons who may sign a document on behalf of Council:-

- Mayor;
- A delegate of Council; or
- A Councillor or Council employee who is authorised, in writing, by the Mayor to sign documents.

*Advice given to Elected Officials*

Councillors must not direct or attempt to direct workers about the way they perform their duties. When authorised to do so, employees have a responsibility to provide relevant advice to Councillors that is thorough,



responsive, objective, independent, apolitical and impartial. If you have concerns or believe there is a conflict between a request from a Councillor and Council policies, it should be discussed with your Supervisor immediately.

#### Raising concerns

Employees have the right to comment on and/or raise concerns with their Supervisor about policies, practices or priorities where they impact on your employment. This must be done in a reasonable and constructive way.

If you are given a direction that you believe is in breach of the law, or unsafe to fulfil, you are expected to challenge it, and if you are not satisfied with the response, raise your concern at a higher level of management.

When raising concerns, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous may be managed as acts of misconduct.

#### Intellectual property

Any original work, inventions, or products that you have designed or contributed to in association with your official duties as a Council officer, remains the property of the Council. Employees must not publish or disclose any matters relating to Council's intellectual property unless authorised. Employees are also expected to respect the intellectual property rights of individuals and organisations outside of Council and should ensure their actions do not breach the *Copyright Act 1968*.

#### **The Fourth Principle – Accountability and transparency**

The *Public Sector Ethics Act 1994 (Qld) section 9* states:

*In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials -*

*are committed to exercising proper diligence, care and attention; and*

- *Are committed to using public resources in an effective and accountable way; and*
- *Are committed to managing information as openly as practicable within the legal framework; and*
- *Value and seek to achieve high standards of public administration; and*
- *Value and seek to innovate and continuously improve performance; and*
- *Value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials.*

**Operationally, for you this requires the following standards of conduct:**

Diligence, care and attention



Employees are expected to carry out their official duties, honestly, responsibly, in a conscientious manner, and to the best of their ability. This includes:

- giving priority to official duties over personal activities during work time;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- maintaining punctuality and not being absent from your work location during work time without reason;
- conduct yourself in a way that is accountable, productive and actively contributes to a constructive culture that reflects organisational values;
- conducting yourself in a way so as not to bring disrepute to the council and so that others;
- gain confidence and trust in the way the council does business.

Employees that are responsible for managing or supervising others must ensure that;

- you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understands and comply with the Code;
- employee performance is monitored, and individuals are given constructive and regular feedback on their performance in line with procedures;
- where practicable, employees are given training opportunities to assist them in developing their careers;
- employees are provided with information that is vital for effective work performance;
- the opinions of employees are respected and considered;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- employees who collect, handle or disburse public money are properly supervised;
- employee work times, overtime, allowances and absences are correctly recorded on time sheets and pay summary reports;
- appropriate action is taken if breaches of this Code occur.

#### Using Council assets

Employees must ensure that Council assets are only used for official Council business. Council assets include property, plant, equipment, small and valuable items, information systems, computing resources, goods, products and valuables (this includes surplus material, waste material and off-cuts). All employees have a responsibility to take good care of assets in their possession and are expected to treat them with the same care with which you would treat your own property. You must make sure assets are secured against theft and properly stored, maintained and repaired. Your responsibilities include taking reasonable action to ensure that assets under your control are properly stored, maintained, repaired and secured against theft.

You must not store personal files on Council's IT assets. Any files stored on, or information accessed using Council assets, are discoverable by Council.



**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**

Attendance at and absence from duty

Council's operational efficiency depends on employee's punctuality and attendance at work. Employees are expected to accurately and honestly record work and leave periods, and not be absent without authority. Absence without approval can create concerns for your safety. When you are unable to attend work, you must contact your supervisor as soon as possible. Failure to do so may result in Council taking disciplinary action.

Self-development

Employees have a responsibility to be proactive in the continual improvement of all aspects of their work performance. You should seek to maintain and enhance your skills and expertise and keep up to date with the knowledge associated with your area of work. Council will assist by providing access to training and development opportunities.

Workplace health and safety

All employees must be concerned for the safety, health and welfare of themselves, but also others. Employees are expected to adhere to all Work Health and Safety obligations and legislative standards.

**BREACHES OF THE CODE**

All employees have a responsibility to comply with this Code, and all other Council policies which Council may implement and / or vary from time to time. A break of the Code damages business effectiveness, public perception of Council and interpersonal work relationships.

Suspected breaches will be investigated and dealt with in accordance with the process in **Council's Grievance Policy**. All suspected breaches will be dealt with on a case by case basis. Depending on the severity of the breach, Council may take formal disciplinary action against the employee, up to and including termination of employment. When investigating suspected breaches, the principles of natural justice will apply.

By law, suspected official misconduct, which include allegations of fraudulent or corrupt conduct, must be referred to Council's CEO. The CEO has an obligation to notify the Crime and Misconduct Commission of the suspected official misconduct.

**FURTHER INFORMATION**

It is a requirement of employees that they read and understand this Code and all other Council policies. If you are unsure how this Code applies to you, it is important that you discuss this with your Manager or Supervisor.

**REVIEW**

MSC Code of Conduct will be reviewed January 2021.



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**WORKPLACE PARTICIPANT ACKNOWLEDGEMENT**

I acknowledge:

- Receiving the MSC Code of Conduct 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: \_\_\_\_\_

**12 STAFF REPORTS - WORKPLACE HEALTH AND SAFETY****12.1 WORKPLACE HEALTH AND SAFETY**

**Author:** WHS Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

WHS Risk Audit and Compliance Report - August 2022

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

WHSQ Improvement Notices in Progress - No Change from last month's report

Notice No. I2031553 - June-2022 Maintenance Depot – There a two entry points to the depot, with inadequate signage and indication of traffic flow or speed. There is no delineation between workers, other persons, and vehicle traffic other than a temporary fence which can be moved and moved around. Advised that to your knowledge there was no traffic management plan for the site.

Rectification:

- Subdivision of the site to clearly delineate boundaries to assist in development of traffic management plans
- Securing of perimeter to facilitate to safe trafficking within the site
- Development of traffic management plan for site

Progress

- Subdivision complete/ being lodged
- Fencing of external and internal perimeters scoped and planned

Outstanding Actions

- Traffic management signage and plan to be incorporated into the above.

Notice No. I2010272 – June -2022 Water Treatment Plant – Discussions with Council Management Representatives confirmed there was currently a Hazardous Chemicals Register prepared and maintained for the site. Council Management Representatives also confirmed the WTP had not, to date, been notified as a "Manifest Quantity Workplace" (MQW) through submission of a Form 73 Application to WHSQ for assessment.

Rectification:

- The Water Treatment Plant is scheduled for redevelopment that will include purpose built chemical storage shed and a site office to conduct testing etc., The chemical storage shed includes an emergency chemical shower
- As advised by the Executive manager Tech Services prior to his departure the successful contractor will be required to submit a "Manifest Quantity Workplace" (MQW) through submission of a Form 73 Application to WHSQ for assessment.

Progress

- Quotes for the redevelopment have been received with works yet to be commenced.

Notice No. I2010273 - June -2022 Water Treatment Plant – Discussions with Management Representative(s) confirmed that an Emergency Plan for the WTP (Manifest Quantity Workplace) has not been prepared, implemented and maintained for the site. In addition, it was confirmed that the WTP's Plan had not, to date, been submitted to the primary Emergency Services Organisation (QFES) for review.

Refer response to Notice No. I201273

Currently the Water Treatment Plant no longer holds manifest quantity levels of chemical to be rated as Manifest Quantity Workplace, and as such council is not required to submit an emergency management plan.

Notice No. I2010271 - June -2022 Depot Mechanical Workshop/Hardstand Work Areas –

It was observed and photographed temporary fencing installed across the Depot's external Hardstand storage/work area noting that the fencing would not prevent unauthorised pedestrian access. Further discussion with Council Management Representatives confirmed that the temporary fencing had been installed to deter unauthorised access to the workshop and Plant/Equipment that had been "Tagged" out for inspection, Maintenance and Repair. Management outlined the administrative process for workers to access and return key(s) for Powered Mobile Plant/Equipment. Management further advised there was an "Action Plan" to survey the Depot Hardstand creating two separate blocks and to install a permanent boundary fencing/gate(s) to improve the Depot's traffic management.

Refer response to Notice No. I2031553.

- Further action to ensure that pedestrian access is incorporated into scoping and site plan.

Notice No. I2010451 - June -2022 Waste disposal/transfer facility – There is currently no adequate safe system(s) of work in place to manage the risk of unauthorised site access, hazardous chemicals (EG. Batteries) and mobile plant colliding with persons or any other thing at the workplace. I confirmed with Management Representatives that there is inadequate site-specific control measure(s) (EG. Traffic Management Plan/Signage/Perimeter Fencing/Entry Gates) to adequately address Facility security and traffic management. Council Management Representatives confirmed that workers, including contractors and other persons are not currently provided with a site induction that includes information regarding site rules/requirements for provision of safe access/plant movement throughout Council's Waste Disposal/Transfer workplace

Rectification:

- Develop traffic management plan
- Site security

Progress

- Work in progress to scope hard stand and site access to the land fill

Outstanding Actions

- Traffic management signage and plan to be incorporated into the above.

Notice No. I2010268 – June -2022 Mechanical Workshop External Hardstand Storage/Work Area – It was observed and photographed two (2) exterior hardstand designated storage/work areas (Temporary Fencing Installed between Operational & Tagged out Plant) noting the amount of plant, equipment and materials stored on these exterior hardstand laydown areas (EG. Disused Plant & Equipment). Discussions with Council Management Representatives confirmed that this mobile plant storage/work area maintenance issue had been previously identified and there was a plan in place to manage Council Plant and Equipment not in use (EG. Tag Out for Inspection, Maintenance & Repair/Dispose to Mainland for Parts/Scrap Metal)

Refer response to No. I2031553

Additional action:

- Ensure remediation action sufficiently incorporated into traffic management and site access design.
- Remedial work completed. Council Plant and Equipment not in use (EG. Tag Out for Inspection, Maintenance & Repair/Dispose to Mainland for Parts/Scrap Metal) have been removed from Island.

Response to WHSQ regarding the above improvement notices –

The response to WHSQ is currently still being drafted due to further changes in updated information and departure of the new engineer Tech Services. Recruitment underway for a new manager tech service.

WHS/EHO documents developed/under review

- Airport Management legislative requirements
- Conducted a WHS compliance audit of the landfill site, the completed report and recommendations have been submitted to the ACEO for his review.
- 3 x Airport Management proposals submitted and were reviewed, AMS, JASKO and Certaviation.
- Certaviation have been appointed as the consultant to take over management of the council's airport. (1 year)
- Electrical act 2003 and Regulations 2013 regarding electrical licences and council employees

Hazard, incident, and risk reporting

- July/August – 11 x Hazard reports received and added to the register and to be actioned.
- Nil incident reports

Rehabilitation and Return to Work

- 3 claims are currently under review and investigation by LGW, yet to be accepted at this time.

Safe Work Method Statements developed and provided for the month.

- 31 x SWMS to be developed for Tech Services
- 15 x SOPs for Tech Services
- 1 x SWMS for House Keeping (Cleaning Cabins after COVID – 19)

WHS Representatives and safety committee

- Employee voting for safety representatives have commenced Tech Services employees have elected Richard Sutton as their WHS Rep, the Housing employees will be voting Wednesday 10/8/22 select their Representative, and at least 1 employee has nominated for the position.

- The safety committee and meeting agenda will develop once the Reps have been elected.

Next scheduled attendance to Council

- Arrive 26/09/2022 and depart 07/10/2022.

WHS Continuous Improvement Activities – No Change from last month's report

- Investigate the possibility of mentoring a suitable council employee towards WHS qualifications
- Consider training some employees to perform test and tagging instead of paying an electrical contractor to complete the work –
- Develop and implement a WHS committee, meetings to be conducted quarterly, suggested committee to be comprised of WHSA, managers of each department and any interested workers

Environmental Health Update

Food license applications – No Change from Last month's report

Bynoe – food van application

- Met with David at Bynoe regarding the new Food Van that Bynoe has organised, it will be on island in about 2 weeks' time and will be fully operation a short time after that.

Objectives proposed for next attendance to Council.

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

High Priority

- Conduct unannounced food safety inspections – Food Safety Van to assist with meeting food safety compliance
- Responding to and continuing the completion of WHSQ Improvement Notices
- Toolbox talks and training sessions to be conducted with all council employees
- Provide fire safety and WHS refresher courses for all staff.
- Conduct WHS inspections of building projects currently underway.
- Follow up on submitted hazard reports to ensure timely rectification/elimination.

Priority

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

## **FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receive and note report.

**13 STAFF REPORTS - TECHNICAL SERVICES****13.1 TECHNICAL****SERVICES**

**Author:** Executive Technical Services Manager

**Attachments:** 1 Memorandum - Safe and Healthy Drinking Water  
2 Drinking water event  
3 DWQMP Regular Audit

**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with an update of activities being undertaken by the Technical Services Department within Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

This report outlines the major activities undertaken and challenges faced by the Department since the last report in May.

**Water, Sewerage and Drainage****Sunday 7<sup>th</sup> August 2022**

- Gununa lost water supply – roughly 2hours
- Water was restored until generator faults shut down the generator, which couldn't supply the constant pressure pumps and couldn't supply water to town
- The back up generator over heated and malfunctioned. This is the primary generator for supply of water when power is lost
- A hired generator has been procured and will be installed Thursday 11<sup>th</sup> August
- Incident was lodged with the water regulator
- From this event we've had two burst water mains, one at VAC camp and one up top end which had to be attended to on the day

**Raw Water Supply**

- Raw water dam pumps have arrived on the island
- 2 pumps to be installed on the water intake manifold
- 1 pump will be critical spare
- More Raw Water samples sent to CRC labs for Mal Engineers to do a comparison from the test taken in March
- Building our Regions 6 Funding

Water Supply Asset Class Water Infrastructure has been installed and tested/permissioned at the Horse Containment.

**Drinking Water Quality Management Plan**

- DWQMP has been approved by the regulator and conditions have been met by Council
- Safe and Healthy Drinking Water in Indigenous Local Government Areas Project: Visit #1 took place 20<sup>th</sup> – 22<sup>nd</sup> July 2022. (Attached Memorandum for Areas for Improvement)
- Visit #2 took place 1<sup>st</sup> – 5<sup>th</sup> August 2022 (awaiting report from this visit in the coming weeks)
- Water regulator attending Mornington Island to do their own audit at the end of the month

Braedon Linden is attending the Water Supply Regulation Workshop in Mount Isa from 30<sup>th</sup> August 2022 – 2 Day workshop and is also attending a tour of the Mount Isa Water Board.

### **Sewer Operations**

- Commencing this week we have Rectifications of the pump station starting 12th August 2022
- Contractors on Island from CCIS(Mechanical) and Austech(Electrical) for rectifications of the pump stations
- Email received from Michael Lancini from Mal Engineers regarding Wastewater Network CCTV
- Building Our Region 6 Wastewater Network CCTV Scope of Works to be undertaken
- 

### **Airport**

- Council are engaging to hire an airport manager to ensure safe and compliance procedure of aerodrome.

### **Animal Control**

- Providing worming and tick medication to animals
- House visit to worm puppies given worm medication passed p
- Providing education to residents about the relationship between yard cleanliness and parasites.
- Organising with Gidgee Healing to arrange worm tablets for the community; due to the parasites
- Mice problem on the Island, members in the community
- Owner of the feral pigs has given permission to euthanize with the local police

### **Containment of the Horses – Rodeo Grounds**

- 1 horse has been moved out to the Horse Containment with water being available in the trough
- Animal Control Officer will start walking horses out

### **Civil Operations**

- QRA works, pot holes within the community

### **Parks and Gardens**

- Parks and Gardens continue to carry out various ongoing maintenance and services throughout the community.
- These include rubbish removal, urban street cleaning and gardening/ yard maintenance services to community housing through QBuild.

- Grave Digging, transfer of coffins, undertaker service and interment duties continue to be performed by the Parks and Gardens Team.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive this Report.



# MEMORANDUM

**To:** Graham King  
Acting Chief Executive Officer, Mornington Shire Council

**Copies to:** Jarrod Martin  
Technical Services Group Manager

**From:** Damien Farrington  
Manager Environmental Health  
Townsville Public Health Unit

**Contact No:** (07) 4433 6920  
**Fax No:**

**Subject:** Safe and Healthy Drinking Water in Indigenous Local Government Areas Project  
Visit #1: Mornington Island, 20<sup>th</sup> – 22<sup>nd</sup> July 2022.

**Ref.:** INV147222

I am pleased to provide you with an update of works undertaken as part of the *Safe and Healthy Drinking Water in Indigenous Local Government Areas Project – Mornington Island*.

Please find the visit outcomes and findings detailed below.

<b>Community:</b>	Mornington Shire Council
<b>Visit Date(s):</b>	20 <sup>th</sup> – 22 <sup>nd</sup> July 2022
<b>Scheduled Visit:</b>	Trip 1
<b>Visit Objective:</b>	Travel to community and meet with operational staff at the water treatment plant. Provide an overview of the Safe & Healthy Drinking Water Project (SHDWP). Listen to and learn from the local water operators regarding current water quality management practices on site. Conduct a brief tour of existing water supply assets and associated equipment.
<b>PHU/TPHS Staff Present:</b>	Abhilasha Badal
<b>Other Persons Present:</b>	Nil
<b>Council Staff Engaged:</b>	Jarrod Martin, Braedon Linden & Tristan Thompson

**Activities and works completed by Townsville Public Health Unit:**

1. General discussion with the water operators to introduce them to the SHDWP which provided an opportunity to listen and learn from the operators regarding current water quality management practices on site.
2. Visited the Dithery Dam, the water treatment plant (WTP), and Council's technical services building which houses an office for the water operations team and a laboratory for water tests.
3. Attended the designated water sampling points to observe current water sampling procedures and make an initial assessment of site suitability.
4. Developed an electronic database (Excel) for recording the daily water quality data in consultation with the operators.
5. Assisted operators in undertaking daily water samples and tests for chlorine, pH, turbidity, conductivity, and temperature.
6. Provided assistance in organising the lab to ensure clean workspace for efficient testing and reduce possibilities of sample contamination.
7. Demonstrated use of Palintest Photometer 7100 and pH measurement procedure using the equipment.



Fig.1. Water operator Braedon performing water quality test at the WTP site.

**Positive Observations:**

1. Staff from Townsville Public Health Unit received a warm welcome from Mornington Shire Council. There was a positive response to the SHDWP, which lays the foundation for a strong working partnership.
2. The water operation team was receptive to suggestions provided during the visit and quick to adopt changes in some of the water sampling regime. This included commencement of the daily raw water tests, in-field chlorine analysis and use of Palintest Photometer for pH test.

**Areas for Improvement**

**Note:** The comments below are based on observations made during the site visit and are not intended to replace or contradict the findings of report commissioned by the Department of regional Development, Manufacturing and Water. Further areas for improvement will be identified over the course of the project. Please refer to Appendix A for recommendations.

1. Whilst the daily raw water test was commenced during the visit, it is crucial that the processes is continued and formally adopted by incorporating as a part of the operational monitoring program under Council's Drinking Water Quality Management Plan (DWQMP). Raw water quality data not only helps to establish a background characteristic of the source water but also provide valuable information on necessary treatment process required to produce safe potable water.
2. The daily chlorine tests are carried out in the lab after samples from all nine sampling points are collected. The total sampling time could take over an hour which exceeds the recommended holding time of 15min for chlorine analysis.  
It is recommended that the in-field chlorine analysis that was commenced during the visit is continued and adopted as a part of the operational monitoring regime. Whilst it requires spending additional time in the field, the process will provide much precise readings and help maintain the adequate chlorine dosing in the system.

3. It is recommended that electronic recording of the water quality data using excel database developed during the visit is adopted as a part of the daily operational monitoring regime. The process would help improve data access, develop trend analysis of the results, and ease reporting requirements when needed.
4. One of the clear water reservoirs located at the WTP had signs of leakage and fine cracks at the bottom of the tank. It was also mentioned that the reservoirs have not been cleaned in a while. It is recommended that a routine inspection and servicing of the reservoir is carried out in addition to cleaning of the reservoir every 2 - 3 years or at the frequency determined according to the sludge build-up that occurs.  
Regular cleaning of the reservoirs would avoid a large build-up of sediment which could be more difficult and costly to remove. Some of the undesirable effects of sediment build-up includes formation of chlorination by-products which could cause adverse health effects on humans, poor water quality issues related to offensive odour and colour issues and reduction of the clear water storage capacity.

#### Upcoming Visit

The second visit to Mornington Island is scheduled for the 1<sup>st</sup> to 5<sup>th</sup> August 2022. The scope of work for the second visit is provided below:

- Engage with water operators and relevant council staff to obtain a deeper understanding of the water treatment infrastructure, processes and work procedures.
- Undertake an essential monitoring equipment audit.

Further enquiries should be directed to Townsville Public Health Unit, Environmental Health Officer Abhilasha Badal (07) 4744 7178.

Regards,



Damien Farrington  
Manager Environmental Health  
Townsville Public Health Unit

29/07/2022

Email addresses:

Graham King – Acting Chief Executive Officer DASC [aceo@mornington.qld.gov.au](mailto:aceo@mornington.qld.gov.au)

Jarrod Martin – Technical Services Group Manager [jarrod.martin@mornington.qld.gov.au](mailto:jarrod.martin@mornington.qld.gov.au)

## Appendix A

## Safe &amp; Healthy Drinking Water Project Recommendations Tracking Update

#	Trip #	Recommendation	Status / Outcome
1	1	Undertake daily raw water quality monitoring and ensure the practice is reflected under Council's DWQMP.	Ongoing.
2	1	Daily chlorine tests are to be carried out in the field after sampling to avoid excessive holding time.	Ongoing.
3	1	Record all water quality data electronically using excel database.	Ongoing.
4	1	Establish regular cleaning, inspection and servicing of both reservoirs as a formal part of the maintenance program. Consider using suitably qualified and experienced diving companies.	Ongoing.

**Notification of a Drinking Water Event or detection of a parameter with no water quality criteria**



*Water Supply (Safety and Reliability) Act 2008*

**Important information** – This form is used by a drinking water service provider to notify the drinking water regulator of a drinking water event or detection of a parameter with no water quality criteria. Before submitting this form, please be fully aware of your rights and obligations under the *Water Supply (Safety and Reliability) Act 2008* (‘the Act’) and relevant subordinate legislation and guidelines. Failure to comply with these legislative requirements may attract enforcement action. The information contained within this form is a requirement of a condition of an approved drinking water quality management plan. For further information, refer to section 93 of the Act.

**Privacy notice** – Personal information on this form is being collected for the purpose of notifying the water supply regulator of a drinking water event or detection of a parameter with no water quality criteria. Your personal information will not be otherwise disclosed to any other parties without your consent unless authorised or required by law, such as under the *Right to Information Act 2009* or the *Evidence Act 1977*.

This form consists of two sections. The initial notification section made up of pages 1 – 4 and the investigation report, pages 5 – 7. These sections are submitted separately to the regulator while dealing with a drinking water event or a parameter with no water quality criteria. Please refer to the Explanatory Notes and Instructions for further information on completing this form.

**Initial notification**

This is the first section of the form and is to be completed and submitted as soon as practicable after becoming aware of a drinking water event or detection of a parameter with no water quality criteria.

**SECTION 1 – Drinking water service provider details**

Drinking water service provider	SPID
Mornington Shire Council	515
Drinking water scheme	
Gununa	

**SECTION 2 – Contact details for this notification**

**Principal Contact**

Name (including title)	Position		
Jarrold Martin	Works Manager/ Acting Exec Mgr		
Registered / business physical address	City / Town	State	Postcode
1 Mission Road	Gununa	QLD	4892
Mailing address (if different from above)	City / Town	State	Postcode
Telephone number	Mobile number	Email address	
0429 127 829	0429 127 829	jarrod.martin@mornington.qld.gov.au	

**SECTION 3 – Details of telephone report to the regulator**

Name of person who reported the noncompliance

Jarrold Martin

Person reported to

Sarah - QWR

Date reported (dd/mm/yyyy)

07/08/2022

Time reported (AM/PM)

18:39

**SECTION 4 – Notification type**

Event or  Detection of a parameter with no water quality criteria

**SECTION 5. Other communication**

Have you informed any other organisation / agency about this event or detection of a parameter with no water quality criteria?

Yes  No If Yes, please provide contact details for the organisations/agencies (additional information may be attached)

Organisation / agency

Contact name Date (dd / mm / yyyy)

Telephone number Email address

Organisation / agency

Contact name Date (dd / mm / yyyy)

Telephone number Email address

**SECTION 6 – Event or detection of a parameter with no water quality criteria information**

Describe the event or detection of parameter with no water quality criteria, including the circumstances that gave rise to the event or detection of a parameter with no water quality criteria and the immediate impact. What led to the event and the immediate impact? Was this part of the regular sampling program?

Back-up generator failed to auto start after power outage impacting power to middle portion of town, including the dam, WTP, residential and sewer pump station.  
Outage notified by team member as SCADA messaging did not notify. Responded to WTP site and manually started generator.  
Generator stopped, no SCADA notification, restarted manually. Plumbers responding to multiple main breaks, including valve isolation etc.  
Generator stopped and found to be overheated and rendered inoperable.  
Ergon arrived on-island and responded to outage. Portions of electricity isolated and re-routed to allow mains power to WTP site.  
  
No impact from dam power outage as reservoir tanks were full and dam pump not required to turn on (i.e no raw water contamination).  
No evidence of damage to chlorine dosing equipment  
Power outage caused disruption to supply to distribution network and the ability to treat water  
No other suitable generators located on-island, therefore no backup available until temporary generator arrives.  
  
(Additional information may be attached)

**SECTION 6 – Event or detection of a parameter with no water quality criteria information (continued)**

**Sample information (if applicable)**

**Initial sample**

System location  Raw/source water  Treated water from water treatment plant  
 Transmission  Reticulation

Date taken  Time taken (AM / PM)

Parameter (e.g. chlorate, emerging pesticides)

Sample location/s (e.g. High Street Reservoir, 56 Gray St Highville or Queen Street Water Treatment Plant)

Results (e.g. mg/L, µg/L)  Date results received

Laboratory name where analysis was undertaken or process if own laboratory used

**SECTION 7 – Immediate investigation and corrective action**

Have immediate corrective actions been taken?

- No  If No, please explain the reasons why corrective action has not been taken.  
 Yes  If Yes, please describe immediate corrective action taken e.g. what corrective action took place, when it occurred and if any public health notification has already taken place, or will be required?

Generator attended and manually started (10:15am - 11am, 1:30 - 2:00pm), generator inspected by workshop manager. Generator found to be overheated due to split and melted radiator hose with radiator damage. Ergon isolated power and restored to site.

(Additional information may be attached)

**Follow up sample/s (if applicable)**

Have you taken follow up sample/s? (This must include a sample from the initial location)

Yes If Yes, expected timeframe for receipt of results 

Date (dd / mm / yyyy)	Time AM / PM
<input type="text"/>	<input type="text"/>

No If No, expected timeframe for follow up sample(s) to be taken 

Date (dd / mm / yyyy)	Time AM / PM
<input type="text"/>	<input type="text"/>

**SECTION 8 – Further action**

What further action will be taken?

<ul style="list-style-type: none"> <li>- Community/ service provider communication of issue</li> <li>- New generator already on order.</li> <li>- Back-up generator hired from Cairns, to be loaded on transport 8.08.22 morning and arrive by barge Wednesday 10.08.22.</li> <li>- Risk register per DWQMP to be updated</li> <li>- Follow-up cause of power outage with Ergon and determination of response time in the event of the mains power being lost to the site</li> <li>- New SCADA messaging modem due to be installed mid-August while supplier/ specialist on-site</li> <li>- Identify storage devices/ IBC available for backup water supply (and fill - if considered necessary)</li> </ul>
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(Additional information may be attached)

**SECTION 9 – Declaration**

Please read the following carefully before signing:

I declare and warrant that –

- I am authorised to provide the information included in this form (and attachments) and make this declaration.
- The information I have provided in this form (including information submitted as part of this application) is true and correct to the best of my knowledge.
- I understand that it can be an offence under the Act to state anything in this form or provide material that is false or misleading.
- I understand the privacy notice in this form and I consent to the collection, use and disclosure of my personal information in the manner described in that notice.

Name	Jarrod Martin	Organisation	Mornington Shire Council
Position	Works Manager/ Acting Exec Mgr	Email address	jarrod.martin@mornington.qld.gov.au
Phone number	0429 127 829	Mobile number	0429 127 829
Date	08-Aug-2022	Signature	

Complete and sign this form, attaching all relevant materials, and send to:

Email address: [drinkingwater.reporting@rdmw.qld.gov.au](mailto:drinkingwater.reporting@rdmw.qld.gov.au)

Reminder: The following pages must be completed and submitted to the regulator following your investigation. Before submitting these pages, make sure you have identified the measures you will take to prevent the non-compliance in the future.



VIRIDIS CONSULTANTS PTY LTD  
 PO Box 131 Bulimba Qld 4171  
 Telephone: 1300 799 310  
 Email: [info@viridis.net.au](mailto:info@viridis.net.au)  
 Web: [www.viridis.net.au](http://www.viridis.net.au)

## Memo

To: Mornington Shire Council  
 From: Viridis Consultants  
 Date: 20/7/2022  
 Project No. & Name: DWQMP Regular Audit  
 Re: DWQMP Audit Information Request

Please find an information request for the DWQMP Audit. Please provide the information by 1/8/2022.

- Approved DWQMP (current) and supporting documents
- DWQMP Approval Notice/s from the Regulator (most recent approval notice and the one previous to it).
- Previous audit report
- Annual reports for the audit period and the emails of submission to regulator
- Were there any drinking water Incidents reported to the regulator in 2019, 2020, 2021 and 2022? Can you provide the incident reporting forms filled and sent to the regulator?
- Were there any drinking water Events reported to the regulator in 2019, 2020, 2021 and 2022? Can you provide the event reporting forms filled and sent to the regulator?
- SOP or reservoir/treated water tank inspection and records of inspections
- SOP for pipe/main breaks and repair.
- SOP or process for chemical quality assurance checks and receipt.
- SOP for water quality testing instrument/equipment calibration or schedule.
- Backflow prevention program – procedure and compliance records (few examples)
- Was there any internal DWQMP audit undertaken? If so please share the report

Please be prepared in the audit interviews and site inspection to show evidence and records of DWQMP implementation including but not limited to:

- Operational monitoring and/or SCADA system demonstration
- Chemical delivery receipts
- Calibration records
- Training records
- Policies
- Operational procedures
- O&M Manuals

REC-22-135



**14 STAFF REPORTS - INFRASTRUCTURE SERVICES**

Nil

**15 STAFF REPORTS - HOUSING REPORT****15.1 HOUSING REPORT****Author: Executive Housing and Facilities Manager****Attachments: Nil****PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide the Council with an update of the Housing Department program for the month of July 2022.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****CURRENT QBUILD WORKS PROGRAMS UNDERWAY****1. 2020/21 QBuild Do & Charge Program**

Approximately 928 jobs were issued via the QBuild Portal for the 2020/21 financial year.

**2. 2021/22 QBuild Do & Charge Program**

Approximately 1657 jobs have been issued to date via the QBuild Portal for the current financial year. Approximately 300 jobs are yet to be completed and/or invoiced.

**3. 2022/23 QBuild Do & Charge Program**

Approximately 54 jobs have been issued to date via the QBuild Portal for the current financial year.

**4. 2019/2020 QBuild Purchase Orders Program**

QBuild issued purchase orders for 134 jobs in the 2019/20 financial year valued at \$5.9 million.

- 1 project yet to be completed

**5. 2020/21 QBuild Purchase Orders Program**

QBuild issued purchase orders for 137 jobs in the 2020/21 financial year valued at \$5.7 million.

- 3 projects are yet to be completed

**6. 2021/22 QBuild Purchase Orders Program**

QBuild have issued 191 purchase orders for this financial year valued at \$4.1 million. 141 projects are yet to be completed.

	QAS Mornington Island	2 Projects
1.	Mornington Island Police Station	2 Projects
2.	PCYC Works	4 Projects
3.	Mornington Island State School	20 Projects
4.	<u>Community Housing</u>	<u>163 Projects</u>
5.	<u>Total</u>	<u>191 Projects</u>

A total of 68 projects were 100% completed. 17 projects have been started and are in the process of getting completed. The projects that have not commenced will be carried over in the financial year FY23 to deliver.

#### **7. 2021/22 QBuild Purchase Orders Program – Quoted or Quoting**

24 projects are currently being quoted and/or are awaiting approval.

#### **8. 2022/23 QBuild Purchase Orders Program**

The Department of Communities, Housing and Digital Economy and the Department Energy and Public Works, through their QBuild Program, have indicated a significant number of projects are earmarked for the FY23. The projects will need to be completed within the financial year as per our meeting on the 2nd of August. Housing Department is working through the list of works to determine our capability and requirements of what works that can be delivered by the end of the financial year.

#### **9. MSC FACILITIES DEPARTMENT HOUSING WORKS**

##### **9.1 - Tavern Kitchen Upgrade.**

The Tavern Kitchen renovation works has commenced. Plumbing works have commenced to include upgrading of the Tavern Kitchen plumbing to suit new appliances. The Housing Department has sourced and received five (5) quotations from various suppliers. We are organising a consultant to design the gas and the plumbing drainage.

##### **9.2 - Facilities Work Job Requests**

Completed jobs via Housing Team – 1213  
Total jobs in spreadsheet – 2423

#### **10. FUNDING WORKS**

##### **10.1 - \$2.35 Million Interim Capital Works Program (Completion Timeframe 2021/2022)**

The Housing Department has received pre-tender estimates for the duplex and the plug-ins from an external Consultant and are currently being reviewed. The consultant has also been engaged to tender out the duplex so we can have a fixed price for the project for our funding. This will take a period of about four weeks.

##### **10.2 - \$7.328 Million Capital Housing Program (Completion Timeframe 2025)**

The Housing Department, upon consultation with the A/CEO, has submitted the application under this program and is awaiting Ministerial approval. The Council has received a ministerial endorsement of the \$7.328 million funding. No payment has been received to date.

##### **10.3 - \$1.36 Million 2020-21 COVID W4Q Program**

This funding includes the Council Accommodation at Lot 9 Cemetery Road (191 Cemetery Road) and Lelka Murrin Covered Area/Renovation of Existing Toilet Block.

The Housing Department has arranged for a consultant to tender out the works for delivery of these projects. The tender will be a three-week process.

### **11. COUNCIL ADMINISTRATION BUILDING**

Council has recently completed the tender process and the contractor has been awarded for the delivery of this project. The contractor is in the process of finalising all drawings (engineering and architect drawings). The drawings are at 80% completion and the contractor will commence project upon consultation, review and approval from the consultants with final approval from Council.

### **12. STAFFING REPORT**

The Housing Department has recently employed two fulltime trade carpenters and is working closely with Human Resources Department to recruit more trade carpenters and a licenced plumber as per the Council-approved Department organisational structure.

Housing has filled all the trade assistant roles and one carpentry apprenticeship still needed to be filled once we have filled the carpenter vacancies.

There is also a position available for a Trainee Administration Officer and a full-time Estimator which will be advertised soon.

### **FINANCIAL & RESOURCE IMPLICATIONS**

The Department has persistent staffing issues relating to the attraction and retention of permanent employees.

The staff turnover directly impacts the Department's inability to meet budgeted figures.

Recruitment is underway to source Supervisors, Carpenters, and Trade Apprentices. All contractors' tradesmen have been phased out and a permanent tradesman plumber has been engaged.

### **RECOMMENDATION**

That That Council note and accept this Report.

**16 STAFF REPORTS - FACILITIES****16.1 FACILITIES REPORT**

**Author:** Executive Housing and Facilities Manager

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with an overall update of the Facilities Department for July 2022.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The report below provides an update of the Facilities Department:

**Facilities Staffing Issues**

## 1. Maintenance Crew Issues

There have been issues with absenteeism this month with the main reason being the unavailability at times of a driver for the crew to be independent and work efficiently at job sites. There needs to be a supervisor to lead and direct the crew.

## 2. Cleaning Crew Issues

- Staffing – We anticipate reviewing the Cleaning Crew List.
- Blue Cards – The Blue Cards for the Cleaning Crew is an important requirement and is a work-in-progress, currently. The ladies need to liaise with Community Development Department who will assist in the facilitation of new applications and renewals processes.
- Daily Roster – A review of the Cleaning Crew Roster is in progress to determine if we can work efficiently and effectively. We anticipate trialing out a new cleaning work structure with the ladies. This would require the team to break into crews, each with a supervisor attached and where they would be rotated through a weekly cleaning schedule weekly. each supervisor will check off on completed tasks to ensure each job is being completed daily.
- Training and Professional Development – There needs to be training opportunities available to our staff. We would like to progress in this space and therefore we are currently looking at available upskilling and training with organisations.

**Council Facilities**

## 1. VAC Accommodation

Minor improvements have commenced at the VAC with the installation of new TV's and set top boxes. Smoke detector maintenance is underway to repair and/or replace smoke alarms in each room. Several rooms have had to be closed for repairs (i.e., Rooms 9, 12, 15 and 19) and works will need to be undertaken to each room prior to reopening them.

Suggested room improvement ideas:

- Each room at VAC be provided with a Kettle, cup, plate, and bowl.

- Beds needs to be replaced.
- Each room needs a deep clean cycle monthly

## 2. Motel Accommodation

Minor improvements to motel rooms have commenced.

- Furniture Upgrade – We are upgrading the existing bed furniture (i.e., in motel rooms 1 to 5) and the existing beds will be reallocated accordingly to staff accommodation as they are more suited in a home setting.
- Security Lighting – We have commenced external lighting at Motel vicinity. Light bulbs have been replaced and should now be in working order.
- Motel Fence – Property Fence is in process of being repaired and we are awaiting quotations on materials/labor.

## 3. Staff Accommodation

There are currently 4 vacant houses and several rooms at residences listed below remain vacant:

- House at 6 Lardil Street
- VAC Donga 1
- VAC Donga 6
- VAC Donga 5

Rented out to Contractors:

- Houses at 6 Lardil Street and 314 Lardil Street were rented out to Ergon Energy in the month of July.

## 4. Council Housing/Building Maintenance

The air conditioning contractor has recently completed its service to air conditions in all Council-owned buildings.

## 5. Internet Service

The Facilities Department is undertaking another review of the NBN Internet service provider in relation to the stocktake of the NBN boxes (i.e., numbers and locations) and the data limit usage.

## 6. Fire Safety Service

The Department is currently sourcing quotations for the provision of fire safety services to Council.

## 7. Council Alarm Systems

The Department is currently working to upgrade the Council alarm systems and are in the process of sourcing quotations from various suppliers.

## 8. Security (Asset Protection) Services

The security service provision is essential to safeguarding all Council residences and commercial properties.

In compliance with Council's resolution, as of 11/05/202, the current security contractor arrangement has been reduced to a mobile patrol guard but is still effective.

#### Accommodation Occupancy

<b>Revenue from Accommodation July 2022</b>		
Room Type Name	Rooms Sold	Revenue (\$)
Motel Queen beds	59	15,579.00
Motel Two K/Beds	148	40,128.00
Guest House	1	396.00
VAC with Ensuite	230	34,162.34
Single Containers	279	38,309.49
House Accommodation		27,203.22
<b>Total</b>		<b>155,778.05</b>

#### **FINANCIAL & RESOURCE IMPLICATIONS**

The Facilities Department is following up with the overdue accounts and we are working with the Finance Department to catch up on billing.

Accommodation will be heavily booked from the month of August onwards, both at VAC and Motel, and we are preparing for this.

We are still having issues with guests' bookings and check-ins and ad hoc requests to move from one accommodation to another. To accommodate this, we need to look at improvement to rooms at the VAC accommodation.

#### **RECOMMENDATION**

That Council receive and note this Report.

**17 STAFF REPORTS - FINANCIAL SERVICES****17.1 FINANCE REPORT AT 31 JULY 2022**

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

**Attachments:**

- 1 Statement of Cash Flows for the period ended 31 July 2022**
- 2 Statement of Comprehensive Income for the period ended 31 July 2022**
- 3 Statement of Financial Position as at 31 July 2022**

**PURPOSE (EXECUTIVE SUMMARY)**

To provide 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.

This report provides the following attachments as supporting information as at 31 July 2022:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flow
- Detailed Actuals vs Budgeted Income Statement
- Summarised Income Statement per Department
- Capital Budget

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The Statement of Comprehensive Income provides details on the Council's financial performance for the period ended 31 July 2022. The Detailed Income Statement provides a more detailed review of Council's income and expenditure compared to the budget and the previous year. The Summarised Income Statement per Department provides a high-level review as to where Council's money is made and spent.

**FINANCIAL & RESOURCE IMPLICATIONS**

Council's operating result for the May month will be tabled in the meeting.

**RECOMMENDATION**

That Council receive and note this Report.

**Mornington Shire Council  
Statement of Cash Flows  
For the period ended 31 July 2022**

	ACTUALS YTD	BUDGET
	31-Jul-22	30-Jun-23
Cash flows from operating activities:		
Receipts from Customers	579,531	17,510,996
Payments to Suppliers and Employees	(1,047,968)	(19,539,331)
	<b>(468,436)</b>	<b>(2,028,335)</b>
Interest Received	12,370	37,000
Rental Income	21,010	868,600
Non-Capital Grants, Subsidies and Contributions	0	4,886,192
<b>Net cash inflow (outflow) from operating activities</b>	<b>(435,056)</b>	<b>3,763,456</b>
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	(161,846)	(17,071,891)
Proceeds from Sale of Property, Plant and Equipment	300	220,000
Finance lease Receipts	0	0
Capital Grants, Subsidies and Contributions	70,000	11,177,556
<b>Net cash inflow (outflow) from investing activities</b>	<b>(91,546)</b>	<b>(5,674,335)</b>
Cash flows from financing activities:		
Repayment of Borrowings	0	0
<b>Net cash inflow (outflow) from financing activities</b>	<b>0</b>	<b>0</b>
Net increase (decrease) in cash held	(526,602)	(1,930,878)
Cash at Beginning of Reporting Period	8,298,814	6,420,413
<b>Cash at End of Reporting Period</b>	<b>7,772,212</b>	<b>4,489,535</b>

**Mornington Shire Council**  
**Statement of Comprehensive Income**  
**For the period ended 31 July 2022**

	ACTUALS YTD	ACTUALS / BUDGET	BUDGET FULL YEAR TO
	31-Jul-22	%	30-Jun-23
Revenue			
Recurrent revenue			
Local Government Levies	1,582,791	51%	3,125,254
Fees and Utility Charges	147,610	4%	3,497,668
Rental Income	9,088	1%	957,586
Interest Earned	12,370	30%	40,885
Sales-Contracts and Recoverable Works	185,569	2%	9,918,318
Other Recurrent Income	0	0%	5,628
Prior Grants, Subsidies and Contributions	0	0%	5,935,161
<b>Total recurrent revenue</b>	<b>1,937,428</b>	<b>8%</b>	<b>23,480,500</b>
Capital revenue			
Prior Capital Grants, Subsidies, and Contributions	70,000	0%	14,493,396
<b>Total capital revenue</b>	<b>70,000</b>	<b>1%</b>	<b>14,493,396</b>
<b>Total revenue</b>	<b>2,007,428</b>	<b>6%</b>	<b>37,973,896</b>
Capital Income	0	0%	0
<b>Total income</b>	<b>2,007,428</b>	<b>5%</b>	<b>37,973,896</b>
Expenses			
Recurrent expenses			
Employee Benefits	557,734	7%	8,542,001
Materials and Services	923,360	7%	12,705,915
Finance Costs	1,771	8%	21,600
Depreciation and Amortisation	456,638	8%	5,952,342
<b>Total recurrent expenses</b>	<b>1,939,502</b>	<b>8%</b>	<b>27,221,858</b>
Capital Expenses	-300	0%	0
<b>Total capital expenses</b>	<b>-300</b>	<b>0%</b>	<b>0</b>
<b>Total expenses</b>	<b>1,939,202</b>	<b>8%</b>	<b>27,221,858</b>
<b>Net surplus</b>	<b>68,225</b>	<b>1%</b>	<b>10,752,038</b>
<b>Operating Capabilities before Depn and Capital Income</b>	<b>454,863</b>	<b>12%</b>	<b>2,210,984</b>
<b>Operating Capabilities before Capital Income</b>	<b>-1,775</b>	<b>0%</b>	<b>-3,741,358</b>
<b>Operating Capabilities before Capital Income %</b>	<b>-0.1%</b>		<b>-15.9%</b>

**Mornington Shire Council**  
**Statement of Financial Position**  
**As at 31 July 2022**

	ACTUALS	BUDGET
	31-Jul-22	30-Jun-23
Current Assets		
Cash and cash equivalents	7,772,212	9,731,241
Trade and other receivables	4,679,258	3,231,209
Inventories	894,269	853,156
Contract Asset	634,833	634,833
Leases	208,092	208,092
<b>Total current assets</b>	<b>14,188,664</b>	<b>14,658,531</b>
Non-current Assets		
Leases	6,244,255	6,244,255
Property, plant and equipment	100,591,034	105,916,714
<b>Total non-current assets</b>	<b>106,835,288</b>	<b>112,160,969</b>
<b>TOTAL ASSETS</b>	<b>121,023,952</b>	<b>126,819,500</b>
Current Liabilities		
Trade and other payables	2,905,041	2,112,812
Contract Liability	5,236,108	610,118
Provisions	16,613	16,613
<b>Total current liabilities</b>	<b>8,157,762</b>	<b>2,739,543</b>
Non-current Liabilities		
Provisions	1,534,156	1,549,816
<b>Total non-current liabilities</b>	<b>1,534,156</b>	<b>1,549,816</b>
<b>TOTAL LIABILITIES</b>	<b>9,691,918</b>	<b>4,289,359</b>
<b>NET COMMUNITY ASSETS</b>	<b>111,332,034</b>	<b>122,530,141</b>
Community Equity		
Asset revaluation reserve	99,427,770	99,160,206
Retained surplus/(deficiency)	11,904,264	23,369,935
<b>TOTAL COMMUNITY EQUITY</b>	<b>111,332,034</b>	<b>122,530,141</b>

**18 STAFF REPORTS - HUMAN SERVICES**

<b>18.1 COMMUNITY</b>	<b>DEVELOPMENT</b>	<b>REPORT</b>
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**Author:** Community Development Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to update Council on Community Development activities for the month of August 2022.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

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 to increase utilisation of Councils gym.

**Updates**Carriage Limit

- The liquor licence application for the Gununa Post Office was submitted on the 19th February 2022. A Responsible Management of Licensed Venues (RMLV) is required to be completed by the licensee. This has been confirmed as the last requirement. The licensee has agreed to complete.
- Educational strategy (Ongoing):
  - o More signage to be installed
  - o Continuing consultation as distribution occurs
- Concerns were raised by Community Justice Group (CJG) however since then all feedback has been very strong and positive as they see developments and improvements.

Motel Tavern Liquor Licence

- Fourier Technologies have completed data cabling installation.
- Flights and accommodation are being finalised for the installation of the SwiftPOS system.
- Meeting set for 27<sup>th</sup> September 2022 to workshop the objections of the council to the proposed trading conditions as outlined in the letter received from OLGR.

Liquor Accord

- In the process of creating a Mornington Shire Liquor Accord. Launch planned for 27<sup>th</sup> September 2022.
- ONGOING: Discussion of potential banning of patrons from participating in the distribution of the carriage limit. Ban and referral: compulsory to attend a session with QLD Health/Alcohol, Tobacco and Other Drugs (ATODS) (behaviour change, counselling, alternatives, responsible drinking, etc).

Community Safety Committee

- Community Safety Plan (CSP) due to be updated by 30th September 2022. Community survey is currently being developed to start engagement in the month of September. All work to be done in house.
- Noticeboards up around community, shade cloth around Lelka Murrin Tavern perimeter fence to be installed, TV and trolley delivered to the Uniting Church for the purpose of streaming Sorry Business for community and educational videos around the changes to the carriage limit. Looking to utilise funding for the upcoming Mirndiyan Art Centre festival and creative arts for Mornington Island State School (MISS).
- Still in discussions to utilise the "Responsible Drinking" campaign by MISS.

Grants

- SwiftPOS: Awaiting acquittal
- Moveit NQ: Ongoing
- Gulf Social Development Fund: newly approved with BYNOE as the auspisor. This is for a new Church driveway and upgrade of council gym mezzanine area. Awaiting proposed dates to start the jobs.
- NAIDOC 2022: Completed.

Miscellaneous

- PCYC Funding: Waiting on acceptance of the submitted activity program plan from PCYC to trigger the first payment.
- Mental Health First Aid course was completed end of June 2022 for community with Karen West from National Wellbeing. Strong positive feedback and looking to get more sessions completed.
- Presented to Alcohol Management Interagency Working Group on 16th June 2022 (15-20 minutes) and the Sly Grog Working Group on 13 July 2022.
- Radio interview completed with Black Star radio on 10<sup>th</sup> June at 11am. Provided collateral from MISS around responsible drinking.
- Policing of homebrew: Officer-In-Charge (OIC) to attend and address councillors.
- Preferred Supplier Arrangement: Tender assessment documents to be forwarded for the panel to complete. After a brief catchup to discuss the results, Preston Law will prepare the relevant documents to award the tender.
- Can Recycling: More can crushers have been ordered.
- Financial Report: To be done through the Finance Department Report.

Upcoming events

- Thalldi Gilmoor Luuli Touch Footy programs (Tuesdays)
- Baya Kuburda Community Boxing night (Thursdays)
- Pub Night for Senior's Social Event 55+ – POSTPONED to Wednesday 19<sup>th</sup> October 2022
- Gununa Local Show Day – public holiday 9<sup>th</sup> September 2022

Proposed future CLP events

Please find below the proposed events for the next two months that a Community Liquor Permit is required, to allow for the consumption of alcohol by the attendees of those events.

These 2 monthly occasions are proposed to be:

- 10 September 2022 Saturday 5 – 10pm Gununa Local Show Day
- 1 October 2022 Saturday 5 – 10pm Dance Competition

As the events will be held on Council property, “in principle” Council endorsement for the applications is sought. With “in principle” Council support, an application will be submitted to liquor licencing.

**FINANCIAL & RESOURCE IMPLICATIONS**

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

Description	Amount \$
Security	1100
Liquor Permit	150
Alcohol	5,000
Gununamanda vouchers	2000
Freight	200
RSA training	20
Kiosk items	300
<b>Total</b>	<b>8,770</b>

**RECOMMENDATION**

1. That Council receive and note this report.
2. That Council provide “in principle” support for the submission of 2 applications for a Community Liquor Permit.

**19 FEES AND CHARGES 2022-23**

Nil

**20 FINANCIAL REPORTS**

Nil

**21 POLICY DOCUMENTS**

Nil

**22 CONFIDENTIAL REPORTS**

Nil

**23 NEXT MEETING**

Wednesday 21st September 2022

**24 CLOSURE**