



**I hereby give notice that a Special Meeting of Council will be held on:**

**Date:** Wednesday, 26 July 2023  
**Time:** 9.00AM  
**Location:** Council Chamber  
Mission Road  
Gununa

# **BUSINESS PAPER**

## **Special Council Meeting**

**26 July 2023**

**Gary Uhlmann**  
**Chief Executive Officer**

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

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

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

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### 7.1 APPOINTMENT OF DEPUTY MAYOR FROM JULY 2023

**Author:** Chief Executive Officer

**Attachments:** Nil

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

The intention of this report is to enable Council to formally acknowledge Councillor David Barnes' contributions as Deputy Mayor; recognise Councillor Barnes' recent resignation from the Deputy Mayor role; declare the office of Deputy Mayor vacant; and facilitate a formal process for a new Deputy Mayor appointment.

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

Councillor David Barnes provided written advice of his resignation from the office of Deputy Mayor, Friday 30 June 2023, effective immediately.

As such, Council has an obligation to declare the office of Deputy Mayor vacant and appoint a new Deputy Mayor.

Without any subsequent resignation or declaration of the office of Deputy Mayor being declared vacant, the appointment should continue until the next quadrennial Local Government election, in March 2024.

#### **Ballot process**

Councillors can nominate themselves, or each other. If a Councillor nominates another, that other Councillor will need to accept the nomination. There is no requirement for any nomination to be seconded by another Councillor.

If there are multiple Councillors nominating for the position of Deputy Mayor at the meeting, a ballot process will be undertaken to determine the preferred candidate. The process for the ballot will be that Councillors will be asked to vote for their preferred candidate for the position of Deputy Mayor. This can be undertaken by way of open voting, or secret ballot. It is recommended that open ballot occur. As required by the Local Government Act 2009, a resolution to appoint the Deputy Mayor will be determined by a show of hands.

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

The Deputy Mayor's endorsed remuneration from 1 July 2023 is \$66,231. There are no additional financial or resource impacts from appointment of a Deputy Mayor.

#### **RECOMMENDATION**

That Council;

1. thank and acknowledge Councillor David Barnes for his efforts and contributions undertaking the role of Deputy Mayor; and
2. That, in accordance with section 165(3) of the *Local Government Act 2009*, the office of Deputy Mayor be declared vacant; and
3. 3. That, in accordance with section 165(5) of the *Local Government Act 2009*, Councillor [xx] be appointed as Deputy Mayor from 26 July 2023.

## 8 ADOPTION OF 2023/24 OPERATIONAL PLAN, BUDGET AND ORGANISATIONAL STRUCTURE

### 8.1 ADOPTION OF OPERATIONAL PLAN 2023/24

**Author:** Council Advisor

**Attachments:** 1 Adoption of Operational Plan 2023/24

#### PURPOSE (EXECUTIVE SUMMARY)

As part of the adoption of the 2023/24 budget, the Council is required to adopt an Operational Plan. An Operational Plan sets out the key focus and activity areas for the organisation for the next 12 months. It is also a requirement under the Local Government Act for the CEO to report to Council every 3 months on progress with the implementation of the Operational Plan. A new format for the Operational Plan has been developed which will make it easier for Council to monitor progress.

The Operational Plan has been developed following a workshop with Councillors on the budget which was held on 28 June 2023.

#### BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Operational Plan format is based on previous operational plans adopted by Council. It has been enhanced this year by the introduction of the concept of a "Top 10".

Like any Council, our Council has a very significant number of projects and priorities that it is trying to address for the benefit of the community. If we try to do all of these once, experience tells us that we achieve very little. Conversely, if we focus on some of the high priority areas, we can get more done.

The concept of the "Top 10" in the Operational Plan designed to keep the Council and organisation focused on the high priority issues that need to be addressed. That does not mean that other issues will not be pursued. It simply means that from an organisation focus perspective, these matters take priority.

Following the Council workshop, the top 10 issues for focus are set out below.

<b>Top 10 Priorities</b>
1. Finish and fully open the Tavern.
2. Complete the 2 x 5 bedroom duplexes plus the 2 bedroom Plug In by March 2024.
3. 4 x Single men's units are complete (March 2024) and 5 community houses are substantially underway (30 June 2024).
4. The new subdivision is approved and funding secured for construction.
5. Administration building is finished and occupied (including fit out).
6. The new library is approved, funded and constructed.
7. Youth drop-in centre is finished and operating.
8. Community Housing strategy is completed and lobbying advanced to secure funding for the realignment of the airport runway.
9. Tourism strategy is advanced with further cruise ship visits.

10. Commercial market garden is planned, funded and underway.
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Other key issues that are identified in the Operational Plan include: -

- advocacy for our elderly to improve the aged care facility by either refurbishing the existing facility or building a new one with the latter being our preferred option.
- testing our water quality to protect community health.
- identify the best option based on cost, water supply etc between a splash park, swimming pool or rockpool.
- commencing a community plan process ahead of a review of the corporate plan after the 2024 election.

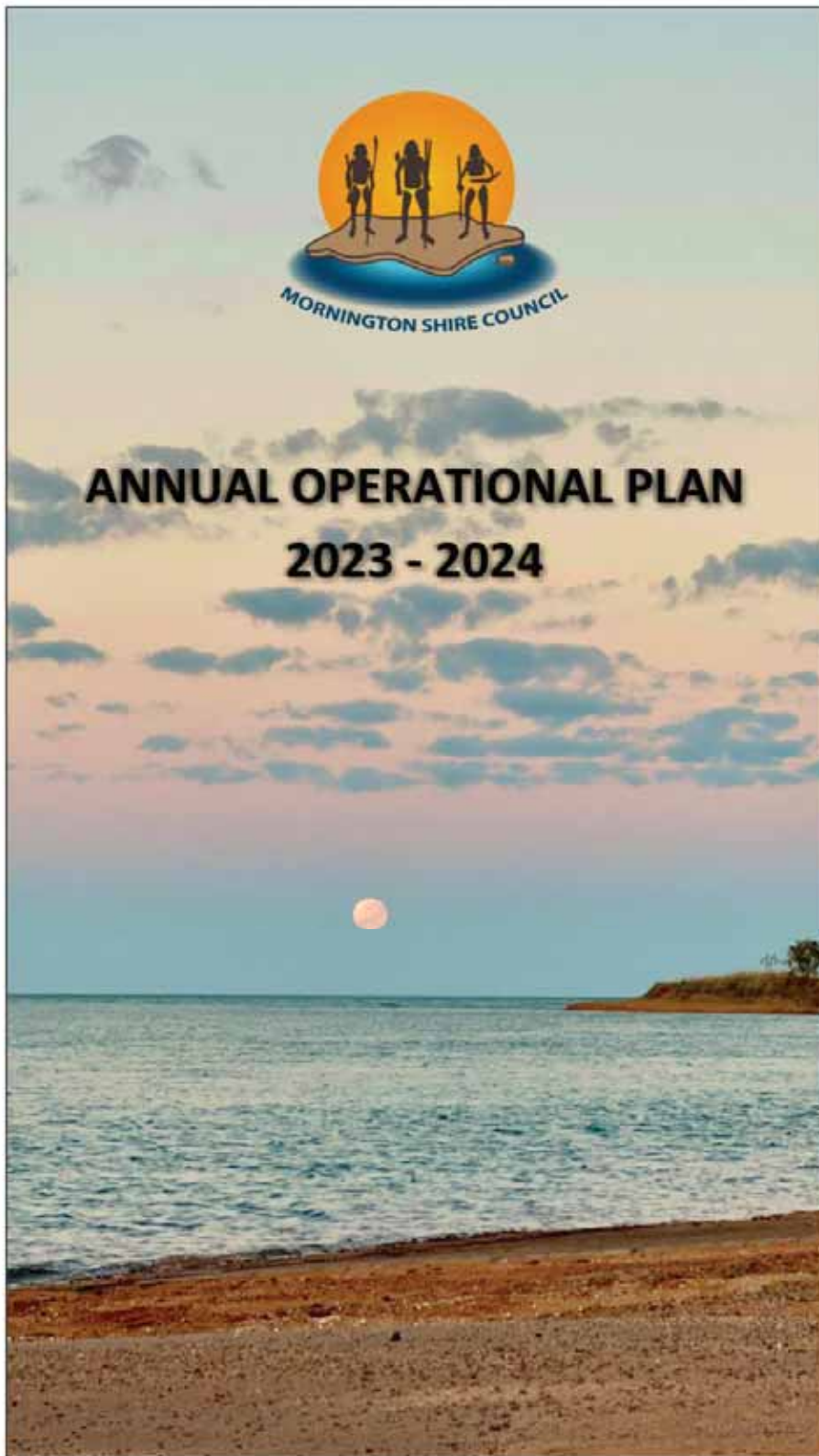
The Operational Plan is an important component of our planning framework. It helps to focus the organisation on what needs to be completed in the next 12 months.

### **FINANCIAL & RESOURCE IMPLICATIONS**

The projects and focus areas contained in the Operational Plan are funded within the proposed 2023/24 budget.

### **RECOMMENDATION**

That Council adopt the 2023/24 Operational Plan as attached to the report by the Council Advisor.





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Adopted July 2023



## ACKNOWLEDGEMENT

Mornington Shire Council acknowledges the traditional owners, 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.

## ELECTED MEMBERS



**Above:** photo of the Declaration of Office in 2020.

**From left to right:** Councillor David Barnes, Councillor Roxanne Thomas, Mayor Kyle Yanner, Councillor Dwayne Rogers, Councillor Robert (Bob) Thompson.

**OUR VISION**

- 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
- Have pride and respect for each other in our culture, achievements and successes
- To see and smell the compassion and peacefulness of our community

**OUR MISSION**

We are committed to a Community where:

- Our people are happy, healthy and safe
- Our natural environment is valued and well-managed
- Our culture is retained and maintained
- We have quality infrastructure
- We have a sustainable local economy
- Governance and ownership of Community direction is by Council
- We have transparency of government and open communication between the three tiers of Government

**OUR GOALS**

Our goals are to make the Wellesley Islands the best place they can be by:

- Enhancing community well-being
- Keeping our Culture alive Creating opportunities for prosperity
- Protecting our country
- Enhancing and supporting local business
- Having greater transparency and open communication between the three tiers of government

**OUR VALUES**

Council's values are:

- Responsibility
- Respect Compassion
- Hard work
- Working together
- Proud to belong



## FOREWORD

### From Mayor Kyle Yanner

On behalf of my fellow councillors, I am pleased to present the Mornington Shire Council Annual Operational Plan 2023-24.

This operational plan sets out how the Council will continue supporting the community by focusing on projects that provide great outcomes across key areas including:-

- More community housing which is critically needed by our residents.
- Quality infrastructure and services.
- Commercial activities such as the establishment of a market garden.
- Enabling more tourism opportunities to follow on from the great success of our first cruise ship visit.
- A renewed focus on our young people with the establishment of a Youth Hub.
- Support for our elders as we seek funding to improve the aged care facility.

Importantly, Council is also focused on ensuring that we have budget surpluses to build our long-term financial capacity. One of the reasons we can achieve this is based on our decision to use our own Council staff to undertake disaster recovery roadworks which has created local jobs and is also a good source of revenue for Council. Our Council team is doing a great job with their work on our roads.

Our Councillors are working closely with our staff to continue to deliver better outcomes for our community.

### From CEO Gary Ulmann

The Council has a new management team in place which is focused on delivering projects for the community. It is one thing to plan (which is important) but it is equally important to deliver practical outcomes from these plans.

This year, the Operation Plan is focused on getting projects completed. This includes finishing off the Tavern refurbishment and having it fully operational. It also includes finishing the new Council administration building and moving our Council staff into that new building which will be more accessible to the community. We are also building a library for the community that is co-located with the Council administration building.

Of course, one of our key focus areas this year will be on community housing. We will complete a range of new housing for the community including 2 x 5 bedroom duplexes, 2 new Plug Ins, 4 Single Men's quarters and we will also be starting another 5 new community houses. Work is also progressing to get approval and funding for a new subdivision near the airport corner and this will provide an opportunity to build up to 13 more community houses once that land is developed.

We have a good Council team in place who are focused on working with our community and our Mayor and Councillors to get things done. I am also proud of how our team is managing our Council's finances with the 2023/24 budget returning to surplus which ensures that the Council is financially sustainable into the future.



## INTRODUCTION

Mornington Shire Council's Annual Operational Plan 2023 – 2024 identifies the issues and priorities for Council over the financial year, and should be read in conjunction with the following Council documents:

- 2023 - 2024 Budget as adopted at a Meeting of Council on 26 July 2023 and
- Corporate Plan 2018 - 2023
- Council's Five-Year Implementation Plan which forms a critical part of the Annual Operational Plan

Council acknowledges that it will need to develop a new five-year Corporate Plan and this process will commence after the March 2024 Council elections.

This Annual Operational Plan states measures for the realisation of Key Strategic Objectives which are aligned to the measures of the Corporate Plan, as required by the Local Government Act 2009 s 175(1)(b)(i).



## LEGISLATIVE CONTEXT

Morrington Shire Council is governed by the Queensland Local Government Act 2009 and the Local Government Regulations 2012, and operates in line with the 5 principles set out in the Act. These 5 key principles are:

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

In particular, this Annual Operational Plan adheres to the Local Government Regulation 2012 s 175, which stipulates:

- (1) The annual operational plan for a local government must—
  - (a) be consistent with its annual budget; and
  - (b) state how the local government will—
    - I. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
    - II. manage operational risks; and
  - (c) include an annual performance plan for each commercial business unit of the local government.



The following pages set out the broad range of issues that the Council is focussed on. However, it is sometimes useful to draw out and highlight those issues that will be the “top priorities” for the financial year. Set out below are the “Top 10” – those issues that the Council organisation needs to focus on to achieve the best outcome for the Mornington Island community.

### Top 10 Priorities

Priority	Responsibility
1. Finish and fully open the Tavern	Director of Corporate and Community
2. Complete the 2 x 5 bedroom duplexes plus the 2 bedroom Plug In by March 2024	Director of Housing and Facilities
3. 4 x Single men’s units are complete (March 2024) and 5 community houses are substantially underway (30 June 2024)	Director of Housing and Facilities
4. New subdivision is approved and funding secured for construction	Director of Housing and Facilities and Chief Financial Officer
5. Administration building is finished and occupied (including fit out)	Director of Corporate and Community
6. New library is approved, funded and constructed.	Director of Corporate and Community
7. Youth drop-in centre is finished and operating.	Director of Corporate and Community
8. Community Housing strategy is completed and lobbying advanced to secure funding for the realignment of the airport runway	Director of Housing and Facilities, Chief Executive Officer and Chief Financial Officer
9. Tourism strategy is advanced with further cruise ship visits	Director of Corporate and Community
10. Commercial market garden is planned, funded and underway.	Director of Corporate and Community and Director of Engineering

**Note:** The identification of a “Top 10” does not mean that the Council will not be pursuing other issues. For example, there will be a major focus on Youth and also support for our Elderly residents in 2023/34 with a particular focus on the Aged Care Facility. Further, the Council will look to establish a community plan ahead of it renewing its Corporate Plan after the 2024 election.



Key Strategic Objectives

FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
Financial Management	Council aims to deliver budget surpluses as part of a fiscally responsible approach	<ul style="list-style-type: none"> <li>Budgets operate at a surplus</li> </ul>	<ul style="list-style-type: none"> <li>Council’s monthly review of the General Purpose Financial Statements to ensure its revenue and expenditure is controlled in accordance with the adopted Budget</li> </ul>	
Corporate Plan	<p>To develop new Corporate Plan, in recognition that the last formal community engagement to support the planning process appeared to have been 2016.</p> <p>Examine the option of developing a community plan for Mornington Island.</p>	<ul style="list-style-type: none"> <li>Community engagement to commence following the March 2024 election</li> <li>Adoption of a new Corporate Plan in 2024</li> <li>Report to Council on the process and resources to establish a Community Plan as a precursor to a new Corporate Plan</li> </ul>	<ul style="list-style-type: none"> <li>A well run community plan process will engage all of the other agencies as well as the community and inform the Council of community needs. This will assist with the establishment of a new Council Corporate Plan.</li> </ul>	
Advocacy	<p>Improved awareness of community issues, with improved strategies developed to advocate to both the Australian and State Governments to meet community identified priorities.</p> <p>Critical to this, is the emphasis of maximising opportunities for community members, including in the areas of improved employment, cultural, social and health outcomes.</p>	<ul style="list-style-type: none"> <li>Key government representatives visit Mornington Island including the Queensland Premier and Ministerial Champions, and Federal Ministers and department heads.</li> <li>Mayor and Councillor delegations to Federal and State governments</li> <li>Current government funded services to the community are audited to provide improved visibility and accountability</li> </ul>	<ul style="list-style-type: none"> <li>Continued research, strategy development and advocacy to achieve outcomes identified with the Corporate and Operational Plans</li> <li>5 Year Implementation Plan continually monitored and developed to ensure that the strategies outlined are continually put before Governments.</li> </ul>	



FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
		<ul style="list-style-type: none"> <li>Federal and State governments develop targeted strategies that meet local priorities and needs.</li> </ul>		
Asset Management	Asset planning and maintenance funding supports quality and sustainable management of Council's assets	<ul style="list-style-type: none"> <li>Completion of Asset replacement program outlined in the 2023/24 Budget.</li> <li>Long Term Asset Management Plan developed in accordance with legislative requirements as resources permit.</li> </ul>	<ul style="list-style-type: none"> <li>Council is upgrading the Water and Sewerage Infrastructure funded through ICCIP. This will form the basis of further asset management planning particularly for water and sewerage reticulation network but similarly, there is significant work to do to with waste management to have good long term plans in place.</li> </ul>	
Master Plan / Town Plan	Council considers the adopted Master Plan in all major decisions	<ul style="list-style-type: none"> <li>Queensland State Government Technical Working Group and DATSIP stakeholder partnership to plan a way forward on important initiatives contained in the Master Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Critical will be the completion of the Aurecon Growth Options Study and the associated Mornington Island Runway Realignment Study and representations to both the State and Australian Governments.</li> </ul>	
	<b>Mornington Island Airport</b> Runway Realignment proceeds to ensure the Master Plan recommendations for Lardil Street can be implanted.	<ul style="list-style-type: none"> <li>Designs are developed and costs identified.</li> <li>Representations are made to Federal and State governments, to secure funding of the realignment</li> </ul>	<ul style="list-style-type: none"> <li>Strategy developed to engage with the Australian and State Governments to secure funding for the airport realignment</li> </ul>	



FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
<b>Barge Services</b>	<b>Barge Services</b> Review barge services to and from the Island in time for the expiry of the current barge services contracts with Carpentaria in late 2023.	<ul style="list-style-type: none"> <li>• Engagement with current owner of service to examine arrangements that will give Council first right of purchase if the current owner wishes to sell in the future.</li> <li>• Renew existing contract on favourable terms for Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to successfully identify the best options for Council to have some control over the future direction of the barge services could lead to loss of opportunity to provide more effective services and continued reliance on external factors to determine freight cost outcomes for residents.</li> </ul>	



FOCUS AREA	GOAL	MEASURE/S	Risk Mitigation	Status
<p>Governance / Administration</p>	<p><b>Civic Centre – Administration Centre</b> A new facility is finished that meets Council and community needs, with construction complete early in the financial year.</p> <p><b>New Library</b> A new library is constructed on the new Civic Centre site and is open for community use.</p>	<p><b>Civic Centre</b></p> <ul style="list-style-type: none"> <li>• New building completed.</li> <li>• Seamless transfer of admin staff from the existing building to the new facility</li> <li>• New facility is operating effectively and more accessible to the community.</li> </ul> <p><b>New Library</b></p> <ul style="list-style-type: none"> <li>• Funding is secured for fit out and initial staff training undertaken.</li> <li>• Facility is complete.</li> </ul>	<ul style="list-style-type: none"> <li>• Grant funding through the Department of Local Government to be successfully completed with the timelines granted.</li> <li>• Liaison with Department to ensure that any extensions or variations to the funding agreement are approved.</li> </ul>	
	<p><b>Governance</b> Council continues to adhere to legislative requirements and builds its capacity for organisational administration / management.</p>	<ul style="list-style-type: none"> <li>• Oversight by Council supports good governance, adherence to statutory requirements and use of resources in accordance with the Corporate Plan’s goals.</li> <li>• Build long term local staff capacity by increasing the number of local apprentices and trainees.</li> <li>• ICT systems are managed to ensure timely and compliant reporting including financial, legislative, and contractual requirements.</li> <li>• Council’s policies and procedures are updated regularly, meet legislative requirements, and support organisation performance.</li> <li>• The number of workplace occupational health and safety incidents track downwards, and WHSQ improvements notices are kept to a minimum / completed when received</li> </ul>	<ul style="list-style-type: none"> <li>• Continued emphasis on staff training and development.</li> <li>• New Organisation Structure is adopted to meet strategic needs identified in Annual Operational Plan and Annual Budget implementation.</li> <li>• Financial Management being given high priority to ensure management is in strong position to implement works and services within Budget allocations.</li> <li>• Development of effective Workplace Health and Safety Plans for Council’s Operations</li> </ul>	



**MORNINGTON  
SHIRE COUNCIL**

ANNUAL OPERATIONAL PLAN 2023 – 2024

FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
Community Development	<p><b>Splash Park, swimming pool or rockpool</b> We want to provide improved social and recreational activities for the community (including youth) so will examine the best option for providing this via either a splash park, swimming pool or rockpool</p>	<ul style="list-style-type: none"> <li>An options analysis is undertaken looking at each of these options from a range of perspectives including (i) construction costs (ii) ongoing annual operational costs (iii) safety (iv) water usage (v) accessibility and (vi) existing Masterplan.</li> <li>Council makes a definitive decision on its preferred option and funding sources are identified.</li> </ul>	<ul style="list-style-type: none"> <li>Determining the best option is the most appropriate way to manage risk at this stage. Alternately, Council could build one of these options and find that it cannot sustain it financially in the longer term. More time at the planning stage will provide a better outcome for our community.</li> </ul>	
	<p><b>Home Brew</b> Council continues to apply for relevant liquor licences needed on Mornington Island, to normalise alcohol consumption and decrease the negative health impacts of home brew</p>	<ul style="list-style-type: none"> <li>An appropriate Liquor Licence is granted, and an operator is in place, to run the Mornington Island Tavern inclusive of on-licence and carriage licence</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of the 5 Year Implementation Plan which address the major challenges of the imposition of alcohol prohibition on the Island and lack of Government service delivery to address all social outcomes currently being experienced.</li> </ul>	
	<p><b>Youth Hub</b> A Youth Hub is established that provides a drop in place for our younger residents that diverts them from inappropriate behaviours.</p>	<ul style="list-style-type: none"> <li>Funding is secured for external fencing, half basketball court and skate area.</li> <li>The Youth hub is open and staffed.</li> </ul>	<ul style="list-style-type: none"> <li>The support programs and staff working at the Youth Hub will need to be appropriate to the need of our youth.</li> </ul>	



FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
Community Development (continued)	<p><b>Indigenous Land Use Agreement</b> That an ILUA be developed to cover all initiatives Council is wishing to implement including the Mornington airport runway realignment (for both safety and residential land use purposes); foreshore development including rock pool; future cemetery reserve land; and future town extension, being the Barwu Concept Plan development area.</p>	<ul style="list-style-type: none"> <li>Engage a qualified and experienced lawyer to provide legal input.</li> </ul>		
	<p><b>Support for our Elderly</b> Improve the quality of our Aged Care facility for the benefit of our elders.</p>	<ul style="list-style-type: none"> <li>Advocacy together with the new service provider (Selectability) to secure funding for the refurbishment the existing Aged Care facility or establishment of a new Aged Care facility with the latter being our preferred option.</li> </ul>	<ul style="list-style-type: none"> <li>Engagement with our community champions to secure funding.</li> </ul>	
	<p><b>Community Safety Plan</b> That the Safety Plan is continually upgraded to meet the needs of the community.</p>	<ul style="list-style-type: none"> <li>Community Action Plan finalised and implemented.</li> <li>Council is working with other key agencies to improve community safety.</li> </ul>	<ul style="list-style-type: none"> <li>Strong government processes implemented regarding implementation.</li> </ul>	



FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
	<p><b>Commercial Market Garden</b> That a commercial market garden is established that provides both jobs for locals and also provides healthier food options for the community.</p>	<ul style="list-style-type: none"> <li>▪ Select a site and source funding to develop a Commercial Market Garden.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Undertake a Business Plan to establish the model that will optimise commercial success</li> </ul>	
<p><b>Critical Infrastructure</b></p>	<p>Improved waste management, water security and sewerage treatment and associated infrastructure as appropriate.</p>	<p>Council meets regulatory requirements and manages its infrastructure to meet community needs, including asset replacement / new assets as appropriate including -</p> <ul style="list-style-type: none"> <li>▪ Successful implementation of existing 2023/24 funded programs.</li> <li>▪ Source funding to undertake water testing to ensure that the community is getting clean water.</li> <li>▪ Development of a key partnership with Department of Environment and Science to ensure Council’s Waste Management Strategy can be successfully progressed.</li> <li>▪ Improved waste management via the adoption of a waste management strategy.</li> <li>▪ Investigate water security via a feasibility study to increase the capacity of the potable water supply sources on Mornington Island</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to develop appropriate asset management planning for continued improvement in infrastructure.</li> <li>• Continued investment in training and development of local staff to management water and sewerage services.</li> <li>• Carry out the necessary investigation of long-term water security options.</li> </ul>	



FOCUS AREA	GOAL	MEASURE/S	RISK MITIGATION	Status
Council and Public Housing	<p><b>Council Housing</b> That housing availability and quality is sustainable and meets operational requirements of Council.</p>	<ul style="list-style-type: none"> <li>• An asset management program for Council Staff Housing is implemented as an outcome of the 2024 budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Good project management to ensure delivery on time and on budget.</li> </ul>	
	<p><b>Community Housing</b> That extreme overcrowding and homelessness is addressed, with improved quality and quantity of social housing on Mornington Island.</p>	<ul style="list-style-type: none"> <li>• That contracts and funding are in place to deliver the following community housing:-                             <ul style="list-style-type: none"> <li>➢ 2 x 5 Bedroom Duplexes plus 2 bedroom plug in</li> <li>➢ 4 x Single men’s units</li> <li>➢ 5 x new community houses</li> </ul> </li> <li>• That the proposed 13 lot subdivision has town planning approval and funding is secured.</li> <li>• Longer term, that additional housing development be secured to decrease housing overcrowding (measured against ABS statistics)</li> </ul>	<ul style="list-style-type: none"> <li>• Continued addition of new public housing will depend on completing the proposed subdivision near the airport corner.</li> <li>• Good project management to ensure delivery on time and on budget.</li> </ul>	



### COMMERCIAL BUSINESS UNITS

In accordance with the Local Government Regulation 2012, Mornington Shire Council is required to include in this Annual Operational Plan, an annual performance for its commercial business units.

Council does not have any commercial business units in accordance with the Act definition, although it does operate services that contain a commercial element. These include:

1. Motel
2. Bakery
3. Housing works
4. Barge freight
5. Warehouse sales
6. Petrol station
7. Mechanical services
8. Housing Program
9. Tavern

As such, no annual performance plan is required under the Local Government Regulation 2012 s 175.

**8.2 ADOPTION OF FEES AND CHARGES 2023/24**

**Author:** Chief Financial Officer and Council Advisor

**Attachments:** 1 Fees and Charges 2023-24

**PURPOSE (EXECUTIVE SUMMARY)**

As part of the adoption of the 2023/24 budget, the Council is required to set its annual fees and charges. The existing fees and charges have been reviewed and changes made as per the Councillor budget workshop which was held on 28 June 2023.

The key changes from the 2022/23 fees and charges register are: -

- fees and charges increased to reflect the rising costs of inflation.
- a reduction in funeral costs where the family provides the coffin.
- keeping existing community type fees at the same level (no increase).
- introducing lower fees for community members to hire equipment.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A comprehensive review of our fees and charges has been undertaken by the Council Advisor in conjunction with the Chief Finance Officer and senior staff.

This review was undertaken within the context of inflation running at around 7% which is impacting on Council's operating costs. As such, most fees and charges have increased by 7% to reflect CPI.

Some of the key changes to the fees and charges register from 2022/23 are as follows: -

- As raised by Cr Thomas, we have addressed the anomaly in the charges for funeral expenses. Our previous fee included the cost of a coffin. However, if the family provided their own coffin or if a coffin was provided when a person was returned to the island for burial, then in previous years, the full fee was still being charged. The new fees proposed for 2023/24 introduce a reduced rate (\$1,250 lower) for those occasions where the Council is not providing the coffin. The standard burial fee has not been increased inline with inflation so that there is no additional impact on families.
- As raised by the Mayor, we have introduced a new range of community rates for the hire of small machinery. These fees are about 35% lower than the current commercial rates for the hire of this small machinery. The types of machinery that have reduced rates are those that local residents may find useful for small jobs (examples include bobcat, trailers, bobcat auger, mowers etc). It should also be noted that for some machinery, appropriate licenses may be required for use of that equipment by the community.
- Where there is an existing differentiation between commercial fees and community fees for the same service, we have increased commercial fees by 7% to reflect the cost of inflation but have retained community fees at the same rates as 2022/23. This is to ensure that local residents do not have direct fee increases that may impact upon their cost of living.

**FINANCIAL & RESOURCE IMPLICATIONS**

Council's fees and charges are important revenue source as part of our budget. It is important that we recover the costs of providing services, particularly where there is a commercial element involved.

Under the Local Government Act, Council is entitled to operate on a commercial basis for commercial type fees (i.e. it can operate on a profit basis). Conversely, for regulatory type fees where the Council is providing a statutory service, the Council is only entitled to recover fees that reflect the cost of providing that service (i.e. a cost recovery basis).

Also, for information of Council, almost all fees and charges can be amended at any time during the financial year through the simple passing of a Council resolution. The only exception relates to those fees and charges (primarily water, sewerage and waste services) that appear on the rates notice which are issued to those properties that pay rates (mainly government agencies). They cannot be changed throughout the year and are set at the time of the adoption of the budget and all of these fees have been increased by 7% to reflect inflation increases.

**RECOMMENDATION**

That Council adopt the 2023/24 Fees and Charges Register as attached to the report by the Council Advisor.

# SPECIAL COUNCIL MEETING AGENDA

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>ADMINISTRATION</b>			
EFTPOS Transaction Fee - Cash Out <b>NOT AVAILABLE</b>	Local Government Act 2009	Inclusive	\$0.00
Cheque Cashing Fee (Per Cheque) <b>NOT AVAILABLE</b>		Inclusive	\$0.00
A3 - Black and White (Per Page)	Local Government Act 2009	Inclusive	\$3.50
A3 - Colour (Per Page)		Inclusive	\$3.90
A4 - Black and White (Per Page)		Inclusive	\$2.50
A4 - Colour (Per Page)		Inclusive	\$2.90
Fax (Per Page)		Inclusive	\$3.80
Copy of Standard Document		Exclusive	\$29.00
Copy of Statutory Document (Local Laws Policies, Minutes, Budget, Regulatory & Commercial Charges, Financial Statements, Operational Plan, Corporate Plan, Annual Report or Other Public Document)	Exclusive	\$29.00	
Book-Keeping Fees (Per Hour)	Local Government Act 2009	Inclusive	\$110.00
<b>ADMINISTRATION - GRANT PROJECT MANAGEMENT</b>			
Administration Fee - Management Operational Grants (* Not Reflected in oncost returns)	Local Government Act 2009	Inclusive	20.00%
Administration Fee - Management Capital Grants (* Not Reflected in oncost returns)		Inclusive	15.00%
<b>RIGHTS TO INFORMATION</b>			
These fees are set by the Right to Information Regulation 2009. These fees will automatically adjust when the State Government makes changes to the Regulation.			
Right to Information Application Fee	Part 45 Section 4 Right to Information Regulation Act 2009	Exclusive	\$53.90
Right to Information Inspection & Processing Charges (First five [5] hours free, fee of \$8.35 per 15 minutes applies thereafter)	Part 45 Section 5 Right to Information Regulation Act 2009	Exclusive	\$8.35
<b>COUNCIL FACILITIES HIRE</b>			
Council Chambers Bond (Refundable)	Local Government Act 2009	Exclusive	\$650.00
Council Chambers Hire (Per Day)	Local Government Act 2009	Inclusive	\$350.00
Council Training Room Bond (Refundable)	Local Government Act 2009	Exempt	\$650.00
Council Training Room (Per Day)	Local Government Act 2009	Inclusive	\$350.00
<b>RECREATION</b>			
Gym Key Bond (Refundable) *	Local Government Act 2009	Exempt	\$65.00
Gym Membership - Per Week	Local Government Act 2009	Inclusive	\$12.00

**SPECIAL COUNCIL MEETING AGENDA**

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Gym Membership - Annual *	Local Government Act 2009	Inclusive	\$110.00
<b>NOTE: *Morrington Shire Council Staff Exempt</b>			
<b>UTILITY CHARGES</b>			
Sewerage - Annual Service Charge - Per Pedestal		Exclusive	\$1730.00
Water - Annual Service Charge - Per Unit (Refer to Revenue Statement for Unit Allocations)	S99 Local Government Regulation 2012	Exclusive	\$4,055.00
Water Usage (Per KI)		Exclusive	\$5.45
Garbage - Annual Service Charge - Per Bin		Exclusive	\$2,050.00
Separate Charge (Commercial Entities) (Per Annum)	Local Government Act 2009	Exclusive	\$10,705.00

# SPECIAL COUNCIL MEETING AGENDA

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>INTEREST ON OVERDUE RATES AND CHARGES</b>			
Accrual of interest on rates and charges	S133 Local Government Regulation 2012(LGR) + S125 City of Brisbane Regulation 2012 (CBR)	Exempt	11.7%
<b>WASTE MANAGEMENT</b>			
Replacement Wheelie Bin	Local Government Act 2009	Inclusive	\$198.00
Landfill Access Fee for Demolition Material/ Trade Waste (Per Property) (Regulated liquid waste, refer to <i>Food Licence - Trade Waste Liquid</i> )	Local Government Act 2009	Inclusive	\$2,225.00
Bulk Refuse Disposal (Per m3)	Local Government Act 2009	Inclusive	\$18.00
<b>CEMETERY</b>			
Funeral and cemetery costs with Council supplying the casket	Local Government Act 2009	Inclusive	\$4,470.00
Funeral and cemetery costs with the casket being provided by other parties	Local Government Act 2009	Inclusive	\$3,220.00
<b>AERODROME LANDING FEES</b>			
All Aircraft (Except RFDS) (Per 1000Kg)	S13(1)(F) LL10 Public Aerodromes	Inclusive	\$51.50
Minimum Landing Fee	S13(1)(F) LL10 Public Aerodromes	Inclusive	\$113.50
Passenger Levy	S13(1)(F) LL10 Public Aerodromes	Inclusive	\$24.00
<b>ANIMAL CONTROL</b>			
Dog/Cat Trap Hire Deposit (Refundable)	Local Government Act 2009	Inclusive	\$67.50
Dog/Cat Trap Hire Fee (Per Week)	Local Government Act 2009	Inclusive	\$17.25
<b>FOOD LICENCE</b>			
Initial Application (Including Annual Fee)	S23 & S31 Food Act 2006	Exclusive	\$315.00
Annual Renewal Fee	S23 & S31 Food Act 2006	Exclusive	\$126.30
Licence Restoration	S73 Food Act 2006	Exclusive	\$190.00
Licence Amendment	S74 Food Act	Exclusive	\$93.00
Trade Waste Liquid (Trackable) off island, per/ m3 Trade waste (grease traps) refer to: Pumping Grease Traps/Septic's	Environmental Protection Act 1994 Environmental Protection (Waste Management) Regulation 2000	Exclusive	\$1,350.00

# SPECIAL COUNCIL MEETING AGENDA

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ACCOMMODATION			
Motel (Single Room) (Per Night)	Local Government Act 2009	Inclusive	\$285.00
Motel (Twin Share) (Per Night)	Local Government Act 2009	Inclusive	\$455.00
Motel (Day Room)	Local Government Act 2009	Inclusive	\$175.00
VAC - Ensuite (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$185.00
VAC - Ensuite (Per Person) (Per Week for 7 days or more)	Local Government Act 2009	Inclusive	\$1,230.00
VAC - Self Contained Accommodation (Per Person) (Per Night)	Local Government Act 2009	Inclusive	\$200.00
VAC - Self Contained Accommodation (Per Person) (Per Week for days or more)	Local Government Act 2009	Inclusive	\$1,275.00
Guest House (Per Night) (Single Room) (Less than 7 Days)	Local Government Act 2009	Inclusive	\$215.00
Guest House (Per Night) (Single Room) (7 Days or more)	Local Government Act 2009	Inclusive	\$195.00
Guest House (Per Night) (Twin Share) (Per Person)	Local Government Act 2009	Inclusive	\$105.00
Lost Key fee	Local Government Act 2009	Inclusive	\$75.00

# SPECIAL COUNCIL MEETING AGENDA

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>ACCOMMODATION (Continued)</b>			
Excess Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$205.00
After Hours Check-In / Check-Out Fee	Local Government Act 2009	Inclusive	\$90.00
<b>NOTE:</b> The following cancellation rates apply to all Council accommodation:			
No Show - Full Amount of Booking Required			
(a) 1-7 Days Notice of Cancellation - One night's accommodation fee required			
(b) 8-14 Days Notice of Cancellation - 50% of one night's fee required			
Staff Housing (Rental Charge Per Week) Exclusive to Council Employees Only (no power included)	Local Government Act 2009	Exclusive	\$65.00
<b>BARGE HANDLING FEES</b>			
Half Pallet at Shed per box (Pickup) (Per Delivery) (Coles Express Deliveries Exempt)		Inclusive	\$12.00
Pallet at Shed per box (Pickup) (Per Delivery)		Inclusive	\$24.00
Pallet at Shed (Pickup) - Annual Fee (Community)		Inclusive	\$300.00
Pallet at Shed (Pickup) - Annual Fee (Commercial)		Inclusive	\$650.00
Per Pallet Delivered (Per Week)		Inclusive	N/A
Per Pallet Delivered (Per Week) (1 - 2 pallets)		Inclusive	\$115.00
Per Pallet Delivered (Per Week) (3 pallets or more)		Inclusive	\$138.00
Container 6 Foot (Pick Up or Delivered)		Inclusive	\$132.00
Container 10 Foot (Pick Up or Delivered)	S59 Local Government Regulation 2009	Inclusive	\$264.00
Container 20 Foot (Pick Up or Delivered)		Inclusive	\$385.00
Container 40 Foot (Pick Up or Delivered)		Inclusive	N/A
Forklift Use (Per Lift)		Inclusive	\$23.00
Plant and Equipment (Motor Bike)		Inclusive	\$160.00
Plant and Equipment (Motor Vehicle)		Inclusive	\$160.00
Plant and Equipment (Boat)		Inclusive	\$160.00
Plant and Equipment (Other vehicles etc.) - Per Tonne		Inclusive	\$18.40
Building Materials and Large Items - Per Tonne		Inclusive	\$18.40
Fuel, Water, Road base, Gravel, etc - Per Tonne		Inclusive	\$18.40
Barge Handling Fee (Non-Food Barges) - Per Vessel		Inclusive	\$270.00
<b>PRIVATE WORKS</b>			
Labour - Tradesman - Carpentry (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$125.00
Labour - Tradesman - Plumbing (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$125.00
Labour - Tradesman - Electrical (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$125.00
Labour - Tradesman - Painting (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$125.00
Labour - Tradesman - Carpentry (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$265.00
Labour - Tradesman - Plumbing (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$265.00
Labour - Tradesman - Electrical (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$290.00

# SPECIAL COUNCIL MEETING AGENDA

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Labour - Tradesman - Painting (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$255.00
Labour - Other (Community) (Per Hour)	Local Government Act 2009	Inclusive	\$80.00
Labour - Other (Commercial) (Per Hour)	Local Government Act 2009	Inclusive	\$171.00
Cleaning/Gardening Supervisor (Per Hour)	Local Government Act 2009	Inclusive	\$212.00
Cleaner (Per Hour)	Local Government Act 2009	Inclusive	\$195.00
Gardener (Per Hour)	Local Government Act 2009	Inclusive	\$177.00
Materials	Local Government Act 2009	Inclusive	Cost + 30%
Quotation (Refundable if Work Proceeds)	Local Government Act 2009	Inclusive	\$115.00
Temporary Fencing (Per Panel) (Per Day) (Includes Footings)	Local Government Act 2009	Inclusive	\$41.00

**SPECIAL COUNCIL MEETING AGENDA**

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>FUEL</b>			
Diesel (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Opal (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Oil (Per Litre)	Local Government Act 2009	Inclusive	Cost + 30%
Waste Oil Disposal (Per Litre)	Local Government Act 2009	Inclusive	\$0.50
<b>GAS</b>			
9kg Gas Bottle (Full)	Local Government Act 2009	Inclusive	\$102.00
9kg Gas Bottle (Refill)	Local Government Act 2009	Inclusive	\$64.00
45Kg Gas Bottle	Local Government Act 2009	Inclusive	\$290.00
45Kg Gas Bottle (Pensioner Concession)	Local Government Act 2009	Inclusive	\$244.00
190Kg Gas Bottle	Local Government Act 2009	Inclusive	\$1,103.00
<b>WORKSHOP TYRE FITTING / REPAIRS</b>			
Minor Tyre Repairs	Local Government Act 2009	Inclusive	\$75.00
Major Tyre Repairs	Local Government Act 2009	Inclusive	Labour + (Cost + 30%)
Minor Tyre Fitting	Local Government Act 2009	Inclusive	\$52.00
Major Tyre Fitting	Local Government Act 2009	Inclusive	Labour + (Cost + 30%)
<b>MATERIALS</b>			
Bedding/ Concrete Sand (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$480.00
Crusher Dust (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$475.00
2.2 Road Base (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$544.00
Corefill Mix (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$2,618.00
20/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,670.00
25/10 Concrete (Per Cubic metre)	Local Government Act 2009	Inclusive	\$1,887.00
30/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,975.00
35/10 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$2,212.00
20/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,670.00
25/20 Concrete (Per Cubic metre)	Local Government Act 2009	Inclusive	\$1,887.00
30/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$1,975.00
35/20 Concrete (Per Cubic Metre)	Local Government Act 2009	Inclusive	\$2,212.00
<b>*NOTE:</b> The above materials expenses DO NOT include the cost of delivery. Cost of delivery will be charged in accordance with Councils Wet Plant Hire Rates as set out in the Schedule of Commercial and Regulatory Fees and Charges.			
<b>WET VEHICLE HIRE (EXCLUDING FUEL)</b>			
Single CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$512.50
Dual CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$585.00
Single CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$600.00
Dual CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$630.00

# SPECIAL COUNCIL MEETING AGENDA

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Station Wagon 4WD (Per Day)	Local Government Act 2009	Inclusive	\$630.00
Crew Cab Vehicle, Bus or Passenger Van (Per Day)	Local Government Act 2009	Inclusive	\$675.00
Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$207.50
<b>DRY VEHICLE HIRE (EXCLUDING FUEL)</b>			
Single CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$102.00
Dual CAB 2WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$135.00
Single CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$197.00
Dual CAB 4WD Utility (Per Day)	Local Government Act 2009	Inclusive	\$225.00
Station Wagon 4WD (Per Day)	Local Government Act 2009	Inclusive	\$225.00
Crew Cab Vehicle, Bus or Passenger Van (Per Day)	Local Government Act 2009	Inclusive	\$270.00
Cleaning Fee (Per Hour)	Local Government Act 2009	Inclusive	\$208.00

**SPECIAL COUNCIL MEETING AGENDA**

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>WET PLANT HIRE (EXCLUDING FUEL)</b>			
Prime Mover (Per Hour)	Local Government Act 2009	Inclusive	\$278.00
Tri-Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$139.00
Smooth Drum Roller (Per Hour)	Local Government Act 2009	Inclusive	\$252.00
Pad Foot Roller (Per Hour)	Local Government Act 2009	Inclusive	\$252.00
Multi-tyre Roller (Per Hour)	Local Government Act 2009	Inclusive	\$252.00
6M3 Truck (Per Hour)	Local Government Act 2009	Inclusive	\$171.00
8M3 Truck (Per Hour)	Local Government Act 2009	Inclusive	\$285.00
Backhoe (Per Hour)	Local Government Act 2009	Inclusive	\$290.00
Bulldozer (Per Hour)	Local Government Act 2009	Inclusive	\$420.00
Front End Loader/ Telehandler 3.5T+ (Per Hour)	Local Government Act 2009	Inclusive	\$285.00
Telehandler 2.5T (Per Hour)	Local Government Act 2010	Inclusive	\$250.00
Grader (Per Hour)	Local Government Act 2009	Inclusive	\$370.00
Excavator 20T+(Per Hour)	Local Government Act 2009	Inclusive	\$305.00
Excavator 4T(Per Hour)	Local Government Act 2010	Inclusive	\$285.00
Multi Tyre Roller (Per Hour)	Local Government Act 2009	Inclusive	\$290.00
Tilt Tray (Per Hour)	Local Government Act 2009	Inclusive	\$250.00
Vibrating Roller (Per Hour)	Local Government Act 2009	Inclusive	\$305.00
Skidsteer Loader/ Forklift (Commercial Per Hour)	Local Government Act 2009	Inclusive	\$193.00
Skidsteer Loader/ Forklift (Community Per Hour **)	Local Government Act 2009	Inclusive	\$127.00
4X4 UTV (Per Hour)	Local Government Act 2009	Inclusive	\$102.00
4X4 UTV / Spray Unit (Per Hour)	Local Government Act 2009	Inclusive	\$134.00
Water Truck (Per Hour)	Local Government Act 2009	Inclusive	\$295.00
Boom Lift (Per Hour)	Local Government Act 2009	Inclusive	\$182.00
Low Loader Short Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$278.00
Concrete Line Pump (Per Hour)	Local Government Act 2009	Inclusive	\$321.00
Box Tipper Trailer (Per Hour)	Local Government Act 2009	Inclusive	\$107.00
Tractor (Per Hour)	Local Government Act 2009	Inclusive	\$129.00
Tractor/ Slasher (Commercial Per Hour)	Local Government Act 2009	Inclusive	\$160.00
Tractor/ Slasher (Community Per Hour**)	Local Government Act 2009	Inclusive	\$105.00
Vibrating Plate (Per Hour)	Local Government Act 2009	Inclusive	\$85.00
Concrete Vibrator (Per Hour)	Local Government Act 2009	Inclusive	\$85.00
Water Pump (Per Hour)	Local Government Act 2009	Inclusive	\$75.00
Drain Cleaning Machine / Electric Eel (Per Hour)	Local Government Act 2009	Inclusive	\$118.00
Flex-drive Pump (Per Hour)	Local Government Act 2009	Inclusive	\$135.00
Sewer Jet-Rodder (Per Hour)	Local Government Act 2009	Inclusive	\$175.00
Vacuum/ Hydro Excavator (Per Hour)	Local Government Act 2009	Inclusive	\$304.00
Concrete Agitator (Per Hour)	Local Government Act 2009	Inclusive	\$252.00
Potable Batching Plant (Per m3) (additional cost on top of concrete)	Local Government Act 2009	Inclusive	\$28.00
Bobcat Auger (Commercial per Hour)	Local Government Act 2009	Inclusive	\$59.00
Bobcat Auger (Community per Hour**)	Local Government Act 2009	Inclusive	\$38.00
Furniture Trailer (Commercial Per Hour)	Local Government Act 2009	Inclusive	\$81.00
Furniture Trailer (Community Per Hour**)	Local Government Act 2009	Inclusive	\$53.00
Street Sweeper (Per Hour)	Local Government Act 2009	Inclusive	\$133.00
Box Trailer (Commercial Per Hour)	Local Government Act 2009	Inclusive	\$41.00
Box Trailer (Community Per Hour**)	Local Government Act 2009	Inclusive	\$27.00
Chain Saw (Per Hour)	Local Government Act 2009	Inclusive	\$85.00
Pole Saw (Per Hour)	Local Government Act 2009	Inclusive	\$85.00
Wacker Packer (Per Hour)	Local Government Act 2009	Inclusive	\$95.00

# SPECIAL COUNCIL MEETING AGENDA

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Cement Mixer (.19) (Per Hour)	Local Government Act 2009	Inclusive	\$102.00
Diamond Saw (Per Hour)	Local Government Act 2009	Inclusive	\$118.00
Push Mower - Community (Per Hour**)	Local Government Act 2009	Inclusive	\$11.00
Ride On Mower - Community (Per Hour**)	Local Government Act 2009	Inclusive	\$19.00
Whipper Snipper - Community (Per Hour**)	Local Government Act 2009	Inclusive	\$5.50
Push Mower - Commercial (Per Hour)	Local Government Act 2009	Inclusive	\$16.00
Ride On Mower - Commercial (Per Hour)	Local Government Act 2009	Inclusive	\$27.00
Whipper Snipper - Commercial (Per Hour)	Local Government Act 2009	Inclusive	\$8.50
Construction Water (Per KL)	Local Government Act 2009	Inclusive	\$6.00
Barge (Per Day)	Local Government Act 2009	Inclusive	\$1,690.00
Barge (Community Per Day)	Local Government Act 2009	Inclusive	\$1,104.00
Airport Bus Fees (Per Pick-Up)	Local Government Act 2009	Inclusive	\$12.00
Bus Fares (Including Staff & Contractors) (Per Week)	Local Government Act 2009	Inclusive	\$5.50
** Conditions may apply where a licence or ticket is required to operate certain machinery.			

# SPECIAL COUNCIL MEETING AGENDA

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>TOWN PLANNING</b>			
Note: Base + Additional = Development Application Cost			
<b>Base Application Cost</b>			
Preliminary Approval - Variation of the Planning Instrument	Planning Act 2016	Exclusive	\$4,815.00
Material Change of Use	Planning Act 2016	Exclusive	\$3,750
Reconfiguring a Lot	Planning Act 2016	Exclusive	\$1600.00
+ per Lot	Planning Act 2016	Exclusive	\$270.00
Operational Works	Planning Act 2016	Exclusive	\$2,675.00
<b>Additional Application Cost</b>			
Code Assessable Development Applications* **	Planning Act 2016	Exclusive	Base Cost
Impact Assessable Development Applications* **	Planning Act 2016	Exclusive	\$2,675.00
Referral Development Applications* **	Planning Act 2016	Exclusive	\$2,675.00
<b>Other Application Cost</b>			
Pre-lodgement	Planning Act 2016	Exclusive	\$1,175.00
Application seeking a time extension to the currency of an existing application	Planning Act 2016	Exclusive	\$2,700.00
Amendment or negotiated decision or cancellation of conditions of development	Planning Act 2016	Exclusive	\$4,730.00
Exemption Certificates	Planning Act 2016	Exclusive	\$1,280.00
<b>Building Code Application Cost</b>			
QLD Development Code (QDC) applications	Building Act 1975	Exclusive	\$375.00
<b>Survey Plan Sealing Cost</b>			
Application		Exclusive	\$535.00
Inspection of compliance		Exclusive	\$4,280.00
Re-signing and dating of Survey Plan		Exclusive	\$800.00

# SPECIAL COUNCIL MEETING AGENDA

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<p>Notation on Community Management Statement</p> <p><b>NOTE:</b> This fee is in addition to the charges identified above.</p> <p><b>*NOTE:</b> Complex development applications requiring specialist professional input (i.e. professional engineering and environmental specialist input) will result in an additional charge which will be calculated <b>At Cost + 25%</b>.</p> <p><b>**NOTE:</b> Applications that trigger Referral in accordance with the Planning Act 2016 will result in an additional charge which will be calculated <b>At Cost + 5%</b>.</p> <p><b>NOTE:</b> Any not for profit, volunteer, charitable, community, sporting, religious organisation not in possession of a liquor license may request a reduction in fees, up to 50%.</p> <p>(a) Request for reduction in application fees must be made in writing prior to application being submitted. This request must demonstrate the eligibility of the applicant as a community, sporting or religious organisation etc.</p> <p>(b) The request must demonstrate the eligibility of the applicant as a community, sporting or religious organisation etc.</p>		Exclusive	\$1600.00
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# SPECIAL COUNCIL MEETING AGENDA

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>TOWN PLANNING (Continued)</b>			
<p>A formal withdrawal of an application for Material Change of Use, Reconfiguration of a Lot or Operational Works will attract the following refunds based on what stage of IDAS the application is in at the time of withdrawal:</p> <p>(a) Application Stage - 80%            (b) Information Stage &amp; Referral Stage - 60%            (c) Notification Stage - 40%            (d) Decision Making Stage (Prior to assessment report being completed) - 20%</p> <p><b>Refund of Application Fees - <u>No refund</u></b> will be given in the event of a refusal of an application, or if an applicant decides not to proceed after Council has decided the application.</p>			
<b>PLUMBING / WATER DRAINAGE</b>			
<p>Search for Water or Drainage Plans (Per Hour)            Camera &amp; Operator (Per Hour)            Sewer/ Water Location Fee (Per Hour)            Sewer/ Water Dis-Connection</p>	Plumbing & Drainage Act 2002	<p>Exclusive            Exclusive            Exclusive            Exclusive</p>	<p>\$210.00            \$285.00            \$325.00            \$325.00</p>
<b>Lodgement of Plans for Plumbing Works</b>			
Class 1 & 10 Buildings			
<p>Lodgement of plans for regulated plumbing &amp; drainage work including scrutiny, inspection &amp; final compliance certificate for Class 1 &amp; 10 new            Additional Fixtures (Each)</p>	Plumbing & Drainage Act 2002	<p>Exclusive            Exclusive</p>	<p>\$495.00            \$55.00</p>
<b>Commercial/Industrial/Multi-Residential - New Fixtures/Sub-meters/Testable Backflow Devices (COMM)</b>			
<p>Assessment of assessable plumbing &amp; drainage work for up to 5 fixtures/sub-meters/testable backflow devices            Between 6-15 fixtures/sub-meters/testable backflow devices - per item            16 or more fixtures/sub-meters/testable backflow devices - per item</p>	<p>Plumbing &amp; Drainage Act 2002            Plumbing &amp; Drainage Act 2002</p>	<p>Exclusive            Exclusive            Exclusive</p>	<p>\$495.00            \$37.00            \$25.00</p>
<b>Inspection Fee</b>			
<p>Inspection of compliance assessable plumbing &amp; drainage work for up to 2 fixtures/sub-meters/testable backflow devices</p>	Plumbing & Drainage Act 2002	Exclusive	\$275.00
<p>Inspection of compliance assessable plumbing &amp; drainage work for 3 fixtures/sub-meters/testable backflow devices</p>	Plumbing & Drainage Act 2002	Exclusive	\$510.00

# SPECIAL COUNCIL MEETING AGENDA

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In excess of 3 fixtures/sub-meters/testable backflow devices - per item	Plumbing & Drainage Act 2002	Exclusive	\$55.00
<b>Plumbing Consultancy</b>			
On Site Sewerage Assessment (Per Advice)		Exclusive	\$220.00
Reinspection (Under Slab, Drainage, Water Plumbing Rough In, Plumbing and Drainage Final)	Plumbing & Drainage Act 2002	Exclusive	\$220.00
<b>Stormwater Inspection Fees</b>			
Sewer Location Fee		Exclusive	\$190.00
Clean Blocked Drains/ High Pressure Jetter (Per Hour)	Plumbing & Drainage Act 2002	Inclusive	\$295.00

**SPECIAL COUNCIL MEETING AGENDA**

Fees and Charges Description	Authority	GST	2023/24 Fees
<b>PLUMBING / WATER DRAINAGE (Continued)</b>			
<b>Water Services Connection Fee</b>			
Domestic Water Service (25mm) Excluding Road Crossing		Exclusive	\$5,400
Industrial Water Service (50mm) Excluding Road Crossing	Water Act 2000	Exclusive	\$7,750
All Industrial Water Connections' Which Exceed 50mm Diameter		Exclusive	At Cost + 20%
Water Sample Testing (Per Sample)		Exclusive	\$177.00
Thermostatic Mixing Valve Testing Fee (per valve)		Exclusive	\$145.00
Thermostatic Mixing Valve Service Fee (per valve)	Water Act 2000	Exclusive	\$170.00
Back Flow Valve Testing Fee (per valve)		Exclusive	\$145.00
Back Flow Valve Testing Service (per valve)		Exclusive	\$170.00
Mag-Flow Inspection Fee (per Meter)		Exclusive	\$170.00
Jump Up Connection 150mm		Exclusive	\$3,950
Jump Up Connection Greater Than 150mm as per DA Conditions		Exclusive	At Cost + 20%
Sewerage Connection Fee - 1st Pedestal	Plumbing & Drainage Act 2002	Exclusive	\$4,250.00
Sewerage Connection Fee - Each Additional Pedestal		Exclusive	\$2,000.00
Inspection Fee - Septic/Composting/Other on Site Sewerage Systems (Per Year)		Exclusive	\$195.00
Call Out Fee (Per Hour)		Exclusive	\$175.00
<b>Pumping Grease Trap/Septics</b>			
Pumping Time (Includes Tankage and Disposal via STP) (Per Hour)		Inclusive	\$735.00
Pumping Time (Includes Tankage and Disposal via Landfill) (Per Hour)	Plumbing & Drainage Act 2002	Inclusive	\$1,050.00
Cleaning Blocked Drains (High Pressure Jetting) (Per Hour)		Inclusive	\$300.00
<b>Road Closures</b>			
Class 1		Exclusive	\$0.00
Class 2		Exclusive	\$0.00
Class 3		Exclusive	\$0.00

**8.3 ADOPTION OF 2023/24 BUDGET AND SUPPORTING MATERIAL**

**Author:** Chief Financial Officer

**Attachments:**

- 1 **Statement of Income and Expenditure**
- 2 **Statement of Financial Position**
- 3 **Statement of Cash flow**
- 4 **Statement of Comprehensive Income**
- 5 **Statement of Changes in Equity**
- 6 **Long Term Financial Forecast**
- 7 **Capital Works Program**
- 8 **Statement of the Estimated Financial Position**
- 9 **Revenue Statement**
- 10 **Revenue Policy**
- 11 **Debt Policy**
- 12 **Investment Policy**

**PURPOSE (EXECUTIVE SUMMARY)**

The 2023/24 budget and supporting documents are presented to the Council for adoption. The adoption of a budget is a significant milestone but it is also important that we adopt the budget correctly in accordance with the Local Government Act requirements. The resolutions and policies attached to this report allow that to occur.

A workshop was held with the Councillors on 28 June 2023 to look at the key issues for the budget. These have been included into the Operational Plan and have been funded in the budget.

Most importantly, the budget is forecasting a surplus based on maximising revenue opportunities. Details are set out in the body of this report and this report is to be read in conjunction with the adoption of the Operational Plan and the adoption of the Fees and Charges.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Budget Adoption**

A budget is an estimate of revenue and expenditure for the coming financial year and is required to be adopted by Council before 31 July. There are a range of statutory requirements under the Local Government Act and it is important that the Council adopt the prescribed resolutions to ensure that we have a compliant budget.

There are 6 separate resolutions below for adoption that should be moved, seconded, and voted on sequentially.

**About the Budget**

The key issues for the Council to be aware of in relation to the draft budget are;

- The budget papers show a forecast surplus of \$2.585M for the 2022/23 financial year. This is an estimate based on the 30 June 2023 balances and is required to be identified in the 2023/24 budget adoption process. It should be noted that this is a forecast and that the detailed work on the 2022/23 financial statements will occur over coming weeks. There is a strong degree of confidence that there will be a surplus for 2022/23 once the financial statements are completed.
- Similarly, the proposed budget for 2023/24 shows a forecast surplus of \$1.873M. What are the key reasons for this expected outcome?

- A. **Revenue** – the most significant positive change in the budget is a renewed focus on obtaining additional revenue. This has been a significant focus in the past few months. A Grants Register has been established and Council now has a better handle on what grants it has, their status and when payments are due. Grants are also now being acquitted in a more timely manner so that we can draw down on the grant revenue.

Importantly, with the proposed changes in the organisation structure, there is a renewed focus on cashflow issues, particularly issuing invoices and ensuring that the Council is paid for work undertaken. For example, the Council has just issued an invoice (\$1.3M) to the Queensland Reconstruction Authority QRA for work done on our roads as part of the disaster recovery funding.

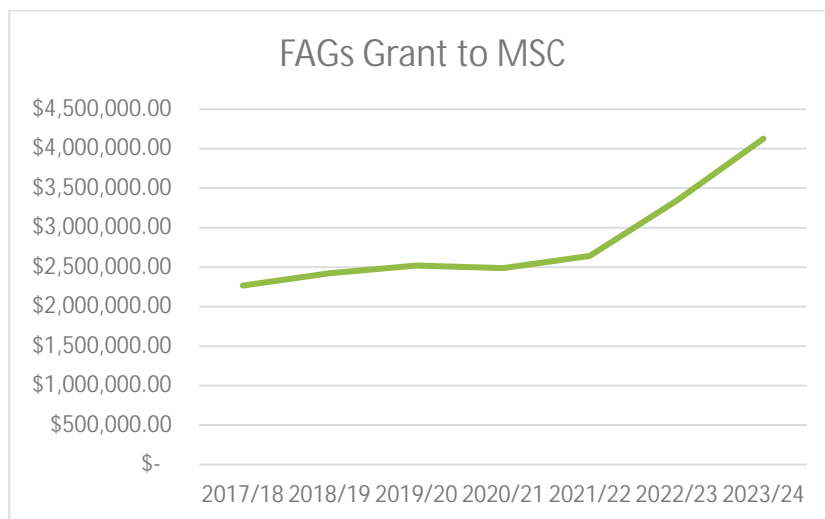
- (i) **QBuild** – As in previous years, there is a strong focus on maximising revenue from work undertaken by QBuild. This includes securing a painting contract for \$1M to paint community houses over the next 12 months. Changes within the Housing and Facilities Department mean that there are now new processes that will ensure that we are being paid for work done for Qbuild.
- (ii) **New Dongas at the VAC.** There are 34 new accommodation rooms to come online at the VAC from 1 September (estimated). Financial modelling estimates that with 80% occupancy, these units will generate Council an additional \$1.2M in revenue on an annual basis. Additional jobs will also be created for cleaning, security etc. Just as importantly, accommodation will be available for tradesman and contractors who are working on building more facilities for the community. There are also an additional 4 rooms at the motel site which will generate additional revenue.
- (iii) **QRA Works done inhouse.** The previous decision to undertake roadworks inhouse instead of using contractors has been a good one. In 2023/24, this will provide an additional \$4M in revenue. This revenue will also help fund our capital replacement of plant and equipment.
- (iv) **Unrestricted cash grants.** Like all Councils in Queensland, Council received its 2023/24 Financial Assistance Grant (FAGs) on 29 June 2023 – an early payment of 100% of the grant. This has obviously assisted with creating a surplus as at 30 June 2023. Our FAGs grant was \$4.1M. We expect the State and Commonwealth to do the same in 2023/24 i.e. prepay 100% of the FAG grant in late June 2024 for the 2024/25 financial year.

In addition, in June 2023, the State Government announced that it was adding \$24.8M to the pool of funds distributed to the 17 indigenous Councils under the State Government Financial Assistance grant program (SGFA). Our Council currently receives \$1.438M on an annual basis for the SGFA grant. The State has not yet advised how it will apportion the additional funding amongst the 17 Indigenous Councils but it is likely that our Council will receive about \$1M in additional untied funding under this program. It is important to note that at this stage, this additional funding is only committed for 12 months and it is understood that LGAQ is lobbying to make this increase permanent. Further, we will continue to receive the revenue replacement grant of \$741,000 from the State for Tavern.

These three funding sources are untied i.e. we can use this funding for any purpose we wish. Most grant funding received by Council can only be used for the specific purpose of that particular grant.

Our Council has made many representations on the unfair nature of the current FAGS allocations. The most recent methodology review has seen some redistribution of FAGs funding from the larger SEQ Councils to smaller Councils across the State – both indigenous and non-indigenous.

This issue is important because it goes to the heart of our financial sustainability. A significant increase in FAGs and SGFA funding will address many of the financial sustainability issues we face. A graph showing the increase in our Councils FAGs grants in recent years is set out below.



## B. Expenditure

While income is increasing significantly, there is also an increase in budgeted expenditure but that increase is lower than the increase in revenue.

- (i) Employee costs. Employee costs have increased from \$9.420M to \$10.672M. This is due to two main factors. Firstly, it is expected the Commission will award a significant pay increase this year to reflect the rising cost of living for workers. The budget builds in funding for a 6% increase but we will not know the actual amount of any staff wage increases until October. Secondly, the budget reflects the staff required to deliver the projects. For example, we have almost \$1M in a painting contract from QBuild for maintenance painting on community housing which will require the employment of painters and assistants to undertake that work.
- (ii) Materials and Services. There is an increase in materials and services costs from \$13.020M last year to \$14.877M in the proposed budget. This reflects both the increase in costs associated with high inflation and also the additional works to be undertaken.

## Capital Program

The key capital projects for 2023/24 are:-

### Community housing

- 2 x 5 Bedroom duplexes and 2 bedroom plug in
- 4 x 2 bedroom men's units
- 5 new community houses
- proposed 13 lot subdivision (subject to Commonwealth grant funding)

### Community Facilities

- Funding to finish the Administration building and construct the library.
- Funding to complete and fully open the Tavern.
- Funding for the Youth Hub fencing (and also an application for further funding for additional youth facilities)
- Continuing to upgrade the community gym (\$30,000)

### Water, Sewerage and Waste

- Upgrade of a sewerage pump
- Investigate Water quality and also upgrade to Water filtration system.
- Work on the transfer station and waste removal options

### Disaster Recovery

- Funding of \$4M to continue to upgrade and repair roads.
- This disaster road funding will also assist in funding a plant and equipment replacement program (e.g. new water cart, prime mover, grader etc). There is also an extensive plant and equipment replacement program to replace old equipment which will reduce maintenance costs (eg mowers, slashers, woodchipper) and also to obtain other important plant and equipment (eg Streetsweeper, fleet truck etc).

### What are the potential risks for Council not achieving its financial goals?

This is a good budget predicting a positive financial outcome for the 2023/24 financial year. What are the things that might stop from achieving a positive outcome and what is management doing to reduce those risks?

- Not invoicing or not chasing money owed to Council – this has been a problem in the past. Staff who will focus on invoicing have been embedded into both Housing and Facilities (invoicing for VAC, motel, Qbuild etc) and also Engineering Services (invoicing for QRA roadworks, airport, batching plant, workshop etc). This will reduce the risk of costs are missed that can be invoiced. Further, Finance staff now look at debtors and have an active program to chase outstanding debts.
- Not maximising our Grant opportunities – As most of our revenue is grant funded, it is important to maximise those grants. Processes are in place to identify new grant opportunities and to submit good applications. We are currently submitting Expressions of Interest for funding of projects under the Commonwealth's Growing our Regions program (formerly called the Building Better Regions Program).
- Not delivering grant funded projects on time – We have recently recruited island based project managers who are now driving the delivery of our projects. This is both speeding up project delivery and also ensuring that costs are accurately captured for passing on to funding agencies.
- Lack of Budget Monitoring – It is important the Council receive up to date and accurate monthly budget reports. This enables the Council to monitor financial performance. There is more work to be done in improving the monthly financial reports to Council which will be undertaken over the next 3 months.
- Lack of budget controls – we now have in place monthly budget processes that ensure that the quality of the financial information being presented to Council and the management team is improving. This includes monthly bank reconciliations, cost allocation reviews and streamlining financial processes.

### Required Policy adoptions

As part of the annual budget adoption process, Council is required to adopt a number of policies on an annual basis pursuant to the provisions of the Local Government Act. These statutory policies are set out below and are attached to the report:-

- the revenue statement
- the revenue policy
- the debt policy and
- the investment policy.

There have been no changes to these policies from previous years other than tidying up some layout and legislative compliance issues.

### Finalisation of the Budget process

This budget was prepared in unusual circumstances as Council has recently had significant changeover in staff at a management level and in particular the Finance Team. As such, there have been some challenges to develop this budget. There has been good collaboration and support from the Management Team which should be recognised.

## FINANCIAL & RESOURCE IMPLICATIONS

The budget adoption provides funding for Council operations for the next 12 months. It is also important to manage the budget through monthly reporting to Council so that we can monitor our progress in maintaining our revenue and expenditure to meet budget expectations.

It is also possible for a Council to amend its budget at any time during the year. The only element that cannot be amended are the fees and charges associated with water, sewerage and waste management that are included on the rates notice. Any other parts of the budget can be amended at any time and it is good practice to undertake a budget review at least once (around February) each year.

## RECOMMENDATION

### Resolution 1 - Adoption of Budget And Supporting Policies

Pursuant to s104 (5)(a)(iv) of the Local Government Act 2009 and s168, s169, s170, s171, S172 and s193 of the Local Government Regulation 2012, the **Council adopt the Budget** for the 2023/2024 financial year, incorporating:

- i. The statements of financial position;
- ii. The statements of cash flow;
- iii. The statements of income and expenditure for 2023/24 and subsequent two financial years;
- iv. The statements of changes in equity;
- v. The long-term financial forecast;
- vi. The Capital Works Program;
- vii. The revenue statement;
- viii. The revenue policy;

- ix. The debt policy
- x. The Investment policy
- xi. The relevant measures of financial sustainability;
- xii. The statement of the estimated financial position; and
- xiii. That the Council states that the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget is 7%.

**Resolution 2 - Interest**

Pursuant to s133 of the Local Government Regulation 2012, compound interest at the rate of 11.64% per annum may be charged on all overdue charges.

**Resolution 3 – Levying rates and charges**

- a) Pursuant to s107 of the Local Government Regulation 2012, Council's utility charges be levied for the year 1 July 2023 to 30 June 2024 - in August 2023.
- b) Pursuant to s118 of the Local Government Regulation 2012, that Council's utility charges, be payable within 30 days of the date of the issue of the rate notice.

**Resolution 4 – Paying rates and charges**

Pursuant to s129 of the Local Government Regulation 2012, that Council's utility charges may be payable by either weekly, fortnightly, monthly or yearly instalments within the levied financial year.

**Resolution 5 - Statement of Estimated Financial Position**

Pursuant to s205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.

**Resolution 6 - Recognition of staff for their work on the budget**

That Council recognise the work undertaken by its management staff in developing the 2023/24 budget and thank those staff and in particular, recognise and thank our Chief Finance Officer, for their collaborative efforts in finalising the budget that supports Council's goals.

**MORNINGTON SHIRE COUNCIL  
STATEMENT OF INCOME AND EXPENDITURE**

		ORIGINAL BUDGET 2022-2023	BUDGET 2023-2024	FORECAST 2024-2025	FORECAST 2025-2026
<b>REVENUE</b>					
<b>Recurrent revenue</b>					
	Local Government Levies	3,125,254	3,374,223	3,576,676	3,755,510
	Fees and Utility Charges	560,757	666,000	699,325	734,314
	Rental Income	1,033,094	1,233,338	1,307,338	1,372,705
	Interest Earned	40,885	231,961	158,000	138,000
	Sales, Contracts and Recoverable Works	16,382,791	12,568,913	14,000,000	14,995,000
	Other Recurrent Income				
	Grants, Subsidies and Contributions	5,935,161	7,488,000	7,903,736	8,298,853
<b>Total Recurrent revenue</b>		<u>27,077,942</u>	<u>25,562,435</u>	<u>27,645,075</u>	<u>29,294,382</u>
<b>CAPITAL REVENUE</b>					
	QRA Funding		4,000,000	4,000,000	2,143,579
	Capital Grants, Subsidies and Contributions	10,875,996	21,913,543	12,000,000	20,000,000
<b>Total capital revenue</b>		<u>10,875,996</u>	<u>25,913,543</u>	<u>16,000,000</u>	<u>22,143,579</u>
<b>Total Revenue</b>		37,953,938	51,475,978	43,645,075	51,437,961
<b>Capital Income</b>		0	0	0	0
<b>TOTAL INCOME</b>		<u>37,953,938</u>	<u>51,475,978</u>	<u>43,645,075</u>	<u>51,437,961</u>
<b>EXPENSES</b>					
<b>Recurrent expenses</b>					
	Employee Benefits	9,420,560	10,672,856	11,313,227	11,878,889
	Materials and Services	13,020,949	14,877,431	16,537,263	18,654,732
	Finance Costs			6	5
	Depreciation and Amortisation	5,952,347	6,753,248	7,158,443	7,587,949
<b>Total Recurrent expenses</b>		<u>28,393,856</u>	<u>32,303,535</u>	<u>35,008,939</u>	<u>38,121,575</u>
	<b>Capital Expenses</b>		17,300,000	6,000,000	10,000,000
<b>Total expenses</b>		<u>28,393,856</u>	<u>49,603,535</u>	<u>41,008,939</u>	<u>48,121,575</u>
<b>Net Surplus</b>		<u>\$9,560,082</u>	<u>\$1,872,443</u>	<u>\$2,636,136</u>	<u>\$3,316,386</u>
	Operating Capabilities before Depreciation and Capital Income	15,512,429			
	Operating Capabilities before Capital Income	9,560,082			
<b>Capital Works</b>					
	Civic Centre	3,776,000			
	Duplex + plugin	2,300,000			
	Units & 5 houses	7,350,000			
	Plant & Equipment	3,874,000			
		<u>\$17,300,000</u>			



## MORNINGTON SHIRE COUNCIL

## Statement of Financial Position

	BUDGET 2023-2024	FORECAST 2024-2025	FORECAST 2025-2026
	\$	\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	18,653,249	28,447,834	39,352,174
Trade and other receivables	2,562,386	2,256,963	2,187,432
Inventories	568,952	698,756	712,563
Contract Asset	715,731	715,731	715,731
Lease	208,092	208,092	208,092
<b>Total current assets</b>	<b>22,708,410</b>	<b>32,327,376</b>	<b>43,175,992</b>
<b>NON CURRENT ASSETS</b>			
Leases	6,142,043	6,142,043	6,142,043
Property, Plant and equipment	117,045,770	110,062,940	102,530,710
<b>Total non-current assets</b>	<b>123,187,813</b>	<b>116,204,983</b>	<b>108,672,753</b>
<b>TOTAL ASSETS</b>	<b>145,896,223</b>	<b>148,532,359</b>	<b>151,848,745</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	3,098,804	3,098,804	3,098,804
Contract Liability	8,751,369	8,751,369	8,751,369
Provisions	441,972	441,972	441,972
<b>Total current liabilities</b>	<b>12,292,145</b>	<b>12,292,145</b>	<b>12,292,145</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	1,177,986	1,177,986	1,177,986
<b>Total non-current liabilities</b>	<b>1,177,986</b>	<b>1,177,986</b>	<b>1,177,986</b>
<b>TOTAL LIABILITIES</b>	<b>13,470,131</b>	<b>13,470,131</b>	<b>13,470,131</b>
<b>NET COMMUNITY ASSETS</b>	<b>132,426,092</b>	<b>135,062,228</b>	<b>138,378,614</b>
<b>COMMUNITY EQUITY</b>			
Asset revaluation reserve	99,160,206	99,160,206	99,160,206
Retained surplus/(deficiency)	33,265,886	35,902,022	39,218,408
<b>TOTAL COMMUNITY EQUITY</b>	<b>132,426,092</b>	<b>135,062,228</b>	<b>138,378,614</b>

## MORNINGTON SHIRE COUNCIL

## STATEMENT OF CASH FLOWS

	BUDGET 2023-2024	FORECAST 2024-2025	FORECAST 2025-2026
Cash flows from operating activities:			
Receipts from customers	16,609,136	18,276,001	19,484,824
Payments to Suppliers and Employees	-25,550,287	-27,850,490	-30,533,621
	<u>-8,941,151</u>	<u>-9,574,489</u>	<u>-11,048,797</u>
Interest Received	231,961	158,000	138,000
Rental Income	1,233,338	1,307,338	1,372,705
Non- Capital Grants, Subsidies and Contributions	4,788,000	7,903,736	8,298,853
	<u>6,253,299</u>	<u>9,369,074</u>	<u>9,809,558</u>
Net Cash inflow(outflow) from operating activities	<u>-2,687,852</u>	<u>-205,415</u>	<u>-1,239,239</u>
Cash Flows from investing activities:			
Payments for property, plant and equipment	-17,300,000	-6,000,000	-10,000,000
Payments for intangible assets			
Proceeds from sale of Property, plant and Equipment			
Capital Grants, Subsidies and Contributions	25,913,543	16,000,000	22,143,579
	<u>8,613,543</u>	<u>10,000,000</u>	<u>12,143,579</u>
Net cash inflow (outflow) from investing activities	<u>8,613,543</u>	<u>10,000,000</u>	<u>12,143,579</u>
Net increase (decrease) in cash held	5,925,691	9,794,585	10,904,340
Cash at Beginning of Reporting Period	12,727,558	18,653,249	28,447,834
Cash at End of Reporting period	<u>18,653,249</u>	<u>28,447,834</u>	<u>39,352,174</u>

**MORNINGTON SHIRE COUNCIL**  
**STATEMENT OF ESTIMATED COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	<b>ESTIMATED ACTUALS 30 June 2023</b>	<b>ORIGINAL BUDGET 2022-2023</b>
<b>REVENUE</b>		
	<b>Recurrent revenue</b>	
	Local Government Levies	3,125,254
	Fees and Utility Charges	560,757
	Rental Income	1,033,094
	Interest Earned	40,885
	Sales, Contracts and Recoverable Works	16,382,791
	Other Recurrent Income	
	Grants, Subsidies and Contributions	5,935,161
Total Recurrent revenue	<u>19,866,602</u>	<u>27,077,942</u>
<b>CAPITAL REVENUE</b>		
	QRA Funding	1,325,506
	Capital Grants, Subsidies and Contributions	10,875,996
Total capital revenue	<u>7,022,261</u>	
Total Revenue	<u>26,888,863</u>	<u>37,953,938</u>
Capital Income		
<b>TOTAL INCOME</b>	<u>26,888,863</u>	<u>37,953,938</u>
<b>EXPENSES</b>		
	<b>Recurrent expenses</b>	
	Employee Benefits	9,420,560
	Materials and Services	13,020,949
	Finance Costs	
	Depreciation and Amortisation	5,952,347
Total Recurrent expenses	<u>24,303,718</u>	<u>28,393,856</u>
	<b>Capital Expenses</b>	
Total expenses	<u>24,303,718</u>	<u>28,393,856</u>
Net Surplus	<u>52,585,145</u>	<u>59,560,082</u>
Operating Capabilities before Depreciation and Capital Income	<u>8,488,743</u>	<u>15,512,429</u>
Operating Capabilities before Capital Income	<u>2,585,145</u>	<u>9,560,082</u>

**MORNINGTON SHIRE COUNCIL  
STATEMENT OF CHANGES IN EQUITY**

	<b>BUDGET 2023-2024</b>	<b>FORECAST 2024-2025</b>	<b>FORECAST 2025-2026</b>
	\$	\$	\$
<b>Total Equity Movement</b>			
Balance at beginning of period	116,483,613	118,356,056	120,992,192
Net Result for the period	1,872,443	2,636,136	3,316,386
Total comprehensive income for the year			
Balance at End of Period	<u>118,356,056</u>	<u>120,992,192</u>	<u>124,308,578</u>
<b>Retained surplus/(deficit) Movement</b>			
Balance at beginning of period	31,393,443	33,265,886	35,902,022
Net Result for the period	1,872,443	2,636,136	3,316,386
Balance at end of Period	<u>33,265,886</u>	<u>35,902,022</u>	<u>39,218,408</u>
<b>Asset revaluation surplus/(deficit) Movement</b>			
Balance at beginning of period	99,160,206	99,160,206	99,160,206
Revaluations/Transfers			
Balance at End of Period	<u>99,160,206</u>	<u>99,160,206</u>	<u>99,160,206</u>

**MORNINGTON SHIRE COUNCIL**  
**Long Term Financial Forecast**

	Original Budget 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32	Forecast 2032-33
<b>Income &amp; Expenditure</b>											
<b>Operating Income</b>	27,077,942	25,562,435	27,645,075	29,294,382	30,466,157	31,684,804	32,952,196	31,154,803	32,400,995	33,697,035	35,044,917
<b>Operating Expenditure</b>											
Employee costs	-9,420,560	-10,672,856	-11,313,227	-11,878,889	-12,472,833	-12,971,747	-13,490,617	-14,030,241	-14,591,451	-15,175,109	-15,782,113
Materials & Services	-13,020,949	-14,877,431	-16,537,263	-18,654,732	-19,400,921	-20,176,958	-20,984,036	-21,823,398	-22,696,334	-23,604,187	-24,548,355
Depreciation	-5,952,347	-6,753,248	-7,158,443	-7,587,949	-7,663,828	-7,740,467	-7,817,871	-7,896,050	-7,975,011	-8,054,761	-8,135,308
<b>Total Operating Expenditure</b>	-28,393,856	-32,303,535	-35,008,933	-38,121,570	-39,537,583	-40,889,172	-42,292,525	-43,749,689	-45,262,795	-46,834,057	-48,465,776
Operating Surplus/Deficit	-1,315,914	-6,741,100	-7,363,858	-8,827,188	-9,071,426	-9,204,368	-9,340,329	-12,594,886	-12,861,800	-13,137,022	-13,420,860
Capital Grants & Subsidies	10,875,996	25,913,543	16,000,000	22,143,579	26,000,000	12,000,000	12,000,000	15,000,000	12,000,000	12,000,000	12,000,000
Capital Income/Expenses		-17,300,000	-6,000,000	-10,000,000	-20,000,000	-5,000,000	-5,000,000	-5,000,000	-5,000,000	-5,000,000	-10,000,000
<b>Net Result</b>	<b>9,560,082</b>	<b>1,872,443</b>	<b>2,636,142</b>	<b>3,316,391</b>	<b>-3,071,426</b>	<b>-2,204,368</b>	<b>-2,340,329</b>	<b>-2,594,886</b>	<b>-5,861,800</b>	<b>-6,137,022</b>	<b>-11,420,860</b>
Movement in Asset Revaluation Reserve	0	0	0	0	0	0	0	0	0	0	0
<b>Total Comprehensive Income</b>	<b>9,560,082</b>	<b>1,872,443</b>	<b>2,636,142</b>	<b>3,316,391</b>	<b>-3,071,426</b>	<b>-2,204,368</b>	<b>-2,340,329</b>	<b>-2,594,886</b>	<b>-5,861,800</b>	<b>-6,137,022</b>	<b>-11,420,860</b>
<b>Cash Flow</b>											
Operating Revenue	27,077,942	25,562,435	27,645,075	29,294,382	30,466,157	31,684,804	32,952,196	31,154,803	32,400,995	33,697,035	35,044,917
Capital Revenue	10,875,996	25,913,543	16,000,000	22,143,579	26,000,000	12,000,000	12,000,000	15,000,000	12,000,000	12,000,000	12,000,000
Proceeds from Sale of Assets											
Operating Expenditure excluding depreciation	-22,441,509	-25,550,287	-27,850,490	-30,533,621	-31,873,755	-33,148,705	-34,474,653	-35,853,639	-37,287,785	-38,779,296	-40,330,468
Capital Expenditure	0	-17,300,000	-6,000,000	-10,000,000	-20,000,000	-5,000,000	-5,000,000	-5,000,000	-5,000,000	-5,000,000	-10,000,000
Bank Increase/Decrease	15,512,429	8,625,691	9,794,585	10,904,340	4,592,403	5,536,099	5,477,543	5,301,164	2,113,211	1,917,739	-3,285,551
<b>Bank Balance at End of Year</b>	<b>5,079,674</b>										
<b>Financial Position</b>											
Assets	151,305,034	128,011,911	126,853,468	129,265,519	141,601,691	138,861,224	136,043,352	133,147,302	130,172,291	127,117,531	128,982,222
Liabilities	3,998,764	14,061,748	14,061,748	14,061,748	14,061,748	14,061,748	14,061,748	14,061,748	14,061,748	14,061,748	14,061,748
Equity	147,306,270	113,950,163	112,791,720	115,203,771	127,539,943	124,799,476	121,981,604	119,085,554	116,110,543	113,055,783	114,920,474
<b>Measures of Financial Sustainability</b>											
<b>Operating Surplus Ratio</b>											
<b>Target:</b> 0%-10%											
<i>Net operating result divided by total operating revenue</i>	-4.9%	-26.4%	-26.6%	-30.1%	-29.8%	-29.0%	-28.3%	-40.4%	-39.7%	-39.0%	-38.3%
<b>Asset Sustainability Ratio</b>											
<b>Target:</b> greater than 90%											
<i>Capital Expenditure on Replacement of assets (renewals) divided by depreciation expense</i>	0%	256%	84%	132%	261%	65%	64%	63%	63%	62%	123%
<b>Net Financial Liabilities Ratio</b>											
<b>Target:</b> not greater than 60 %											
<i>Total liabilities less current assets divided by total operating revenue.</i>		-20.0%	-18.5%	-17.4%	-16.8%	-16.1%	-15.5%	-16.4%	-15.8%	-15.1%	-14.6%

DEPARTMENT	CATEGORY	NEW,RENEWAL OR UPGRADE	PROJECT DESCRIPTION	COST	EXTERNAL FUNDING SOURCE	CARRY OVER FUNDING	COUNCIL FUNDED	GRANT FUNDED
INFRASTRUCTURE & TECHNICAL SERVICES (ITS)	Upgrade Water Filtration	UPGRADE		1,410,000				1,410,000
	Resource Recovery Projects	NEW	Transfer station and invetigation of dealing with waste produced on the Island,transfer station, removal of car bodies, options to deal with other waste	1,182,418				1,182,418
	Water Investigation	STUDY		335,000				335,000
	Sewerage Pump Upgrade	UPGRADE		1,382,500				1,382,500
	Renovations of Old Administration Building			40,000			40,000	
	Illegal Dumping Partnership	NEW		130,500				130,500
	Enviromental Health & Animal Management	NEW		187,000				187,000
	DRFA 2022	UPGRADE		4,000,000				4,000,000
	Airport Runway assessment	STUDY	Funding application to be lodged					0
					<b>8,667,418</b>			<b>40,000</b>
	<b>Plant, Vehicles and Equipment</b>		<b>Proposed Date</b>					
	Corolla/Camry		July/August	35,000			35,000	
	Water Cart		July/August	219,000			219,000	
	Prime Mover		July/August	275,000			275,000	
	Dual cab utility		July/August	45,000			45,000	
	Replacement CEO vehicle		August	90,000			90,000	
	Mower		August	11,500			11,500	
	Brush cutters		August	2,500			2,500	
	6m Agitator		August	150,000			150,000	
	Wood chipper mulcher		Aug/Sept	75,000			75,000	
	Replacement Utility		September	45,000			45,000	
	Fleet Truck		October	83,000			83,000	
	Tipper		October	174,000			174,000	
	Street Sweeper		Nov	324,000			324,000	
	Replacement Utility		December	45,000			45,000	
	2 Graders		Dec/Jan	800,000			800,000	
	Bulldozer		Dec/Jan	600,000			600,000	
	Front end Loader		Dec/Jan	320,000			320,000	
	Slasher		Jan/Feb	22,000			22,000	
	Flail Mower		Jan/Feb	35,000			35,000	
	Replacement Utility		March	45,000			45,000	
	Replacement Utility		June	45,000			45,000	
				<b>3,441,000</b>			<b>3,441,000</b>	
COMMUNITY HOUSING AND FACILITIES	Social Housing							
	2x 5 bedroom duplex & plugin	NEW		2,352,941				2,352,941
	Social Housing							

4x 2 bedroom units Social Housing 5x 3 bedroom homes	New			7,328,042		7,328,042	
VAC extension	Upgrade			1,300,000		1,300,000	
Motel Expansion	Upgrade			2,052,350		2,052,350	
Tavern Renovations	Upgrade	New Kitchen & Certification		150,000		150,000	
13 lot Subdivision	New	Funding Application to be lodged	\$5,733,628				
Housing & Facilities extension	Upgrade	New toilets and storeroom		100,000		100,000	
Upgrade Warehouse Access	Upgrade	Automate roller doors		50,000		50,000	
Upgrade RTC	Upgrade	Repair, Paint, Landscape and fence		200,000		48,000	152,000
Fencing Age Care	New	Security Fence		160,000	160,000		
Fencing Youth Hub	New	Security Fence		75,000		75,000	
Civic Centre & Library	New	Progress costs to date	\$2.1m	3,700,000		500,000	3,722,384
Council Housing Maintenance Programme <b>Plant and Equipment</b> As per schedule	Upgrade			433,000		100,000	433,000
				<u>17,468,333</u>	<u>160,000</u>	<u>1,456,000</u>	<u>16,907,717</u>
				<u>29,576,751</u>	<u>160,000</u>	<u>0</u>	<u>4,937,000</u>
							<u>25,535,135</u>



**MORNINGTON SHIRE COUNCIL**  
**Statement of Estimated Financial Position 2022-2023**

	ESTIMATED ACTUALS 30 June 2023
	\$
<b>CURRENT ASSETS</b>	
Cash and cash equivalents	12,727,558
Trade and other receivables	3,482,240
Inventories	914,390
Contract Asset	715,731
Lease	208,092
Total current assets	<u>18,048,011</u>
<b>NON CURRENT ASSETS</b>	
Leases	6,142,043
Property, Plant and equipment	113,833,726
Total non-current assets	<u>119,975,769</u>
<b>TOTAL ASSETS</b>	<u>138,023,780</u>
<b>CURRENT LIABILITIES</b>	
Trade and other payables	3,098,804
Contract Liability	2,751,369
Provisions	441,972
Total current liabilities	<u>6,292,145</u>
<b>NON CURRENT LIABILITIES</b>	
Provisions	1,177,986
Total non-current liabilities	<u>1,177,986</u>
<b>TOTAL LIABILITIES</b>	<u>7,470,131</u>
<b>NET COMMUNITY ASSETS</b>	<u>130,553,649</u>
<b>COMMUNITY EQUITY</b>	
Asset revaluation reserve	99,160,206
Retained surplus/(deficiency)	31,393,443
<b>TOTAL COMMUNITY EQUITY</b>	<u>130,553,649</u>



**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
Revenue Statement

This is an official copy of the **Revenue Statement of Morningshon Shire Council**, made in accordance with the provisions of *Local Government Act 2009* and *Local Government Regulation 2012*.

The **Revenue Statement** is approved by the Morningshon Shire Council for the operations and procedure of Council. Note that the Revenue Statement is reviewed and replaced annually as required by the *Local Government Regulation 2012*.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	21/06/2017	2017/110	<b>Responsible Officer</b> Executive Manager Financial Services <b>Description</b> Revenue Statement
V2	27/06/2018	2018/116	<b>Responsible Officer</b> Executive Manager Finance & Human Services <b>Description</b> Revenue Statement
V3	19/06/2019	2019/099	<b>Responsible Officer</b> Executive Manager Finance & Human Services <b>Description</b> Revenue Statement
V4	24/06/2020	2020/XXX	<b>Responsible Officer</b> Acting Executive Manager Finance & Human Services <b>Description</b> Revenue Statement
V5	17/12/2021	2021/07-09.1.2	<b>Responsible Officer</b> Acting Executive Manager Finance and Human Services <b>Description</b> Revenue Statement
V5	28/06/2022	2022/143	<b>Responsible Officer</b> Acting Executive Manager Finance & Human Services <b>Description</b> Revenue Statement
V6	26/07/2023	2023/	<b>Responsible Officer</b> Chief Financial Officer <b>Description</b> Revenue Statement

<b>Review date</b>	30/06/2024
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Morningshon Shire Council – Revenue Statement 2023/2024



**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
**Revenue Statement**

### Scope

Pursuant to Section 169(2)(b) and Section 172 of the *Local Government Regulation 2012* ("LG Reg"), Council is required to adopt a Revenue Statement stating the matters required by section 172 of the LG Reg.

### General Rates

Council is unable to levy a general rate as the Shire contains no rateable land over which Council is able to levy a general rate.

Council is therefore reliant on continued government grant funding, remaining at least at its current level, to continue its operations.

On 15 March 2008 the Morningson Shire Council boundaries were amended to include land on Sweers and Bentick Islands, not previously included within the Shire. Some of this land is freehold land. However, as Morningson Shire has no funds to manage the introduction of a rating system for that land, or to provide services in keeping with those expected by ratepayers being levied such a rate, the Morningson Shire Council considers that all land within its local government area as non-rateable.

Consequently, the Council does not levy a general rate in accordance with the *Local Government Act 2009* and LG Reg.

### Utility Charges

#### (a) Sewerage Charges

A sewerage utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with connection to the sewerage service.

The sewerage charge is set to recover the cost associated with the provision of sewerage and wastewater services provided by Council in the financial year. These costs include the cost of on-going maintenance and operation of the system, including treatment plant operations.

The sewerage utility charge set for 2023/2024 is \$1,730 per pedestal per year. This amount has increased by 7% from last year to reflect the current inflation rate and to ensure that the Council achieves a closer to break even position as required by Council to maintain a sustainable position.



**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL  
Revenue Statement**

**(b) Water Charges**

A water utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with a connection to the water service.

The water charge is set to recover the cost associated with the provision of water services provided by Council in the financial year. These costs include the cost of on-going maintenance and operation of the system, including treatment plant operations.

The water utility charge set for 2023/2024 is \$4,055 per unit. This amount has increased by 7% from last year to reflect the current inflation rate and to ensure that the Council achieves a closer to break even position as required by Council to maintain a sustainable position.

In addition to the utility charge, a separate water usage charge will also be levied to recover the cost of treating water and will cover water consumption charges. For the 2023/24 financial year, the water consumption charge is \$5.45 per KL.

**(c) Waste Collection Charges**

A waste collection utility service charge will be levied on each leased or occupied property (including vacant land) that has been provided with a waste collection service.

The waste collection utility service charge is set to recover the cost incurred by Council in the collection and disposal of residential or commercial premises' waste in the financial year. These costs include the cost of on-going maintenance and operation of the system, including the supply and maintenance of bins, compactors, earth-moving equipment, and a waste management facility.

For the 2023/24 financial year, the water consumption charge is \$2,050 per bin.

**(d) Separate Charge**

A separate charge will be levied on each leased or occupied property (including vacant land). This separate charge will be levied on commercial properties and reflects the special benefit that such properties receive from infrastructure that the Council provides such as roads, drainage and community facilities. The separate charge reflects the cost of providing this type of infrastructure and other Council services that provide a special benefit to properties used for commercial purposes.

For the 2023/24 financial year, the separate charge is \$10,705 per property.



**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
**Revenue Statement**

**Fees and Charges**

Council's adopted Fees and Charges register includes a mixture of regulatory and user pays fees. The regulatory charges are identified as such in Council's Fees and Charges Schedule and have been determined with reference to the relevant legislation and where applicable recover the cost of performing the function.

Council imposes cost recovery fees for services and facilities supplied by it including (among other things) for any entitlement, facility, service or thing supplied, approval, consent, licence, permission, registration or information given, admission to any structure or place, receipt of any application, product or commodity supplied or inspection undertaken. The quantum of each fee reflects as far and as accurately as possible the actual cost of providing these services and facilities. Pursuant to section 97(4) of the Local Government Act 2009, cost recovery fees must not be more than the cost to Council of taking the action for which the fee is charged.

Council has the power to conduct business activities and set business activity fees for services and facilities it provides on this basis. Business activity fees are set where Council provides a service and the other party to the transaction can choose whether or not to avail itself of the service. Business activity fees are a class of charge, which are purely commercial in application and are subject to the Commonwealth's Goods and Services Tax. Council generally aims to make a profit on commercial activities and the fees reflect that. Profits are then used to offset the provision of other services to the community.

**Relevant Legislation**

1. Local Government Act 2009
2. Local Government Regulation 2012

**Variations**

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

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Gary Uhlmann  
Chief Executive Officer

Morningshine Shire Council – Revenue Statement 2023/2024



**MORNINGTON SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
Revenue Policy

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


The Revenue Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Morningson Shire Council for the guidance of Council and Council staff.

**DOCUMENT VERSION CONTROL**

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	29/6/2015	169/2015	<b>Responsible Officer</b> Manager Finance <b>Description</b> Statutory Policy
V2	29/6/2016	2016/112	<b>Responsible Officer</b> Manager Finance <b>Description</b> Statutory Policy
V3	21/6/2017	2017/110	<b>Responsible Officer</b> Manager Finance <b>Description</b> Statutory Policy
V4	27/6/2018	2018/116	<b>Responsible Officer</b> Manager Finance <b>Description</b> Statutory Policy
V5	12/07/2021	2021/07-09.1.1	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V6	28/07/2022	2022/149	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V7	26/07/2023	2023/	<b>Responsible Officer</b> Chief Financial Officer <b>Description</b> Statutory Policy
			<b>Review date</b> 30/06/2024

Morningson Shire Council – Revenue Policy



**MORNINGTON SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**

**Revenue Policy**

**Scope**

The purpose of the Revenue Policy, pursuant to Section 193 of the Local Government Regulation 2012, is to set out the principles used by Council in the 2023/2024 Financial Year for setting its charges. This Revenue Policy is a statutory requirement of the Local Government Regulation. The relevant provisions of that regulation are contained in section 193;

*Section 193 – Revenue Policy*

1. *The revenue policy must state –*
  - a. *The principles that the local government intends to apply in the financial year for:*
    - i. *the levying of charges; and*
    - ii. *granting concessions for charges; and*
    - iii. *recovering overdue charges; and*
    - iv. *cost-recovery fees; and*
  - b. *if the local government intends to grant concessions for charges – the purpose for the concessions; and*
  - c. *the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development; and*
2. *The revenue policy may state guidelines that may be used for preparing the local government’s revenue statement.*
3. *The local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.*

**Scope**

This policy is Council's Revenue policy for the 2022-23 financial year, pursuant to section 192 of the Local Government Regulation 2012.

**Policy Statement**

**Making of Utility Charges**

Charges levied pursuant to Section 94 of the Local Government Act and Chapter 4 of the Local Government Regulation 2012 are to be determined after due consideration of the following factors:

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

**Levying of Charges**

In accordance with Chapter 4, Part 9 of the Local Government Regulation 2012, Council shall issue charges notices as follows:

- Annual Charges shall be issued for the financial year (current, ensuing and previous) following Council's statutory budget meeting where the budget is adopted.
- Supplementary Charge Notices will be issued on a regular basis for those properties that have had a new service connected.
- In accordance with Chapter 4, Part 9 of the Local Government Regulation 2012, Council must adjust the charges, so they are calculated only for the period when the person was entitled to occupy the land.

Morrington Shire Council – Revenue Policy



**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
**Revenue Policy**

- In accordance with Chapter 4, Part 9 of the Local Government Regulation 2012, the charges notice must state the date of issue, the payment due date and if applicable, the terms of the discount and the last day of the discount period.

**Recovery of Unpaid Amounts of Rates and Charges**

Council requires payment of charges within the specified period. It is Council's policy to pursue the collection of outstanding charges diligently, but with due concern for the financial hardship faced by some members of the community.

Council has established administrative processes which allow for the payment of charges by instalment and access to a selection of various options (including legal action) for the recovery of debt.

In so doing, it will be guided by the following principles:

- Making the obligations clear to the payer, as well as making clear the processes used by Council to assist payers to meet these obligations.
- Making clear the processes utilised by Council to recover outstanding charges.
- The provisions of Chapter 4, Part 12 of the Local Government Regulation 2012.

**Exercising Powers to Grant Rebates and Concessions**

In considering the application of concessions under Chapter 4, Part 10 of the Local Government Regulation 2012, Council will be guided by the principles of:

- Equity by having regard to the different levels of capacity to pay within the local community.
- Consistent treatment for organisations with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.

**Relevant Legislation**

1. Local Government Act 2009
2. Local Government Regulation 2012

**Variations**

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

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Gary Uhlmann  
Chief Executive Officer



**MORNINGTON SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL  
Debt Policy**


This is an official copy of the **Debt Policy** of **Morningson Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Morningson Shire Council’s Local Laws, Subordinate Local Laws and current Council Policies.

The Debt Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Morningson Shire Council for the guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30/07/2014	67/2014	<b>Responsible Officer</b> Manager Finance <b>Description</b> Statutory Policy
V2	29/06/2015	171/2015	<b>Responsible Officer</b> Executive Manager Financial Services <b>Description</b> Statutory Policy
V3	29/06/2016	2016/112	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V4	21/06/2017	2017/110	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V5	27/06/2018	2018/126	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V6	19/06/2019	2019/105	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V7	15/07/2020	2020/116	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V8	12/07/2021	2021/2021/07-9.1.3	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V9	28/07/2022	2022/147	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy

Morningson Shire Council – Debt Policy



**MORNINGTON SHIRE COUNCIL**

**Debt Policy**

V10	26/07/2023	2023/	<b>Responsible Officer</b> Chief Financial Officer <b>Description</b> Statutory Policy
			<div style="border: 1px solid black; padding: 2px;"> <b>Review date</b> </div> <div style="border: 1px solid black; padding: 2px;">                 30/06/2024             </div>

**Purpose**

To satisfy Council’s statutory obligations under Section 192 of the Local Government Regulation 2012. The Legislation requires the policy to include:

- New borrowings planned for the current financial year and the next nine (9) financial years and
- The time over which it is planned to repay existing and proposed borrowings.

**Scope**

This Policy applies to employees of Mornington Shire Council and Mornington Shire Council Councillors. This Policy does not form part of any employee’s contract of employment.

**Policy Statement**

**New Borrowings**

Council has no new borrowings planned for 2023/2024 or for the next 9 financial years.

**Repayment of Existing Borrowings**

Council has no existing borrowings.

**Application of the Policy**

The Mornington Shire Council Debt Policy will take effect following the adoption of Council’s Budget at the Special Council Meeting in July 2023.

**Relevant Legislation**

1. Local Government Act 2009
2. Local Government Regulation 2012

**Variations**

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

Gary Uhlmann  
 Chief Executive Officer

Mornington Shire Council – Debt Policy



**MORNINGTON SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
Investment Policy


This is an official copy of the **Investment Policy** of **Morrington Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Morrington Shire Council’s Local Laws, Subordinate Local Laws and current Council Policies.

The Investment Policy is a Statutory Policy.

Statutory policies are prepared in response to legislative requirements and mandate employee behaviour. This Policy is approved by the Morrington Shire Council for the guidance of Council and Council staff.

**DOCUMENT VERSION CONTROL**

VERSION	DATE	RESOLUTION NO.	DETAILS
V1	12/07/2021	2021/07-9.1.4	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V2	28/07/2022	2022/148	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Statutory Policy
V3	26/07/2023	2023/	<b>Responsible Officer</b> Chief Financial Officer <b>Description</b> Statutory Policy
			<b>Review date</b> 30/06/2024



**MORNINGTON SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
**Investment Policy**

**Purpose**

To set guidelines and boundaries for the investment of Mornington Shire Council surplus cash balances which meet the requirements of the Statutory Bodies Financial Arrangements (SBFA) Act 1982 and its regulation, and to support Council's investment and risk philosophy.

**Scope**

This policy applies to the investment of all cash holdings of Mornington Shire Council.

**Definitions**

**Surplus Cash Balances:** For the purpose of this policy, surplus cash balances are Council's cash holdings available for investment at any one time after consideration of the amount and timing of Council's operational cash flow needs.

**Authorised Investments:** Authorised investments are as permitted under the SBFA Act 1982, and in accordance with the Category 1 Investment Powers applicable to Mornington Shire Council under the SBFA Regulation 2007.

**Prescribed Investment Arrangements:** Investments listed at Schedule 6 of the SBFA Regulation 2007.

**Policy Statement**

**Investment Risk Philosophy**

Council maintains a conservative and risk averse investment philosophy for its surplus cash investments. As the custodian of public monies Council chooses to secure its capital base but take the opportunity to produce revenue from cash assets as far as possible within established risk averse constraints.

**Objective**

- To maximise earnings with funds not immediately required for financial commitments;
- To invest funds at the most advantageous rate of interest available to it at the time, for that investment type, and in a way that it considers the most appropriate given the circumstances; and
- To preserve capital.

**Prudent Person Standard**

Officers responsible for investing local government funds must act with a duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds. Conflicts of interest must be recorded and disclosed to the Chief Executive Officer.


**Range of Investments**

Mornington Shire Council has Category 1 investment power under the SBFA Act 1982.

**Application of the Policy**

The Mornington Shire Council Investment Policy will take effect following the adoption of Council's Budget at the Special Council Meeting in July 2023.

Mornington Shire Council – Investment Policy



**MORNINGTON SHIRE COUNCIL**

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**Relevant Legislation**

Statutory Bodies Financial Arrangements (SBFA) Act 1982  
Statutory Bodies Financial Arrangements (SBFA) Regulation 2007  
Local Government Regulation 2012  
Appendix 1: Investment Policy Guidelines


**Approval**

This Policy was adopted at Council's Meeting held in July 2023- Resolution Number \_\_\_\_\_.

\_\_\_\_\_

Gary Uhlmann  
Chief Executive Officer

Mornington Shire Council – Investment Policy



**MORNINGTON SHIRE COUNCIL**  
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Appendix 1: Investment Policy Guidelines

**Category 1 Investor permissions**

A Category 1 investor is permitted to invest at call or for a fixed period of no more than one year in the following ways:

- Deposits with a financial institution
- Investment arrangements accepted, guaranteed, or issued by or for the Commonwealth or a State or a financial institution
- Other investment arrangements secured by investment arrangements accepted, guaranteed, or issued by or for the Commonwealth or a State or a financial institution
- Investment arrangements, managed or offered by QIC or QTC, prescribed under a regulation of the SBFA Act 1982
- An investment arrangement with a rating prescribed under a regulation of the SBFA Act 1982
- Other investment arrangements prescribed under a regulation of the SBFA Act 1982.

All investments must be denominated in Australian Dollars and undertaken in Australia.

The prescribed investment arrangements are QIC Cash Fund, QTC Capital Guaranteed Cash Fund, QTC Debt Offset Facility, QTC Fixed Rate Deposit (up to 12 months) and the QTC Working Capital Facility.

S & P Global Australia Pty Ltd ratings of A-1+, A-1, Aam or AAA are prescribed ratings.


**Credit Risk Guidelines**

The minimum and maximum invested surplus cash with any line of credit risk must conform with the following table.

Table A: Credit Risk Guidelines

Long-term credit rating# or financial institution	Short-term credit rating#	Minimum % of total Investments or minimum value	Maximum % of total Investments or maximum value	Maximum Term
QTC Capital Guaranteed Cash Fund		20%	100%	(At Call)
AAA	A-1+	0	50%	1 year
AA to AA-	A-1+	0	40%	1 year
A+ to A-	A-1	0	30%	6 months
BBB+ to BBB	A-2	0	20%	6 months
BBB-	A-3	0	5%	3 months
Unrated **	Unrated**	0	\$500,000	30 days

# Most recently available credit ratings from Standard & Poor's.  
 \*\*Most building societies and credit unions are unrated financial institutions.



**MORNINGTON SHIRE COUNCIL**

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**Table A: Credit Risk Guidelines**

This policy does not support investment with unrated financial institutions or financial institutions with a rating below A-

- Before rollover of existing investments or undertaking new investments, other than prescribed investment arrangements, the credit rating of the investment institutions used or intended to be used by Council should be assessed
- In the event of published economic downturn or instability the credit rating of the investment institutions used by Council should be reassessed and remedial action taken if necessary
- Queensland Treasury Corporation may be used to assist with financial institution credit ratings

This information should be available from the relevant financial institution web site.

**Quotations and Fair Value**

At least three (3) verbal quotations must be obtained and noted from authorised institutions when investing surplus cash however this requirement does not apply to investing within the prescribed investment arrangements.

In general, financial institutions with lower credit ratings have a higher credit risk and therefore, the interest rate received on the investment should be higher reflecting the higher level of risk.

The quotes received should be considered relative to the assessed risk of the financial institution.

**Terms to Maturity**

The term to maturity of the surplus cash investment must be determined taking into consideration Council's future cash flow needs, credit risk guidelines and the prevailing outlook regarding interest rates.

The term cannot exceed one (1) year for any investment.

**Reporting Requirements**

Reporting procedures must be established to ensure the investments are being reviewed and overseen regularly.

**8.4 ORGANISATION STRUCTURE**

**Author:** Council Advisor

**Attachments:** 1 Function Chart as at 29 June 2023

**PURPOSE (EXECUTIVE SUMMARY)**

Every Council is required to have an organisation structure and pursuant to the Local Government Act, it is the Council that approves that structure. Over the last three months, the new Executive Team has been reviewing the current structure to ensure that there is a clear understanding of the responsibility for various functions and that “like with like” functions are grouped together.

A new organisation structure has been developed following several Executive Team workshops facilitated by our Council Advisor.

It is important to note that the structure that is presented is at a “function level”. Further work is being done at a detailed level in the coming months to correlate our staffing levels and ensure alignment between the organisation structure, payroll and budget records.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

With a new CEO and some new senior staff, it was appropriate to re-examine the current organisation structure.

This review served two purposes. First, it provides clarity about “who is responsible for what”. In other words, it is clear which functions are allocated to the various Council departments thus enhancing accountability for performance. Second, it provides an opportunity to ensure that “like with like” functions are grouped together to improve efficiency.

Following workshops facilitated by our Council Advisor, a new organisation structure at a functional level has been developed and is presented to Council for adoption.

The key issues for Council to be aware of in relation to the proposed new structure include:

- We now have four (4) separate divisions that report to the CEO. The previous Departments of Technical and Infrastructure Services are now incorporated into an Engineering Division.
- Human resources is a separate function which reports directly to the CEO. This covers recruitment and retention of staff, workplace health and safety, staff development (including trainees, apprentices etc) and staff housing allocation.
- The Division of Corporate and Community is focused on both corporate matters (e.g. Council meetings, ICT, media, legal issues etc) and also community matters (e.g. tavern, bakery, warehouse, sport and recreation, library etc). This area also has responsibility for funeral management and a special focus on youth and aged care advocacy.
- The Finance Department is a stand-alone Department given the importance of focusing on that function at this point. Headed by the Chief Financial Officer, this Department now manages commercial leasing for Council, as well as grants and procurement. A key focus area is ensuring that the Council maximises its cashflow (invoicing and debt recovery) and has a liaison role with the administration areas of Engineering and Housing and Facilities to make sure that proactive cashflow processes occur.

- The Engineering Division is essentially responsible for the civil infrastructure (roads, water sewerage, airport, waste management, batching plant etc). In addition, this Division also looks after the town environment (parks, fencing, public land maintenance) as well as Environmental Health (including animal control), as well as fleet and equipment (e.g. workshop).
  
- The Housing and Facilities Division has responsibility for construction and maintenance of community housing (e.g. constructing new houses, upgrading existing housing, painting and other Q Build work). It also looks after the construction and maintenance of Council facilities (e.g. VAC, motel, cleaners). There is a renewed focus on both project management (delivering projects) and also administrative support to improve the processing of invoicing to QBuild so that the Council gets paid for work undertaken.

The CEO and Executive Team are confident that this functional structure will create more certainty for roles and responsibilities and improve efficiency.

All Councils in Queensland use different title names for various positions, particularly for those Department Head type roles reporting directly to the CEO. Different examples used by other Councils include Director, General Manager, Executive Manager, Chief Operating Officer and Regional Manager. In recent years, a trend has emerged with Director now being the most commonly recognised.

It is proposed that the positions reporting directly to the CEO will now be called Director, except for the finance role which will be Chief Financial Officer (CFO). Those position titles will correlate to the functions being allocated to each of the Divisions:

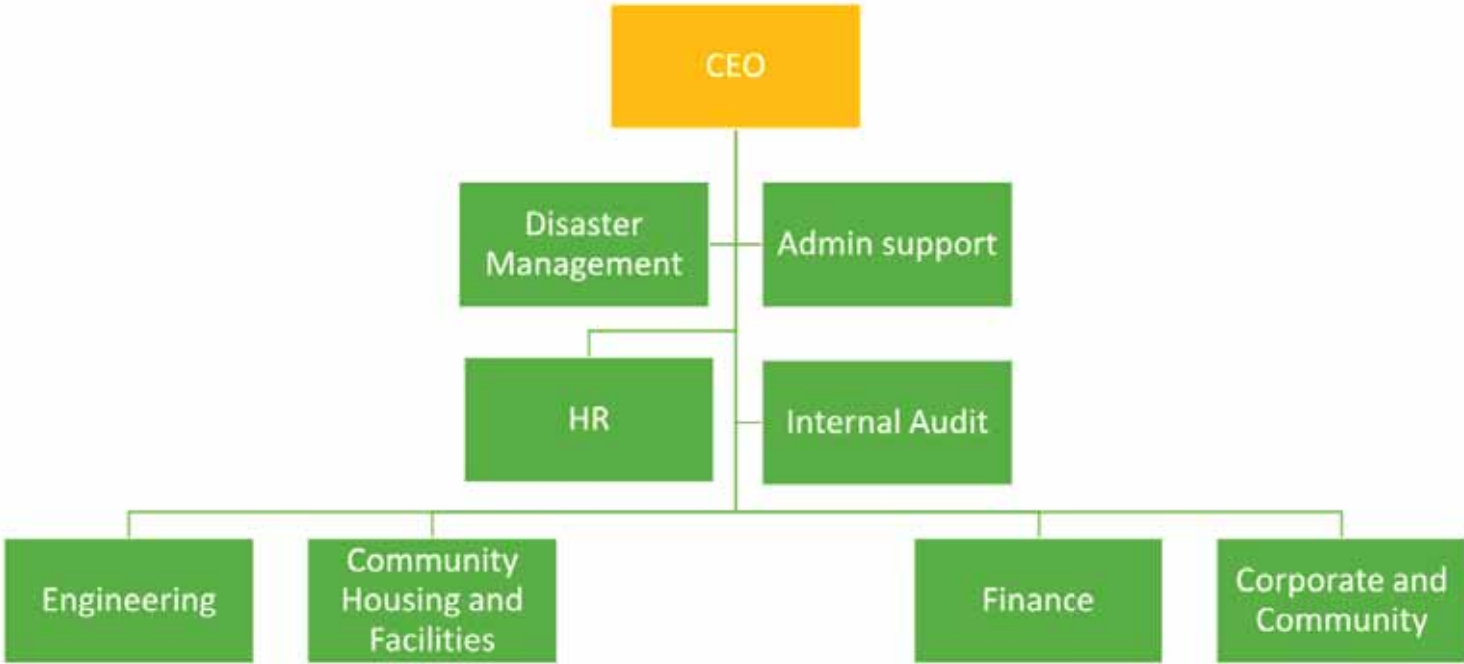
- Director Corporate and Community
- Director Housing and Facilities
- Director Engineering
- Chief Financial Officer

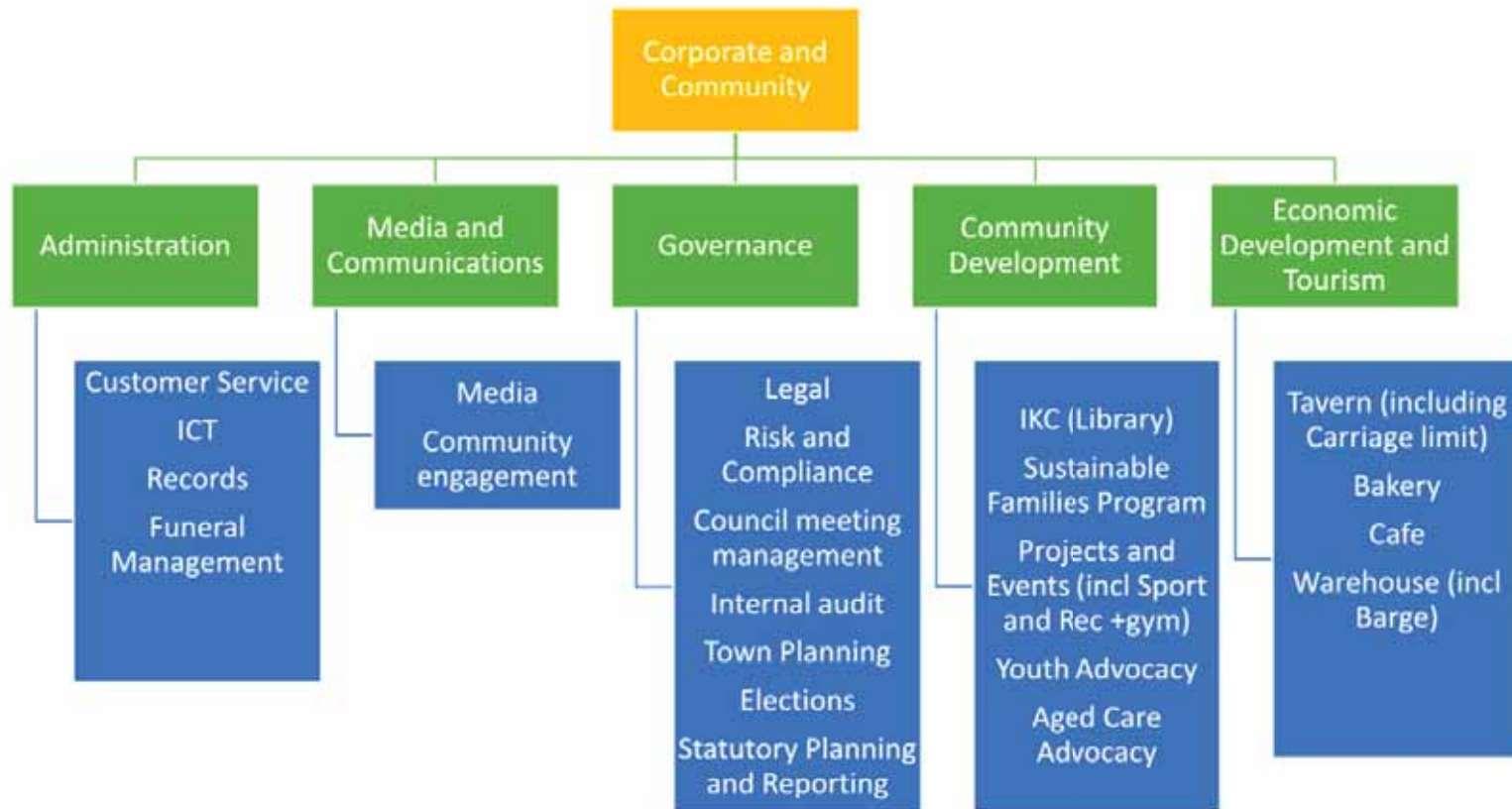
## **FINANCIAL & RESOURCE IMPLICATIONS**

The organisation structure was developed in conjunction with our current budget process. Further work will be done in the coming months to make sure there is alignment between the detailed organisation structure, our payroll and HR records.

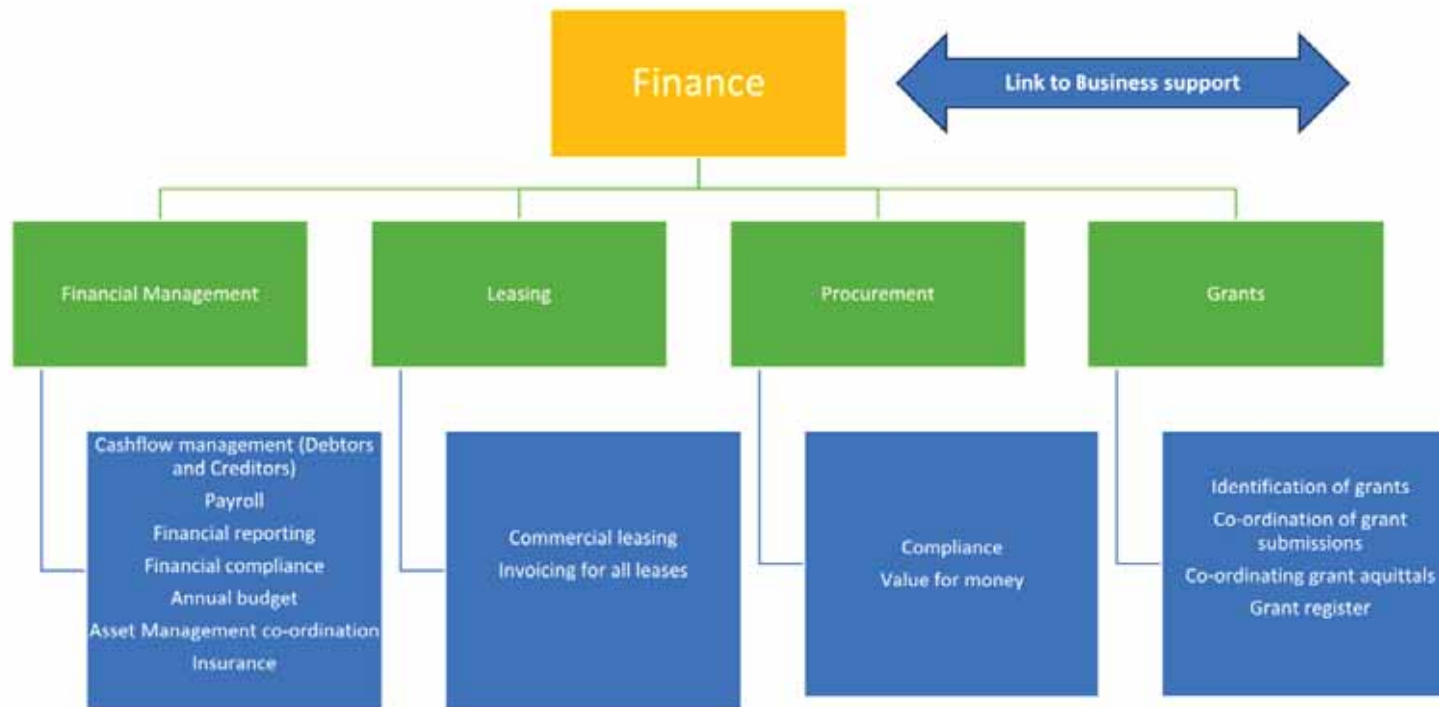
## **RECOMMENDATION**

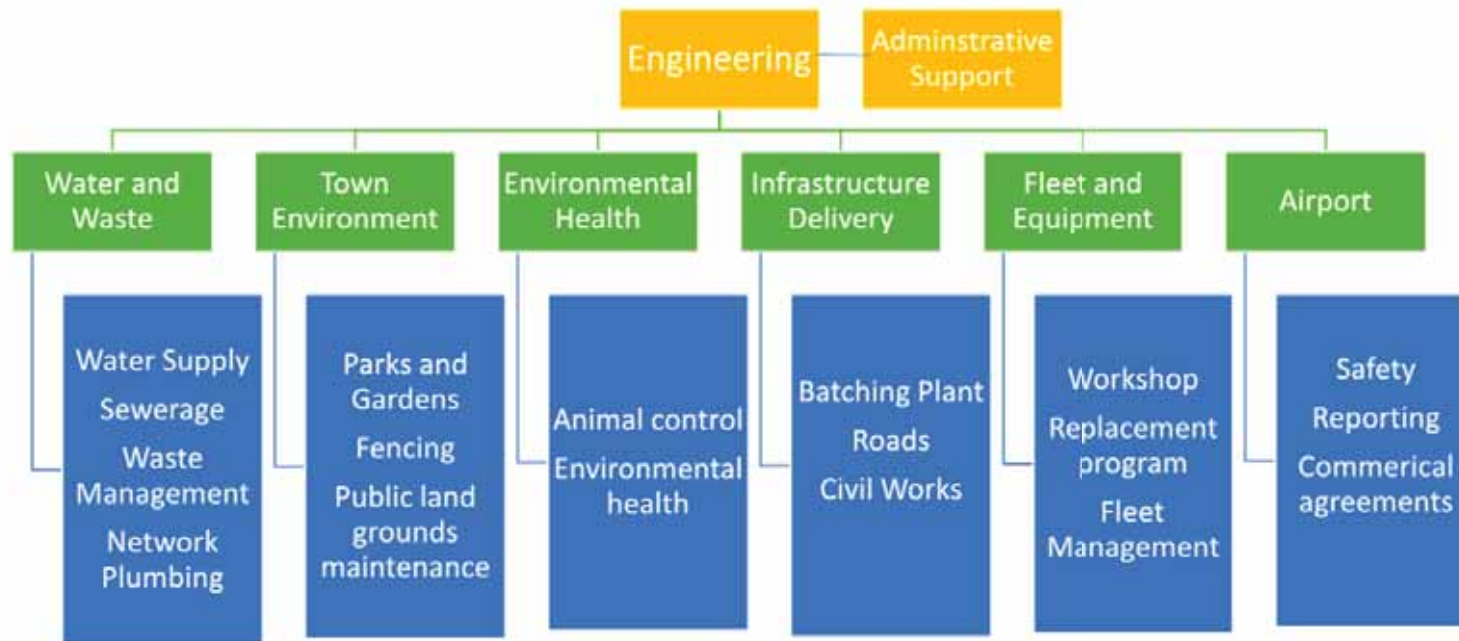
That Council adopt the organisation structure as attached to the report by the Council Advisor.













**9 CONFIDENTIAL REPORTS**

Nil

**10 CLOSURE**