



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

Date: Friday, 25 February 2022
Time: 9AM
Location: Council Chamber
Mission Road
Gununa

BUSINESS PAPER

Ordinary Council Meeting

25 February 2022

Graham King
Acting Chief Executive Officer

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

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

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

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

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 24 JANUARY 2022

Author: Governance Projects Coordinator

Attachments: 1 Council Meeting Minutes - 24 January 2022

OFFICER'S RECOMMENDATION

1. That the Minutes of the Special Council Meeting held on Monday 24 January 2022 be received and the recommendations therein be adopted.

SPECIAL COUNCIL MEETING MINUTES

24 JANUARY 2022

**MINUTES OF MORNINGTON SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA
ON MONDAY, 24 JANUARY 2022 AT 9:00 AM**

1 OPENING OF MEETING

The meeting was opened by Mayor Kyle Yanner at 09:01.

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

Mayor Kyle Yanner, Deputy Mayor David Barnes, Cr Roxanne Thomas, Cr Bob Thompson
Adam Seiler (Mr), Deb Fox ((Minute Taker) Mrs), Vicki Thiel (Mrs)

4 APOLOGIES

Cr Dwayne Rogers

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

Nil.

6 CONDOLENCES AND MEMORIALS

One minute's silence was observed in remembrance of loved ones passed.

7 CHIEF EXECUTIVE OFFICER'S REPORTS**7.1 WESTPAC BANKING AUTHORITY**

That the attached letter be authorised to update the signatories, authorisers and administration of Council bank accounts.

RESOLUTION 2022/1

Moved: Deputy Mayor David Barnes
Seconded: Mayor Kyle Yanner

That Council agrees that 7.1: Westpac Banking Authority be deferred to a meeting of Council on a date yet to be determined due to staff positions within the Organisation Chart..

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SPECIAL COUNCIL MEETING MINUTES

24 JANUARY 2022

CARRIED 4/0

8 CONFIDENTIAL REPORTS

Nil

9 CLOSURE

The Meeting closed at 09:05.

Mayor Yanner closed the meeting at 09:05.

Adam Seiler
Chief Executive Officer.

Minutes Confirmed:

Mayor

Date: [enter date](#)

Initial:_____

7.2 CONFIRMATION OF MINUTES - COUNCIL MEETING - 28 JANUARY 2022

Author: Governance Projects Coordinator

Attachments: 1 Meeting Minutes 28 January 2022

OFFICER'S RECOMMENDATION

1. That the Minutes of the Council held on Friday 28 January 2022 be received and the recommendations therein be adopted.

ORDINARY COUNCIL MEETING MINUTES

28 JANUARY 2022

MINUTES OF MORNINGTON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA
ON FRIDAY, 28 JANUARY 2022 AT 9AM

1 OPENING OF MEETING

The meeting was opened by Mayor Kyle Yanner at 09:04.

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

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

Adam Seiler (Mr), Geoffrey Rewald (Mr), Joanne Fiorenza (Ms), Vicki Thiel (Ms) Deb Fox (Mrs (Minute Taker))

4 LEAVE OF ABSENCE

Nil

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

Nil

6 CONDOLENCES AND MEMORIALS

One minute's silence was observed for loved ones passed.

7 CONFIRMATION OF MINUTES**7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 8 DECEMBER 2021****RESOLUTION 2022/2**

Moved: Cr Dwayne Rogers
Seconded: Cr Bob Thompson

1. That the Minutes of the Council held on Wednesday 8 December 2021 be received and the recommendations therein be adopted.

CARRIED 5/0

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ORDINARY COUNCIL MEETING MINUTES

28 JANUARY 2022

8 DEPUTATIONS

Nil

9 ACTION SCHEDULE**RECEPTION & CONSIDERATION OF OFFICERS REPORTS****10 MAYOR AND COUNCILLORS REPORTS**

Nil

11 CHIEF EXECUTIVE OFFICER'S REPORTS

At 09:41 Mayor Kyle Yanner left the meeting.

At 09:43 Mayor Kyle Yanner returned to the meeting.

At 09:53 Cr Roxanne Thomas left the meeting.

At 09:56 Cr Roxanne Thomas returned to the meeting.

At 09:59 Cr Roxanne Thomas left the meeting.

At 10:00 Cr Roxanne Thomas returned to the meeting.

11.1 PRESENTATIONS TO COUNCIL - MS. DE LA CRUZE**RESOLUTION 2022/3**

Moved: Cr Dwayne Rogers

Seconded: Cr Bob Thompson

That Council note and receive this report. Ms. De La Cruze presented via Powerpoint Presentation and teleconference. A delegation will represent Mornington Shire Council at BYNOE's Gulf Academy Five Year Plan in March.

CARRIED 5/0

At 10:05 Deputy Mayor David Barnes left the meeting.

At 10:07 CEO Adam Seiler left the meeting.

At 10:10 CEO Adam Seiler returned to the meeting.

At 10:11 Mayor Kyle Yanner left the meeting.

At 10:12 Deputy Mayor David Barnes returned to the meeting.

At 10:12 Mayor Kyle Yanner returned to the meeting.

At 10:14 Mayor Kyle Yanner left the meeting.

At 10:15 Mayor Kyle Yanner returned to the meeting.

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ORDINARY COUNCIL MEETING MINUTES**28 JANUARY 2022****11.2 PRESENTATION TO COUNCIL - DR. KALI MARNANE****RESOLUTION 2022/4**

Moved: Deputy Mayor David Barnes
Seconded: Mayor Kyle Yanner

That Council note and receive this report.

CARRIED 5/0

CHIEF EXECUTIVE OFFICER UPDATE**RESOLUTION 2022/5**

Moved: Cr Bob Thompson
Seconded: Cr Dwayne Rogers

That Council note the CEO Status Update.

CARRIED 5/0

11:00 – Meeting adjourned for morning tea.
11:15 – Meeting resumed.

12 STAFF REPORTS - FINANCIAL SERVICES**12.1 FINANCIAL STATEMENTS AND AUDIT REPORT****RESOLUTION 2022/6**

Moved: Cr Bob Thompson
Seconded: Deputy Mayor David Barnes

That Council receive and note the report and any critical areas emailed to councillors with break-downs in identified areas.

CARRIED 5/0

At 11:59 Mayor Kyle Yanner left the meeting.
At 12:02 Cr Roxanne Thomas left the meeting.
At 12:04 Cr Roxanne Thomas returned to the meeting.

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ORDINARY COUNCIL MEETING MINUTES

28 JANUARY 2022

13 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS

13.1 DIRECTOR BUSINESS RESILIENCE AND COMMUNITY PARTNERSHIPS UPDATE - DECEMBER 2021

RESOLUTION 2022/7

Moved: Cr Dwayne Rogers
Seconded: Cr Roxanne Thomas

That council notes this report.

CARRIED 4/0

At 12:04 Mayor Kyle Yanner returned to the meeting.

At 12:05 Geoff Rewald joined the meeting.

At 12:23 Cr Roxanne Thomas left the meeting.

At 12:28 Cr Roxanne Thomas returned to the meeting.

At 12:34 Mayor Kyle Yanner left the meeting.

At 12:35 CEO Adam Seiler left the meeting.

At 12:36 CEO Adam Seiler returned to the meeting.

At 12:36 Mayor Kyle Yanner returned to the meeting.

14 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES

14.1 HOUSING REPORT

RESOLUTION 2022/8

Moved: Cr Dwayne Rogers
Seconded: Cr Bob Thompson

That That Council note and accept this report.

CARRIED 5/0

At 13:02 Cr Roxanne Thomas left the meeting.

At 13:05 Cr Roxanne Thomas returned to the meeting.

At 13:15 Deputy Mayor David Barnes left the meeting.

At 13:19 Deputy Mayor David Barnes returned to the meeting.

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ORDINARY COUNCIL MEETING MINUTES

28 JANUARY 2022

15 STAFF REPORTS - HUMAN SERVICES

15.1 HR DEPARTMENT REPORT FOR THE MONTH OF DECEMBER 2021

RESOLUTION 2022/9

Moved: Cr Dwayne Rogers
Seconded: Cr Bob Thompson

That the council notes this report.

CARRIED 5/0

16 CONFIDENTIAL REPORTS

RESOLUTION 2022/10

Moved: Deputy Mayor David Barnes
Seconded: Cr Roxanne Thomas

That Council considers the confidential matters in a meeting closed to the public in accordance with Section 254J of the Local Government Regulations 2012:

16.1 Confidential HR Proposal

CARRIED 5/0

RESOLUTION 2022/11

Moved: Cr Bob Thompson
Seconded: Deputy Mayor David Barnes

That Council moves out of Closed Council into Open Council.

CARRIED 5/0

17 NEXT MEETING

The next meeting will be held on 16 February 2022.

18 CLOSURE

Mayor Yanner closed the meeting at 15:13

Adam Seiler
Chief Executive Officer.

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ORDINARY COUNCIL MEETING MINUTES

28 JANUARY 2022

Minutes Confirmed:

Mayor

Date: 02.02.2022

Adam Seiler
Chief Executive Officer

Initial: _____

7.3 CONFIRMATION OF MINUTES - COUNCIL MEETING - 3 FEBRUARY 2022

Author: Acting Chief Executive Officer

Attachments: 1 Council Meeting Minutes - 03 February 2022

OFFICER'S RECOMMENDATION

1. That the Minutes of the Council held on Thursday 3 February 2022 be received and the recommendations therein be adopted.

SPECIAL COUNCIL MEETING MINUTES

3 FEBRUARY 2022

**MINUTES OF MORNINGTON SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA
ON WEDNESDAY, 3 FEBRUARY 2022 AT 9:30AM**

1 OPENING OF MEETING

The meeting was opened by Mayor Kyle Yanner at 9.41am.

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

Mayor Kyle Yanner, Deputy Mayor David Barnes, Cr Dwayne Rogers, Cr Roxanne Thomas, Cr Bob Thompson (from 09:53am)

Staff

Chief Executive Officer (Adam Seiler),

4 LEAVE OF ABSENCE

Not applicable

5 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

Mr Adam Seiler declared conflict of interest for Item 7.1 as the matter relates directly to his Contract of Employment and resignation from the position of Chief Executive Officer.

7 CHIEF EXECUTIVE OFFICER'S REPORTS

The Chief Executive Officer declared an interest in item 7.1 and vacated the Chambers at 09:43am

RESOLUTION 2022/12

Moved: Cr Rogers

Seconded: Cr Barnes

That Council moved into Closed Business at 09:43am

CARRIED 4/0

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SPECIAL COUNCIL MEETING MINUTES**3 FEBRUARY 2022****7.1 RESIGNATION OF CHIEF EXECUTIVE OFFICER**

Cr Thompson entered the meeting at 09:53am

RESOLUTION 2022/13

Moved: Cr Barnes

Seconded: Cr Rogers

That Council moved out of Closed Business at 10:04am

CARRIED 5/0

The Chief Executive Officer returned to the Chambers at 10:04am

RESOLUTION 2022/14

Moved: Cr Rogers

Seconded: Cr Barnes

1. The Employment Agreement of the Chief Executive Officer of Mornington Shire Council be terminated by way of resignation pursuant to agreed terms outlined in a Deed of Separation and Release;
2. That payment of the separation amount and satisfaction of the separation terms be subject to Council and the Chief Executive Officer duly executing a Deed of Separation and Release reflecting the agreed terms;
3. The Mayor be authorised to finalise the terms of the Deed of Separation and Release with the Chief Executive Officer and duly execute the Deed on behalf of Council;
4. The Mayor and Deputy Mayor be authorised to appoint an Acting CEO in all situations where the CEO is unable to perform the role and/or where the role is vacant, and that such appointment be on an interim basis only until such time as the incumbent CEO returns to the role, or a new CEO is appointed or where Council resolve to appoint another Acting CEO; and,
5. Due to the Chief Executive Officer departing 4 February 2022, acknowledge this Special Meeting was required to be held Thursday 3 February 2022.

CARRIED 5/0**Reason for alteration to the recommendation:**

Council sought to add point 5 in recognition of the CEO's departure being Friday 4 February 2022 and holding this Special Meeting on Thursday 3 February 2022.

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SPECIAL COUNCIL MEETING MINUTES**3 FEBRUARY 2022****7.2 EMERGENCY BURIAL ASSISTANCE****RESOLUTION 2022/15**

Moved: Cr Thompson

Seconded: Cr Yanner

That Council recognise the unprecedented situation relating to the storage facilities on-Island of deceased individuals that exceeds capacity and is impacting emergency additional capacity is an emergency and resolve to authorise immediate assistance in the form of burial discharge, with invoicing to be processed in Q3 2022 to the respective families.

CARRIED 5/0**7.3 BYONE OPERATIONS**

Cr Thompson left the Chambers at 10:40am and returned at 10:42am.

RESOLUTION 2022/16

Moved: Cr Rogers

Seconded: Cr Thompson

That Council support in-principle the following:

1. Work with Bynoe to provide support and assistance in construction of a Mechanical Workshop on their existing lease;
2. Council facilitate the Tender process for a new Mechanical Workshop building on behalf of Bynoe;
3. In consultation with the Housing Manager, investigate options surrounding possible labour hire arrangements and creating an assembly line process for kitchen cabinetry that council is installing in new builds and re-construction/refurbishment projects;
4. An application from Bynoe to operate a Food Trailer on Mornington Island; and,
5. Working with the Homeland Development Division to build infrastructure on the outstations which includes permanent housing, solar farms, generators, bores and the maintenance of the sites in partnership with the traditional owners.

CARRIED 5/0

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SPECIAL COUNCIL MEETING MINUTES

3 FEBRUARY 2022

7.4 WESTPAC BANKING AUTHORITY

RESOLUTION 2022/17

Moved: Cr Rogers
Seconded: Cr Yanner

That Council authorise the removal of all existing signatories held with Westpac Banking Corporation and add the following:

- 1. Add Melissa Grove, Jayne Schulze and the Chief Executive Officer as signatories for all Westpac Bank Accounts held by Mornington Shire Council; and,
2. Add Melissa Grove, Vicki Thiel, Jayne Schulze and the Chief Executive Officer as Administrators for all Westpac Bank Accounts held by Mornington Shire Council.

CARRIED 5/0

Reason for alteration to the recommendation:

Council sought to limit the number of signatories on the bank accounts to members of the Corporate Services (Finance) team and the Chief Executive Officer only.

8 CONFIDENTIAL REPORTS

Not applicable

9 CLOSURE

Mayor Kyle Yanner closed the meeting at 10:49am

Adam Seiler
Chief Executive Officer.

Minutes Confirmed:

Mayor

Date: 3 February 2022

Adam Seiler
Chief Executive Officer

Initial:_____

8 CHIEF EXECUTIVE OFFICER'S REPORTS

11.1 WORKPLACE HEALTH AND SAFETY UPDATE - JANUARY 2022

Author: Acting Chief Executive Officer
Attachments: 1 WHS Report January 2022

PURPOSE (EXECUTIVE SUMMARY)

WHS update

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Report received from ABW Compliance Consultant, Tony Walters.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council receive and note report.



abw compliance consultants

Independent Risk Management Specialists & Training Consultants

Mornington Shire Council.

WHS Risk Audit and Compliance Report - January 2022

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.

Response to WHSQ regarding the above improvement notices -

Frequent requests for supporting information regarding the above mentioned WHSQ Improvement Notices prior to David Sechtig the Executive Manager Infrastructure & Technical Services departure went unanswered. Jarrod Martin the Works Manager has been able to supply basic information which will assist with a response regarding the water treatment improvement notices. Lea Marshall has also assisted with possible responses. (Prior to her taking leave) The response to WHSQ is currently being drafted when completed it will be reviewed by the ACEO prior to submission.

WHS documents developed/under review

- Safe Operating Procedure – Working in wet weather developed and implemented
- Service details for annual maintenance of workshop hoists and gantry crane reviewed

PO Box 7409 East Brisbane Qld 4169. Mobile: 0404 525 575

Email: tony@abwcc.com.au

1

- Reviewed LGW payment and reimbursement process
- Developed a suitable Food Service Application and Application fee structure for Council.
- Review of Form 65, Licences, Safety Work Plan, SWMS, Waste Transport Cert, Clearance Cert from Hygienist, Etc for demolition of 152 Lardill St.
- Development of a basic Food Safety Plan suitable for Food Van Operation.
- Monthly Council WHS report.

Hazard, incident, and risk reporting –

- January 2021 – 4 x Hazard reports received, reports yet to be completed.
 - Damaged car park bollard council chambers
 - Council Chambers – missing and damaged steps to veranda
 - Tavern carpark trip hazard
 - Training room – water damage from water leaking into the training room via window surrounds
- January 2021 – 3 x Incident reports received for the month,
 - 1 x Manual handling incident – injured shoulder
 - 1 x Minor vehicle damage – bus window damaged by a rock thrown by a juvenile
 - 1 x Worker assaulted by another worker

Incidents have been investigated and added to the Incident register.

Rehabilitation and Return to Work –

- Workers' compensation claims – 1 Manual handling related injury LGW accepted the claim made by an injured worker (shoulder)

Safe Work Method Statements developed and provided for the month.

- 1 x SWMS for Demolition of burnt building
- 1 x SWMS for installation of a new carport at 228 Dunlyu St.

Training conducted.

- New employee inductions including newly appointed apprentices
- Toolbox training session – Tech Services
- Toolbox training session – Workshop
- Toolbox training session – Housing (attended)

Next scheduled attendance to Council

- Arrive **28/03/2022** and depart **6/04/2022**.

WHS Continuous Improvement Activities.

- Investigate the possibility of mentoring a suitable council employee towards WHS qualifications
- Consider training some employees to perform test and tagging instead of paying an electrical contractor to complete the work –

- Develop and implement a WHS committee, meetings to be conducted quarterly, suggested committee to be comprised of WHSA, managers of each department and any interested workers

Objectives proposed for next attendance to Council.

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

High Priority

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

Priority

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

11.2 ANNUAL REPORT 2020 - 2021

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To advise Council of the Annual Report 2020-2021 and seeks its adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

1. Council's Annual Report for 2020-2021 will be tabled at the meeting for adoption. The Local Government Regulations require Council to adopt its annual report within one month after the day the Auditor General gives the auditor-generals audit Report. Council's financial statements were certified on the 16th December 2021 and therefore Council has exceeded the time for adoption of the Annual Report.
2. There are various statutory requirements to be met and Council's consultant has been very through in meeting these requirements.
3. Part of the requirements for the Annual Report is to provide a community report on Council's finances and also include the detailed Financial Statements for the 2020/21 financial year.
4. Council will go through these Statements as part of its Briefing.

FINANCIAL & RESOURCE IMPLICATIONS

Council has operationally supported Council's Social Media consultant who was engaged to development the Annual Report and ensure it meets the required legislative requirements. Adequate funds have been provided in the budget for the completion of the Report.

RECOMMENDATION

That Council receive and adopt the Annual Report for the year 2020-2021.

11.3 FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE, 2021

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

5. The purpose of this Report is to advise Council of the results of the external audit by the Queensland Audit Office.
6. Also to advise Council of the final results for the Financial Statements for the year ended 30 June, 2021.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

7. The 2020-2021 Financial Year was Council's first full year of financial management. It is important that Council now review such results as it was the basis of going forward to prepare the Budget for the 2021/2022 financial year.
8. It is proposed to spend some time on the 2021 Closing Report and June 30, 2021 Financial Statements.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council receive and note the Report.

11.4 FIVE YEAR IMPLEMENTATION PLAN

Author: Governance Projects Coordinator

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

For Council to review the Plan and provide input.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council prepared a five year implementation plan and identified 6 areas which Council considered were high priority. Namely:

- Outstation Multi-purpose facility
 - Sustainable families program
 - Holistic Health and Wellbeing program
 - On Country Program
- Outstation School
- Youth Development Strategy and Youth Hub
- Market Garden
- Swimming Pool
- Training, Administration and Business Hub and Library.

Projects such as the new administration centre, realignment of the runway, visitor accommodation and splash park are being actively worked.

Separate reports will be provided on where we are with the reintroduction of alcohol through both the approving of a carriage limit for the Shire and Tavern licence.

Community Safety Plan well advanced.

Council provided \$800,000 plus for road making plant and it is understood that purchases of some plant has been actioned. More detail will be provided to Council once I establish the implementation of this program.

Other projects are also in planning, including single persons accommodation.

It can be seen that having such a Plan does focus the Council and Government to realise the outcomes sought.

FINANCIAL & RESOURCE IMPLICATIONS

Council funded projects have been provided for in the Budget for 2021/22 and other projects depend on securing government grants.

RECOMMENDATION

That That Council receive and note the Report.

11.5 BUILDING BETTER REGIONS

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To advise Council that Council's applications for a Splash Park and Motel have again been submitted under the Australian Governments Building Better Regions Program.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As Council is aware the splash park and motel extension were submitted in the last round of application and were unsuccessful. These applications were resubmitted with revised costs and will be tabled at Council for your information.

FINANCIAL & RESOURCE IMPLICATIONS

Both projects have been submitted seeking 100% funding.

RECOMMENDATION

That Council receive and note the Report.

11.6 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM 2022-24

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To discuss with Council projects that may be suitable for submission to the Department of State Development, Infrastructure, Local Government and Planning under the LGG&S Program 2022-24

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Applications opened on 13 December, 2021 and close on 4 March, 2022. Total State Government Program Budget is \$85.859 million.

Two parts of the Program

- Capital Works – no maximum grant amount stated. However, it is a competitive grants program unlike Work for Queensland when each Council gets a certain amount based on population.
- Planning – where you can apply for planning and design of new projects

The State Government is looking for Council's to demonstrate they have advanced project that can be completed within the nominated time of 2022-24.

Council Officers have had discussions with our Local Government Representative, Kristy Nau and the projects discussed were:

- Motel extension – this has been submitted to the Australian Governments Building Better Regions Funding round recently
- Staff Accommodations – 4 by 2 bedroom accommodation
- Single persons accommodation – not as advanced as we would like in terms of pricing and design
- Possible extra funds to complete the new Administration Centre is current allocation of around \$6m is insufficient – concerns there is that we have not progressed this project and State may reluctant to provide further funding.

Council has applied for funding for planning and design for both the water supply and sewerage infrastructure and it is considered this needs to be completed before we can seek further funding for such infrastructure. Council has \$1.41 million in funding for a new filtration system for the water supply.

More information will be provided to Council at the Briefing.

It is important that Council resolve what the projects it wants to include and what Council contribution will be proposed.

FINANCIAL & RESOURCE IMPLICATIONS

This program does required a Council contribution and is it proposed to apply for a 90/10 split in funding, with Council providing 10% of the total estimated project cost.

RECOMMENDATION

That Council receive and note the Report and resolve the projects Council wants submitted.

11.7 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 January 2022.

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

Approximately 928 jobs were issued via the QBuild Portal for the 2020/21 financial year. 924 jobs have been completed and invoiced. 4 jobs are yet to be completed and/or invoiced.

2. 2021/22 QBuild Do & Charge Program

Approximately 692 jobs have been issued to date via the QBuild Portal for the current financial year. 403 jobs have been completed and invoiced. Approximately 595 jobs are yet to be completed &/or invoiced.

3. 2019/2020 QBuild Purchase Orders Program

QBuild issued purchase orders for 134 jobs in the 2019/20 financial year valued at \$5,919,909.48 GST-inclusive.

- 1 project yet to be completed

4. 2020/21 QBuild Purchase Orders Program

QBuild issued purchase orders for 137 jobs in the 2020/21 financial year valued at \$5,693,630.61 GST-inclusive.

- 6 projects are yet to be completed

5. 2021/22 QBuild Purchase Orders Program

QBuild have issued 172 purchase orders for this financial year valued at \$4,104,116.94 GST-inclusive. 148 projects yet to be completed.

1.	Mornington Island Police Station	2 Projects
2.	PCYC Works	4 Projects
3.	Mornington Island State School	4 Projects
4.	<u>Community Housing</u>	<u>162 Projects</u>
5.	<u>Total</u>	<u>172 Projects</u>

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

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

7. MSC FACILITIES DEPT / PRIVATE WORKS

Facilities Work Job Requests

Completed jobs via Housing Team - 136
Total jobs in spreadsheet – 342

8. FUNDING WORKS

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

Architectural Construction Drawings and the Engineering have been completed for the Duplex and the 2 x Plugins. Drawings have been sent out to suppliers for costing.

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

Housing Department upon consultation with CEO Graham King 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).

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

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:

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)

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

Year 1: 1st March 2022 to 31st December 2022

Year 2: 1st January 2022 to 31st December 2023

Year 3: 1st January 2024 to 31st December 2024

Year 4: 1st January 2025 to 31st December 2025

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

The Tavern Kitchen renovation works. Housing is waiting on the full team before commencement of the renovation for food Safety Compliance. Housing has a lot of staff off because of Covid.

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

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.

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

9. LOT 911 SUBDIVISION

A subdivision application is being prepared for Lot 911.

Gerhard Visser (DADSATSIP), Engineer and Surveyors have visited the island to review the site and has started the design of the subdivision. Surveyors completed their drawings and reports on the 28 January 2022. The surveyors have sent their drawings and reports to Gerhard. Engineer is at the design stage for the subdivision.

We are awaiting the concept plan from engineers for the design site layout/s. Concept plan/s should be sent to the Council approx. Mid March 2022.

10. COUNCIL ADMINISTRATION BUILDING

Project management contract with Peak Services Limited has been signed.

Concept drawings have been completed. Tender documents have been submitted for tendering. The council and Peak Services have completed the first stage of the scoring of the contractors.

There were four contractors tendered. No costings have been relisted to the Council yet.

11. STAFFING REPORT

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

Human Resources have advertised for 2 x trade Plumbers and 4 x trade Carpenters as per the Housing Organisational Structure.

Housing is in the process of interviewing a new Administration Officer.

FINANCIAL & RESOURCE IMPLICATIONS

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

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

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

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

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

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

RECOMMENDATION

That Council note and accept this report.

11.8 JOINT CHAMPIONS MEETING WITH MAYOR KYLE YANNER RE: GUNUNAMANDA LIMITED

Author: Acting Chief Executive Officer

Attachments: 1 Meeting Notes and Summary of Action Items

PURPOSE (EXECUTIVE SUMMARY)

To advise Council on the outcomes of the Mayor's meeting with the Government Champions held on 10 February, 2022.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Attached is a copy of the Meeting Notes.

FINANCIAL & RESOURCE IMPLICATIONS

Travel costs to attend meeting accompanied by Councillor Thompson.

RECOMMENDATION

That Council receive and note the Report.

Queensland Health

Joint Champions meeting with Mayor Yanner re Morningson Island Store

Mtg Thursday 10 February 2022



MEETING NOTES AND SUMMARY OF ACTION ITEMS

MEETING DETAILS:

9:00am-10:00am Thursday, 10 February 2022
Level 17, 53 Albert Street Room 4

ATTENDEES:

Morningson Shire Council	
Councillor Kyle Yanner	Mayor, Morningson Shire Council (MSC)
Ministerial Champion	
The Honourable Meaghan Scanlon MP	Minister for the Environment and the Great Barrier Reef and Minister for Science and Youth Affairs
Assistant Ministerial Champion	
Lance McCallum MP	Assistant Minister for Hydrogen Development and the 50% Renewable Energy Target by 2030
Government Champion	
Dr John Wakefield	Director-General, Queensland Health (QH)
Haylene Grogan	Chief Aboriginal and Torres Strait Islander Health Officer and Deputy Director-General (CATSIHO&DDG), Aboriginal and Torres Strait Islander Health Division (A&TSIHD), QH
Aaron Hoffman	Senior Director, Engagement Branch, A&TSIHD, QH
Donnette Rigney	Manager, Engagement Branch, A&TSIHD, QH
Department of Seniors Disability Services and Aboriginal and Torres Strait Islander Partnerships	
Dr Ian Mackie	Deputy Director-General
Health and Wellbeing Queensland	
Dr Robyn Littlewood	Chief Executive Officer
Apologies	
Dr Chris Sarra	Director-General

AGENDA ITEMS:

Item	Notes
1. Welcome, acknowledgement of country, and introductions	<ul style="list-style-type: none">• Welcome and introductions.• Dr Sarra's apology noted and Dr Mackie representing DSDSATSIP.• Minister Scanlon noted potential March/early April 2022 visit to Mornington Island.• Minister Scanlon confirmed main contact in her office will be Megan Kennedy-Clark ph: 0408 302 182 E: megan.kennedy-clark@ministerial.qld.gov.au replacing Kate Whittle.

<p>2. Discussion regarding current issues re Mornington Island Store</p> <p>2.1. Update from MSC</p> <p>2.2. Update from DSDSATSIP</p> <p>2.3. Update from HWbQ</p> <p>2.4. Discussion</p>	<p>Mornington Island Store Summary</p> <ul style="list-style-type: none"> • <u>Current freight arrangements</u> – prices have remained the same or the past 14 years; deliveries always on time; prices don't increase in the wet season unlike other remote communities; letter of support/proposal from Carpentaria Freight tabled and electronic copy also provide to attendees. • <u>Food security</u> – MSC provided a submission to the Commonwealth Inquiry into community stores in remote Aboriginal and Torres Strait Islander communities; the Mornington Island Store is the primary source of food and goods for the community; should the store close or hours of operation be altered this would present as a significant risk to the community; assurance from the Queensland Government that the store will remain open. • <u>Freight subsidies</u> – MSC requesting support for freight subsidy, shared issue among other First Nations discrete communities and is being raised through the Torres and Cape Indigenous Councils Alliance (TCICA TCICA – Torres Cape Indigenous Council Alliance Inc.); note this predominantly rests with the Commonwealth, similar schemes funded in other regions i.e. Tasmanian Freight Equalisation Scheme - Services Australia; Mornington Island currently reports a 25% mark up on items which is completed on the system and cannot be applied individually to items (other communities reporting approx. 10% mark up however discrepancy around the costs of some items for example costs of some produce are cheaper on Mornington Island compared to the Cape). • <u>Store sustainability</u> – The Gununamanda Board is seeking support to commission an analysis of the store's financial position, and source financial expertise to identify opportunities and strategies to address the current challenges to support the store's sustainability into the future. • <u>Store sustainability challenges</u> – Current challenges noted are as follows, with the most significant issue being the current debt however there is no immediate risk to staff/payroll: <ul style="list-style-type: none"> – Leasing costs – current cost to be confirmed. – Council freight handling charges – Mayor Yanner to follow up and seek clarification in relation to this. – ATO debt. – Auditors, bookkeeper etc are all separate entities • <u>Transparency and analysis project</u> (forensic audit) - agreement to progress a forensic audit that would provide transparency of the current issues in order to prepare suitable and effective response options (Food Security Stabilisation). This would: <ul style="list-style-type: none"> – Diagnosis of the issues (what costs go into the price – cost of item – freight – other on costs – staffing – operating costs).
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	<ul style="list-style-type: none"> - Identify the problem and opportunities. - Provide clear advice and options on the way forward. i.e. Land Council could provide a stake/equity interest in the freight company which provides a longer term option – may also provide a pathway for private loan. - Funding support for this project to be provided by DSDSATSIP. <ul style="list-style-type: none"> • <u>Mornington Island Food Security Governance Group</u> to be established providing oversight of the forensic audit and to representation from: <ul style="list-style-type: none"> - Gunnamanda Board - Mornington Shire Council - DSDSATSIP - Retail expertise (CEQ) - HWbQ
3. Health and Wellbeing Queensland update	<p>Market Garden</p> <ul style="list-style-type: none"> • Market Garden Plan being drafted in partnership with Arup and the MSC. • Arup (London) is providing support regarding new innovation/tech on how the Market Garden can be achieved. • Noted the plan needs to reflect the local context i.e. 10 year plan that may require a different approach for implementation such as recruitment and training of staff who have a passion for this work and capacity to support the long term vision. Important Arup is aware of this as the plan is developed. • HWbQ to travel to Mornington Island in March 2022, and plan is on track to be completed by 31 March 2022. • HWBQ funds a position in CEQ and Gidgee Healing to support the food security response on Mornington Island. • Opportunity to engage JCU in relation to this work (Prof. Sabina Knight).
4. Summary of agreed actions, timeframes and reporting	See Table 1. Summary of meeting actions
5. Other business	<ul style="list-style-type: none"> • National Food Security Program funding round – outcome expected to be known this month. • Mayor Yanner’s comments in relation to the MSC’s Outstation school proposal noted and the intention to refocus this upon early learning and development.
6. Meeting close	Meeting closed 10:10am

Table 1. Summary of meeting actions

Action	Timeframe	Who
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<p>Gununamanda Board Support</p> <ol style="list-style-type: none"> 1. Brief Gununamanda Store Board on the meeting outcomes 2. Seek Gununamanda Board's endorsement of the proposed approach. 3. Confirmation of the Gununamanda Board's support provided to DSDSATSIP and Champions. 	ASAP	Mayor Yanner Gununamanda Board QHealth Secretariat
<p>Governance</p> <ol style="list-style-type: none"> 4. Establish Mornington Island Food Security Governance Group [name to be confirmed by Mayor Yanner and Mornington Island community] 5. Terms of Reference drafted. 6. Scope of Mornington Island Store forensic audit drafted, endorsed by Governance Group including reporting outcomes and timeframes. 7. Governance Group considers the outcomes of the forensic audit [28 Feb 2022] 	ASAP	DSDSATSIP [lead] Gununamanda Board Mayor Yanner
<p>Mornington Island Store forensic audit</p> <ol style="list-style-type: none"> 8. Funding approval obtained [ASAP] 9. Supplier engaged [ASAP] 10. Financial forensic audit completed, and findings provided to Governance Group for action [before 28 Feb 2022] 	28 Feb 2022	DSDSATSIP Supplier
<ol style="list-style-type: none"> 11. Ministerial and Government Champion visit to include reporting of forensic audit findings and Governance Group's recommendations. 	31 March 22	QHealth Secretariat
<ol style="list-style-type: none"> 12. Market Garden Plan completed and endorsed by the Mornington Shire Council. 	31 March 2022	HWbQ
<ol style="list-style-type: none"> 13. Letter of Support from the Ministerial Champion regarding the Mornington shire Council's Building Better Regions funding round [splashpark/pool application] 	ASAP	QHealth Secretariat
<ol style="list-style-type: none"> 14. Monthly meetings between the Mornington Shire Council and Champions scheduled – updates on project progress to be provided at these meetings. 	ASAP	QHealth Secretariat

9 STAFF REPORTS - FINANCIAL SERVICES**12.1 FACILITIES DEPARTMENT UPDATE****Author:** Facilities Manager**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with an update of the Facilities Department.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Staff Constraints**

Facilities is experiencing challenges recruiting and retaining staff. Following the resignation of Michael Preston (Presto), the maintenance crew is under strain. They are unable to work effectively as they do not have a valid driver's license. This is causing strain and stress for Seru and Jacques having to drive them around to where the work needs to be completed.

HR is aware of the situation and are in the process of recruiting.

Seru will be on annual leave for 2 weeks flying out on the 11 February to 28 February.

Accommodation

Vacant houses:

- House 189A - Cemetery Road
- House 192- Cemetery Road (Reserved for COVID isolation)
- House 107 Wururru (Reserved for COVID isolation), some work to be completed before occupation, all A/C units need replacing and a quote has been sourced.
- Donga 5

Rented to contractors

- House 195 - Cemetery (housing contractors)

Houses to be vacated by end of February 2022

- House 6 Lardil Street
- House 172 Mukakiya st
- Donga 1

Motel Visitors' Accommodation Centre (VAC) Occupancy

Revenue from Accommodation Jan 2022		
Room type name	Rooms sold	Revenue
Motel queen beds	49	\$ 12,532.00
Motel Two King Single Beds	138	\$ 36,432.00
Guest House	47	\$ 353.93
VAC with Ensuite	305	\$ 46,670.78
Single Containers	221	\$ 33,449.38
Staff House	627	\$ 5,262.72
Donga	216	\$ 24,125.89
Total		\$ 158,826.70

The occupancy for January is lower at the VAC, not many contractors on Island.

Finance

Facilities have been working closely with the Finance team in following up with the overdue accounts. The highest outstanding amount owed to the Council is Gidgee Healing with Jacques and Jayne following up for payment.

Security Update

AISS security guards are contracted to safeguard the council properties and the safety of employees occupying council housing. The guards communicate by SIMICO 2-way radios provided by facilities department.

There are 2 security guards on duty during the hours of 1800 – 0600 weekly. The first guard is static and based at the petrol service station and does foot patrols at the following posts scanning a button scanner that records the hours/time/date the rounds were done at the following posts.

- MSC administration building,
- Council chambers
- Tavern
- Gym
- Motel
- Barge shed
- Female guest house
- Workshop
- Report and attend to break ins

The second guard is stationed at the VAC with a vehicle that conducts patrols. The guard patrols the council owned properties making sure properties are well secured and safe. During patrol one of the guards check point is the water/ sewage pump, checking for warning light indicating the pump needs attention and a plumber is needed on site. The guard patrol includes the following sites:

- Cemetery Rd (executive housing are located)
- Airport
- MSC administration office
- Barge shed
- Tech Services
- RTC offices
- Council houses
- VET building
- APH Age care
- Report and attend to break ins
- Post Office

During the period of 18 December 2021 – 9 January 2022 an additional day time security guard was included to increase and reinforce security during the festive season. This additional day time guard made a big difference regarding daytime break ins especially over the weekends. After the 9

January, the additional daytime security stopped thus weekends no longer had security during the day.

The security guards have done an excellent job in the month of January keeping all properties and employees safe, reporting on incidents, attending to employees' residences when called out and escort finance when needed to travel with cash money. The Facilities team recommend that an additional guard is brought on permanently as over the festive season.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council note this report.

12.2 CORPORATE AND COMMERCIAL DIRECTORATE UPDATE

Author: Acting Chief Executive Officer

Attachments: 1 Employee Benefits Expenses - 31 January 2022

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with an update of the operations of the Corporate and Commercial Directorate.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**Financial Statements and Audit report**

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.

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.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council note this report.

Budget v Actual 2021-2022
 Mornington Shire Council
 For the month ended 31 January 2022

Account	Current month vs Prior month (\$)			CYTD vs PYTD (\$)		Actuals vs Budget			
	YTD Actuals as at 31 January 2022	YTD Actuals as at 31 December 2021	Monthly Movement	FY Actuals 2021	Movement from prior year	Actuals YTD / Budget YTD	Variance - Actual YTD vs Budget YTD	Budget YTD	FY Budget 2022
Total Staff Wages and Salaries									
Employee Costs - Salaries & Wages - General	(3,042,407)	(2,663,016)	(439,389)	(2,161,879)	(880,527)	79%	791,584	(3,833,991)	(6,572,556)
Employee Costs - Salaries & Wages - Internal Recoverable	0	0	0	0	0	0%	(256,312)	256,312	439,392
Employee Costs - Salaries & Wages - Quoted Works	0	0	0	(8)	8	#DIV/0!	0	0	0
Employee Costs									
Employee Costs - Airfares	(35,009)	(27,211)	(7,798)	(68,030)	33,021	55%	28,873	(63,882)	(109,512)
Employee Costs - Allowances	(88,451)	(76,087)	(13,364)	(41,939)	(47,512)	229%	(50,307)	(39,144)	(87,104)
Employee Costs - Fringe Benefits Tax	(102,687)	(102,687)	0	(23,254)	(79,433)	117%	(15,187)	(87,500)	(150,000)
Employee Costs - Medical Expenses and Workers Compensation	(852)	(852)	0	0	(852)	#DIV/0!	(852)	0	0
Employee Costs - Oncosts	(2,473)	(2,473)	0	(9,082)	6,609	#DIV/0!	(2,473)	0	0
Employee Costs - Paid Parental Leave	0	0	0	(13,872)	13,872	#DIV/0!	0	0	0
Employee Costs - Recruitment	(46,006)	(40,720)	(5,287)	(13,084)	(32,923)	54%	39,902	(85,909)	(147,272)
Employee Costs - Sorry Business	(36,814)	(33,736)	(3,077)	(43,839)	7,026	267%	(23,003)	(13,811)	(23,876)
Employee Costs - Training	(11,365)	(11,132)	(234)	(28,516)	17,151	59%	8,080	(19,425)	(33,300)
Employee Costs - Travel Reimbursement	(6,843)	(6,137)	(706)	(12,708)	5,865	169%	(2,783)	(4,060)	(6,960)
Employee Costs - Uniform and PPE Costs	(17,533)	(14,671)	(2,862)	(20,900)	3,367	87%	2,529	(20,062)	(34,392)
Employee Costs - Utilities	(2,647)	(1,054)	(1,593)	(16,138)	13,491	21%	9,715	(12,382)	(21,192)
Employee Costs - Provision of Staff Housing	(4,916)	(4,916)	0	(7,176)	2,261	104%	(205)	(4,711)	(8,076)
Workers Compensation	(123,336)	(123,336)	0	(134,850)	11,514	141%	(35,836)	(87,500)	(150,000)
Employee Cost - Relocation costs	(3,505)	0	(3,505)	0	(3,505)	#DIV/0!	(3,505)	0	0
Total Employee Costs	(483,437)	(445,011)	(38,427)	(433,388)	(50,050)	110%	(45,072)	(438,366)	(751,484)
Total Total Staff Wages and Salaries	(3,525,844)	(3,048,029)	(477,815)	(2,595,275)	(930,569)	88%	490,201	(4,016,045)	(6,884,648)
Capitalised Employee Costs									
Employee Costs - Capitalised Salaries & Wages	(1,265)	(1,265)	0	41,538	(42,803)	-29%	(7,124)	5,859	10,044
Total Capitalised Employee Costs	(1,265)	(1,265)	0	41,538	(42,803)	-22%	(7,124)	5,859	10,044
Elected Members									
Elected Member - Councilor Remuneration	(166,888)	(145,000)	(21,888)	(157,736)	(9,152)	103%	(4,208)	(162,688)	(278,800)
Elected Member - Councilor Travel Expenses	(18,866)	(18,749)	(147)	(1,079)	(17,817)	216%	(10,146)	(8,750)	(15,000)
Elected Members - Councilors Allowances	0	0	0	0	0	0%	2,450	(2,450)	(4,200)
Elected Members - Meeting Allowance	(27,070)	(27,070)	0	(27,630)	560	96%	4,493	(31,563)	(54,108)
Total Elected Members	(212,824)	(190,819)	(22,035)	(186,445)	(26,409)	104%	(7,411)	(205,443)	(352,108)
Annual, Sick and Long Service Leave Entitlements									
Employee Costs - Annual Leave	28	28	0	0	28	#DIV/0!	28	0	0
Total Annual, Sick and Long Service Leave Entitlements	28	28	0	0	28	#DIV/0!	28	0	0
Superannuation									
Employee Costs - Superannuation	(354,556)	(304,052)	(50,504)	(246,158)	(108,399)	75%	120,114	(474,670)	(813,720)
Total Superannuation	(354,556)	(304,052)	(50,504)	(246,158)	(108,399)	75%	120,114	(474,670)	(813,720)
Total Employee benefits	(4,094,481)	(3,544,137)	(550,354)	(2,906,340)	(1,108,152)	87%	595,807	(4,690,299)	(8,040,512)

12.3 FINANCIAL REPORT AS AT 31 JANUARY 2022

Author:	Management Accountant
Attachments:	1 Statement of Comprehensive Income
	2 Statement of Financial Position
	3 Statement of Cash Flows

PURPOSE (EXECUTIVE SUMMARY)

To provide Council with a financial report as required under section 204 of the Local Government Regulation 2012. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year.

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

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flow
- Detailed Actual vs Budgeted Income Statement
- Summarised Income Statement per Department
- Capital Projects
- Debtors Aged Analysis

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

That Council receives and note this report.

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

	ACTUALS YTD	ACTUALS / BUDGET	BUDGET YTD	VARIANCE - ACTUAL YTD VS BUDGET YTD	BUDGET FULL YEAR TO
	31-Jan-22	%	31-Jan-22	31-Jan-22	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	1,206,897	92%	1,313,460	-106,563	2,251,645
Rental Income	178,417	35%	506,683	-328,267	868,600
Interest Earned	15,598	72%	21,583	-5,986	37,000
Sales-Contracts and Recoverable Works	2,472,084	35%	7,164,256	-4,692,172	12,281,582
Other Recurrent Income	0	0%	2,917	-2,917	5,000
Grants, Subsidies and Contributions	3,182,088	112%	2,850,279	331,810	4,886,192
Total recurrent revenue	9,861,104	66%	14,831,947	-4,970,843	23,302,788
Capital revenue					
Capital Grants, Subsidies, and Contributions	2,268,370	31%	7,370,447	-5,102,077	12,635,052
Total capital revenue	2,268,370	31%	7,370,447	-5,102,077	12,635,052
Total revenue	12,129,474	55%	22,202,394	-10,072,920	35,937,840
Capital Income	0	0%	0	0	0
Total income	12,129,474	55%	22,202,394	-10,072,920	35,937,840
Expenses					
Recurrent expenses					
Employee Benefits	4,094,491	87%	4,690,298	595,807	8,040,511
Materials and Services	4,760,025	71%	6,698,896	1,938,870	11,483,821
Finance Costs	8,266	94%	8,750	484	15,000
Depreciation and Amortisation	3,478,720	119%	2,915,820	-562,899	4,998,549
Total recurrent expenses	12,341,502	86%	14,313,764	1,972,262	24,537,881
Capital Expenses	0	0%	0	0	0
Total capital expenses	0	0%	0	0	0
Total expenses	12,341,502	86%	14,313,764	1,972,262	24,537,881
Net surplus	-212,029	-3%	7,888,630	-8,100,659	11,399,959
Operating Capabilities before Depn and Capital Incom	998,321	29%	3,434,003	-2,435,682	3,763,456
Operating Capabilities before Capital Income	-2,480,399	-479%	518,183	-2,998,582	-1,235,093
Operating Capabilities before Capital Income %	-25.2%		3.5%		-5.3%

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

	ACTUALS 31-Jan-22	BUDGET 30-Jun-22	ACTUALS 30-Jun-21
Current Assets			
Cash and cash equivalents	8,729,118	4,489,535	6,883,292
Trade and other receivables	2,244,216	2,505,964	2,708,176
Inventories	872,563	796,000	686,285
Contract Asset	260,026	0	1,226,285
Leases	208,092	208,092	208,092
Total current assets	12,314,014	7,999,591	11,712,130
Non-current Assets			
Leases	6,244,255	5,980,666	6,465,862
Property, plant and equipment	110,887,597	126,580,869	109,208,536
Total non-current assets	117,131,851	132,561,535	115,674,398
TOTAL ASSETS	129,445,865	140,561,126	127,386,528
Current Liabilities			
Trade and other payables	3,085,026	1,158,883	2,937,121
Contract Liability	5,235,138	0	3,691,979
Provisions	16,613	1,290,066	16,613
Total current liabilities	8,336,776	2,448,949	6,645,713
Non-current Liabilities			
Provisions	1,534,156	1,549,816	1,534,156
Total non-current liabilities	1,534,156	1,549,816	1,534,156
TOTAL LIABILITIES	9,870,932	3,998,765	8,179,869
NET COMMUNITY ASSETS	119,574,933	136,562,361	119,206,659
Community Equity			
Asset revaluation reserve	99,427,770	99,160,206	99,427,769
Retained surplus/(deficiency)	20,147,163	37,402,155	19,778,890
TOTAL COMMUNITY EQUITY	119,574,933	136,562,361	119,206,659

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

	ACTUALS YTD	BUDGET
	31-Jan-22	30-Jun-22
Cash flows from operating activities:		
Receipts from Customers	7,001,489	17,510,996
Payments to Suppliers and Employees	- 9,736,519	- 19,539,331
	2,735,030	2,028,335
Interest Received	16,131	37,000
Rental Income	299,977	868,600
Non-Capital Grants, Subsidies and Contributions	3,039,316	4,886,192
Net cash inflow (outflow) from operating activities	620,394	3,763,456
Cash flows from investing activities:		
Payments for Property, Plant and Equipment	- 3,773,963	17,071,891
Proceeds from Sale of Property, Plant and Equipment	-	220,000
Finance lease Receipts	221,607	-
Capital Grants, Subsidies and Contributions	4,777,787	11,177,556
Net cash inflow (outflow) from investing activities	1,225,432	5,674,335
Cash flows from financing activities	-	-
Repayment of Borrowings	-	-
Net cash inflow (outflow) from financing activities	-	-
Net increase (decrease) in cash held	1,845,826	1,930,878
Cash at Beginning of Reporting Period	6,883,292	6,420,413
Cash at End of Reporting Period	8,729,118	4,489,535

10 STAFF REPORTS - GOVERNANCE AND COMMUNICATIONS**13.1 BUSINESS RESILIENCE AND COMMUNITY PARTNERSHIPS SUMMARY AND UPDATE**

Author: Executive Manager Business Resilience and Community Partnerships

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To update Council on Business Resilience and Community Partnerships's directorate.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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.

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. This should be finalised in early 2022.

3. Animal Management

A priority for animal management has been to advertise for an animal management officer and interviews commenced in December. 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.

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

FINANCIAL & RESOURCE IMPLICATIONS

NIL

RECOMMENDATION

That Council note this report.

13.2 DEPARTMENT OF ENVIRONMENT AND SCIENCE

Author: Executive Manager Business Resilience and Community Partnerships

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

To advise Council of the Department new Aboriginal and Torres Strait Islander Program and to seek.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Please see attached a copy of the 'Reframing our Regulatory Relationship – Aboriginal and Torres Strait Islander Councils' Regulatory Aspirations and a note from the Department on Departmental staff resources.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council receive and note the Report.

11 STAFF REPORTS - INFRASTRUCTURE & TECHNICAL SERVICES**14.1 INFRASTRUCTURE & TECHNICAL SERVICE**

Author: Acting Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Water, Sewerage and Drainage

Regulatory and Drinking Water Quality

On 27 October 2021 Council's Drinking Water Quality Management Plan (DWQMP) was submitted to the water regulator, Department of Regional Development, Manufacturing and Water (RDMW) for review and approval.

A DWQMP is a risk management framework to ensure the safety of customers of drinking water services.

On 9 February 2022 an information notice was received by the regulator that the Drinking Water Quality Management Plan approving the plan, with conditions.

Follow-up meetings have been held with the to understand the required updates for this plan and to re-establish a close relationship with the regulator.

Raw Water Supply

At the date of this report the Dithery Creek Dam which supplies the town water is at 100 percent (100%).

Damage was sustained to two of the three raw water pumps after a lightning strike in early November 2021. The damaged pumps were sent to the manufacturer to assess and repair/replace. The replacement of the pumps (x3) has been quoted as around \$15,000 to \$20,000 (supply only). This would allow the replacement of the damage pumps and for a critical spare to be held for if required.

Sewer Operations

The sewer network continues to be impacted by ageing of infrastructure and some limited capacity of pump stations and telemetry.

With recent (large) rainfall, the pump station wells have suffered from high volume levels through suspected infiltration from the stormwater network. This has also highlighted current deficits of the telemetry/ SCADA, where high reads and other faults are not being communicated by text message, resulting in the need for manual monitoring.

Work is underway to convert and update maps of the sewer network into an electronic format, namely GIS mapping. This will allow the potential sites of infiltration of the sewer network to be narrowed down, minimising extensive hours and resources to manually excavate. This mapping exercise will also greatly assist in planning of future capital works and repairs.

Capital Works Planning

During December 2021 grant funding planning applications were scoped and submitted for critical water and sewerage infrastructure. The aim of the planning projects was to identify issues with water and sewerage networks, estimate works to replace/ repair and essentially populate a portfolio of “shovel-ready” critical infrastructure projects prior to seeking grant funding opportunities.

Applications were prepared and submitted for the following:

- Wastewater Investigation – to undertake a detailed assessment of the existing sewerage infrastructure configuration, condition, capacity, and recommendation of upgrade works.
- Water Investigation – the aim of the project is to understand the existing capacity of the network, future demand on the network and to provide the design for a fit for purpose treatment process which is compliant with Australian Standards of Drinking Water.

Airport

An investigation and review of staffing and regulatory requirements is underway to ensure the safe and compliant operation of the aerodrome.

Outstanding items to be addressed include the following:

- Update of the aerodrome manual for compliance with substantial changes to regulations
- Improvements to drainage to clear excess runoff
- Replacement of windsock and/or other items to comply with new regulations
- Training

Funding has already been received under the Regional Aviation Access Programme (RAAP) funding received during the 2021 Financial Year to complete the above works.

Civil (including Fencing and Batching)

Continuing work of plant operators and other staff within Fencing and Batching is determined directly based on the amount of capital works and other project works within the Housing department. Project work within community projects (fencing upgrades, driveways, and carports) have increased in recent weeks.

These departments were previously performing urban street cleaning, street sweeping, cyclone preparation over the Christmas/ New Year period, in addition to regular barge delivery services.

Disaster Recovery Funding Arrangement – Road Reconstruction

Restoration following Tropical Cyclone Ester and Monsoonal Low (2020 Event) was completed in January. Preparation for close-out of the funding is in progress and expected to be completed early March 2022.

Initial mobilisation funding (30%) has been received for Tropical Cyclone Imogen (2021 Event), with the project currently being at the tender preparation stage. This project includes limited pothole repair for urban streets, medium formation grading, and heavy foundation grading of outstation roads damaged directly by the weather event.

Parks and Gardens This report outlines the major activities undertaken and challenges faced by the Department since the last report.

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Parks and Gardens

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

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

Waste Management

Waste operations continues to face challenges due to mechanical issues and inability to attract and retain staff to meet minimum customer service expectations.

A suitably qualified technician has been located to assess and repair the current garbage truck, with workshop staff assessing the older truck to allow it to be used as a critical spare.

Several improvements to infrastructure have been identified around the landfill site for workplace health and safety, regulatory compliance and to extend the life of the current pits. These projects will need to be considered as part of an overall waste management strategy, including their impact on day-to-day operations.

Examples of identified projects include remediation of stormwater infrastructure within the trenches, securing the perimeter to the landfill site and provision of site amenities.

Warehouse

The warehouse operations continue to struggle due to insufficient level of staffing and the absence of senior managers to ensure timely replenishment of stock in addition to safe operation of weekly barge operations.

It is critical that these staffing issues are resolved to ensure the safety of staff and the continuity of service delivery for the community generally.

Workshop

Significant improvements have continued to be seen within the workshop operations, teams, and facilities.

These improvements are anticipated to continue under the current workshop team through capacity building, additional training, recruitment, addressing backlog repairs and services, replacement of critical tools and equipment, and general clean-up of the workshop and equipment yard.

FINANCIAL & RESOURCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note and receive this report.

12 STAFF REPORTS - HUMAN SERVICES

15.1 HUMAN RESOURCES REPORT

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

Human Resources Department Operations Update

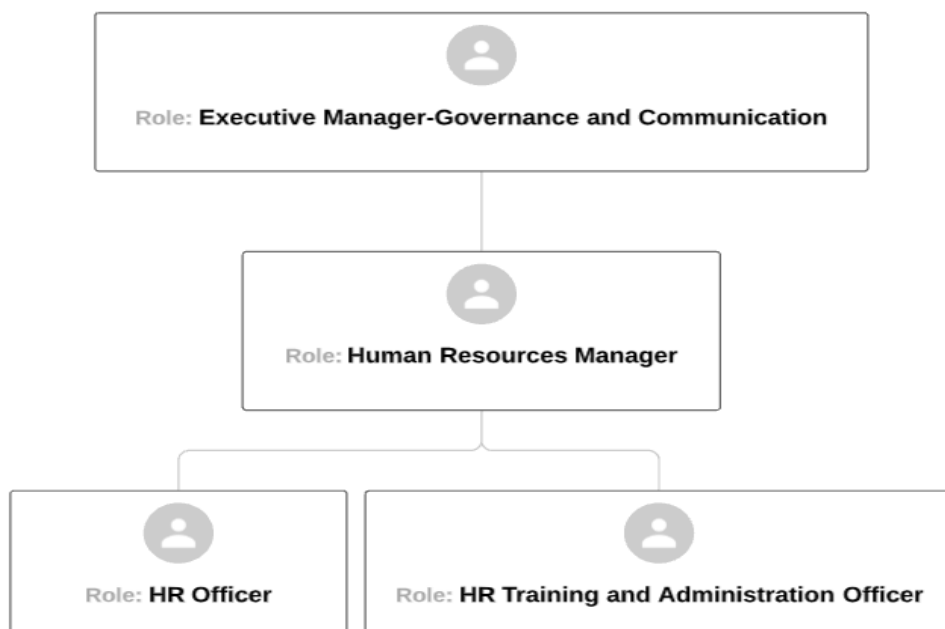
HR department has two full time staff members.

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.

Recruitment and retention strategies are an ongoing high priority although have been interrupted over the past month due to recent covid priorities.

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:

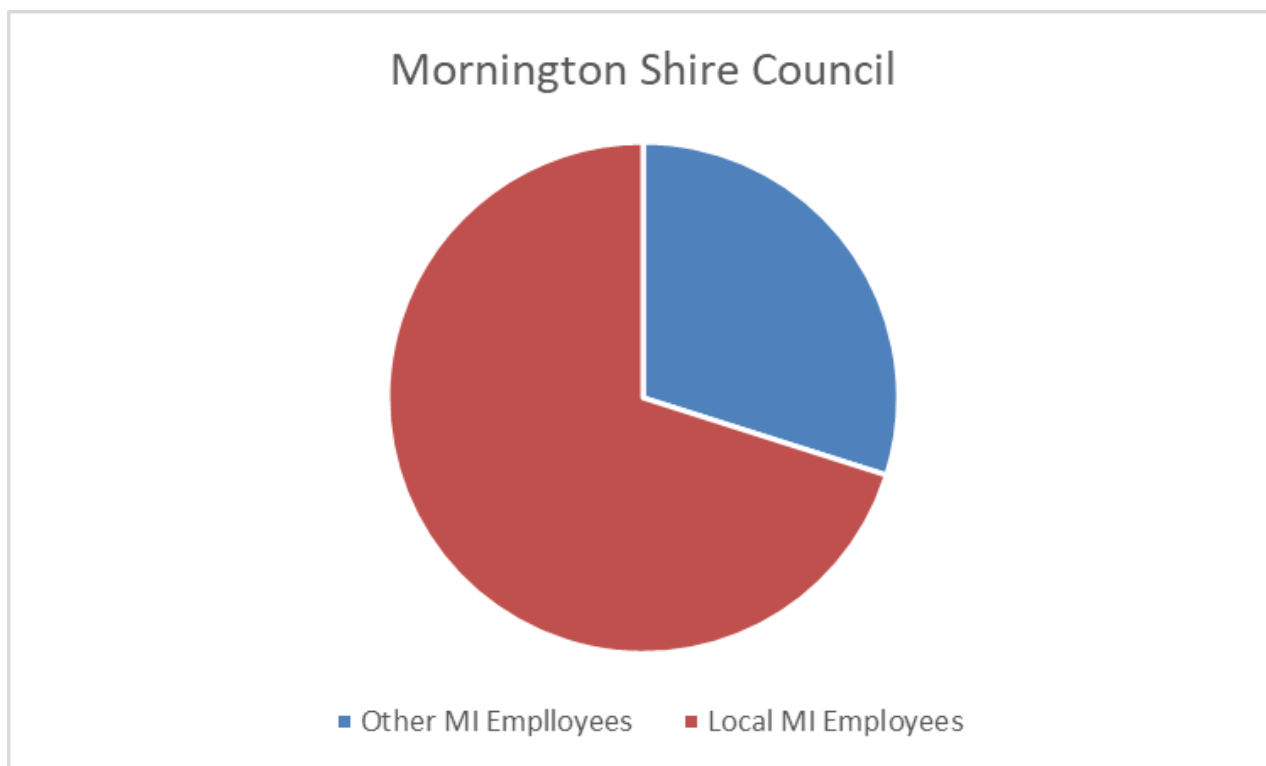


Turnover

There were no employees terminated in January 2021.

Local Indigenous Employment

The below table shows there is currently 70.1% local Indigenous MSC employees.



Training

Training opportunities are continuously being reviewed as well as an annual training plan being prepared.

Funding

- 7 claims are being made for the commencement of skills shortage incentives totalling \$19,000.
- Apprenticeship commencement wage subsidy claims for July to December 2021 are being submitted which will return 50% in wage subsidies for 7 apprentices.
- Tayala Wilson has shown interest in a Certificate IV in Business. Funding and incentives for Council are being explored.
- David Medwin is completing an Mechanical Air Conditioning qualification. There is no funding for this although recommended for Council to have a qualified person for motor vehicle air conditioning repairs to eliminate bringing contractors to the Island. Cost for this is 1 week travel costs plus \$1781 for the cost of the course.

Apprentices

4 new Carpentry Apprentices commenced work in Housing on 31st January 2022 and are working well. Feedback is they are enjoying the work.

1 new Mechanic Apprentice commenced work in the Workshop 31st January 2022 and is working well. Alu moved from the Tyre Fitter position into a Light Vehicle apprenticeship.

Tristan Thompson has commenced employment as a qualified Plumber. An application has been made to QBCC for his Plumbing Licence.

Currently trying to get TAFE to send the trainer for Mechanic Apprentices to Island as they have advised that the apprentice's training block is 1 week per month at TAFE. This is not feasible so negotiations on this are ongoing.

Apprentice Inductions January 2022. A massive welcome to our new Apprentices!



Recruitment January 2022

The list below shows positions that have been unfilled and positions in current recruitment status..

Filled Positions	Current Recruitment
1 x Apprentice Mechanic	Trade Plumbers & Carpenters
1 Cleaner	Animal Management Officer
Community Bus Driver	Housing Admin Officer (Local resident)
1 x Plumber (Works)	Executive Manager Infrastructure
Infrastructure Group Manager	Cleaners (Local residents)

Recruitment Drive

Recruitment is a continuous priority and 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.

Meetings with department Managers have commenced to prioritise recruitment for each area.

33 Filled Positions Oct 2021 to Jan 2022	44 Vacant Positions under current Organisation Structure
Exec Manager Finance & Human Services Exec Manager Governance & Communication Public Relations Specialist Senior EA to CEO & Mayor Community & Safety Development Officer Community Bus Driver 5 x Cleaners Facilities Maintenance Supervisor Finance Administrator Junior Finance Officer Project Accountant Governance Coordinator HR Manager HR Officer 4 x Carpenters 4 x Carpenter Apprentice 3 x Trade Assistant Infrastructure Group Manager Plumber Light Vehicle Mechanic Apprentice Workshop Manager	Exec Manager Infrastructure Carriage limit Manager Distribution of Carriage Limit Distribution of Carriage Limit Tavern Manager Apprentice Baker 2 x Cleaners Maintenance Supervisor Customer Service Officer/Accounts IT Support Officer Records/Archive Officer Governance Officer-Trainee HR Admin and Training Officer Service Delivery Coordinator Service Delivery Officer 4 x Carpenters Estimator Housing Administration Officer 2 x Plumbers Housing 2 x Plumber Apprentices 3 x Trade Assistant Infrastructure and Technical Services Coord. Airport Officer Trainee Animal Management Officer 2 x Animal Management Trainee Warehouse Assistant Manager Warehouse Storeperson 2 x Plumbers Works Plumber Apprentice Mechanic Mechanic / Dual Trade / Air Con / Auto Elect Tyre Fitter/Trade Assistant Coxswain Barge Operators

Complaints

- No complaints this month

New


- No new complaints since last report to Council

Employee Assistance Program report for the month of January 2022

HR promotes the confidential Employee Assistance Program for all MSC staff to access. There has been no reported EAP activity in the month of January.

CONFIDENTIAL

Workforce Wellbeing Program




Monthly EAP Referral & Utilisation Report

Morningside Shire Council
January 2022


Monthly Service Referral & Utilisation Snapshot

EAP New Referrals




0

EAP Total Sessions




0

Critical Incidents



0

Referral & Utilisation Breakdown - Location

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

FINANCIAL & RESOURCE IMPLICATIONS

There have been no temporary assignments as HR continues to recruit permanent staff.

RECOMMENDATION

That Council note this report.

13 CONFIDENTIAL REPORTS

Nil

14 NEXT MEETING

15 CLOSURE