



**MORNINGTON  
SHIRE COUNCIL**

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

**Date:** Tuesday, 25 January 2022  
**Time:** 9.00am  
**Location:** Council Chamber  
Mission Road  
Gununa

# **BUSINESS PAPER**

**Ordinary Council Meeting**

**25 January 2022**

**Adam Seiler  
Chief Executive Officer**

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

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**1 OPENING OF MEETING**

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 PRESENT**

**4 LEAVE OF ABSENCE**

**5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF**

**6 CONDOLENCES AND MEMORIALS**

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## 7 CONFIRMATION OF MINUTES

### 7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 8 DECEMBER 2021

**Author:** Senior Executive Assistant  
**Attachments:** 1. Council Meeting Minutes - 8 December 2021

#### OFFICER'S RECOMMENDATION

1. That the Minutes of the Council held on Wednesday 8 December 2021 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, 8 DECEMBER 2021 AT 9AM**

**1 OPENING OF MEETING**

The meeting was opened by Deputy Mayor David Barnes at 9.15am.

**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 and Yangkaal people who share our homelands

**3 PRESENT**

Elected Members

Deputy Mayor David Barnes, Cr Dwayne Rogers, Cr Roxanne Thomas, Cr Bob Thompson

Staff

Chief Executive Officer (Adam Seiler),

Executive Manager Business Resilience and Community Partnerships (Vicki Thiel)

Executive Manager Infrastructure and Tehnical Services (David Sechtig ),

Manager Human Resources (Joanne Fiorenza) (Minute Taker)

Trainee Executive Assistant (Tayla Wilson)

Housing Manager (Geffrey Rewald)

Community Development Officer (Violet Taulanga)

**4 LEAVE OF ABSENCE**

**4.1 Leave of Absence – Cr Kyle Yanner**

The Chief Executive Officer received an application for Leave of Absence at 08:37 EST Wednesday 8<sup>th</sup> December 2021 from Cr Kyle Yanner for the December 2021 and January 2022.

**RESOLUTION 2021/121**

Moved: Cr Bob Thompson

Seconded: Deputy Mayor David Barnes

That Council approve a formal Leave of Absence for Cr Kyle Yanner from the December 2021 and January 2022 Ordinary Council Meetings.

**CARRIED 4/0**

**5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF**

Mr Adam Seiler declared conflict of interest for Item 16.1 as a component of the report directly related to an employment instrument (Contract of Employment) and a proposed condition within that Contract which related to that officer exclusively. The remainder of the report related to all-staff whereby a common interest is maintained.

**6 CONDOLENCES AND MEMORIALS****7 CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 17 NOVEMBER 2021****RESOLUTION 2021/122**

Moved: Cr Bob Thompson

Seconded: Cr Dwayne Rogers

1. That the Minutes of the Council held on Wednesday 17 November 2021 be received and the recommendations therein be adopted.

**CARRIED 4/0**

Council adjourned at 9.55am and returned at 10:05am

**8 DEPUTATIONS**

The University of Queensland Research Partnership Program provided Council with a presentation of a proposal relating to energy and sustainability options.

Council adjourned for Morning Tea at 10.39am and resumed at 11:15am

**9 ACTION SCHEDULE**

At 12.03 pm, Cr Roxanne Thomas left the meeting and returned at 12:08pm

At 12.16pm, Mr Adam Seiler left the meeting and returned at 12:22pm

**9.1 ACTION ITEMS AS AT 6 DECEMBER 2021****RESOLUTION 2021/123**

Moved: Cr Bob Thompson

Seconded: Cr Dwayne Rogers

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

**CARRIED 4/0**

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS**

**10 MAYOR AND COUNCILLORS REPORTS**

Nil

**11 CHIEF EXECUTIVE OFFICER'S REPORTS**

Nil

**12 STAFF REPORTS - FINANCIAL SERVICES**

**12.1 FINANCE REPORT**

**RESOLUTION 2021/124**

Moved: Cr Bob Thompson  
Seconded: Cr Dwayne Rogers

That Council acknowledge the extremely short period of time post End of Month and the date of this meeting, and acknowledge the November Financial Report will be presented at a Special Meeting to be convened later in the month.

**CARRIED 4/0**

**13 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS**

**13.1 COUNCILLOR REMUNERATION POLICY**

**RESOLUTION 2021/125**

Moved: Cr Roxanne Thomas  
Seconded: Cr Bob Thompson

That

Council adopts the Councillor Remuneration Policy as attached and the policy is uploaded to the Council's document management system and website.

**CARRIED 4/0**

**13.2 WHS REPORT**

**RESOLUTION 2021/126**

Moved: Cr Dwayne Rogers  
Seconded: Cr Roxanne Thomas

That Council receive and note report.

**CARRIED 4/0**

**14 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES****14.1 INFRASTRUCTURE AND TECHNICAL SERVICES REPORT****RESOLUTION 2021/127**

Moved: Cr Bob Thompson  
Seconded: Cr Roxanne Thomas

That Council acknowledge the extremely short period of time post End of Month and the date of this meeting, and acknowledge the November Infrastructure and Technical Services Report will be presented at a Special Meeting to be convened later in the month.

**CARRIED 4/0**

**14.2 HOUSING REPORT****RESOLUTION 2021/128**

Moved: Cr Bob Thompson  
Seconded: Cr Roxanne Thomas

That Council note and accept this report.

**CARRIED 4/0**

**15 STAFF REPORTS - HUMAN SERVICES**

At 12.33 pm, Cr Roxanne Thomas left the meeting and returned at 12:34pm

**15.1 COMMUNITY BUS USE POLICY****RESOLUTION 2021/129**

Moved: Cr Bob Thompson  
Seconded: Cr Dwayne Rogers

That Council adopt the Community Bus Use Policy as attached and the policy is uploaded to Council's document management system and website.

**CARRIED 4/0**

**15.2 COMMUNITY DEVELOPMENT REPORT****RESOLUTION 2021/130**

Moved: Cr Roxanne Thomas  
Seconded: Cr Dwayne Rogers

That Council receive and note the Community Development report for December 2021

**CARRIED 4/0**

**16 CONFIDENTIAL REPORTS**

At 1.25pm, Mr Adam Seiler left the meeting.

Meeting moved into closed session.

**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the Local Government Regulations 2012:

**16.1 HR Department Report for the Month of November 2021**

This matter is considered to be confidential under Section 254J3(b) of the Local Government Regulations 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with industrial matters affecting employees;.

**RESOLUTION 2021/131**

Moved: Cr Dwayne Rogers

Seconded: Cr Bob Thompson

That Council moves out of Closed Council into Open Council.

**CARRIED 4/0**

At 1.50pm, Mr Adam Seiler returned to the meeting.

**16.1 HR DEPARTMENT REPORT FOR THE MONTH OF NOVEMBER 2021**

**RECOMMENDATION**

That Council receive and note the report. Referred until further information submitted to Council. No resolution made.

**17 NEXT MEETING**

The next meeting will be held on 28 January 2022.

**18 CLOSURE**

Deputy Mayor David Barnes closed the meeting at 1.55pm

Adam Seiler  
Chief Executive Officer.

Minutes Confirmed:

Deputy Mayor .....

Date: \_\_ January 2022

Adam Seiler  
Chief Executive Officer

**8 DEPUTATIONS**

**9 ACTION SCHEDULE**

Nil

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS**

**10 MAYOR AND COUNCILLORS REPORTS**

Nil

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TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
STATE GOVERNMENT FUNDING - \$2.35 MILLION FOR COMMUNITY HOUSING	2020/24 combined with 2021 /08-02 (18 08 2021)	24/01/2020	<p>That provide advise and direction on:</p> <ol style="list-style-type: none"> <li>1. That Council act as principal contractor for the roll out of the \$2.35 million housing program,</li> <li>2. That Council nominate - construction of a new 3 bedroom dwelling at 152 Lardil Street, "shovel ready" works at proposed sub-division at lots 925 and 926 Lardil St and "plug ins" as works to be carried out under the program</li> <li>3. That Council provide estimates of funding breakdown for each of the 3 separate components of the \$2.35 million housing program as soon as details become available to the Department of Housing and Public Works (HPW)</li> <li>4. That Council nominate the following funding requirements for the program - 30% payment when signing the agreement, 60% payment when design and land have been finalised and 10% payment on completion,</li> <li>5. That Council endorse HPW to continue as the tenancy management body for Mornington Island, including the additional housing provided by this program</li> </ol> <p>That Council make representations to the Minister for Communities and Housing regarding approval process for the interim Capital Works, as it is causing frustration in Council on constructing much needed housing in Mornington Shire Council. Further that the Director General, Department of Communities and Housing set out, clear process for approval of building design for the 7.3m, Capital Works Program to ensure local Community input is maximised and duplication of designed approval abolished.</p>	Housing Manager	<p>13 November 2020 - A meeting with the Technical Working Group (TWG) revealed that this project has not progressed as Council has elected to undertake the proposed works. Due to the significant change over in staff this had not been relayed to the new Council. The agreed works are made up of 3 projects:</p> <ol style="list-style-type: none"> <li>1. New 3 bedroom house on 152 Lardil St – existing house to be demolished by DHPW</li> <li>2. Civil and infrastructure works on Lots 925 &amp; 926</li> <li>3. Provide plug ins for up to 10 properties – 8 currently proposed</li> </ol> <p>Preparations will now begin to progress this project as a priority.</p> <p>9 February 2021 - Council has now determined to provide 2 x 3 bedroom duplexes on Lot 152 Lardil St . Plugins to be used for the remaining funding. Further works associated with Lots 925 &amp; 926 to be transferred to the next program of \$7.328M.</p> <p>21 April 2021 - ongoing</p> <p>18 May 2021 - Planning is now for 5 bedroom houses across the board</p> <p>June - Discussed at Tech Working Group meeting, progressing with 5 bedroom concept with extra toilet.</p> <p>July - Update given at this meeting - 5 Bedroom duplex was approved. The plugins and duplex scheduled to begin next month.</p> <p>September - Letter sent to Minister and Director General approving long delays in approving design and seeking from the state government greater local autonomy.</p> <p>Meetings held with State Directors between the Mayor, Housing Manger and Acting CEO. The 5 bedroom units can now be finalised November: Demolition of 152 Lardil including asbestos removal will be started in next month to allow for two 5 bed duplexes planned</p> <p>December: Demolition of 152 Lardil scheduled to commence 10 January 2022.</p> <p>January: Demolition of properties, including burnt-out property adjacent Technical Services Depot have been completed. Funding program, as structured including Q3 2022 commencement to be signed and submitted.</p>
HORSE CONTAINMENT AND FENCING PROGRAM	2021/07-30 combined with 2021/01-20 (13 06 2021) Rodeo grounds alternate Horse Holding Area	21 July 2021	<p>Receives and notes the report: supports the allocation of materials and labour to complete both the fencing program and stock watering system. That Council resolves to undertake the works required to install a temporary fence for the control and containment of the horses roaming unrestrained within the township of Gununa and further the primary labour for the works be supplied via a Youth Program.</p>	Executive Manager, Infrastructure and Technical Services	<p>Council supports the allocation of materials and labour to complete both the fencing program and the stock watering system.</p> <p>Fencing completed and portable water being connected to the block.</p> <p>Desexing within 12 months - Local Law now in place for CEO direction unless an exemption approved. Meeting to be arranged with horse owners to explain local law.</p> <p>Contractor Vet to complete desexing at an arranged time on Island.</p> <p>July update made at meeting - completed race, rages and first part of fencing. Water to this area is progressing. Update on allocating of materials and labour to complete fencing program &amp; stop watering system.</p> <p>October update: Fire affected grass availability and damaged pipes for water supply to the grounds. ACTION: Call a meeting of the Horse Owners for November 2021. November: Water supply not completed parts ordered Works continuing on damaged pipeline</p> <p>December: Get rodeo grounds ready then call meeting with Owners. Owners to help foot the bill. 1. Write a letter to the Pig Owners - take care, contain or surrender. 2. Community meeting with horse owners give them up/sell off or euthanise. Red horse/Green horse. 3. Dogs - CEO Need a Strategy for dogs -Red dog, Green dog.</p> <p>January: Recruitment for Animal Control Officer ongoing (critical role with limited market opportunity). Have ascertained local pigs are 'owned' however need more information. Trenching works have been undertaken at</p>

DISPOSAL OF MACHINERY - SURPLUS TO COUNCIL	20-11/21	18 November 2020	1. That Council accept the staff request of additional time to enact resolution 20-10/16 to allow a further review of plant identified for disposal. 2. Upon determining the revised equipment disposal list, Council seek advice from an appropriately qualified person for indicative market values of the equipment.	Executive Manager Infrastructure & Technical Services	21 April 2021 Awaiting delivery of a new grader, after which tyres can be switched to an old grader. New Roller and Pad Foot needed, need routine work schedule including equipment book in / out system.  May 2021 The new Grader has completed its workshop inspection, the tyres still have to be changed and once this has been completed the unit will be transported to the island.  18 May 2021 No capacity to repair excavator due to staffing issues (no qualified mechanic). Allowance included in budget for transport of decommissioned plant off Island  June Tyres fitted on grader, new grader still awaiting shipment to the island. Trying to get old plant moving to improve resale price. Allowance included in 2021/22 budget bid for shipment/sale.  July Verbal update to be made at meeting  October - update to be given December: Adam and David to complete valuations and disposal.  January: Workshop Manager has been working tirelessly to re-mobilise a number of Plant Items and a list nearly finalised for disposal. Commercial vendor to be engaged to auction existing scrap / defunct vehicles and yellow-plant to be offloaded via barge to Karumba, sold as-is, where-is. Expected to be finalised by first-week of March 2022.
GUNUNA CEMETERY REPORT	2021-01/26	27 January 2021	That Council: 1. Note and receive this report; 2. Support the submission of an application for funding to complete the proposal to be considered as part of the 2021/22 budget; 3. Consider the delivery of this project and the costs associated as a part of its 2021/22 budget considerations 4. Renegotiate and clarify the formal Landcare Management Agreement with Bynoe with Key Performance Indicators (KPIs) to be set by mutual agreement for a period to be determined; and 5. A formal Interment Plan and Register is developed by Council involving the community that fulfils the regulatory requirements and incorporates the cultural needs of the site.	Executive Manager Infrastructure & Technical Services	21 April 2021 Scheduled works to be included in 2021 / 22 budget bid  18 May 2021 Costs to be included in 2022 budget bid, noting Bynoe is responsible for maintaining the old cemetery. Fire breaks to be discussed with the Rangers by the Executive Manager Infrastructure and Technical Services  June To be included in budget August - update given July Verbal update to be made at meeting  September verbal update given 1. Contact Nick Barnes to established where people buried 2. Update and Maintain the burial register November: Tech Services Admin Officer assembling the file December: Get elders on site to identify known grave sites - Councillor Thomas and Claire from Tech Services. January: Survey works on-ground completed immediately prior to Christmas, pending results. <b>ACTIONS:</b>
BURIALS ASSISTANCE ACT 1960	2021/06-05	16 June 2021	That Council refer the letter received from the Attorney-General and Minister for Justice setting out the response to Council's request for funeral financial assistance for the return of deceased persons to the Island to the Premier, objecting to the Burials Assistance Act 1960 where it contemplates that the burial or cremation will take place where the death has occurred, as it strongly ignores Indigenous traditions for loved ones to be returned to community for burial. Further, that the Minister's letter be referred to the Member for Traeger Rob Katter MP to make representations to the Premier on Council's behalf	CEO	Matter raised with Government Champion, will be followed up. Understand the issue and Council's desire for a localised funeral-fund. Local Justice Group / Organisation who are responsible for funeral administration have been closed since early December and still closed until late January 2022.
LONG -TERM ASSET MANAGEMENT PLAN	2021/06-16	16 June 2021	A report be made to the meeting of Council on 18 August 2021, providing an update on the development of a Long-term Asset Management Plan as required by legislation.	-FINANCE	July - Verbal update to be provided at meeting  September - A Contract Governance Officer has now been appointed and will be on the Island shortly October: Report to Council 20/10/2021 - Proposed that a project plan be tabled at a future Council meeting. January: Asset Management Plans will be informed by revaluations which physically cannot occur until June 2022 and finalised as part of 2022 audit.

COUNCIL SECURITY CONTRACT	2021/66	20/20/2021	1. The Executive Manager, Finance and Human Services to call tenders for Security Services covering Council assets 2. Council meets with Mornington Island Police to discuss the current break-ins and other security breaches in the Township; and 3. that the CEO make representations to the Government Champions regarding the hours of operation of the Mornington Island Police with the intention to increase the hours of operation to 24 hours.	Executive Manager, Finance and Human Services	September - Executive Manager Infrastructure & Technical Services to progress spread of hours through the workshop to included night shift and priority given for construction of new fence as per budget.  14/9/21 - Contract Security Company to start patrols of Workshop and Council buildings. Long term plan to have Caretaker postions appointed as part of 5 year plan in helping community appointed positions.  October: update to be given. Resulted in the new resolution 2021/66 November: Quotes received for security costing will be plus or minus \$90K per month. Once security fencing erected around VAC, cost will reduce to \$25K per month. January: Security services restructured and working well. Fencing project on-hold and will need a Tender process commenced as original Purchase Order submitted for CEO approval far too close to threshold for Officer to be comfortable in approving.
COUNCIL BARGE OPERATION	2021/07-09	21 July 2021	That Council authorise the Acting CEO to make arrangement for the survey of Council's Barge "WURRURKU" and undertake the necessary investigation into how a barge operation could be implemented between Mornington Island and Burketown and provide Council with an operational plan and associated budget for such operations.	CEO/Executive Manager, Infrastructure and Technical Services	CEO to do an operational plan and asociated budget and report to council at next meeting.  September - Barge has both motors running.  Arrangments are being made to test drive the barge up the channel. Once complete, Jones' Marine Services, Karumba will be contacted for servicing and equipment in rediness for survey.  The Community Development Officer is working to secure short and long term qualified skippers and crew.  October: Update on carriage limit, transport and storage of alcohol to be given at meeting 20/10/2021 November: Barge ready for Sea trials December: Re- Survey after Sea trials Barge in the water 2/12/2021.  January: Nearly all items required for re-survey have been aquired (was a discrepancy in procurement) and being sent on barge. Consultant engaged end-January to undertake resurvey process.
PROVISION OF MENS SHED	2021/07-11	21 July 2021	That Council make representations to the Director General DATSIP for funding to provide a Men's Shed in Gununa, to run such programs as Alcoholics Anonymous and Narcotics Anonymous and further to that Council investigates suitable sites for such a facility.	CEO / Community Development Officer	That Council puts inan appication for funding to DATSIP. September - forward request to DATSIP and made enquires with Gununamanda Store  October update to be given 20/10/2021 November :Gununamanda Store: Unlikely to use current shed as a possible facility due to a range of issues however the final confirmation will come after their next Board meeting scheduled shortly. DSDSATSIP funding: No application has been received to date. Grants are available. CSP updated to reflect the need for a Mens Shed. Enquiries have been made with Mens Shed Australia. December: Violet to follow up lease of shed from shop - Store board meeting still not been held.
"COMMERCIAL - OTHER" LIQUOR LICENCE	2021/07-12	21 July 2021	That Council authorise the Acting CEO to confirm with office of Liquor Licensing Regulation, Council's recommendations for the consumption of alcohol under the Commercial other – Motel/Restaurant Licence.	Community Development Officer	Dicussions with Debbie Dixon-Searle have been ongoing and she informed Council that the licence is progressing. September - to be completed 9 September 2021 - Comments need to be sought from stakeholders like CJG, Police, RO of OLGR and DSDSATSIP. This process is yet to commence. OLGR seeks stakeholder comments. OLGR have requested clarification to the bar servery areas in relation to the restaurant and trading hours relating to serving of alcohol.  October update to be given at meeting 20/10/2021 November: Stakeholder comment period has ended. A range of objections have been received. OLGR have agreed to a workshop to be held face to face with objectors and Debbie Dixon-Searle facilitating. An invitation has been sent out. December: Objections to be heard 14 December January: Process continuing and application remains under review. Commercial options may need to be considered as part of a distribution network.
INTRODUCTION OF AN ALCOHOL CARRIAGE LIMIT TO MORNINGTON	2021/07-13	21 July 2021	That Council receive and note the report. That Council authorise the Acting CEO to apply for Commercial Other Subsidiary off Licence for the Barge Shed, Post Office and Restricted Area Permit to allow for the community bus to carry more than the individual Carriage Limit per vehicle	CEO / Community Development Officer	Applications have been made.  9 September 2021 - Council are not the licensee for the Post Office and are unable to apply on their behalf. The licensee has been advised of the requirement in anticipation of the carriage limit and Debbie Dixon-Searle will help guide them. All other licences have now been completed and submitted to OLGR.  October update to be given at meeting 20/20/2021 November: Barge Shed area licence has an objection to resolve. Completion of the purpose built structure required. For the community bus, a Risk Assessment Management Plan is now required. OLGR have made a suggestion on recruitment of Community Bus Driver to have a security license. December: 4 conditions to meet - secure area, bus driver with RSA, PO licence to receive and debrief of objections 14/12 January: Recruitment of a local Bus Driver ongoing.

STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES - POST FIRE LARDIL STREET	2021/07-28	21 July 2021	That Council notes and receives this report And that Council support the efforts of interested members of the public in obtaining exemptions to the Blue card requirement with assistance from the local Police. That the Council lobbies the QFRS and its local Member of Parliament for a upgrading or creation of a Urban Fire Brigade for Mornington Island also contact Qld Rural Fire and Rescue department.	Executive Manager of Infrastructure & Technical Services	Executive Manager, Infrastructure and Technical Services to obtain information on blue card requirements and follow up on behalf of Council regarding the upgrading of a Urban Fire Brigade. November: Referred to Local Disaster Management Group for comments Mayor /CEO to call LDM Group meeting and discuss this issue following the meeting.  January: Verbal update from Mayor advising support received within QFES, will be followed up internally.
WAREHOUSE REPORT/ BARGE LOADING AREA	2021/07-27	21 July 2021	That Council Notes and receives this report. That Council investigates future fund raising for redevelopment of the barge loading area and concrete ramps and that the Executive Manager, Infrastructure and Technical Services prepares a project plan and costings.	Executive Manager of Infrastructure & Technical Services	Executive Manager, Infrastructure and Technical Services to investigate future fund raising for the development of the barge loading area and concrete ramps. December: Assessment of Ramp and restablisation required by structural engineer - Consultant engaged
PRELIMINARY DISCUSSION ON ILUA FOR GRAC LAND	2021/07-32 2021/88	21 July 2021	That Council authorise Acting CEO to commence investigation to establish a Land Use Agreement with GRAC. <b>No quorum 20/10/2021 - Resolution 2021/87 Council delegates the decision on the matter under section 257 (1)</b>	CEO	September - Refer to Acting CEO report in the agenda October: Refer to Confidential report 16.4 at meeting 20/10/2021. Failure to get a quorum for this issue for second meeting in a row. January: CEO met with key stakeholders within GRAC Wednesday 16 January 2022 which was extremely positive (early stage interaction).
IMPROVING BARGE SERVICES/ BARGE SERVICE REVIEW	2021/07-33	21 July 2021	That Council receive and note the report. That Council investigates options for improving barge services to Mornington Island to ensure the most effective and efficient barge services to the island in the future. Update 20/10/2021 Resolution 2021/55 Barge Service Review - That Council receive the report and consideration be given to including the cost of the Barge Service Review at the 2021/22 six month budget review stage.	CEO/ Executive Managers	Council investigates options for improving barge services to Mornington Island to ensure the most effective and efficient barge services to the island in the future.  September - Acting CEO has discussed a proposal with PEAK Services on this matter. November: Confidential report to Ordinary meeting 17 November. December: Matter to be considered at 6 month budget review
GUNUNA YOUTH CAMP	2021/08-03	18 August 2021	1. That Council receives report: 2. That Council authorise the Mayor's proposal for a Youth Camp to be an approved Council event. Further that a program of events be developed for this Youth Camp. 3. That Council grant leave of absence to the Mayor for the duration of this event and that Deputy Mayor Rogers be appointed Acting Mayor. 4. That Council ask relevant Community Organisations for donations and assistance for the conduct of such an event and authorise Council to provide essential equipment such as fuel for the Youth Camp	Mayor , Community Development Officer, Acting CEO, Executive Infrastructure & Technical Services	1. Program of events be developed for this Youth Camp. 2. Council ask relevant Community Organisations for donations. 3. Council to provide essential equipment such as fuel for the Youth Camp  September - When is camp to be held? - ongoing 9 September 2021 - Details of a similar camp held last year has been received. Details of Gununa Youth Camp are still being discussed.  On hold at present
PLAQUE TO RECOGNISE FAMILIES OF THE ORIGINAL SETTLEMENT	2021/51	15 September 2021	That Council obtain the necessary approvals from GRAC for the provision of a plaque and that a group of Elders be assembled to design the plaque recognising the original settlement and an estimated cost be undertaken. Further that approval be obtained from GRAC for the placing of rubbish bins in a suitable location near the Tamarind tree and also Shade tree opposite the cemetery and near communal fishing and swimming spots and be included in the annual budget for Parks and Gardens.	Community Development Officer	November: Cr Bobby Thompson confirmed that a group of Elders had been assembled. Discussion still to be held to design the plaque. Inspection required with Tommy Wilson before final confirmation of placement for bins and plaque from the GRAC board. December: All names now collected. Meeting to be called to design the plaque.
JALAA SHOW DAY	2021/66	20-Oct-21	That Council call a meeting of all relevant service providers on the Island in order to plan for the public show day in 2022.	Executive Manager, Finance and Human Services/CDO	November: Meeting to be called with service providers after discussion with Farrah Linden. Potential NAIDOC funding available December: Meeting to be arranged mid-January when everyone returns.
FISHERIES LICENCES GULF OF CARPENTARIA - GREEN ZONE	2021/57	20/10/2021	That Council request both the Queensland and Federal Governments to, permanently close commercial fishing by creating a green zone covering the area from Leichhardt River back to Tully Inlet on the Northern Territory/Queensland border which cover Gangalidda, Yangkail, Kaiadilt and Lardil Indigenous Area and Sea Claim Area and extend the protected area to 20kms.	CEO	

COUNCIL'S FUNERAL AND UNDERTAKING ROLE	2021/59	20/10/2021	That Council note and received the Report and the CEO continue discussions with Invocare to obtain further information Community funeral funds	CEO	
FUTURE LIQUOR LICENCE OPTIONS - TAVERN	2021/61	20/10/2021	That Council receive and note the report and further, that Council authorises the CEO to advertise for a General Manager of the Lelka Murrin Tavern.	Community Development Officer	November: There are ongoing discussions in creating the position description for the General Manager. The restaurant needs to be operational for the licence to be approved and the plan is to advertise the position once kitchen works are completed and operational.
MORNINGTON ISLAND NURSING HOME	2021/73	20/10/2021	In respect to Mornington Island Nursing Home, that Council authorise the works as outlined, to be completed as part of the 2021/22 capital works expenditure and a review of the current capital expenditure priorities to be made and submitted to Council for approval. Further, that the Housing Manager discuss the proposed works with Gidgee Healing under the existing lease agreement.	Housing Manager	November: Meeting to discuss issue arranged with Manager of Gidgee Healing when next on Island. Discussion with lawyer have occurred regarding the lease
TRAFFIC CALMING REQUEST WARDIRKAN STREET	2021/76	20/10/2021	That Council supports the installation of the traffic calming devices for Wardirkan Street, Mornington Island from existing operational funding.	Executive Manager, Infrastructure and Technical Services	November: Parts ordered December: To be included in current R2R funding submission with results anticipated mid January 2022 Work scheduled for end of January 2022. Status unknown. May become an internal project as procurement is not excessive and installation can be completed locally.
HR EXTERNAL TRAINING	2021/80	20/10/2021	That the CEO investigates options for the potential of external training in Council with private industry for all apprentices to improve work experience and skill sets and provide an estimated cost to implement.	CEO/Human Resources Manager	Internal HR audit undertaken. Funding of \$90K for apprentices has been identified and additional training funding (globally) being sought from LGAQ.
HR APPRENTICESHIP TRAINING AND DEVELOPMENT	2021/81	20/10/2021	That Council approach the CEO of Century Mines to explore assistance with apprentice training and development and seek assistance of the WAANYI Joint Venture in this regard.	CEO/Human Resources Manager	November: Contact made with Waanyi Joint Venture re training assistance regarding Coxswain and marine qualifications and hospitality training for Tavern and strategies for apprentices. Seeking to submit proposal to Waanyi , requested criteria to address.
MIRABOU PTY LTD MOU	2021/88	20/10/2021	That Council advise Mirabou Energy that Council has reviewed the Draft MOU and authorise the CEO to advise the Company of Council's direction in regards to the Draft MOU.	CEO	November: Mirabou by letter 27 October 2021. Mirabou intend to respond in time for December Ordinary meeting. January: Continued discussions with Mirabou ongoing with potential projects and investment ongoing.
PROPOSED BYNOE AND COUNCIL WORKSHOP AGREEMENT	2021/90	20/10/2021	1. That Council notes the report and that the content of this report remain confidential until such time as an agreement is in place. 2. That Council authorise the CEO and the responsible Council Officer, in conjunction with a member or members of the Council to undertake further negotiations with Bynoe with an aim to formalising the proposal partnership and 3. A report is presented to Council once the details of the agreement are ready to be formalised.	Executive Manager, Infrastructure and Technical Services	November: Meeting held with CEO, 2 Council Exec Managers and Bynoe reps. General agreement to move forward to MOU made by both parties. December: Discussions re additional works including a project management approach leading to an MOU. January: Meeting with Bynoe scheduled this week to discuss next-steps.

## 11 CHIEF EXECUTIVE OFFICER'S REPORTS

### 11.1 PRESENTATION TO COUNCIL - DR. KALI MARNANE

**Author:** Senior Executive Assistant  
**Attachments:** 1 Letter of Support  
2 Presentation to Council

#### PURPOSE (EXECUTIVE SUMMARY)

This is a letter to gain support for the The University of Queensland's research on Mornington Island led by Carroll Go-Sam, Kali Marnane, Kelly Greenop, Tony Heynen and Mark Jones.

#### RECOMMENDATION

That Council note and receive this report.

To whom it may concern;

This is a letter to support The University of Queensland's research on Mornington Island led by Carroll Go-Sam, Kali Marnane, Kelly Greenop, Tony Heynen and Mark Jones. We understand they will be undertaking data gathering and feedback sessions in 2022 including household surveys, interviews, working with high school students at Mornington Island State School, energy monitoring and workshops. We look forward to assisting and supporting their efforts.

We understand that the proposed research would be further developed and details decided in consultation with the Mornington Island Community as it progresses, to ensure that the research is appropriate and has the support of the ongoing community.

We believe that a partnership between Mornington Island Shire Council and The University of Queensland will be of benefit to the community and look forward to working together to achieve a sustainable future for Gununa.

Yours sincerely,

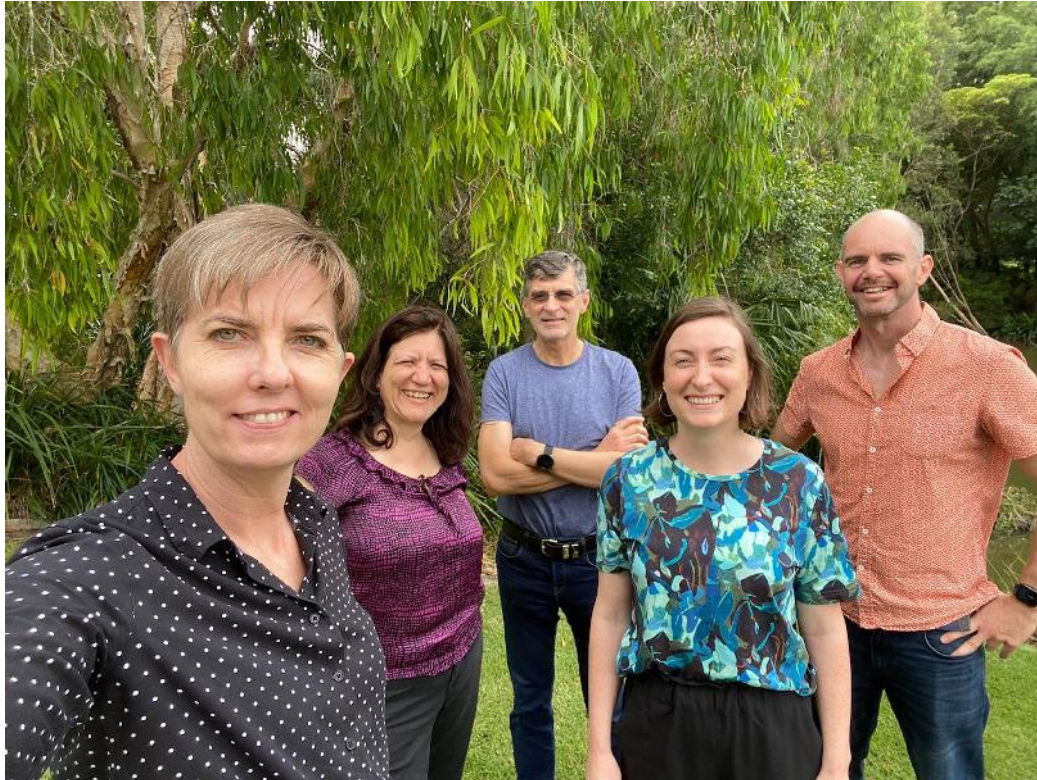
The University of Queensland (UQ) acknowledges the Lardil people and their custodianship of the lands, waters and seas on which we meet. We also acknowledge the Yankaal, Gangalidda and Kaiadilt of the Gulf Region.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Gulf Region, Australian and global society.



## Introductions



Dr **Kelly Greenop** | Senior Lecturer  
School of Architecture  
k.greenop1@uq.edu.au 0412807184

Ms **Carroll Go-Sam** | Senior Lecturer  
School of Architecture  
c.gosam@uq.edu.au 0418441577

Dr **Mark Jones** | Associate Professor  
School of Architecture  
m.l.jones@uq.edu.au 0476265688

Dr **Kali Marnane** | Associate Lecturer  
School of Architecture  
k.marnane@uq.edu.au 0403504611

Dr **Tony Heynen** | Senior Lecturer  
School of Chemical Engineering  
a.heynen@uq.edu.au 0421980476

# Our skills and expertise

## Carroll

An **Indigenous researcher** and a descendant of Dyrbal peoples from Herberton.

### - Indigenous led housing

- Indigenous **employment and skills transfer** in building projects

- **Sustainable housing** to reduce resident costs of living in housing

## Kali

An **architect who works with communities** in planning and design.

- **Community engagement** and co-design

- Designing for **people's social and cultural needs**

- **Young people's** experience of place

- **Public space** and livable neighbourhoods

## Mark

An **architect** who has come to research after a long career in architectural practice.

- **Social and environmental aspects** of urban infrastructure

- Universal provision of **sustainable energy**

## Tony

An **environmental engineer** who has worked on resource projects in Australia and East Timor.

Tony runs the **Sustainable Energy program at UQ.**

- **Community renewable energy** systems

- **Appropriate technology** and business models

## Kelly

A **researcher** who has worked with Aboriginal and Torres Strait Islander people in Inala and Mt Isa on **house crowding**, and **cultural needs** in housing.

- Matching housing to **Aboriginal cultural needs**

- **Crowding** in Aboriginal people's housing



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

Mornington Shire Council and The University of Queensland Research Partnership

# Skills we have to create a holistic Gununa housing model

## Data Gathering



## Feedback



## Output





# Data Gathering

Different kinds of data to understand housing and infrastructure needs  
Accurate data to help build a vision for Gununa's sustainable future

# Community energy, water and housing survey

What needs to be done to have secure, reliable, cheaper and resilient energy supply?

What works and doesn't work with the current housing?

What community facilities and spaces are needed to be integrated with housing and public spaces?

\*Local collaborator needed



# Interviews

How do people feel about their current housing?

Who uses the house and how (space, water, energy)?

How do people feel about the town of Gununa?

What works, what doesn't, and what would they change?

\*Local collaborator needed



# Hear from young people

Creative activities with high school students in class.

What do young people want from their town?

\*Interest from school teachers needed



# Understanding energy demand

*Creating a more resilient energy system*

- Conduct a pilot energy demand study
- Phi-saver energy monitoring devices (UQ to provide), requires installation (MSC to provide?)
- Identify minimum requirements, including post disasters
- Identify existing local generation capacity

Led by Professor Neil Horrocks and Dr Stephen Snow from UQ's Centre for Energy Data Innovation



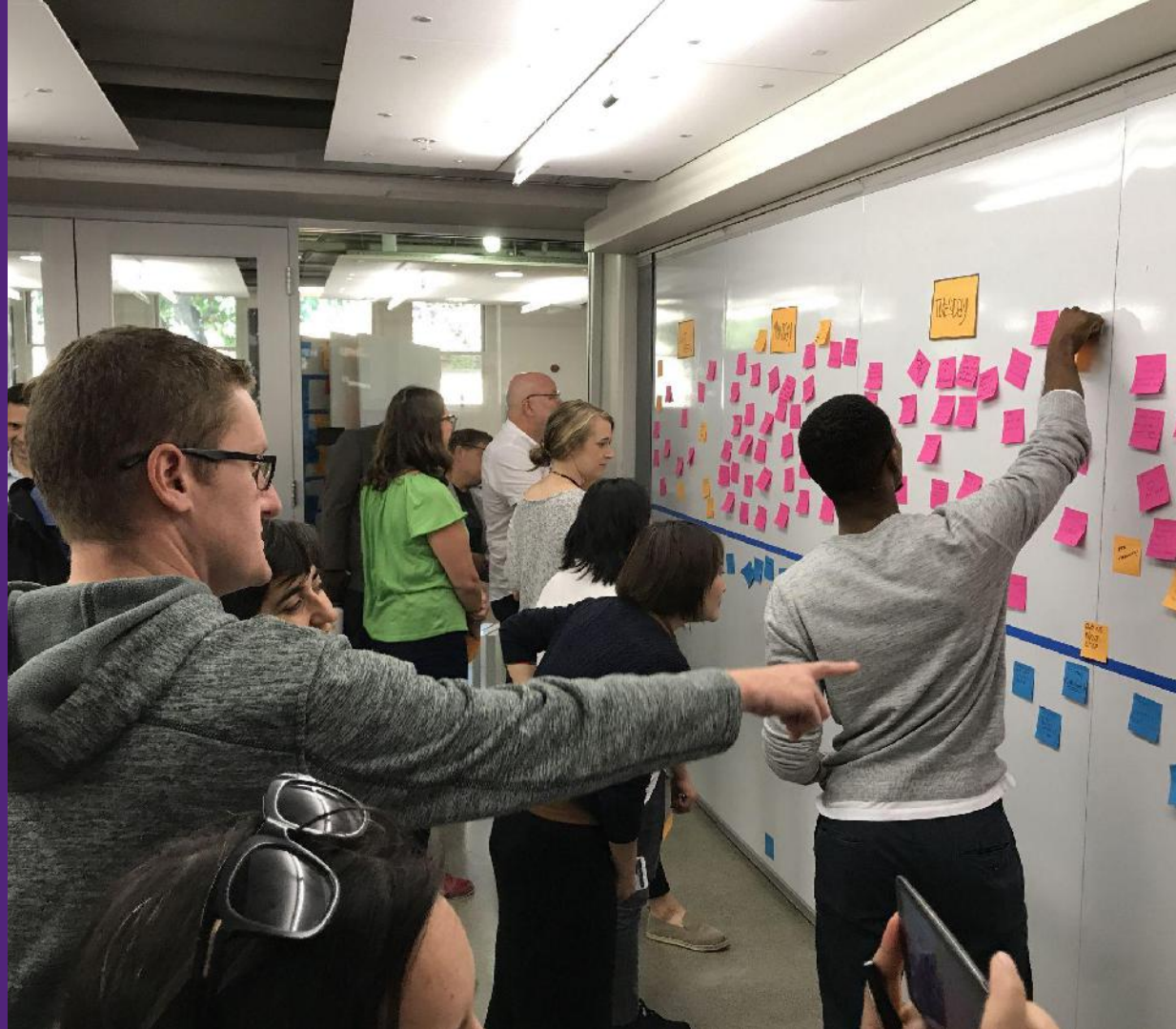


# Feedback

Feedback from Council and Community on data gathered  
Test ideas and make sure we're on the right track

# Workshops

Present data gathered to community members for discussion, feedback, development.



# Student ideas for:

- **Community centre** - third year Bachelor of Architectural Design (Kelly Greenop, Semester 1, 2022)
- **Energy solutions** - Master of Sustainable Energy (Tony Heynen, Semester 1, 2022)
- **New suburb layout and public spaces** - Master of Urban Design and Development (Kali Marnane, Semester 2, 2022)

These ideas could be used by studies in the future.



# Immersive presentations

Present student design work in community workshops in a physical and virtual exhibition - community will be able to walk through design ideas in three dimensions!





# Output

Base information for grant funding

Joint Community + Council vision for Gununa

# Gununean Design Framework & Engagement Report

Principles for the community to use to guide future decision making by consultants and others on themes such as:

- Governance for projects
- Engagement with locals
- Social safety in designs
- Local economic benefits
- Environmental care
- Policy framework
- Make sure design fit on the ground
- Cultural sustainability

And explaining for future consultants who the stakeholder groups are on Mornington, so proper consultation happens.



# Gununean Procurement Strategy

Guidelines for consultant and  
contractor selection



# Infrastructure

## Systems approach

- Energy
- Water
- Sanitation
- Waste

## Projects

- Community models
- Appropriate technologies
- Costings

Can be used as the basis for grant funding for feasibility studies etc.





THE UNIVERSITY  
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AUSTRALIA

CREATE CHANGE

# Timeline of work

Mornington Shire Council and The University of Queensland Research Partnership  
November 2021-November 2022

# Possible Timeframe for 2022

**APRIL**

## **Visit 1: April 2022**

Housing, energy and  
water survey

Interviews

Gunanean Design  
Framework development

**JULY**

## **Visit 2: July 2022**

Presentation of survey  
results and Semester 1  
design work + Focus  
Group catch up

20 x Urban Design  
students visit + data  
collection

**NOV**

## **Visit 3: November 2022**

Digital presentation of  
data collected and  
Semester 2 design work

Review of the year's work  
and discussion of next  
steps

**DEC**

## **Final report**

Gunanean Design  
Framework and report  
collating work from the  
year sent to Mornington  
Shire Council for review  
and to discuss next steps



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# Why are we doing this?

# Working in a University

This project helps us with:

- Researching
- Teaching
- Application



# Will this help you meet your vision for Gununa?



## 11.2 PRESENTATIONS TO COUNCIL - MS. DE LA CRUZE

**Author:** Senior Executive Assistant

**Attachments:**

- 1 Letter of Support
- 2 Gayle De La Cruze\_Gulf Leaders Brisbane invite (MI)
- 3 Gayle De La Cruze\_Gulf Academy Snapshot
- 4 Gayle De La Cruze\_Gulf Academy EXEC Summary December 2021

### **PURPOSE (EXECUTIVE SUMMARY)**

To gain support for the establishment of the Gulf Academy in Normanton, servicing the Lower Gulf. Such a facility would bring great benefit to our region, not least of which is providing a pathway from school to work for our young people.

### **RECOMMENDATION**

That Council note and receive this report.

Company logo

Mr. Wade Richardson  
Chair  
Bynoe Community Advancement Cooperative Society Ltd (CACs)  
PO Box 414  
NORMANTON 4890

Dear Wade

I write to express support for the establishment of the Gulf Academy in Normanton, servicing the Lower Gulf. Such a facility would bring great benefit to our region, not least of which is providing a pathway from school to work for our young people.

Maximising employment for local people is a key initiative of our Council. Not only will higher employment of locals drive our economy it will also culminate in improved service delivery with more residents' working in critical services. Reliance on a 'fly in-fly out' workforce has a negative impact on our community.

Council is committed to working with you on the development of this initiative and commend Bynoe for taking the lead on such an important venture. We would be interested in providing work experience opportunities and employment placements for successful Academy graduates when that time arrives.

We also commit to Council representatives on the Co-design working groups when they are established.

I look forward to hearing of the progress of the Academy and please call to discuss further if needed.

Yours Faithfully

Mayor Kyle Yanner  
Mornington Island Shire Council

....January, 2022



**Mayor Kyle Yanner**

**Mornington Island Shire Council**

1 Mission Road

Gununa, Mornington Island

QLD 4892

**Dear Kyle**

***Gulf Academy – Growing our People to Grow our Community***

I extend an invitation for you to attend a joint meeting with the Federal and State Departments of Education to further progress the Gulf Academy initiative.

From August 2021 we have provided regular updates on the status of the Academy and our quest to secure funding for the next phase of the establishment of the Gulf Academy, the Co-design project.

Negotiations with Governments are at a critical stage and, therefore, strong representation to demonstrate support for the Academy from across the Lower Gulf is, in our view, critical to our success in securing Co-design funding.

The Queensland Dept of Education is hosting a meeting in **Brisbane on the 9<sup>th</sup> February, 2022** with a briefing workshop scheduled for the afternoon of the 8<sup>th</sup> February, 2022.

The Federal Department of Education, Skills and Employment (DESE), National Indigenous Australians Agency (NIAA) and the Department of Seniors, Disabilities, Aboriginal & Torres Strait Islander Partnerships (SDATSIP) have also been invited.

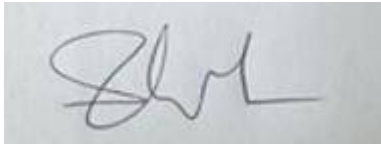
The purpose of the meeting is to demonstrate to Governments that we, as Gulf Leaders, are committed to an Academy for the Lower Gulf and see this initiative as a catalyst to address education, social and economic challenges across our region. Furthermore, we seek to develop the Academy under the commitments made by the Queensland and Commonwealth Governments in the National Agreement on Closing the Gap, particularly to work with our communities across the region in a formal partnership based on shared decision making to advance the Gulf Academy and other socio-economic priorities for the Lower Gulf.

Leaders from Doomadgee, Normanton, Kowanyama, Carpentaria Land Council, Bynoe and the Aboriginal Development Benefits Trust have all signalled their commitment to attend.

I understand Gayle de la Cruz, the Gulf Academy project manager, is on the agenda to address your full Council on the Gulf Academy initiative on Tuesday 25<sup>th</sup> January, 2022.

In relation to the meeting in Brisbane an information pack will be provided to you in the very near future including accommodation options, meeting details and key contacts. In the meantime, please do not hesitate to contact me on the details below or Gayle de la Cruz on 0427 016 130 or [wgm@bynoecacs.org.au](mailto:wgm@bynoecacs.org.au).

Yours faithfully

A rectangular box containing a handwritten signature in black ink. The signature is stylized and appears to read 'WR'.

**Wade Richardson**

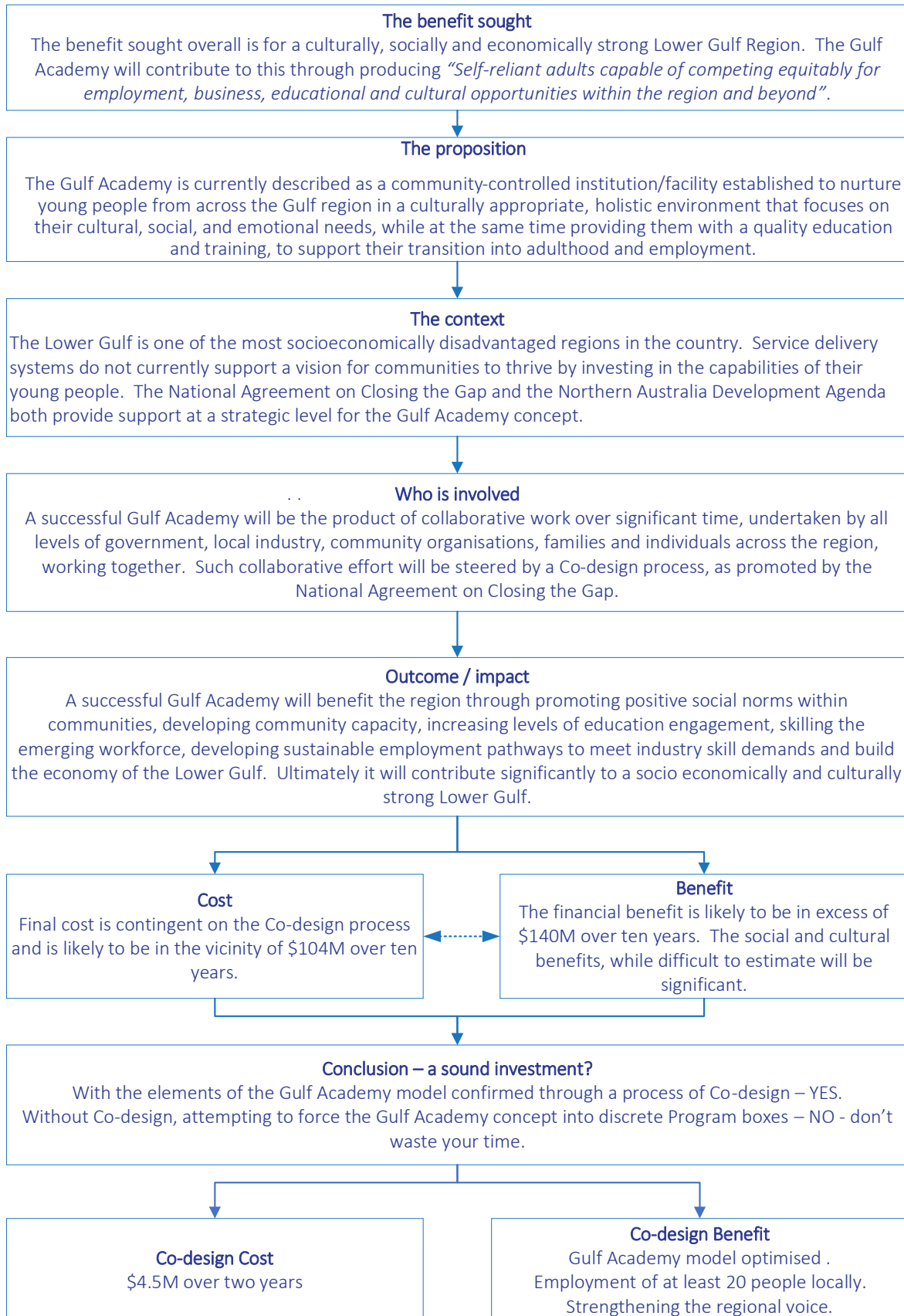
Chair

Bynoe Community Advancement Co-Operative Society Ltd (CACS)

E: [wade.richardson@bynoecacs.org.au](mailto:wade.richardson@bynoecacs.org.au) M: 0487 796 184

20<sup>th</sup> January, 2022.

## Gulf Academy Snapshot





# Executive Summary

## December 2021

### Purpose:

This document is a summary of the proposition for the establishment of a Gulf Academy in the Lower Gulf of Carpentaria. It summarises observations and propositions contained within three substantial documents that address the question of the feasibility of the Gulf Academy concept. <sup>1</sup>

### Background:

The Gulf Academy is a concept that has been evolving for ten years. Over the past twelve months leaders from the Lower Gulf of Carpentaria have worked together to develop the Gulf Academy initiative to the point that it is ready for Co-design and then implementation. Bynoe (CACs) is leading negotiations on the Gulf Academy with key stakeholders and partners, a role supported over the last twelve months and confirmed in a Lower Gulf Leaders meeting 24 November 2021

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<sup>1</sup> These documents are a Strategic Review, which consisted of a definition of the needs to be addressed and outcome sought, the scope of the outcome sought, definition and refinement of the constituent elements of the Gulf Academy and confirmation of the scope of the above to be subsequently tested via the Business Case. The Business Case confirmed the outcomes sought, project organisation and governance arrangements, program design and delivery models for each component of the Gulf Academy, financial and economic analysis, risk assessment including legislative and regulatory issues and a justification for relevant potential investors. An initial Implementation Plan was also developed outlining the actions required to establish a Gulf Academy. These documents are available from the Gulf Academy Project Manager.

## Overview:

### Preamble

Establishing the feasibility of a Gulf Academy required working through the following trail of considerations.

The starting point was to establish if the concept of a Gulf Academy was a good idea, in the broadest terms. It was clear, through stakeholder engagement and research that the idea of having a facility to support the social, cultural, educational and employment potential of young people across the region was a good one, providing economic as well as education, training and employment benefits in the medium to longer term.

The initial picture of the Gulf Academy was then tested against the social, cultural, historical, education and economic context of the region; would such an idea work in the Lower Gulf?

It was clear from our research that the concept could work, however it needed to be further developed to establish the proposition as a viable business case. This led to further development of a Gulf Academy model, which was described in terms of both potential cost and benefit. Importantly this work confirmed not only what an effective Gulf Academy could look like; it also confirmed the approach that will be needed to turn the concept into a sustainable reality. The approach identified was Co-design.

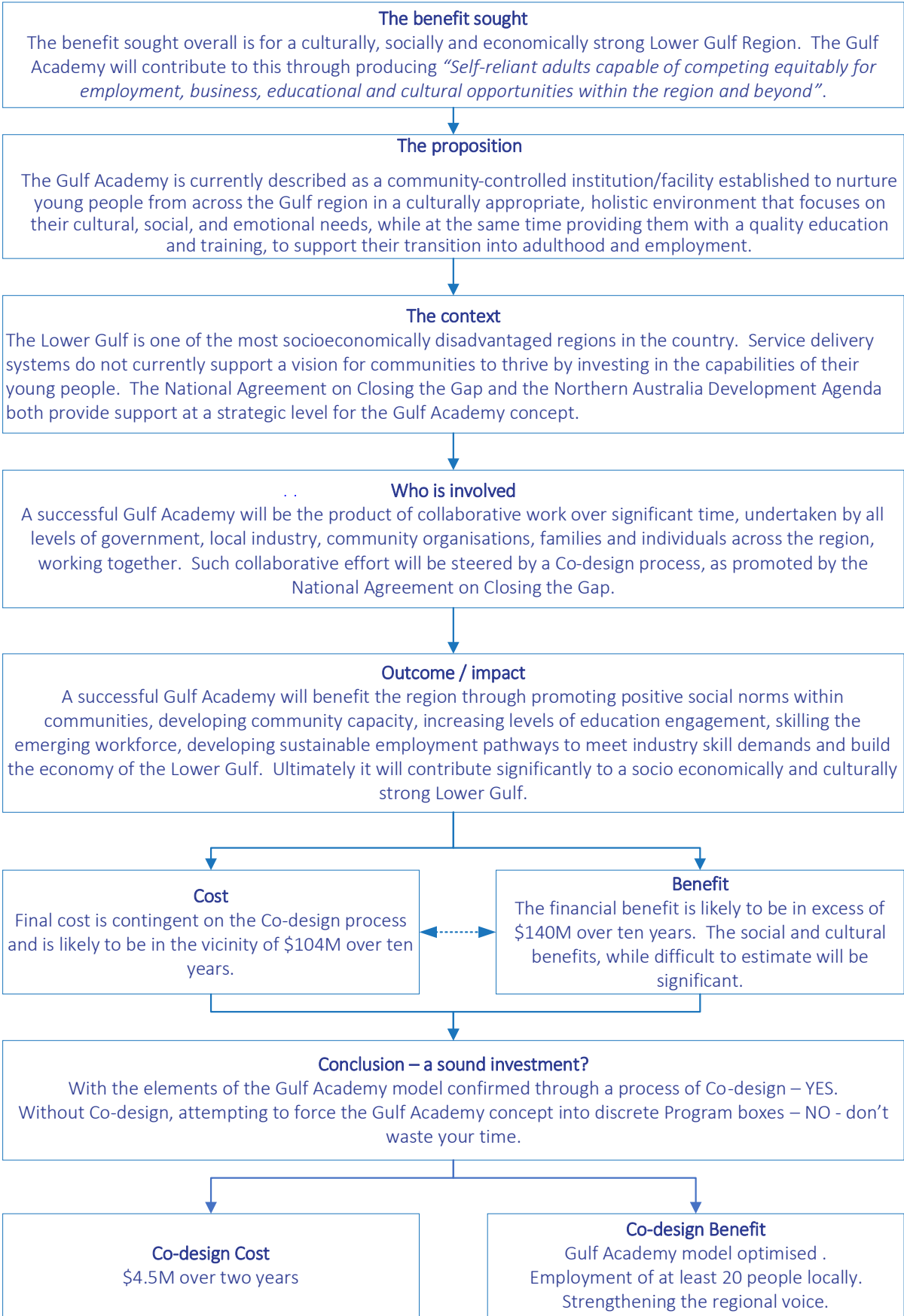
***Our view is that, without a Co-design approach front ending its establishment, the Gulf Academy will not be sustainable over time and as such, is not feasible.***

Put simply, current regionalised program funding approaches managed by individual funding organisations will not cope with the requirements of a complex, multi component initiative to be rolled out over a significant time frame.

Fortunately, the National Agreement on Closing the Gap recognises this and supports the recommended Co-design approach and provides a vehicle for funders across jurisdictions to work in partnership with local people to make the Gulf Academy a reality.

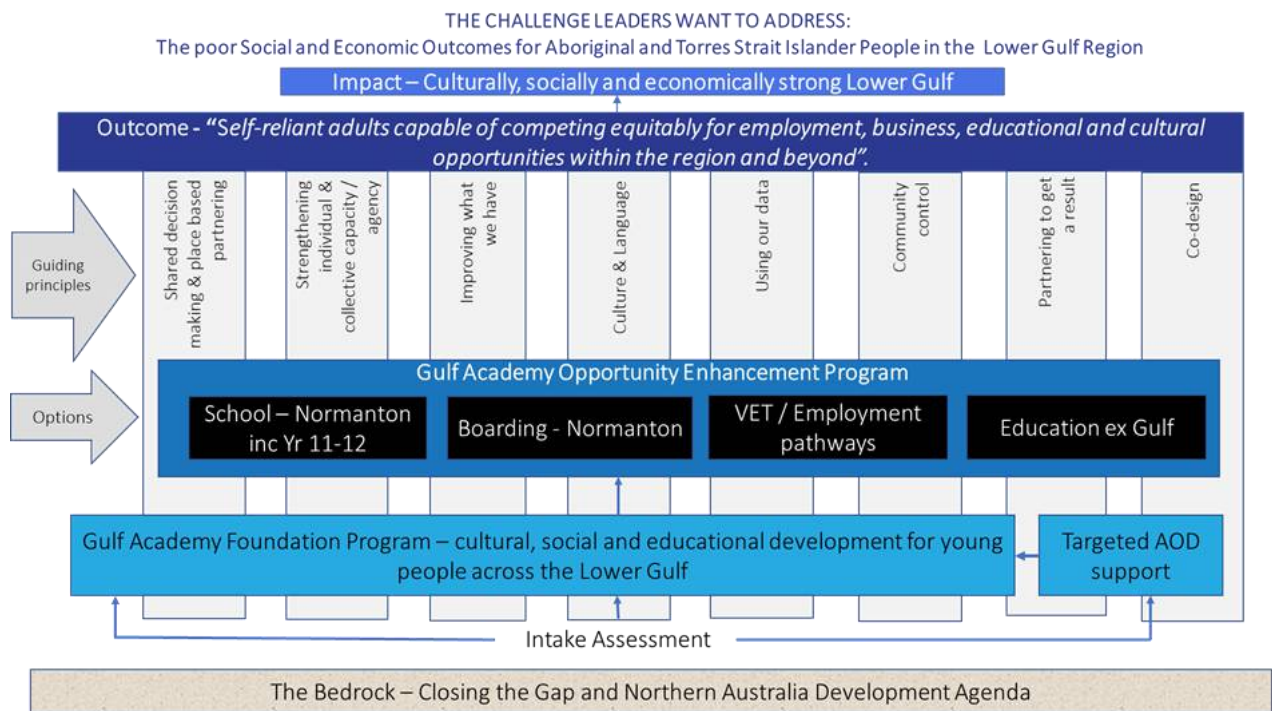
While not considered in the original feasibility study, the intent and operation of the Gulf Academy aligns with the propositions of the National Roadmap for Indigenous Skills, Jobs and Wealth Creation. Similarly the Gulf Academy proposition and particularly its Co-design phase aligns and supports directions indicated by the Indigenous Voice Discussion Paper.

A summary of the thinking behind the Gulf Academy appears in the diagram below.



## The approach in summary

The essential elements of the Gulf Academy initiative are summarised in the diagram below.



The core of the concept revolves around:

- **Intake Assessment:** working with young people across the Lower Gulf, to accurately and consistently assess their cultural, social, educational and employment needs and aspirations. This assessment is a platform for, and a guide to, their development path.
- **Gulf Academy Foundation Program:** focusing on the cultural, social, and educational development of young people across the Lower Gulf. As the name implies, this is about establishing a foundation for future success, irrespective of what educational, employment and life pathway young people may choose. The Foundation Program will create a pipeline of young people ready to take up further development opportunities.
- **Gulf Academy Opportunity Enhancement Program** made up of: an educational institution / school in Normanton, providing access to year 11 and 12 education focused on school-based apprenticeships / traineeships; an associated vocational education and training facility, linked to job placement, a boarding facility for students / trainees participating in education and vocational training in Normanton; and structured assistance, linked to the Foundation Program for those young people taking up education options at boarding schools outside of the Lower Gulf. This

element recognises that young people and their families will benefit from choices being available for their educational and employment futures, within and external to the region.

Co-design being the way of enabling the Gulf Academy and, in the process, empowering the communities of the Lower Gulf. The Gulf Academy is not a program - it is a concept, an initiative. Our research indicates that over the last seven years attempts have been made to adapt the Gulf Academy architecture to discrete program funding opportunities across government. This approach has not met with success, as the focus appears to have been on assessing an application for program funding rather than assessing how a concept may work. Recent changes to Closing the Gap arrangements recognise this as a systemic issue and advocates for Co-design as a process to better assess and access the opportunities available.

*The first stage of implementing the Gulf Academy is to secure support for the Co-design process.*

At the time of writing (December 2021) Bynoe CACS, has undertaken the following to secure Co-design support.

- Recruited a Gulf Academy Project Manager.
- Formed a Gulf Academy Working Group who are meeting weekly to progress Co-design.
- Continued to engage with Lower Gulf Leaders, including a recent meeting of more than twenty leaders. (Further meetings are scheduled with individual community leaders throughout December 2021.)
- Continued to engage with community stakeholders across the Lower Gulf on the Gulf Academy initiative.
- Developed a detailed Co-design proposal for resource support, directed to the Australian and Queensland governments and the Coalition of Peaks. Responses have been positive and strong to the proposed Co-design approach, however funding arrangements have yet to be confirmed.
- Met with the Coalition of Peaks, the Minister for Indigenous Australians, Senior officials of the National Indigenous Australians Agency, the Department of Education Skills and Employment, the Queensland Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships, Robbie Katter MP and the Hon Bob Katter MP. All have expressed support for the Gulf Academy concept overall. Funding support has not been confirmed.

## Features Benefits and Costs

Feature	Benefit
Local cultures are at the heart of the Gulf Academy approach.	Our research confirmed the primary importance of culture in the developing young people across the region, to ensure that they are able to make meaningful contributions to the Lower Gulf community as adults. Cultural integrity is at the centre of the Gulf Academy and is both the foundation and catalyst for a significant positive shift in social norms across the region, achieved through the tailored development of young people.
The Gulf Academy addresses root causes of cultural, social, education and economic disengagement and dislocation.	Service delivery systems associated with the Gulf Academy will be structured to address root causes, delivering more integrated and effective outcomes and impacts. It is a preventative approach that will address youth disengagement at its source.
The Gulf Academy and in particular its Foundation Program recognises the importance of critical mass in any societal, education and economic change. It seeks to develop and sustain a significant critical mass of young people undergoing structured and supported development. (On average 140 young people will be engaged in the Foundation Program each year.)	The benefit is that establishing critical mass prevents young people from sliding back to their previous disengaged ways. In this context peer pressure is a positive force for behavioural change, sustained over time. The establishment of the Gulf Academy will also result in a critical mass of supportive and engaged parents and families across the region.
The Gulf Academy elements are separate yet linked, recognising the complexity of intersecting cultural, social, educational, training, employment, and economic needs.	Understanding and responding to the complexity of drivers and needs across the region will result in service delivery systems that efficiently and effectively deliver and are able to adapt and pivot in response to changing circumstances.

Feature	Benefit
	There will be greater returns on service delivery investment, short, medium, and longer term.
Solid and ongoing engagement with parents, young people, communities, governments, service providers and other stakeholders is a fundamental underpinning of the Gulf Academy approach.	There is a collective understanding of the needs of local people and a collective response to working with those needs. The benefit of such an approach is that it moves away for siloed responses and responsibility, allowing for a more efficient and effective delivery of services across the region. The result will be a better return on program investment.
Linked to the previous point a feature of the Gulf Academy Co-design phase will be the employment and development of at least eighteen people as Co-design facilitators. Their role will be to facilitate conversations about the Gulf Academy in their own communities and across the region.	The knowledge, skills and experience of the Co-design Facilitators will serve the Gulf Academy well and importantly embed a capability within communities to give voice to the needs and views of local Aboriginal and Torres Strait Islander people on a range of matters.
Governance structures have been developed to oversee and support the Gulf Academy. In particular a GA Economic Development, Education, Training and Employment Board (GAEDETEB) will be established to initially oversee Co-design. This Board will also have a crucial and long-term role in linking education, employment, and training opportunities to support pathways to real, sustainable employment, and boosting the economic capability of the Lower Gulf.	Co-design is a complex exercise and will require strategic oversight. The Board, and its membership will be in a position to do this. Similarly, the developmental pathways, established and confirmed through Co-design will need to be nurtured and maintained by the Board. Its membership will be such that it will oversee the management of the development stream for young people from primary education, through the Foundation Program and into the developmental options that the Gulf Academy will facilitate (year 10-12 schooling, targeted Vocational Education and Training, work experience, job placement and sustained employment). The benefit of having a regionally representative Board is that it will provide strategic insight into education and skills requirements across the region, currently and into the future. The benefit is about being

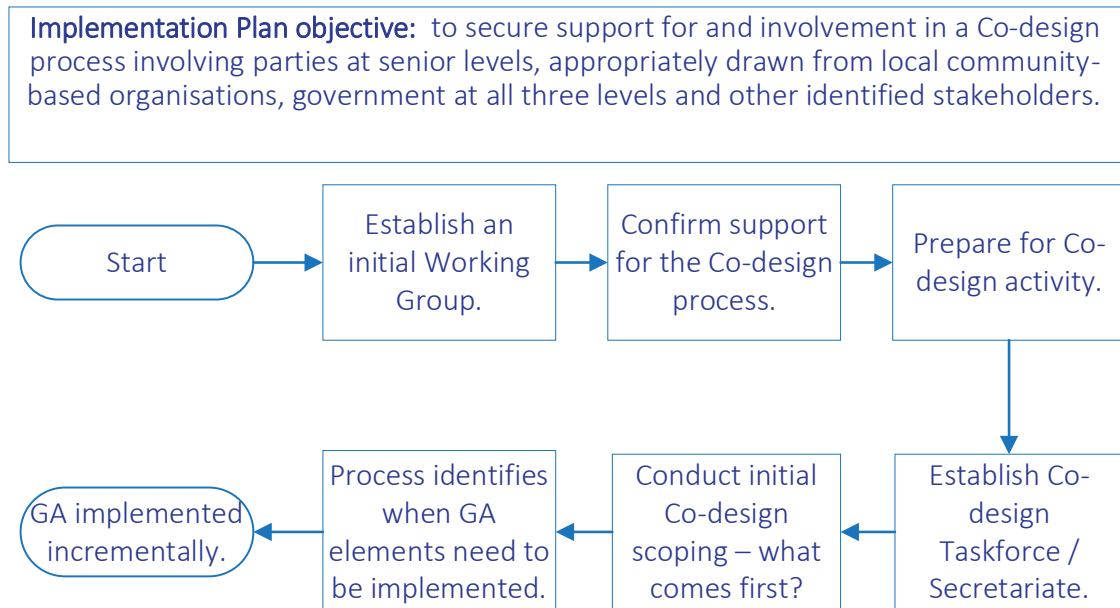
Feature	Benefit
	<p>able to proactively engage with the labour market and work back from this to identify regional educational and skills needs. These needs then inform the education, vocational education and training and employment service delivery systems across the region.</p>
<p>The Gulf Academy will require significant investment – estimated to be \$104M. over ten years.</p>	<p>The estimated benefit is estimated to be \$139M over then years. This does not include increased tax receipts because of increased local employment, increased commercial profitability of local businesses or the benefit of increased “liveability” across the Lower Gulf.</p> <p>Having a well-educated, appropriately skilled, and motivated local workforce available is likely to contribute to increased commercial / business investment across the region.</p>
<p>The Co-design component of the Gulf Academy will require a separate investment of \$4.4M over two years. This represents a 4.23% investment to ensure the best possible outcomes from the required estimated cost of the Gulf Academy of \$104M.</p>	<p>The Co-design process is an investment that will ensure a sound return on the \$104M required to make the Gulf Academy a reality. It will also result in:</p> <ul style="list-style-type: none"> <li>· Increased levels of social integration and social capital across the region.</li> <li>· Employment of approximately twenty people to drive the Co-design project.</li> <li>· Investors being provided with certainty about what investment is needed and what outcomes and impacts will be achieved.</li> <li>· A staggered approach to the Gulf Academy, allowing for “proof of concept” testing with investors.</li> </ul>
<p>The Co-design approach allows for a degree of managed experimentation amongst the partners and stakeholders involved. No one organisation or individual will come to the Co-design table</p>	<p>The benefit of such an approach is that it will reset the way business is done in the Lower Gulf. This reset will result in increased</p>

Feature	Benefit
<p>with all the answers or authority. The work will be truly in partnership.</p>	<p>engagement by individuals, families and organisations and build capacity to effectively work in partnership with government. It is also likely to significantly increase and sustain trust levels among local people, partners and stakeholders across the region.</p>

## Implementation:

The initial objective of Gulf Academy implementation is to secure support for and involvement in a Co-design process involving parties at senior levels, appropriately drawn from local community-based organisations, government at all three levels and other identified stakeholders.

The suggested steps in this process are briefly described in the diagram on the following page.



Co-design is the first and the most necessary step in making the Gulf Academy a reality. Bynoe has costed the investment required at approximately \$4.4M. (A formal, fuller Co-design Proposal has been developed by Bynoe.)

Co-design will give rise to work on each of the elements of the Gulf Academy, along with cost estimates to support implementation and appropriate time frames for each element to be actioned. Without pre-empting the work of Co-design it is likely that:

- . A governance / advisory body will be established to guide Co-design and the operation of the Gulf Academy broadly.
- . Initial activity on developing the Intake Assessment Process will be a Co-design priority.
- . This will be followed by development of the Foundation Program including the potential design of the facility.
- . Exploration and establishment of Vocational Education and Training pathways flow naturally from the development of the Foundation Program.



- . Exploration a year 11 and 12 facility and / or a Boarding Facility will then follow, along with approaches to Alcohol and other drug support.

Unlike projects that have a focus on physical facilities alone it is not possible at this stage to apportion specific costs against timeframes, in that the success of the Gulf Academy project is contingent on effective Co-design. This process will identify appropriate timelines, facility design and services and associated specific costs.

## Conclusion:

The Gulf Academy is an important initiative. It will contribute significantly to strengthening the Lower Gulf. We look forward to your support and involvement.

Please contact the Gulf Academy Project Manager, Gayle de la Cruz on 0427 016130 and at [wgm@bynoecacs.org.au](mailto:wgm@bynoecacs.org.au).

Wade Richardson  
CEO Bynoe (CACs)  
1 December 2021

## **DECEMBER 2021**

### **CHIEF EXECUTIVE OFFICER UPDATE.**

Preparation of a monthly status list of activities undertaken by the CEO

#### **Background**

Preparation of a monthly status list of activities undertaken by the CEO

#### **Comment**

Former Executive Manager Infrastructure and Technical Services did not complete Action List for November and has since left Council.

Ongoing activities at a micro-level have been clearly evident within the community including preparation for the now-upon us Wet Season, including kerbside drain cleaning and pre-cyclone cleanup.

Recruitment continues with an interim Director Infrastructure offer made, however still uncertain. Backup arrangements in place and will continue. Group Manager Infrastructure role pending site-visit of candidate. Other positions within structure continue to be advertised with a view to maximising local employment.

Veterinary visit scheduled 31 January to 4 February 2022 as planned.

Since commencing in the role on 25 October 2021, the CEO has been kept incredibly busy addressing a number of immediate actions and a razor focus on backfilling vacancies within the Executive Leadership Team and recalibration of role responsibilities and expectations which as a final step, will be presented to Council as part of a proposed Org Structure review moving forward.

Key achievements including significant sourcing of grant funding for a number of internal activities, including:

- \$90K Apprentice funding;
- \$70K application for training funding;
- \$56K funding for market garden feasibility;
- Philanthropic investment from a major player in the market garden space to enable re-alignment of above funding;
- \$20K Australia Day event funding with additional \$10K where the events and activities directly support an Indigenous Community;
- Final negotiations in response to an invitation to provide services within the local community which will create ongoing local employment with substantial ongoing funding.

A number of relationship building meetings have occurred locally, electronically and face-to-face with incredible buy-in achieved and clear messaging that Mornington Shire Council is 'Open for Business'.

The COVID-19 pandemic continues to plague the world, and Mornington Island was not spared cases which at its peak amounted to six, and the LDMG was activated which once the boundaries were established (and more importantly, access to funding secured) Council's response was stellar. On an extremely positive note, there were and remain ZERO COMMUNITY TRANSMISSIONS, stocks of masks are well on the Island and fixed hand-sanitizer stations are being procured for a number of locations at Council facilities.

Moving forward, the CEO will provide a weekly 'snapshot / reflection' piece to Councillors on a Friday afternoon, and we will be producing a Community Newsletter and also an internal staff newsletter, with distribution timeframes to be confirmed.

We will also be undertaking an organisational health assessment and the HR Manager whilst on-Island for the next three weeks, will be hosting (weather permitting) a localised employment drive to really try and generate engagement in the application process from community members to work for Council as we become an Employer of Choice. It is disappointing that we continue to advertise and often receive NO LOCAL APPLICATIONS at all, and are coming up with innovative ways to retain our existing workforce through transition to part-time arrangements to work in with their community and family obligations.

Three months in, the turnaround is clearly evident, and I look forward to the countdown to June 2022 as we streamline our financial operations, which Council and I have a clearly defined mandate to turnaround significant financial deficits, which unfortunately in some areas, the budget mid-year budget review will identify under-budgeting in some areas (Depreciation for example will exceed the budget by over \$1 Million, which is disappointing given the budget was only adopted in July 2021 and this was identified in October 2021 when I started).

Other areas, fortunately are under budget and our extremely costly reliance on external contractors, labour-hire and consultancy (as identified in the Confidential HR Report in November) have been curtailed and we are maximising internal resources, both of which are under-budget.

Our Annual Report is in the process of being published, after discovery the level of completion I was informed on was vastly different when I saw the first draft, however the team are working tirelessly to turn this around, which will either be presented to the January Ordinary Meeting or a Special Meeting of Council.

I note there is a Special Meeting in relation to bank signatories and discovery of probity concerns and this whilst contained, will now be rectified.

**RECOMMENDATION:**

Council note the CEO Status Update.

## 12 STAFF REPORTS - FINANCIAL SERVICES

### 12.1 FINANCIAL STATEMENTS AND AUDIT REPORT

<b>Author:</b>	<b>Executive Manager Corporate Commercial</b>
<b>Attachments:</b>	<b>1 Cash Flow as at 31 December 2021</b>
	<b>2 Comp Income 31 December 2021</b>
	<b>3 Financial Position as at 31 December 2021</b>
	<b>4 SOCI Variances as at 31 December 2021</b>
	<b>5 SOFP Movt as at 31 December 2021</b>

#### PURPOSE (EXECUTIVE SUMMARY)

The Mornington Shire Council (MSC) financial statements for the year ended 30 June 2021, were signed off by the Queensland Auditor-General delegate on the 17 December 2021. This was after the deadline for sign off of 31 October 2021.

#### BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The outcomes of the audit report for MSC highlight a number of areas that can be improved for the 30 June 2022 year end.

- Key strengths:
  - Council has documented controls and procedures for rolling stocktakes and reconciles to financial records.
  - Council prepares position papers in relation to new accounting issues and provides to external audit in a timely manner.
- Improvement opportunities:
  - Limited integration of data between financial statements and management reporting.
  - Limited Finance Team resources resulting in excessive hours worked in the financial reporting period.
  - Capitalisation of property, plant and equipment is not processed until the end of the financial year.
  - Lack of regular reconciliations and documented policies and procedures.

The Corporate and Commercial team are focussed on implementing processes to ensure appropriate governance and oversight of these critical areas, to ensure funds are used as intended for the benefit of the Mornington Shire Council and community.

#### Facilities

The Facilities team have been focussed over the December and January period on community safety with an increased level of security over the period. The focus for the next 6 months heading to 30 June 2022, will be on project execution and delivery. Projects such as the Kuba Natha repairs, VAC and Post Office Fence are being looked at as a priority in conjunction with the Housing team.

#### Community Development

Several successful pub nights have been hosted over the festive season and will be capped off with an Australia day event on the 26 January. This will include a flag raising ceremony, a yarning circle at the Old Village Area, as well as traditional games, entertainment and other cultural items.

The Community Safety Plan (CSP) and Alcohol Management Plan (AMP) continue to be progressed in this space.

**RECOMMENDATION**

That Type Recommendation here

Draft

**Mornington Shire Council**  
**Statement of Cash Flows**  
**For the period ended 31 December 2021**

	<b>ACTUALS YTD</b>	<b>BUDGET</b>
	<b>31-Dec-21</b>	<b>30-Jun-22</b>
Cash flows from operating activities:		
Receipts from Customers	6,226,936	17,510,996
Payments to Suppliers and Employees	- 9,057,799	- 19,539,331
	<b>- 2,830,863</b>	<b>- 2,028,335</b>
Interest Received	16,131	37,000
Rental Income	299,409	868,600
Non-Capital Grants, Subsidies and Contributions	3,039,316	4,886,192
<b>Net cash inflow (outflow) from operating activities</b>	<b>523,992</b>	<b>3,763,456</b>
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	- 3,665,770	17,071,891
Proceeds from Sale of Property, Plant and Equipment	-	220,000
Finance lease Receipts	221,607	-
Capital Grants, Subsidies and Contributions	4,733,124	11,177,556
<b>Net cash inflow (outflow) from investing activities</b>	<b>1,288,962</b>	<b>5,674,335</b>
Cash flows from financing activities	-	-
Repayment of Borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
Net increase (decrease) in cash held	1,812,954	1,930,878
Cash at Beginning of Reporting Period	6,883,292	6,420,413
<b>Cash at End of Reporting Period</b>	<b>8,696,246</b>	<b>4,489,535</b>

**Mornington Shire Council**  
**Statement of Comprehensive Income**  
**For the period ended 31 December 2021**

	ACTUALS YTD	ACTUALS / BUDGET	BUDGET YTD	VARIANCE - ACTUAL YTD VS BUDGET YTD	BUDGET FULL YEAR TO
	31-Dec-21	%	31-Dec-21	31-Dec-21	30-Jun-22
Revenue					
Recurrent revenue					
Local Government Levies	2,806,021	94%	2,972,769	-166,748	2,972,769
Fees and Utility Charges	1,010,798	90%	1,125,823	-115,025	2,251,645
Rental Income	174,784	40%	434,300	-259,516	868,600
Interest Earned	15,598	84%	18,500	-2,902	37,000
Sales-Contracts and Recoverable Works	2,228,727	36%	6,140,791	-3,912,064	12,281,582
Other Recurrent Income	0	0%	2,500	-2,500	5,000
Grants, Subsidies and Contributions	3,092,088	127%	2,443,096	648,992	4,886,192
<b>Total recurrent revenue</b>	<b>9,328,016</b>	<b>71%</b>	<b>13,137,779</b>	<b>-3,809,763</b>	<b>23,302,788</b>
Capital revenue					
Capital Grants, Subsidies, and Contributions	2,268,370	36%	6,317,526	-4,049,156	12,635,052
<b>Total capital revenue</b>	<b>2,268,370</b>	<b>36%</b>	<b>6,317,526</b>	<b>-4,049,156</b>	<b>12,635,052</b>
<b>Total revenue</b>	<b>11,596,386</b>	<b>60%</b>	<b>19,455,305</b>	<b>-7,858,919</b>	<b>35,937,840</b>
Capital Income	0	0%	0	0	0
<b>Total income</b>	<b>11,596,386</b>	<b>60%</b>	<b>19,455,305</b>	<b>-7,858,919</b>	<b>35,937,840</b>
Expenses					
Recurrent expenses					
Employee Benefits	3,544,137	88%	4,020,256	476,119	8,040,511
Materials and Services	4,333,507	75%	5,741,911	1,408,404	11,483,821
Finance Costs	7,722	103%	7,500	-222	15,000
Depreciation and Amortisation	2,979,549	119%	2,499,275	-480,275	4,998,549
<b>Total recurrent expenses</b>	<b>10,864,915</b>	<b>89%</b>	<b>12,268,941</b>	<b>1,404,026</b>	<b>24,537,881</b>
Capital Expenses	0	0%	0	0	0
<b>Total capital expenses</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total expenses</b>	<b>10,864,915</b>	<b>89%</b>	<b>12,268,941</b>	<b>1,404,026</b>	<b>24,537,881</b>
<b>Net surplus</b>	<b>731,471</b>	<b>10%</b>	<b>7,186,364</b>	<b>-6,454,893</b>	<b>11,399,959</b>
<b>Operating Capabilities before Depn and Capital Income</b>	<b>1,442,650</b>	<b>43%</b>	<b>3,368,113</b>	<b>-1,925,463</b>	<b>3,763,456</b>
<b>Operating Capabilities before Capital Income</b>	<b>-1,536,899</b>	<b>-177%</b>	<b>868,838</b>	<b>-2,405,737</b>	<b>-1,235,093</b>
<b>Operating Capabilities before Capital Income %</b>	<b>-16.5%</b>		<b>6.6%</b>		<b>-5.3%</b>

**Mornington Shire Council**  
**Statement of Financial Position**  
**As at 31 December 2021**

	<b>ACTUALS</b>	<b>BUDGET</b>	<b>ACTUALS</b>
	<b>31-Dec-21</b>	<b>30-Jun-22</b>	<b>30-Jun-21</b>
Current Assets			
Cash and cash equivalents	8,696,246	4,489,535	6,883,292
Trade and other receivables	2,331,765	2,505,964	2,708,176
Inventories	863,641	796,000	686,285
Contract Asset	260,026	0	1,226,285
Leases	208,092	208,092	208,092
<b>Total current assets</b>	<b>12,359,769</b>	<b>7,999,591</b>	<b>11,712,130</b>
Non-current Assets			
Leases	6,244,255	5,980,666	6,465,862
Property, plant and equipment	109,761,030	126,580,869	109,208,536
<b>Total non-current assets</b>	<b>116,005,285</b>	<b>132,561,535</b>	<b>115,674,398</b>
<b>TOTAL ASSETS</b>	<b>128,365,054</b>	<b>140,561,126</b>	<b>127,386,528</b>
Current Liabilities			
Trade and other payables	1,101,978	1,158,883	2,937,121
Contract Liability	5,190,475	0	3,691,979
Provisions	16,613	1,290,066	16,613
<b>Total current liabilities</b>	<b>6,309,065</b>	<b>2,448,949</b>	<b>6,645,713</b>
Non-current Liabilities			
Provisions	1,534,156	1,549,816	1,534,156
<b>Total non-current liabilities</b>	<b>1,534,156</b>	<b>1,549,816</b>	<b>1,534,156</b>
<b>TOTAL LIABILITIES</b>	<b>7,843,221</b>	<b>3,998,765</b>	<b>8,179,869</b>
<b>NET COMMUNITY ASSETS</b>	<b>120,521,833</b>	<b>136,562,361</b>	<b>119,206,659</b>
Community Equity			
Asset revaluation reserve	99,427,770	99,160,206	99,427,769
Retained surplus/(deficiency)	21,094,062	37,402,155	19,778,890
<b>TOTAL COMMUNITY EQUITY</b>	<b>120,521,833</b>	<b>136,562,361</b>	<b>119,206,659</b>

Key Budget Variances - December 2021 Year to Date

Revenue

	Actual YTD	YTD Budget	YTD Variance	Comments
<b>Rental Income</b>				
Commercial Leases	174,784	434,300	-60%	Work is continuing to review and update expired leases for commercial properties. This process is expected to be completed over the coming months and in-line with budget by the end of financial year.
<b>Sale of Goods</b>				
Bakery	75,661	112,500	-33%	Revenue from these sources are directly linked to the demand for products within the local community. Additional focus will be required across these areas to ensure that pricing reflects the actual cost of the goods and losses are avoided.
Bowser	252,406	288,840	-13%	
Warehouse	169,796	260,916	-35%	
Batch Plant	35,100	619,398	-94%	Budget underrun is due to programmed works for carports and driveways yet to be underway and minimal construction provided by external businesses within the Shire.
<b>Contract Works</b>				
Housing Contract and Recoverable Works (including D&C, New Building and Quoted Works)	1,538,419	4,553,490	-66%	Significant deficiency to budget relates to the construction of new buildings under contracts. These works were budgeted to be completed within the financial year, however have yet to substantially mobilise. This line item may need review and adjustment in coming months. Previously reported shortages of staff accommodation, continued reduction in the use of contractors and difficulties in attracting new employees continues to impact the performance to budget. Monthly progress has slowed due to New Year closure for staff and suppliers, with business returning to normal mid-January.
Grants Recurrent & General Purpose	3,016,316	2,004,030	51%	Council's main annual operational grant funds were received from the State Government last month, with results now tracking in line with budget. By the end of financial year further quarterly payments are scheduled to be received under the Commonwealth/State Financial Assistance Grant (FAG) in addition to the upfront advance in May/June 2022.
Capital Revenue	2,268,370	5,264,605	-57%	Capital grant revenue is recorded as the corresponding projects are completed, therefore the revenue is directly affected by any delays in the delivery of capital works. Grant funding received in advance of work is held as a contract liability in the balance sheet and is recognised as revenue as works are completed. The balance of funds are deposited into special purpose QTC deposit accounts separate from operational funds.

Expenses

	Actual YTD	YTD Budget	YTD Variance	Comments
Employee benefits	3,544,137	4,020,256	-12%	Continued vacancies in management, supervisory and trade positions have contributed to the expense being below budget. There are difficulties in recruiting for these level positions due to the strong demand for similar staff in other industries and increased economic stimulus being provided for construction generally. Delays in filling key positions will continue to impact service and project delivery, reduce construction revenue and slow efforts to provide hands on training and fill more local jobs.
Contractors and consultants	1,728,304	672,189	157%	Contractors may be required where specific expertise are not required to be held on staff full-time and/or to temporarily fill key positions to ensure continued operations and service delivery to the community. This expense is expected to decrease as permanent appointments are made to these positions.

**Key Statement of Financial Position (Balance Sheet) Movement - December 2021**

	Dec 21	Prior Yr Actual	YTD Movt	YTD Variance	Comments
Cash and cash equivalents	8,696,246	6,883,292	<b>1,812,954</b>	26%	Cash on hand has increased largely as a result of the following: - receipt of general purpose/ operational grant funds
Restricted	5,190,475	3,691,979	<b>1,498,496</b>	41%	- final payments for grant funded projects received from funding providers (contract assets)
Unrestricted/ Available for operations or council funded capital	3,505,771	3,191,313	<b>314,458</b>	10%	- upfront payments for new projects received, not yet commenced (contract liability)
Contract Asset	260,026	1,226,285	<b>(966,259)</b>	-79%	Reduction of contract asset is due to final grant milestone payments for completed capital project being received. Finalisation review and payment of road reconstruction following Tropical Cyclone Trevor (2019 Event) has been completed.
<b>Liabilities</b>					
Contract Liability	5,190,475	3,691,979	<b>1,498,496</b>	41%	Movement: Upfront 30% mobilisation payment for road restoration following TC Imogen paid during the year Balance: Includes upfront monies received for projects not yet substantially underway (Admin Building, W4Q Covid, W4Q Water Treatment)
Trade and other payables	1,101,978	2,937,121	<b>(1,835,143)</b>	-62%	Movement at the end of each month will vary on a month to month basis depending on the volume of work being performed and timing of payment.

## 13 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS

### 13.1 DIRECTOR BUSINESS RESILIENCE AND COMMUNITY PARTNERSHIPS UPDATE - DECEMBER 2021

**Author:** Executive Manager Business Resilience and Community Partnerships

**Attachments:** Nil

#### **PURPOSE (EXECUTIVE SUMMARY)**

My appointment to the role of Executive Manager Business Resilience and Community Partnerships commenced on 22 November 2021. As this position had been vacant for a significant period, there is a lot of rebuilding and urgent priorities that have been identified and an operational plan for this area will be developed in early 2021.

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

##### **GOVERNANCE:**

##### **1. Annual Report**

The completion of the previous 20/21 Annual Report is still underway and is now near completion.

##### **2. First Food Van Licence**

Council's very first food van permit has been identified as a community need and the process to issue a food van permit is underway with the applicant. It is anticipated that the food van permit process will be developed and subsequently issued in early 2022.

##### **3. Animal Management**

A priority for animal management control has been to advertise for an Animal Management Officer. Interviews commenced in December, however during interviews, a suitable person was not identified and this position is being re-advertised as a priority.

#### **COMMUNITY PARTNERSHIPS (Community Development)**

Community partnerships has been identified as a significant area for improvement and a plan will be developed in early 2022 to strengthen partnerships.

##### **1. Grants and Funding**

Grants and Funding is a priority area in order for strategic and operational plans to be enacted for the benefit of Mornington Shire.

#### **BUSINESS RESILIENCE AND COMMUNITY PARTNERSHIPS TEAM**

In the month of December, this team operated with only two team members which had an impact on service delivery, however this team has exceeded above all expectations.

1. Recruitment is underway in the areas of governance, community development, people management to enable this team to deliver on outcomes.

**RECOMMENDATION**

That council notes this report.

Draft

## 14 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

### 14.1 HOUSING REPORT

**Author:** Housing Manager

**Attachments:** Nil

#### PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide the Council with an update of the Housing program for the month of December 2021.

#### BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

##### CURRENT QBUILD WORKS PROGRAMS UNDERWAY

1.
  1. **2020/21 QBuild Do & Charge Program**
  - 2.
  3. Approximately 928 jobs were issued via the QBuild Portal for the 2020/21 financial year. 924 jobs have been completed and invoiced. 4 jobs are yet to be completed and/or invoiced.
  - 4.
  2. **2021/22 QBuild Do & Charge Program**
5.
  6. Approximately 578 jobs have been issued to date via the QBuild Portal for the current financial year. 378 jobs have been completed and invoiced. Approximately 200 jobs are yet to be completed &/or invoiced.
  - 7.
  3. **2019/2020 QBuild Purchase Orders Program**
8.
  9. QBuild issued purchase orders for 134 jobs in the 2019/20 financial year valued at
  10. \$5,919,909.48 GST-inclusive.
    - 1 project yet to be completed
  4. **2020/21 QBuild Purchase Orders Program**
11.
  12. QBuild issued purchase orders for 137 jobs in the 2020/21 financial year valued at
  13. \$5,693,630.61 GST-inclusive.
    - 6 projects are yet to be completed
  - 14.
  5. **2021/22 QBuild Purchase Orders Program**
15.
  16. QBuild have issued 134 purchase orders for this financial year valued at \$3,860,559.96 GST-inclusive. 116 projects yet to be completed.
  17.

Mornington Island Police Station	2 Projects
PCYC Works	4 Projects

Mornington Island State School	3 Projects
Community Housing	123 Projects
<u>Total</u>	<u>134 Projects</u>

18.

**6. 2021/22 QBuild Purchase Orders Program – Quoted or Quoting**

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

**7. MSC FACILITIES DEPT / PRIVATE WORKS**

**19. *Facilities Work Job Requests***

Completed jobs via Housing Team - 132  
Total jobs in spreadsheet – 314

20.

21.

**8. FUNDING WORKS**

22.

**8.1 - \$2.35 Million Community Housing Program (Completion Timeframe 2021/2022)**

23.

Architectural Construction Drawings and the Engineering have been completed for the Duplex and waiting on the Engineering drawings for 2 x Plug-Ins.

24.

**8.2 - \$7.328 Million Community Housing Program (Completion Timeframe 2025)**

25.

26. Housing Department upon consultation with CEO Adam Seiler will review and finalise the Housing Investment Plan Report for the approval of the funding. The draft paper has been reviewed by Nicki Tiel (Department of Aboriginal and Torres Strait Islander Housing). Changes have been made and the document has been sent to Adam Seiler (CEO) for review.

27.

28. Tenders for this project have not yet been issued to architects.

29. This program will provide new housing and single men's units with building designs to be determined, completed in a 4-year program as per the below table:

30.

Year 1	Lot 246, 286A Mukakiya Street	3-4 Bedroom House
Year 2	Lot 206, 323A Mukakiya Street Lot 172, 126A Wengka Street	3-4 Bedroom House 2-3 Bedroom House
Year 3	Lot 70, 254 Wardirrikan Street Lot 925 Lardil Street	4-5 Bedroom House 3-4 Bedroom House
Year 4	Lot 926 Lardil Street	Single Men's Units (approx. 4x2 bedroom units)

31.

The proposed four-year program has been divided as per below:

Year 1: 17<sup>th</sup> January 2022 to 30<sup>th</sup> June 2022

Year 2: 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023

Year 3: 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024

Year 4: 1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025

32.

**8.3 - \$1.2 Million Tavern Upgrade (Approx. \$120,000 Remaining).**

33.

34. The Tavern Kitchen renovation works are on hold for food Safety Compliance.

**8.4 - \$1.36 Million 2020-21 COVID W4Q Program**

35.

36. Council has submitted on the eGrants Portal to transfer \$140,000.00 from the Building & Facilities Maintenance Works project to the Accommodation Units & Outdoor Entertainment Spaces project.

**Council Chamber Maintenance:** Council has submitted on the eGrants Portal to transfer the full funding (\$100,000) to Accommodation Units & Outdoor Entertainment Spaces.

**Guest House Amenities:** Council has submitted on the eGrants Portal to transfer the full funding (\$40,000) to Accommodation Units & Outdoor Entertainment Spaces.

37.

38. **Lot 9 Cemetery Road:** The transfer of \$140,000 from the above has been submitted on the eGrants Portal.

39.

**9. LOT 911 SUBDIVISION**

40.

41. A subdivision application is being prepared for Lot 911.

42.

43. Gerhard Visser (DADSATSIP), Engineer and Surveyors have visited the island to review the site and has started the design of the subdivision. Surveyors will have their drawings completed on the 28 January 2022 for submission to Gerhard and the Engineer.

44.

45. We are awaiting the concept plan from engineers for the design site layout.

46.

**10. COUNCIL ADMINISTRATION BUILDING**

47.

48. Project management contract with Peak Services Limited has been signed.

49.

50. Concept drawings have been completed. Tender documents have been submitted for tendering.

51.

52. The closing tender date with Peak Services has been extended from 27 December 2021 to Thursday 20 January 2022.

## 11. STAFFING REPORT

53.

Housing Department is currently understaffed and is working closely with Human Resources Department to recruit.

## FINANCIAL & RESOURCE IMPLICATIONS

54.

1. QBuild PO Jobs				
	Sep21	Oct21	Nov21	Dec21
Total Revenue (\$)	\$239,272.75	\$61,378.63	NIL	\$340,148.53
Invoice Quantity	11 Invoices	3 Invoices	NIL	22 invoices
Average \$ / Invoice	\$21,752.71	\$20,378.63	NIL	\$15,461.30

55.

56. **Commentary:** Billing has commenced as the new financial year and has progressed this month as noted in relevant section of report.

57.

2. QBuild D&C Jobs				
	Sep21	Oct21	Nov21	Dec21
Total Revenue (\$)	\$261,533.71	\$121,477.36	\$51,643.55	NIL
Invoice Quantity	148 Invoices	85 Invoices	4 Invoices	NIL
Average \$ / Invoice	\$1,767.12	\$1,429.15	\$12,910.89	NIL

58.

59. **Commentary:** Billing for the 2020/21 financial year is currently in progress.

60.

3. Commercial Works			
November 2021 Invoices	\$0.00	0 Invoices	Average \$0.00

61.

62. **Commentary:** There are ongoing Private Works jobs that have been fully completed but will be billed in the following month.

## RECOMMENDATION

That That Council note and accept this report.

## 15 STAFF REPORTS - HUMAN SERVICES

### 15.1 HR DEPARTMENT REPORT FOR THE MONTH OF DECEMBER 2021

**Author:** Human Resources Manager  
**Attachments:** Nil

#### **PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with an overview of HR activities, any risks that Council needs to be aware of, and an update on how any reported risks will be managed.

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

#### **PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with an overview of HR activities, any risks that Council needs to be aware of, and an update on how any reported risks will be managed.

#### **BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

#### **Human Resources Department Operations Update**

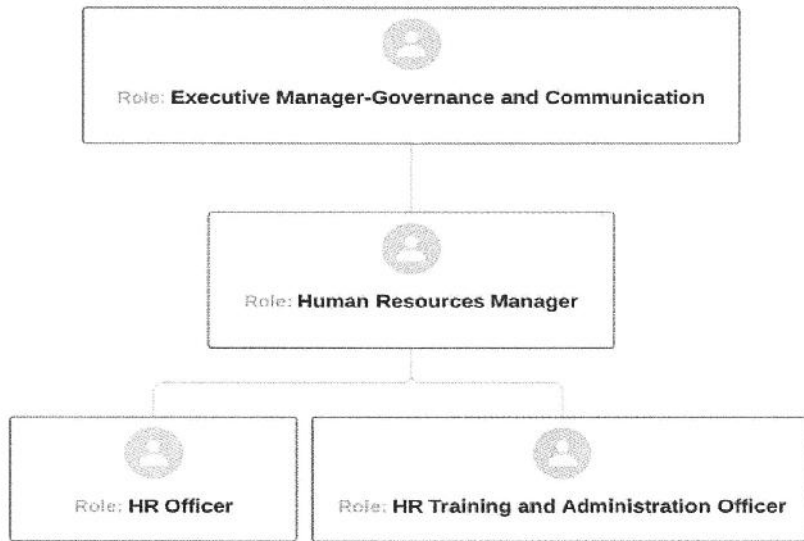
HR department has two full time staff members.

The HR Officer for Council has been filled and the HR department now has two full time staff members. There will now be HR present in the Council office at all times. This leaves one other HR vacancy to be filled as per the current organisational structure which is currently being advertised on island.

Recruitment and retention strategies are an ongoing high priority and the primary HR activity over the last month. A number of appointments were made during this period which includes 4 local carpentry apprentices.

A high number of vacancies still exist within Mornington Shire Council and HR continues to prioritise local recruitment where possible. Retention and absenteeism strategies continue to be a focus with new ideas of flexible hours and part time work where possible within Council.

#### **Human Resources Department Organisational Structure:**



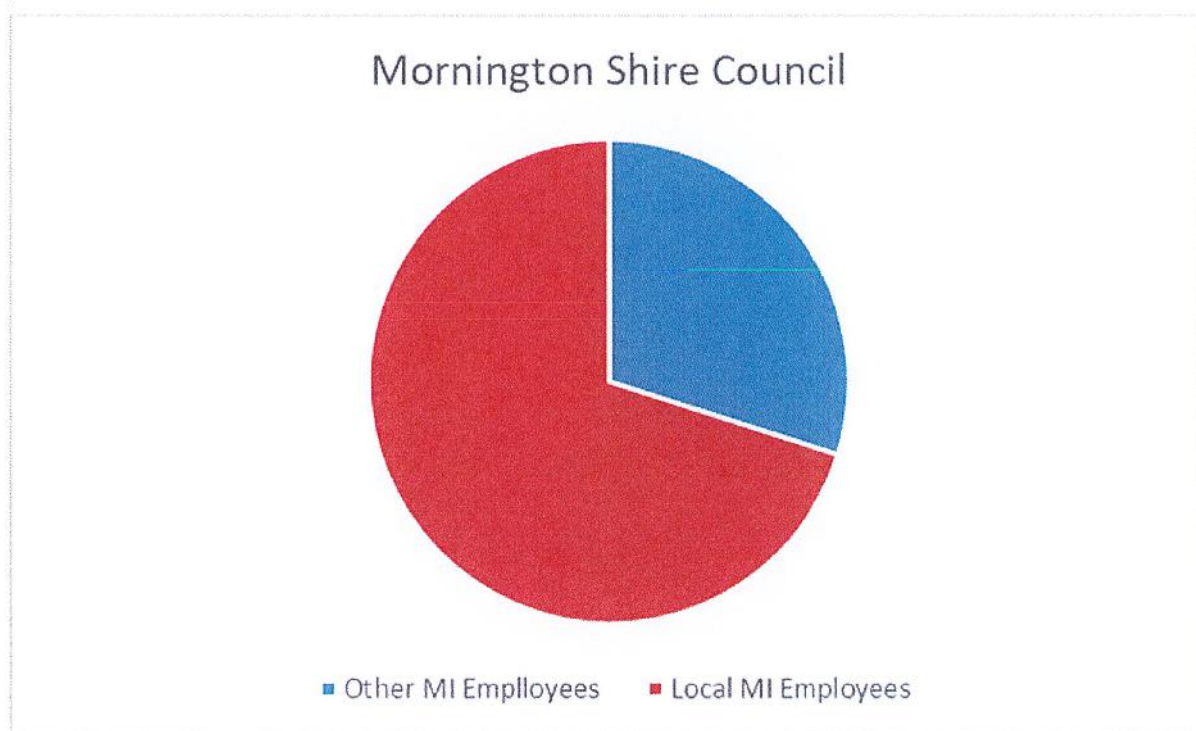
## Turnover

In the last 12 months, there has been a high turnover of staff. 60 people terminated from MSC payroll.

There was one employee terminated in December 2021.

## Local Indigenous Employment

The below table shows there is currently 70.1% local Indigenous MSC employees. The focus for HR in the coming months will be encouraging locals to apply for Council vacancies and HR will be holding an information session for residents and assisting locals to apply for vacant Council positions.



## Training

The training file audit continues to be overseen by HR. Training opportunities are continuously being reviewed as well as an annual training plan being prepared.

## Funding

- \$99,000 was received from the Queensland Government for the '**Skilling Queenslanders for Work First Start Program 2021-22**' for our current apprentices.
- Numerous Incentive Payments are currently in the process of being claimed from the Australian Government – a combination of Commencement and Completion incentives.
- LGAQ has allocated a further \$77,000 to Council for further local training benefits, and we are currently investigating opportunities to enable us to take advantage of this allocation 1.

## Apprentices

Our two 4<sup>th</sup> year apprentices Braedon Lindon and Travis Willetts are currently off Island completing their last TAFE training block to become qualified Plumbers.

Congratulations to our Light Vehicle Mechanic apprentice Saige Reid for completing his apprenticeship as a Light Vehicle Mechanic. Saige will now sign up to continue training for his Diesel Mechanic qualification.

Tristan Thompson our previous employee qualified Trade Plumber is returning to work and will be assisted with applying for his Plumbers Licence.

4 new Carpentry Apprentices are being signed up and will commence work in Housing on 31<sup>st</sup> January 2022.

Ikey Donnelly completed his Light Vehicle Mechanic apprenticeship; however, he is no longer employed by Council.

Brett Diamond, Dane Toby, Barry (Bulhurr) Rosser and Gavin Wilson have all had their Training Contracts cancelled due to them withdrawing for personal reasons.

### Recruitment Update

The list below shows a number of vacancies are unfilled, however many of the listed vacancies are in the final stages of recruitment. Recruitment is a continuous priority and HR team is working with managers to streamline the recruitment process.

Filled Vacancies	Current Vacancies
4 x Carpentry Apprentices (Local residents)	Bus Driver (Local resident, Final Stage of Recruitment)
Junior Finance Officer (Local resident)	2 x Trade Assistants (Local residents)
Senior EA to CEO & Mayor	Trade Plumbers & Carpenters
HR Officer	Animal Management Officer & trainees (Local)
Facilities Maintenance Supervisor	Trade Plumber (Local Resident) (Final Stage)
Project Accountant	Housing Admin Officer (Local resident)
Director Corporate and Commercial	HR Administration (Local Resident)
Governance Coordinator	Director Infrastructure (Final Stage)
2 x Trade Carpenters	Infrastructure Group Manager (Final Stage)
	Warehouse Assistant Manager (Local resident)
	Warehouse Storeperson (Local resident)
	Housing Administration (Local resident)
	Cleaners (Local residents)

### Workplace Health and Safety

WHS Risk Audit and Compliance Report - December 2021

The WHSQ Improvement Notices submitted to council update follow: –

WHSQ Improvement Notices in Progress -

Notice No. I2031553 - 26-MAR-2021 Maintenance Depot - Remedial work has been commenced however an extension of remedy date is required and a request to WHSQ has been submitted, a reply from WHSQ yet to be received.

Notice No. I2010272 - 31-MAR-2021 Water Treatment Plant - Remedial work has been commenced however an extension of remedy date is required and a request to WHSQ has been submitted and WHSQ has approved an improvement date extension to 31 June 2021 has been received.

Notice No. I2010273 - 31-MAR-2021 Water Treatment Plant - Remedial work has been commenced however an extension of remedy date is required and a request to WHSQ has been

submitted and WHSQ has approved an improvement date extension to 31 June 2021 has been received.

Notice No. I2010271 - 30-JUN-2021 Depot Mechanical Workshop/Hardstand Work Areas - Remedial work has yet to be commenced however, an extension of remedy date is required. A request to WHSQ was submitted and an extension to 30-NOV-2021 was granted.

Notice No. I2010451 - 30-JUN-2021 Waste disposal/transfer facility – Remedial work yet to be commenced. Remedial work has been commenced however an extension of remedy date is required. A request to WHSQ was submitted and an extension to 30-NOV-2021 was granted.

Notice No. I2010268 - 30-NOV-2021 Mechanical Workshop External Hardstand Storage/Work Area – Remedial work yet to be commenced.

#### **WHS documents developed/under review**

- Tavern Manager – PD requirements
- Prestart meetings Safety Topics – provided to Housing
- Updated the WHS incident register.
- Updated the Hazards register
- Monthly Council WHS report.

#### **Hazard, incident, and risk reporting –**

- December 2021 – 3 x Hazard reports received, 1 yet to be actioned.

Incident reports received:

December 2021 – 2 x Incident reports received for the month,

- 1 x Manual handling incident – injured shoulder
- 1 x Human error incident – lacerated middle finger (contractor)

Incidents have been investigated and added to the Incident register.

#### **Rehabilitation and Return to Work –**

Workers' compensation claims - Nil

Ongoing claims –

- All workers compensation claims have been finalised.

LTIFR Reports

Calculation:

(Number of lost time injuries in the reporting period x 1,000,000 / 1,216 hours)

Lost Time Injury Frequency Rate = Nil hours for December.

Safe Work Method Statements developed and provided for the month.

- 1 x SWMS for Bathroom Disability Modifications

Next scheduled WHS attendance to Council

- Arrive 24/01/2022 and depart 2/02/2022.

WHS Continuous Improvement Activities.

- Consider training some employees to perform test and tagging instead of paying an electrical contractor to complete the work -

Objectives proposed for next attendance to Council.

Next WHS Consultant visit will focus on the following tasks: -

**WHS High Priority**

- 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.

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**64. WHS 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.

**Complaints**

- No complaints this month

New

- No new complaints since last report to Council

**Employee Assistance Program report for the month of November 2021**

HR promotes the confidential Employee Assistance Program for all MSC staff to access.

There has been no reported EAP activity in the month of December 2021.

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## Monthly EAP Referral & Utilisation Report

Mornington Shire Council  
December 2021

### Monthly Service Referral & Utilisation Snapshot



### Referral & Utilisation Breakdown - Location



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

### COVID-19 UPDATE

During December the Government Champions First Nation's Double Vaccination Incentive was rolled out. A \$10,000 initiative payment was received and the following was initiated by Council for COVID.

- Announcements of hospital visits for vaccinations both on social media and flyers around town
- \$50 voucher arranged with Gununamanda Store

### FINANCIAL & RESOURCE IMPLICATIONS

There have been no temporary assignments as HR continues to recruit permanent staff. Currently Council is 12 % under budget spend on employment costs.

### FINANCIAL & RESOURCE IMPLICATIONS

Nil

### RECOMMENDATION

That the council notes this report.

**16 CONFIDENTIAL REPORTS**

Nil

**17 NEXT MEETING**

**18 CLOSURE**

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