



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

**Date:** Wednesday, 21 February 2024  
**Time:** 9:00AM  
**Location:** Council Chamber  
Mission Road  
Gununa

# **BUSINESS PAPER**

## **Ordinary Council Meeting**

**21 February 2024**

**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 Garrawa people who share our homelands.

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

**7 CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 31 JANUARY 2024**

**Author: Chief Executive Officer**

**Attachments: 1. Council Meeting Minutes - 31 January 2024**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Council held on Wednesday 31 January 2024 be received and the recommendations therein be adopted.

**MINUTES OF MORNINGTON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, MISSION ROAD, GUNUNA  
ON WEDNESDAY, 31 JANUARY 2024 AT 9:00AM**

**1 OPENING OF MEETING**

The meeting was opened by Mayor Kyle Yanner at 9:06am.

**2 ACKNOWLEDGMENT OF COUNTRY**

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

**3 PRESENT**

Mayor Kyle Yanner, Cr Dwayne Rogers, Cr Roxanne Thomas, Gary Uhlmann (Chief Executive Officer), Ian McCarthy (Chief Financial Officer)

via TEAMS – Skye Price (Director Corporate and Community), Brett de Chastel (Council Advisor) and Rhianne Williams (minute-taking).

**4 LEAVE OF ABSENCE****RESOLUTION 2024/1**

Moved: Cr Roxanne Thomas

Seconded: Cr Dwayne Rogers

That the apology received from Councillor David Barnes be accepted and leave of absence granted.

**CARRIED 3/0**

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

Nil

**6 CONDOLENCES AND MEMORIALS**

A minute's silence was observed for loved ones.

**7 CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 13 DECEMBER 2023****RESOLUTION 2024/2**

Moved: Cr Roxanne Thomas

Seconded: Cr Dwayne Rogers

That the Minutes of the Council held on Wednesday 13 December 2023 be received and the recommendations therein be adopted.

**CARRIED 3/0**

**8 DEPUTATIONS**

Nil

**9 ACTION SCHEDULE****9.1 ACTION ITEMS AS AT 31 JANUARY 2024****RESOLUTION 2024/3**

Moved: Cr Dwayne Rogers

Seconded: Cr Roxanne Thomas

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

**CARRIED 3/0**

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS****10 MAYOR AND COUNCILLORS REPORTS****RESOLUTION 2024/4**

Moved: Cr Dwayne Rogers

Seconded: Cr Roxanne Thomas

That the Councillors verbal reports be noted and accepted.

**CARRIED 3/0**

At 9:40 am, Cr Roxanne Thomas left the meeting.

At 9:44 am, Cr Roxanne Thomas returned to the meeting.

**11 CHIEF EXECUTIVE OFFICER'S REPORTS****11.1 CHIEF EXECUTIVE OFFICER VERBAL REPORT****RESOLUTION 2024/5**

Moved: Cr Dwayne Rogers

Seconded: Cr Roxanne Thomas

That Council note and receive the Chief Executive Officer's verbal report for January 2024.

**CARRIED 3/0**

## 12 FINANCIAL SERVICES

### 12.1 FINANCIAL REPORT

#### RESOLUTION 2024/6

Moved: Cr Roxanne Thomas

Seconded: Cr Dwayne Rogers

1. That Council note and receive the financial report for January 2024;
2. And that Council approve to review and adopt the valuation of assets as at 30 June 2023 prepared by APV Valuers & Asset Management.

**CARRIED 3/0**

Mayor adjourned the meeting at 10:33am.

Mayor recommenced the meeting at 10:48am.

## 13 GOVERNANCE AND COMMUNICATIONS

### 13.1 GOVERNMENT ADVISOR BRETT DE CHASTEL

#### RESOLUTION 2024/7

Moved: Cr Dwayne Rogers

Seconded: Cr Roxanne Thomas

That Council note and receive the presentation by the Council Advisor on managing the role of Councillor.

**CARRIED 3/0**

### 13.2 CARETAKER PERIOD FOR LOCAL GOVERNMENT ELECTIONS

#### RESOLUTION 2024/8

Moved: Cr Roxanne Thomas

Seconded: Cr Dwayne Rogers

That Council note and receive the report related to the *Local Government Act 2009* and caretaker period leading up to a local government election; as well as prohibitions related to councillor decision making during caretaker period.

**CARRIED 3/0**

### 13.3 COMMUNITY GRANT POLICY

#### RESOLUTION 2024/9

Moved: Cr Dwayne Rogers

Seconded: Cr Roxanne Thomas

That Council endorse the revised Community Grant Policy.

**CARRIED 3/0**

**13.4 PROCUREMENT POLICY, CONTRACTS MANUAL AND PROBITY PLAN****RESOLUTION 2024/10**

Moved: Cr Dwayne Rogers  
Seconded: Cr Roxanne Thomas

That Council endorse the revised Procurement policy, contracts manual and probity plan.

**CARRIED 3/0**

**14 HUMAN RESOURCES****14.1 HUMAN RESOURCES REPORT - DECEMBER 2023 - JANUARY 2024****RESOLUTION 2024/11**

Moved: Cr Dwayne Rogers  
Seconded: Cr Roxanne Thomas

That Council note and receive the Human Resources report for January 2024.

**CARRIED 3/0**

**15 HOUSING DEPARTMENT****15.1 HOUSING REPORT****RESOLUTION 2024/12**

Moved: Cr Dwayne Rogers  
Seconded: Cr Roxanne Thomas

That Council note and receive the Housing department report for January 2024.

**CARRIED 3/0**

**15.2 FACILITIES REPORT****RESOLUTION 2024/13**

Moved: Cr Dwayne Rogers  
Seconded: Cr Roxanne Thomas

That Council note and receive the Facilities department report for January 2024.

**CARRIED 3/0**

**16 FACILITIES DEPARTMENT**

Nil

**17 TECHNICAL AND INFRASTRUCTURE SERVICES**

**17.1 TECHNICAL AND INFRASTRUCTURE SERVICES REPORT**

**RESOLUTION 2024/14**

Moved: Cr Dwayne Rogers  
Seconded: Cr Roxanne Thomas

That Council note and receive the Technical and Infrastructure Services department report for January 2024.

**CARRIED 3/0**

**18 COMMUNITY DEVELOPMENT REPORT**

Nil

**19 CONFIDENTIAL REPORTS**

Nil

**20 NEXT MEETING**

The next meeting will be held on 21 February 2024.

**RESOLUTION 2024/15**

Moved: Cr Roxanne Thomas  
Seconded: Cr Dwayne Rogers

That the apology received from Deputy Mayor Robert Thompson be accepted and leave of absence granted.

**CARRIED 3/0**

**21 CLOSURE**

Mayor Yanner closed the meeting at 12:53pm.

Minutes Confirmed:

Mayor .....

Date:

Gary Uhlmann  
Chief Executive Officer

**8 DEPUTATIONS**

**9 ACTION SCHEDULE****9.1 ACTION ITEMS AS AT 31 JANUARY 2024**

**Author:** Chief Executive Officer

**Attachments:** 1 Action schedule

**PURPOSE (EXECUTIVE SUMMARY)**

To provide Council with an updated version of the Mornington Shire Council's Action Schedule.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

At each ordinary meeting of Council, when resolutions are passed that require any action, those resolutions are included in Council's Action schedule for attention of the appropriate officer or elected member.

At each ordinary meeting of Council, the Action Schedule is tabled to outline those actions that have been taken in accordance with Council resolutions.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

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



Action Sheets Report	Printed: Thursday, 8 February 2024 11:44:22 AM
Division: Committee: Officer:	Date From: Date To:

TASK NAME	RESOLUTION NUMBER	RESOLUTION DATE	RESOLUTION	ASSIGNED TO	UPDATES
State Government Funding - \$2.35 million for community housing	<a href="#">2020/24</a>	22/01/2020	<p><b>RESOLUTION 2020/24</b></p> <p>Moved: Cr Jane Ah Kit                      Seconded: Cr Bob Thompson</p> <p>That provide advice and direction on:</p> <ol style="list-style-type: none"> <li>1. That Council act as principal contractor for the roll out of the \$2.35 million housing program,</li> <li>2. That Council nominate – construction of a new 3 bedroom dwelling at 152 Lardil Street, "shovel ready" works at proposed sub-division at lots 925 and 926 Lardil Street and "plug ins" as works to be carried out under the program,</li> <li>3. That Council provide estimates of funding breakdown for each of the 3 separate components of the \$2.35 million housing program as soon as details become available to the Department of Housing and Public Works (HPW),</li> <li>4. That Council nominate the following funding requirements for the program - 30% payment when signing the agreement, 60% payment when design and land have been finalised and 10% payment on completion,</li> <li>5. That Council endorse HPW to continue as the tenancy management body for Mornington Island, including the additional housing provided by this program.</li> </ol> <p><b>CARRIED 3/0</b></p>	Director Housing and Facilities	<p><b>14 Sep 2022 11:33am Williams, Rhianne</b></p> <p>13 November 2020 - A meeting with the Technical Working Group (TWG) revealed that this project has not progressed as Council has elected to undertake the proposed works. Due to the significant change over in staff this had not been relayed to the new Council. The agreed works are made up of 3 projects: 1. New 3 bedroom house on 152 Lardil St – existing house to be demolished by DHPW, 2. Civil and infrastructure works on Lots 925 &amp; 926. 3. Provide plug ins for up to 10 properties – 8 currently proposed, Preparations will now begin to progress this project as a priority., 9 February 2021 - Council has now determined to provide 2 x 3 bedroom duplexes on Lot 152 Lardil St . Plugins to be used for the remaining funding. , Further works associated with Lots 925 &amp; 926 to be transferred to the next program of \$7.328M. , 21 April 2021 - ongoing, 18 May 2021 - Planning is now for 5 bedroom houses across the board, June - Discussed at Tech Working Group meeting, progressing with 5 bedroom concept with extra toilet., July - Update given at this meeting - 5 Bedroom duplex was approved. The plugins and duplex scheduled to begin next month., September - Letter sent to Minister and Director General approving long delays in approving design and seeking from the state government greater local autonomy. , Meetings held with State Directors between the Mayor, Housing Manager and Acting CEO. The 5 bedroom units can now be finalised November: Demolition of 152 Lardil including asbestos removal will be started in next month to allow for two 5 bed duplexes planned , December: Demolition of 152 Lardil scheduled to commence 10 January 2022</p> <p><b>16 Jun 2023 3:31pm Williams, Rhianne</b></p> <p>Council has approved a 2 x 5 bedroom duplex to be built at 152 Lardil Street and one 2 bedroom plug-in with bathroom and kitchen at 30 Lardil Street • Council through the Queensland Government Department of Housing has been engaged by QBuild to remove the existing Community house from 152 Lardil Street block so that a new community dwelling can be constructed on the block. • There is a Council resolution approving construction of 2 duplexes each containing 5 bedrooms per duplex at 152 Lardil Street and a new plug-in at 30 Lardil Street. • Council has selected a design drawing from a number of different design options for the 2 x 5 bedroom duplex. • Council's tender for design and construction has concluded. A contract has been finalised with a builder to construct the duplex and the one plug-in.</p> <p><b>Construction should be complete by 31 December 2023.</b></p>
PRELIMINARY DISCUSSION ON ILUA FOR GRAC LAND	<a href="#">2021/07-32</a>	21/07/2021	<p><b>RESOLUTION 2021/07-32</b></p> <p>That Council authorise Acting CEO to commence investigation to establish a Indigenous Land Use Agreement ( ILUA) with Carpentaria Land Council Corporation (CLAC).</p> <p>Moved: Cr. Thompson                      Seconded: Cr. Barnes  <b>Carried 3/0</b></p>	Chief Executive Officer	<p><b>08 Nov 2023 2:14pm Williams, Rhianne</b></p> <p><b>Any further updates on ILUA with Carpentaria Land Council?</b></p>

Action Sheets Report			Printed: Thursday, 8 February 2024 11:44:22 AM		
			Division: Committee: Officer:	Date From: Date To:	
GUNANA SWIMMING POOL	<a href="#">2021/</a>	15/09/2021	<p><b>RESOLUTION 2021/56</b></p> <p>That Council seek formal support from Education Queensland for the land and long term undertaking for the operation and maintenance of the swimming pool and associated facilities.</p> <p>Further that Council provide a copy of the swimming pool proposal to the Government Champions seeking their support.</p> <p>Further that Council seek grant funding for the construction of the swimming pool complex, and on receipt of funding Council's consultants undertake stakeholder and community consultation as part of the final design.</p> <p>Moved: Cr Thompson Seconded: Mayor Yanner <b>CARRIED 5/0</b></p>	Chief Executive Officer	<p><b>16 Jun 2023 3:34pm Williams, Rhianne</b> A pool funding strategy is being considered. Water availability needs to be considered. An ocean pool and splash park are also potential options.</p> <p><b>04 Oct 2023 2:59pm Hunter, Jan</b> Water security consultancy underway with ARUP. The study will be completed early 2024. In the interim, different funding sources are being considered for potential salt water pool to minimise impact on water demands.</p> <p><b>08 Nov 2023 12:41pm Williams, Rhianne</b> The first tranche of funding is for planning (\$500,000), the second component is for construction/ implementation (\$5m). , All activities must conclude by 30 June 2026., We're working with an imminent planner, to develop a masterplan for recreation, leisure and public open spaces through all of Gununa.</p>
Airport Rolling Door	<a href="#">2022/126</a>	20/07/2022	I mentioned this back last year to Gary prior to the LDMG meetings.	Councillor	<p><b>17 Aug 2022 8:21am Williams, Rhianne</b> That Council approve replacement door for Rex office.</p> <p><b>09 Jun 2023 5:41pm Williams, Rhianne</b> Materials procured and on Island to make amendments to the roller door function – to be installed by end of July 2023</p> <p><b>04 Oct 2023 2:40pm Hunter, Jan</b> This is still outstanding – numerous requests have been placed with Housing and Facilities to have the works completed.</p> <p><b>05 Feb 2024 3:02pm Williams, Rhianne</b> For removal, no action remaining</p>
OpusXenta visit to Mornington Island to develop Cemetery Records and Establish Burial Register	<a href="#">2022/163</a>	21/09/2022	<p><b>RESOLUTION 2022/163</b></p> <p>Moved: Deputy Mayor David Barnes Seconded: Cr Roxanne Thomas</p> <p>That Council receive and note the Report, and that Council hold a Community Day to gather further burial records from families for Council's Burial Register.</p> <p><b>CARRIED 5/0</b></p>	Chief Executive Officer	<p><b>05 Feb 2024 3:26pm Williams, Rhianne</b> <b>Update required - Community workshop - gather burial records for Council burial register</b></p>
Building Our Regions (BOR) Grant – Replacement Of Sewerage Pump Stations	<a href="#">2022/199</a>	26/10/2022	<p><b>RESOLUTION 2022/199</b></p> <p>Moved: Cr Dwayne Rogers Seconded: Cr Robert Thompson</p> <p>That Council receive and note the Report and thank the Minister for Regional Development and Manufacturing and Minister for Water for the \$1,975,000 grant to upgrade and refurbishment the existing sewer pump stations.</p> <p><b>CARRIED 4/0</b></p>	Chief Executive Officer	<p><b>09 Jun 2023 5:44pm Williams, Rhianne</b> BoR R6 – Sewerage Pump Station upgrades – Tender documentation loaded on to Vendor panel Friday 2nd June, submissions close on 7th July for assessment.</p> <p><b>14 Jul 2023 4:40pm Williams, Rhianne</b> SPS upgrade project tender assessment completed. Finalising project details with selected tenderer.</p> <p><b>04 Oct 2023 2:43pm Hunter, Jan</b> Project commenced on Island 02 October 2023 with Geotech works in preparation of construction activities in the month of October.</p> <p><b>05 Feb 2024 3:27pm Williams, Rhianne</b> Update required</p>

Action Sheets Report			Printed: Thursday, 8 February 2024 11:44:22 AM		
			Division: Committee: Officer:	Date From: Date To:	
Community Development Report - Storyboard	<a href="#">2022/235</a>	23/11/2022	<p><b>RESOLUTION 2022/235</b></p> <p>Moved: Deputy Mayor Cr David Barnes Seconded: Mayor Cr Kyle Yanner</p> <p>That Council provide support for the purchase and installation of a Storyboard at the Old Village as set out in the report.</p> <p><b>CARRIED 5/0</b></p>	Community Development Coordinator	<p><b>20 Jun 2023 2:16pm Williams, Rhianne</b> Steel signage has been fabricated and community stakeholders are finalising interpretation content including images and text. , Civil works team is on standby to install signage at the Old Village when it is delivered to Mornington Island.</p> <p><b>08 Nov 2023 3:18pm Williams, Rhianne</b> Latest update - awaiting materials to arrive on island</p> <p><b>08 Feb 2024 8:40am Williams, Rhianne</b> Storyboards have arrived on island - creation of boards are underway - installation date tba</p>
Mayor's Northern Territory Report	<a href="#">2023/41</a>	22/03/2023	<p><b>RESOLUTION 2023/41</b></p> <p>Moved: Cr Dwayne Rogers Seconded: Cr Roxanne Thomas</p> <p>That Council approve and note Mayor's report.</p> <p>Further that Council form partnership with Roper Gulf Council in a bid to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lobby and visit other communities and other Mayors.</li> <li><input type="checkbox"/> Focus on the lifting of prohibition / changes to the rules around prohibition in each LGA to suit their individual community's needs. We need to stop the band aid effects and forcing people out of their communities - keep them at home away from trouble and homelessness; and</li> </ul> <p>And that Council CEO explore the Tiwi Islands Council, liquor licence drinking structure and ferry service model for Mornington Island.</p> <p><b>CARRIED 5/0</b></p>	Mayor	<p><b>20 Jun 2023 2:10pm Williams, Rhianne</b> Tiwi Island Council liquor license drinking structure and ferry service model is yet to be provided for Mornington Shire Council. IN PROGRESS</p>
Construction of public library	<a href="#">2023/103</a>	19/07/2023	<p><b>RESOLUTION 2023/103</b></p> <p>Moved: Mayor Cr Kyle Yanner Seconded: Deputy Mayor Cr David Barnes</p> <p>That Council endorse construction of the public library (Indigenous Knowledge Centre) for the agreed cost of \$1,598,214.95; and that H.C. Building and Construction Pty Ltd be awarded the contract for works, with a completion date of 15 December 2023.</p> <p><b>CARRIED 4/0</b></p>	Chief Financial Officer	<p><b>05 Feb 2024 3:31pm Williams, Rhianne</b> Update required on completion date</p>

Action Sheets Report			Printed: Thursday, 8 February 2024 11:44:22 AM		
Division: Committee: Officer:			Date From: Date To:		
Community funeral fund	<a href="#">2023/112</a>	19/07/2023	<p><b>RESOLUTION 2023/112</b>                      Moved: Deputy Mayor Cr David Barnes                      Seconded: Mayor Cr Kyle Yanner                      That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse creation of a formal funeral fund which can provide Mornington Shire residents with financial support for funerals, burials and associated expenses; and</li> <li>2. Quarantine two thousand, five hundred dollars (\$2,500) from the Community Safety Plan as a start-up funeral fund deposit; and</li> <li>3. All EFTPOS transaction fees from the tavern and carriage limit be quarantined for funeral fund purposes; and</li> <li>4. A universal surcharge of one dollar (\$1.00) be added to the transaction cost for all cartons of alcohol and the surcharge takings be quarantined for a funeral fund.</li> </ol> <p><b>CARRIED 4/0</b></p>	Community Development Coordinator	<p><b>05 Feb 2024 2:36pm Williams, Rhianne</b>                      No further actions required, for removal.</p>
Water Security Consultation - Tender Evaluation Report	<a href="#">2023/134</a>	16/08/2023	<p><b>RESOLUTION 2023/134</b>                      Moved: Cr Dwayne Rogers                      Seconded: Deputy Mayor Robert Thompson                      That the Panel has detailed the findings of the evaluation of submissions for RFT no. VP365199 in the attached evaluation report and seeks resolution from Council to award the Water Security Consultancy as outlined below.</p> <p>That Council;</p> <ol style="list-style-type: none"> <li>1. Endorse the tender evaluation report for Water Security Consultancy and delegate the Chief Executive Officer to issue a Letter of Acceptance to Respondents ARUP to undertake the consultancy work.</li> </ol> <p><b>CARRIED 4/0</b></p>	Director Engineering	<p><b>13 Sep 2023 1:45pm Williams, Rhianne</b>                      Update on letter of Acceptance to ARUP to undertake the consultancy work  <b>04 Oct 2023 3:06pm Hunter, Jan</b>                      Project has commenced, kick off meeting has been completed. Consultants are now working on information finding, preparing for visits to Island to undertake assessments of infrastructure and community consultation sessions.  <b>05 Feb 2024 2:38pm Williams, Rhianne</b>                      Update required</p>
Development Application Report for Lot 926 Lardil Street	<a href="#">2023/196</a>	13/12/2023	<p><b>RESOLUTION 2023/196</b>                      Moved: Cr Dwayne Rogers                      Seconded: Cr Roxanne Thomas                      That Council receive and note the Development Application report for December 2023; and</p> <ol style="list-style-type: none"> <li>1. Approve to engage Remote Indigenous Land and Infrastructure Program Office of the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) to lodge the Development Application (DA) on behalf of Mornington Shire Council; and</li> <li>2. Material Change of Use (Multiple Dwelling); and</li> </ol>	Director Housing and Facilities	

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	3. Development Permit for the development of four (4) dwellings on Lot 926 Lardil Street SP282722; and 4. Construction of dwellings / development near or over Council infrastructure (sewer) on Lot 926 Lardil Street SP282722. <b>CARRIED 5/0</b>
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Fare Subsidy scheme	<a href="#">2023/189</a>	13/12/2023	<b>RESOLUTION 2023/189</b> Moved: Cr David Barnes Seconded: Cr Dwayne Rogers 1. That the Council request the Chief Executive Officer to commence negotiations with Rex Airlines and Transport Main Roads (TMR) to introduce an additional fare subsidy for local residents with the intent of creating a scheme that achieves the following; <ul style="list-style-type: none"> <li>a) providing an additional community fare benefit for local residents of one hundred dollars (\$100.00) per return flight</li> <li>b) that this additional subsidy be available for five (5) flights per week for forty (40) weeks per year and for ten (10) flights per week for twelve (12) weeks per year (coinciding with school holidays)</li> <li>c) the booking process be managed by Rex Airlines and that the subsidy seats be focused on non-peak flights</li> <li>d) that the scheme be reviewed after twelve (12) months of operation for its effectiveness</li> </ul> 2. And request the Chief Executive Officer to report back to the Council once those negotiations with Rex Airlines and Transport Main Roads (TMR) are complete; and 3. Note that the maximum cost of implementing this scheme will be thirty-two thousand dollars (\$32,000) per year. <b>CARRIED 5/0</b>	Council Advisor
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Action Sheets Report		Printed: Thursday, 8 February 2024 11:44:22 AM
	Division: Committee: Officer:	Date From: Date To:

Gununamanda Ltd. - Requested deferral and repayment plan	<a href="#">2023/193</a>	13/12/2023	<p><b>RESOLUTION 2023/193</b></p> <p>Moved: Cr Dwayne Rogers                  Seconded: Deputy Mayor Robert Thompson</p> <p>That Council endorse the Gununamanda Limited formal proposal for a repayment plan to be implemented from July 2024 and the cumulative debt of \$466,031.98 to be paid in increments as per a debt management plan as devised by the Chief Executive Officer and Chief Financial Officer.</p> <p><b>CARRIED 3/0</b></p>	Director Corporate and Community
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COMPLETE   for removal no action remaining.
ONGOING TASK
UPDATE REQUIRED
PRIORITY

**10 POLICY DOCUMENTS**

Nil

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS**

**11 GENERAL BUSINESS**

**12 MAYOR AND COUNCILLORS REPORTS**

**13 CHIEF EXECUTIVE OFFICER'S REPORTS**

**13.1 CHIEF EXECUTIVE OFFICER'S VERBAL REPORT**

**Author:** Chief Executive Officer

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide the Council with an update for the month of January 2024.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive the Chief Executive Officer's verbal report for February 2024.

**14 FINANCE AND HUMAN SERVICES****14.1 FINANCIAL REPORT**

**Author:** Chief Financial Officer

**Attachments:** 1 Monthly report

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to present to the Council a monthly consolidated financial snapshot of key information regarding the financial position of the Mornington Shire Council.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

This is to enable the Council to conduct their duties in a financially responsible manner, whilst being made aware of potential risks.

Thus enabling decisions to be made regarding the most efficient use of the resources available.

Resulting in a sustainable organisation for the benefit of all stakeholders.

All numbers are year to date up until 31 January 2024.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive the Financial report for January 2024.

Executive Summary



We remain solvent draft cashflow forecast completed. Cashflow narrowing considerably as we enter 2nd half of year we need to be cautious  
 Grant applications are being successfully prepared in to provide funding for a pipeline of projects into next year.  
 Aged Debtors have reduced slightly and legal proceedings have been commenced per the December meeting  
 The implementation of Local Buy and Procedures should improve stock and ordering efficiency  
 We have been advised that VAC2 will be available for guests from 16th February  
 2022 Audit is almost complete. We are waiting on BDO to finalise. The 2023 Audit has started  
 A comprehensive review of the Grants Balances in the Balance Sheet has highlighted some more money to be recouped  
 A comprehensive review of Vehicles had been conducted and a proper allocations of vehicles to staff has been finalised  
 A similar review has been commenced for the plant fleet  
 We have received \$900k in grant funding with another \$1.2m to be received shortly  
 Q Build invoicing is starting to move along quicker still much work to be done

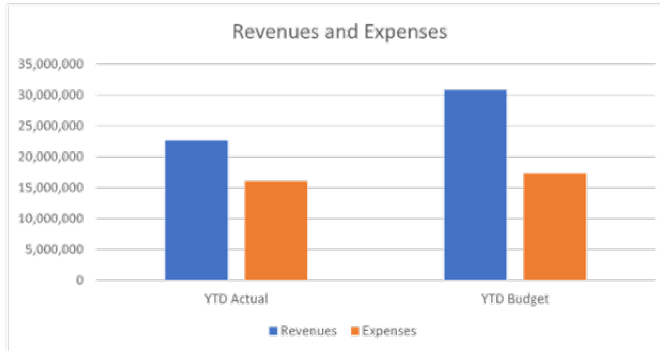
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### Revenues and Expenses

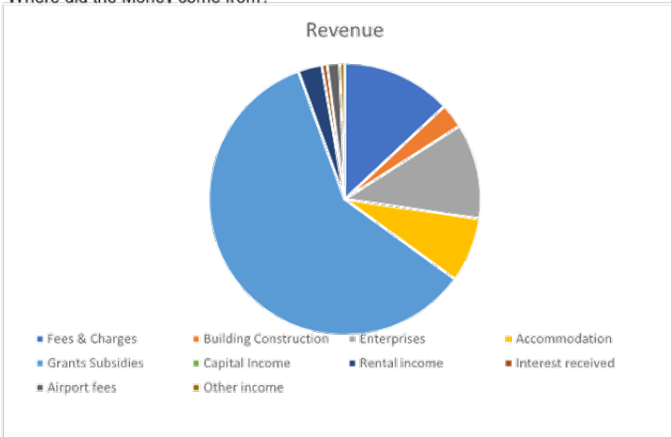
All numbers are year to date up until 31-January-2024



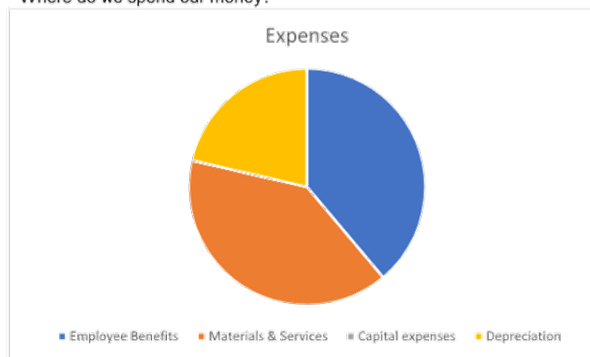
Did we make a profit ?



Where did the Money come from?



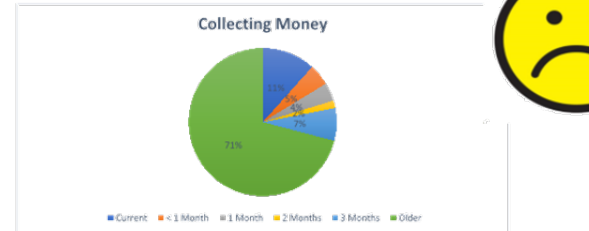
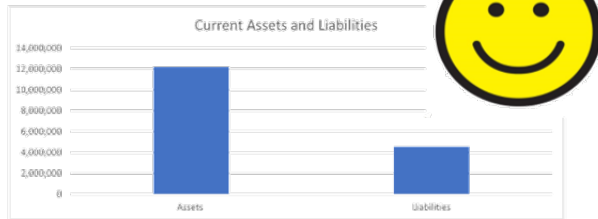
Where do we spend our money?



Cash Position

All numbers are year to date up until

31-January-2024



Assets

Cash at Bank Unrestricted	4,481,067
QTC Cash at Bank Restricted	3,065,486
Debtors	4,658,977
<b>Total</b>	<b>12,205,531</b>

Liabilities

Creditors	2,520,470
GST	-1,181,263
PAYG	2,757,439
Employee Entitlements	441,973
<b>Total</b>	<b>4,538,618</b>

Receivables

Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
513,080.30	206,976.98	176,466.11	72,540.54	315,980.01	3,134,926.82	4,419,970.76
12%	5%	4%	2%	7%	71%	100%

Payables

Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
942,919.19	110,149.75	66,994.37	70,716.94	0.00	830,294.36	2,021,074.61
47%	5%	3%	3%	0%	41%	100%

Who owes us money (Debtors)

But hasn't paid soon enough

	Total	Over 90 days
1 AISS (Australian Indigenous Security Service Pty Ltd)	1,005,863	712,001
2 BYNOE CACS LTD	279,287	278,937
3 Dept of Education (QLD)	190,844	159,504
4 Dept of Energy and Public Works - QBuild BASFW	188,517	56,303
5 Gidgee Healing	139,996	68,704
6 Gulf Regional Aboriginal Corporation	138,276	91,996
7 GUNUNAMANDA LIMITED T/A Gununamanda Store	547,602	427,227
8 HC Building and Construction	309,951	143,823
9 James Construction Queensland Pty Ltd	334,846	125,772
10 Junkuri Laka Community Legal Centre Aboriginal Corpor	126,454	124,740
11 N & J Building & Construction	100,991	100,991

**Total** **\$3,362,626** **\$2,289,997**

AISS (Australian Indigenous Security Service Pty Ltd) 786,063 584,329

Details in the numbers

Statement of Comprehensive Income Year to date up ur 31-January-2024

	Actual \$	Budget \$	Variance \$
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Fees & Charges	2,963,145	3,138,713	-175,568 -
Sales Revenue - Building Construction	659,439	2,540,000	-1,880,561 X
Sales Revenue - Enterprises	2,573,996	2,031,750	542,246 ✓
Accommodation	1,748,622	2,018,526	-269,903 X
<b>Total Recurrent Revenue</b>	<b>7,945,203</b>	<b>9,728,989</b>	<b>-1,783,786</b>
Capital Revenue	0	0	
Capital, Grants, Subsidies, Contributions & Donations	13,502,070	19,535,357	-6,033,287 X
Capital Income	0	0	0
<b>Total Capital Revenue</b>	<b>13,502,070</b>	<b>19,535,357</b>	<b>-6,033,287</b>
Rental income	639,294	968,160	-328,866 X
Interest received	144,629	169,935	-25,306 X
Airport Landing & Passenger fees	334,286	301,875	32,411 ✓
Other income	135,781	156,632	-20,851 ✓
	1,253,990	1,596,602	-342,611
<b>Total Revenue</b>	<b>22,701,263</b>	<b>30,860,947</b>	<b>-8,159,684</b>
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee Benefits	6,248,443	5,493,670	754,773 X
Materials & Services	6,389,053	8,370,966	-1,981,913 -
<b>Total Recurrent Expenses</b>	<b>12,637,496</b>	<b>13,864,636</b>	<b>-1,227,140</b>
Capital expenses	0	0	0
<b>Total Expenses</b>	<b>12,637,496</b>	<b>13,864,636</b>	<b>-1,227,140</b>
<b>Net Operating Surplus/ (Deficit) Before Depreciation</b>	<b>10,063,767</b>	<b>16,996,311</b>	<b>-6,932,545</b>
<b>Less: Non Cash Expenditure</b>			
Depreciation	3,439,553	3,472,206	-32,653 ✓
<b>Total Expenditure</b>	<b>16,077,049</b>	<b>17,336,842</b>	<b>-1,259,793</b>
<b>Net Operating Surplus/ (Deficit)</b>	<b>6,624,214</b>	<b>13,524,105</b>	<b>-6,899,892 X</b>
Notes			
<b>Depreciation</b>			
Buildings	670,649		
Sewerage	146,721		
Roads	1,751,537		
Water	282,899		
Plant & Vehicles	195,555		
Other	47,125		
Furniture & Equipment	345,068		
	<b>3,439,553</b>		

Are we up to date with all the numbers and ticking the boxes



Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✓		21/02/2024	November Lodgement Outstanding as are correction from 2023
Workcover	✓		15/09/2024	
Insurance	✓			All renewals completed
Audit 2022	✓			Finalising
Audit 2023	-			Starting
Grant reporting	X	Over		Progressing as a priority and improving
Issuing Invoices	X			Progressing as a priority changes have been made to improve Qbuild Invoices
Paying Invoices	✓	Ongoing		With a few exceptions upto date and cleaned up
Audit Committee	X			To be established
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	X	Ongoing		Draft forecast completed
Policies	X	Over		To be reviewed and adopted
Adherence to Policies	X	Over		Will be an ongoing project

Measures of Financial Sustainability

Operating Surplus Ratio

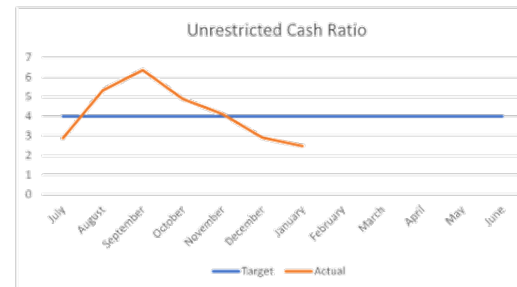
Target: 0%-10% 29% ✓  
*Net operating result divided by total operating revenue*

Operating Cash Ratio

Target: Greter than 0% 43% X  
*Net operating result add Depreciation Amortisation add Finance Costs divided by total operating revenue*

Unrestricted Cash Expense Ratio

Target: Greater than 4 months 2.5 X  
*Total Cash and Equivalents add current Investments and available QTC working Capital Facility less Externally Restricted Cash divided by Total Operating Expenditure less Depreciation and Amortisation less Finance Costs*



Profit and Loss for Bakery



**Profit and Loss for the Period 1 July 2023 to 31 January 2024**

Mornington Shire  
Council  
Bakery

	2024	
<b>Revenue</b>	<u>152,984</u>	
<b>Cost of Sales</b>	59,531	39%
Staff Costs	89,834	
Staff Oncosts	21,491	
Energy	7,649	
Other Costs	3,332	
<b>Total Operating Costs</b>	<u>181,837</u>	
<b>Operating Profit</b>	<u>-28,854</u>	
Depreciation	12,143	
<b>Profit/-Loss</b>	<u>-40,997</u>	-27%

Full year last year was a \$77k loss so comparatively the time last year was a \$65k loss vs \$40k this year.

To 31 January revenues are up 34% year on year.

Payroll costs have increased

Cost of Sales are down from 66% last year to 39% this year



Major Revenue components			
Month	FY23	FY24	Increase/decrease
Jul	29,712	29,698	0%
Aug	20,997	20,058	-4%
Sep	16,084	19,206	19%
Oct	15,954	36,139	127%
Nov	15,613	26,626	71%
Dec	16,816	8,537	-49%
Jan	3,205	8,555	167%
Feb	17,588		
Mar	6,765		
Apr	5,708		
May	22,556		
Jun	14,378		

Operational potentially profit making departments

**Profit and Loss for the Period 1 July 2023 to 31 January 2024**

Mornington Shire Council

**Accommodation**

	2022	2023	2024 YTD
Rent Received Staff Housing	80,463	62,764	57,033
Accommodation Revenue - Motel	484,547	582,135	373,365
Accommodation Revenue - VAC	981,846	1,314,004	1,068,335
Other	193,689	116,370	248,043
<b>Total Revenue</b>	<b>1,740,545</b>	<b>2,075,273</b>	<b>1,746,775</b>
Staff Costs	285,037	328,482	338,647
Staff Oncosts	91,269	77,329	84,124
Electricity	27,078	226,317	72,630
Materials and Services Repairs and Maintenan	244,907	408,359	165,427
<b>Total Operating Costs</b>	<b>648,290</b>	<b>1,040,486</b>	<b>660,828</b>
<b>Operating Profit</b>	<b>1,092,255</b>	<b>1,034,786</b>	<b>1,085,948</b>
Depreciation	232,255	221,634	129,318
<b>Profit/-Loss</b>	<b>859,999</b>	<b>813,152</b>	<b>956,630</b>

Probably the most highly profitable business for the council  
 Very capital intensive and depreciation will jump when the VAC2 starts generating revenues  
 VAC2 will also greatly increase revenues and profitability in a revenue stream that is unrestricted



What we need to do



Actions	Goal	Resources	Timeline (calendar)
Reworked SharePoint	Easy access to information	It Guru	Q1 2024
Comprehensive Reporting to Council	Full reporting	Existing resources	Q2 2024
Audit 2022	Financials Completed Q4	Existing resources	Q1 2024
Complete 2023 Accounts	Draft Financials 2023	Existing resources	February 2024
Audit 2023	Reduction in management points	Existing resources	Q2 2024
Cashflow management		Existing resources	Next Council Meeting
Invoicing	Invoice within 7 days of work	New resource in Qbuild	Q1 2024
Debt Recovery	Assess all debts and start recovery	Floater in Finance	Q2 2024
Grant Register	Full register of all grants	Existing resources	Q1 2024
Commercial Lease Register	Full register of all Leases	Existing resources	Q1 2024
Contracts Register \$200k+	List of Contracts for last 7 years	Existing resources	Q1 2024
Contracts Register All	List of all new and ongoing	All department	Q2 2024
Local Buy Implementation	Access and basic functionality	Procurement Manager	Q1 2024
Vehicle replacement strategy	5 year continuous replacement	Existing resources	Q1 2024
Stock Control and analysis	Quarterly Stocktakes	All department	March 2024
Barge Contract	Renew existing contract	Existing resources	December
CCTV rollout	Complete with Civic Centre		Q1 2024
Youth Hub	Finally opened and operational		Q1 2024

Project Status

Work in progress



Large Acquisitions

Major purchases the council should be made aware of

Funding	Capital projects	Project % Completion	Grant Funding	Budget % Spent	Due for Completion	How are we going	How much is owing	Commentary
	Queensland RA	60%	4,541,391		78% 30/06/2024	-		Recommence after the wet and further fun
	Water Filtration	1%	1,410,000		30/06/2024	-		Progressing
	Sewage Pump Upgrade	90%	1,382,500		40% 31/03/2024	-		Progressing
	Admin Block	95%	5,317,692		60% 31/03/2024	-		Delay due to weather
	Library	1%			31/05/2024	✓		Commenced
	Social Housing Duplex	45%	2,588,235		20% 30/04/2024	-		Awaiting on drawings
	Social Housing Units/ Houses	1%	7,328,042		30/06/2024	-		Plans underway
	VAC 2	98%	1,360,000		100% Over Due	X		
	Motel	1%	2,052,350		30/06/2024	-		Reviewing Quotes
	Land Subdivision	1% TBA			30/06/2025	✓		Waiting on grant Application
	Footpaths	1%	386,000		15% 30/06/2024	-		Grant Application Approved
	Waste Initiatives	40%	1,600,000		40% Ongoing	-		In Progress Garbage Truck, bins, recycling

Future Projects

- Resilience - Fuel & Cool Room
- Swimming Pool
- Splash park
- Aged care Facility

## Wins and opportunities



The audit progressing pressure has been put on BDO to finalise  
Balance Sheet recs are 66% completed cleaning up as far back as 2019  
There are additional revenue opportunities from accommodation and particularly increase rooms built in VAC  
Review of grants has thrown up previously unknown revenue opportunities  
Vehicles have been more appropriately allocated

Questions ?

**14.2 HUMAN RESOURCES REPORT**

**Author:** Human Resources Manager

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

This report outlines previous the months and highlights key Human Resource areas, the challenges identified, and initiatives undertaken to date.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****Organisation Staffing**

As of 14 February 2024, Council has 198 staff employed.

- 129 full time
- 2 part time
- 67 casual employees

**Establishment Development**

The first draft of the establishment list had been completed and distributed to executive review. The creation of the organisation's establishment will help ensure the appropriate staff resourcing, including budgeted and grant funded positions.

**Attraction and Retention**

Further recruitment action is being taken:

- Youth Activity Programs Manager
- 2 Mechanics
- 2 Plumbers
- 2 Project Officers
- Tavern Manager
- Manager Infrastructure Services

In the month of December commencement of Piet Baxter –Director of Housing and Facilities.

- Six (6) new employees
- Seven (7) casuals engaged by Council with four (4) employees resigning.

There are eight (8) additional employees scheduled to commence in February 2024.

**Policy Development**

Following a review of Human Resource Policies and Procedures several operational/ management policies were identified as requiring revision and new policies to be developed. Key policies revised and developed are:

- Attendance Policy
- Apprentice and Trainee Policy
- Onboarding & Induction Procedure
- Offboarding
- Recruitment and Selection P & P

The following polices will be reviewed and modified where necessary during January 2024.

- Code of Conduct
- Drug and Alcohol
- Workplace Health and Safety

- Discipline P & P
- Probation Review
- Performance Review Policy

**Staff and Leadership Development**

The first of four development sessions have been developed;

- Understanding IR
- Managing Employee Performance
- Understanding and applying Policy
- Conducting Workplace Investigations.

The first program Understanding and Applying Policy will commence in February.

**Attendance**

Employee attendance or absenteeism is still of concern and staff briefing sessions will be held in February 2024. One of the greatest concerns within council's workforce is the high-level absenteeism is at unacceptable levels. The absence of staff is severely impacting Council's ability to complete works on time and provide effective services for the community.

Unfortunately, there are also a several employees failing to attend work or attend work and then absent themselves without authority. Three notices outlining the following have also been issued to staff.

- Attending work
- Recording of Attendance
- Removal of Council Property

**Performance Management**

There have been several incidences involving employee conflict that has led to formal investigations, counselling sessions and written warnings being issued to employees for inappropriate behaviour. Issues continue in the areas of poor attendance and abusive behaviour.

Despite recent investigations and written warnings, challenges continue to relate to managing employee conduct, behaviour, attitude, and attendance.

Training for managers and supervisors on understanding and applying policies and procedures relating to employment have been developed as a guide for all staff and managers.

**Inspections Conducted**

The following site inspections were conducted during January with actions being taken to address and issues identified.

VAC 2 Accommodation Site:

- Weekly site inspections SWMS Pre-starts and general housekeeping and safety. Trenching now backfilled.
- Site cleaned up for cyclone preparedness.

Council Administration building

- Weekly site inspections suggest housekeeping needs to be looked at.
- Gates have been secured every evening.
- Overall happy with contractor safety.

Interim Remote Capital works program 152 Lardil (Duplexes).

Gym

Bakery

Batching Plant

Workshop / Petrol Station.

**Workplace Health and Safety**

The following procedures and equipment issues have been addressed during January.

- First aid and snake bite Kits: Distributed and created register.
- Eye wash: Working with Workshop Manager to establish what ideas he has in mind for safety in the workshop moving forward.
- Fire extinguishers: Rang Corey again no answer.

**Apprentices & Trainees**

Council has received advice that funding for six (6) additional trainee and apprentice positions for 2024 has been approved.

**Human Resource Dashboard**

Note: the data below is based on current available information and will be subject to change following detailed workforce resource review.

Area	CEO	Finance	Corporate & Community	Housing & Facilities	Engineering	HR	Total
Staff (Headcount)* Full Time	8	11	6	28	74	2	<b>129</b>
Staff (Headcount)*Part Time	0	0	0	2	0	0	<b>2</b>
Staff (Headcount)* Casual	0	0	35	23	8	0	<b>66</b>
Apprentices/Trainees	0	0	0	4	4	0	<b>8</b>
Staff Losses (December)	0	0	0	0	1	0	<b>1</b>
Staff Gains (December)	0	0	0	1	1	0	<b>2</b>
Probation Reviews	0	0	0	0	0	0	<b>0</b>
Performance Reviews	0	0	0	0	0	0	<b>0</b>
Establishment	8	10	17	31	70	2	<b>138</b>
Vacancies	0	0	9	5	5	0	<b>19</b>
W H & S – Lost time Injuries	0	0	0	0	0	0	<b>0</b>

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive the Human Resources report for January 2024.

**15 GOVERNANCE AND COMMUNICATIONS****15.1 GOVERNANCE ADVISOR - BRETT DE CHASTEL**

**Author:** Council Advisor

**Attachments:** 1 Presentation to Council

**PURPOSE (EXECUTIVE SUMMARY)**

Mr Brett de Chastel is an experienced local government executive professional. Brett has worked as a Chief Executive Officer, an independent consultant and has 35 years of Queensland local government experience. Mr de Chastel was initially engaged by the Queensland Government for a period of six (6) months as Governance Advisor to assist Mornington Shire Council to work through its current challenges. This is a statutory appointment under the Local Government Act and enables the Council to get extra advice and support from an experienced local government practitioner.

Mr de Chastel's term of support as Governance Advisor to our Council was extended and now expires in March 2024.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Mr de Chastel is working closely with the Mayor, Councillors, Chief Executive Officer, and senior staff during his tenure. At each Council meeting, he provides a presentation to the Council on various topics that are of interest to Councillors including what makes a good Council and details on how Councillors can be effective in their roles. Topics presented so far include financial management, good governance, strategic planning, managing through the election period, finance for Councillors etc.

**FINANCIAL & RESOURCE IMPLICATIONS**

Mr de Chastel's services are cost neutral for Mornington Shire Council.

**RECOMMENDATION**

That Council note and receive the presentation by the Council Advisor.

Placeholder for Attachment 1  
Governance advisor - Brett de Chastel  
Presentation to Council  
0 Pages

**15.2 POST 2024 LOCAL GOVERNMENT ELECTION MANDATORY COUNCIL MEETING**

**Author:** Director Corporate and Community

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to seek Council endorsement for a mandatory Council meeting within fourteen (14) days of the Local Government election.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Following a report to Council during October 2023 and the resolution that, "Council acknowledge correspondence from the Queensland Government Department of State Development, Infrastructure, Local Government and Planning, Acting Director-General Natalie Wilde related to the 2024 quadrennial local government election and endorse the CEO to seek an exemption from holding a March 2024 ordinary council meeting" a formal letter was sent to the Queensland Government.

Subsequently, the Hon. Steven Miles sent a letter of acknowledgement, specifically stipulating that "...pursuant to section 257(2) of the Local Government Regulation 2012, I have approved the council's application to not hold a council meeting in March 2024 due to the close proximity to the 2024 local government election".

This does not preclude Council from section 175 of the Local Government Act, that post-election a local government must hold a meeting within fourteen (14) days after the conclusion of each quadrennial election.

The local government election is scheduled for Saturday 16 March 2024 and the week beginning Monday 25 March 2024 immediately precedes Easter. As such, to comply with Section 175 of the Local Government Act, it is proposed that a Council meeting be held Friday 22 March 2024.

**FINANCIAL & RESOURCE IMPLICATIONS**

Financial and budgetary implications for Council related to a change of date for a March 2024 Council meeting relate to typical costs for administrative, ancillary and catering expenses.

**RECOMMENDATION**

That Council endorse a post-election Council meeting for Friday 22 March 2024.

**15.3 COMMUNITY DEVELOPMENT REPORT**

**Author:** Community Development Coordinator

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to update Council on Community Development activities for the month of February 2024.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The role of the Community Development Coordinator is to develop community activities, youth programs, manage, oversee, support, resource, and facilitate the events prescribed in the Calendar of events for the benefit of the community. This includes goals to increase utilisation of Council's gymnasium.

**Updates*****Community Safety Committee (CSC)***

- Ongoing updates to the Community Safety Plan (CSP) Action Plan with assistance from DSDSATSIP.
- Next meeting scheduled for Thursday 22 February 2024 at 11.30am.
- Conditions of entry signage installed.
- Storyboards for the Old Village: structure has arrived, and work is continuing on the information boards.

**Miscellaneous**

Community Development current job vacancies: Community Bus Driver, Admin Officer and Events Officer.

**Upcoming events**

- Restarting March 2024, Thaldi Gilmoo Luuli Touch Footy programs (Tuesdays)
- Restarting March 2024, Baya Kuburda Community Boxing night (Thursdays)

**Proposed future Community Liquor Permit events**

Please find below the proposed events for the next six (6) months that a Community Liquor Permit is required, to allow for the consumption of alcohol by the attendees of those events. These events are subject to confirming available staff.

**Nine (9) proposed occasions include:**

- 9 March 2024 Saturday 5pm – 10pm **Women's Celebration**
- 30 March 2024 Saturday 5pm – 11pm **Easter Weekend**
- 25 April 2024 Thursday 1pm – 7pm **Anzac Day**
- 18 May 2023 Saturday 5pm – 11pm **DV month**
- 5 June 2024 Wednesday 5pm – 10pm **State of Origin game 1**
- 26 June 2024 Wednesday 5pm – 10pm **State of Origin game 2**
- 10 July 2024 Saturday 5pm – 10pm **Senior Elders Dinner**

- 13 July 2024 Saturday 5pm – 11pm **NAIDOC Ball**
- 17 July 2024 Wednesday 5pm – 10pm **State of Origin game 3**

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

### FINANCIAL & RESOURCE IMPLICATIONS

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

Description	Amount \$
Security	600
Liquor Permit	76
Alcohol	4,000
Freight	200
Food/kiosk items	1,000
Staff costs	TBC
<b>Total</b>	<b>5,876</b>

### RECOMMENDATION

1. That Council note and receive the Community Development report for February 2024 Community Development report; and
2. That Council provide in principle support for submission of nine (9) applications (comprising 9 March, 30 March, 25 April, 18 May, 5 June, 26 June, 10 July, 13 July and 17 July 2024) for Community Liquor Permits.

**16 HOUSING DEPARTMENT****16.1 HOUSING REPORT****Author:** Director Housing and Facilities**Attachments:** Nil**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide Council with an update of activating being undertaken by the Housing department.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****1. CURRENT QBUILD WORKS PROGRAMS UNDERWAY****1.1. 2021/22 QBuild Do & Charge Program**

Approximately 1657 jobs have been issued to date via the QBuild Portal for the current financial year. Still working to complete invoicing for the 'Do & Charge' program.

**1.2. 2023 QBuild Do & Charge Program**

Approximately 266 jobs have been issued to date via the QBuild Portal for the current financial year.

**1.3. 2021/22 QBuild Purchase Orders Program**

QBuild have issued 191 purchase orders for this financial year valued at \$4.1 million. 176 projects have been completed.

QAS Mornington Island	2 Projects
Mornington Island Police Station	2 Projects
PCYC Works	4 Projects
Mornington Island State School	20 Projects
Community Housing	163 Projects
<b>Total</b>	<b>191 Projects</b>

A total of one hundred seventy-five (175) projects are one hundred percent (100%) complete. Seventeen (17) projects have commenced and are in the process of getting completed.

**1.4. 2022/23 QBuild Purchase Orders Program**

No PO works have been completed in the last month

**1.5. 2023/24 QBuild Purchase Orders Program**

Council is awaiting a third tender from QBuild. The quoted works for paint to seven (7) Community houses and another tender of paint to five (5) Community houses commences mid-February.

**2. MSC TAVERN / KITCHEN WORKS**

No further updates on the Tavern and Kitchen works.

Recommend getting tavern manager employed to instruction requirement for their successful operation.

### 3. FUNDING WORKS

#### 3.1. \$2.35 Million Interim Capital Works Program (Completion Timeframe 2021/2022)

The scope of this project is to deliver one duplex and one plug-in and is funded by the Department of Community, Housing and Digital Economy (DCHDE).

##### Duplex 152 Lardil Street

Contract has stalled due to building being 200mm out of square. Financial compensation to the community or bulldoze and rebuild currently being negotiated.

##### Plug in 30 Lardil Street

The plug in for 30 Lardil Street was being manufactured off Island – the building is now on the island. The resident has removed his cars and boats and the site is clear and ready for profiles and set-out. Works have halted due to issues with 152 Lardil. Discussed with project manager Joel on 13/02/2024 their contractual requirement to continue works ASAP.

#### 3.2. \$7.328 Million Capital Housing Program (Completion Timeframe 2025)

The scope of this project is to deliver five (5) community houses and four (4) community single men's units, funded by the Department of Community, Housing and Digital Economy (DCHDE).

Upon completion of the tendering processes of all the projects, Council will receive the second payment (sixty percent, 60%). The second payment will fund the delivery stage of the project. We are in the process of engaging the architect to complete the preliminary drawings for the single men's units.

#### 3.3. \$1.36 Million 2020-21 COVID W4Q Program

The scope of this project is to deliver \$1.36 million worth of projects and is funded under the COVID Works for Queensland program.

The funding includes the following projects:

- The Executive Management team is in the process of transferring this grant funding for the new Council house and the Tavern covered area including renovation of the existing toilet block, diverting this to a New/Second Visitors Accommodation Centre (VAC 2). This is still going through the approval process (\$1.3 million); and
- VAC Front Security Gate sixty thousand (\$60,000).

##### 3.3.1. The Second Visitors Accommodation Camp Project

This involved the purchase of several dongas at auction during April 2023, for the new camp, to be positioned at the vacant block of land beside the existing VAC.

The new camp will consist of second-hand dongas and shipping containers that will provide an additional thirty-two (32) accommodation rooms:

- Six (6) dongas with four rooms including ensuites in each donga, totalling twenty-four (24) extra bedrooms,
- Three (3) shipping containers with two (2) rooms in each with no ensuites, totalling six (6) extra bedrooms,
- a donga kitchen,
- a donga dining room,
- a donga laundry, and;
- a donga ablution block.

The construction works are currently in progress and is ninety-nine percent (99%) completed including consultancies.

The deadline for project completion is 22 January 2024. Building Inspection is taking place on the 23 January 2024 to inspect the final completion of the construction work.

Rain has delayed earthworks to construct driveways and carparking.

Bookings are in place for the 19/2/24

**3.3.2.VAC Front Security Gate**

The VAC Security Gate materials have arrived on the island, and we are in the process of installing the new security gate. The gate is manufactured with anti-climb steel mesh and stands three metres high. The posts, concreting and the sliding gate have been completed and we are waiting on the completion of the electrical works (i.e., electrical cabling and installation of the gate motor). The electricians will have the gate completed before the Christmas closure as they are working to complete the new VAC Camp 2 as their first priority.

The project manager has received four quotes for the security boundary fencing upgrade and purchase order has been issued to the supplier for 2.1m black spear top boundary fence and materials are now all the island.

The project manager has prepared the Scope of Works and issued to 4 contractors for quote. Two quotes have been received from 2 contractors out of 4, the remainder 2 contractors are not in a position to provide quote at this stage in time. The quotes to be reviewed by Council.

Quotes approved and awaiting contractors start date.

**3.4. \$5.9 Million New Council Administration Building and the New Indigenous Knowledge Centre (IKC)**

The scope of this project is to deliver a new Administration Building and Indigenous Knowledge Centre for the Council and is funded under the Local Government Grants and Subsidies Program (LGGSP).

**3.4.1. Council Administration Building**

Contractors are at approximately eight five percent (95%) completion of the new Administration Building at Lot 9 Lardil Street. Currently sheeting, plastering and the painting has been completed. The internal sheeting and soffits, and the data company has been engaged by the builder and the rough-in for data cabling is one hundred percent (100%) completed. Expected PC approximately 17 March 2024.

**3.4.2. New Indigenous Knowledge Centre (IKC)**

It has been confirmed that Council is able to utilise remaining funds from the Council Civic Centre/Administration Building project for construction of a Library (Indigenous Knowledge Centre). Approximately \$1.6 million is estimated to design and construct a library.

A consultant and an architect design has been completed for the new library and the contract has been finalised with the builder. Construction is expected to commence 22 February 2024.  
Construction start date expected

**3.5. \$2 Million Motel and Accommodation Expansion**

The scope of this Motel project expansion will assist Council to increase access and provide a high standard of accommodation in a safe environment to meet the needs of visiting service providers, business travellers and tourists. This project is funded under the Local Government Grants and Subsidies Program (2022-2024 LGGSP).

Council has received the thirty percent (30%) funding for this project.

Council has engaged Ergon and a Purchase Order has been raised for the overhead powerlines to be removed and a design for the redirection of the overhead power lines to underground cabling. Ergon is scheduled to arrive on island 15/01/2024 to assess and provide report for the design.

The purpose of Ergon to provide this design is to allow the expansion of up to 10 extra motel style buildings and a dedicated motel reception area.

**3.6. \$152K Rural Transaction Centre Funding**

The National Indigenous Australians Agency (NIAA) has approved funding of \$152,000.00 to upgrade the Rural Transaction Centre (RTC Building). The proposed works under this funding will be to secure, to some extent, the exterior of the building with the installation of new windows and steel frames over the existing windows. Other proposed works under this funding will include a full paint of the building exterior. We have received quotes are being reviewed. To commence around 14 March 2024.

**3.7. Subdivision Lot 911 Lardil Street**

We have made a submission to the 'Growing our Regions Program' funding to fund this subdivision including relocating the entrance of the airport intersection. This will create an additional 13 allotments which can be used for future community housing. The application was submitted and at the date of this report we have received formal advice that we have made it past the first stage of the application. We are awaiting seconded stage funding approval. - **On hold during caretaker mode.**

**Kuba Natha Centre – Security Fencing**

The Project Manager is working with Council to remove the existing security fencing and upgrade to a new security fence all around the site.

The fence is manufactured in aluminium steel, black powder coated with a crimped spears at the top and stands 2.4 metres high. Materials have been delivered to the Island and installation is in progress and is ninety-five percent (95%) complete. Electricians will be available to re-commence works 24 January 2024. Rain has delayed works. Expected completion 01 March 2024 .

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive the Housing department report for January 2024.

## 17 FACILITIES DEPARTMENT

### 17.1 FACILITIES REPORT

**Author:** Director Housing and Facilities

**Attachments:** Nil

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

The purpose of this report is to provide the Council with an update of the Facilities Department for the month of January 2024.

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

The report below outlines the various works currently undertaken by the Facilities Department.

##### **1. FACILITIES DEPARTMENT STAFFING**

The facilities department requires re-structure, emphasis to be placed on suitable experienced candidates for required positions. It has been noted that the required skill to undertake said responsibilities are lacking. Assessment to what staff compliment will be required for managing operations, actioning operations and labour force to undertake tasks.

Furthermore, required inspections and works have been limited, focussing on reactive repairs – trades required to undertake maintenance works have been occupied with completion of special projects.

###### **1.1 – Maintenance Crew**

Lack of attendance combined with poor work ethics (productivity and quality) including excessive management time, it has been recommended that the function be amalgamated with Parks and Gardens, which is better equipped and established to perform required works.

##### **2. COUNCIL PROPERTIES COMMERCIAL**

###### **2.1 – VAC Accommodation**

Refurbishment for VAC Donga 3 almost complete with Painting trade underway.

Refurbishment for Dongas 5 and 6 under discussion and planning.

###### **2.2 – Red Shed**

Full clean-up and re-organising underway, with shipping containers scattered around Council areas to be relocated withing shed perimeter. Note this has been undertaken after clear issues noted with WHS, stock control, damaged stock, neglected tock etc.

###### **2.3 – Maintenance Commercial Works**

Works undertaken is predominantly reactive repairs caused by vandalism and in some cases repairs because of lack of maintenance.

Vandalised works are being attended to promptly to safeguard assets.

An inspection workflow has been created, still WIP, to record tasks to be undertaken including action dates to manage and control completion of works.

Furthermore, Facilities and Grounds inspection checklists has been drafted, to ensure all inspected items are recorded, action plan created, diarised, and maintained.

**3. COUNCIL PROPERTIES RESIDENTIAL****3.1 – Staff Accommodation**

Relief for staff accommodation is expected with the completion of the VAC02 shortly. With renovation on 2no dongas, and repairs to vandalised property scheduled to be undertaken soon.

**3.2 – Maintenance Residential Works**

Works undertaken is predominantly reactive repairs caused by vandalism and in some cases repairs because of lack of maintenance.

Vandalised works are being attended to promptly to safeguard assets.

An inspection workflow has been created, still WIP, to record tasks to be undertaken including action dates to manage and control completion of works.

Furthermore, Facilities and Grounds inspection checklists has been drafted, to ensure all inspected items are recorded, action plan created, diarised, and maintained.

**FINANCIAL & RESOURCE IMPLICATIONS**

The Facilities Department is working closely with the Finance department to keep our billing up to date.

**RECOMMENDATION**

That Council note and receive the Facilities department report for February 2024.

**18 TECHNICAL AND INFRASTRUCTURE SERVICES****18.1 TECHNICAL AND INFRASTRUCTURE SERVICES REPORT**

**Author:** Director Engineering

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to provide the Council with an update of the activities undertaken by the Technical and Infrastructure Services department for the month of January 2024.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

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

**Grant Funded Project Update – ongoing****Building our Region Round 6 – Water security.**

- Project prestart meeting has taken place with ARUP.
- RFI has been received requesting information to start building the base line data on the water security deliverable scope of project.
- Site visit completed by ARUP - a reservoir condition assessment, dam assessment and RAW water.
- SCOPE 90% project – awaiting reports

**Building our Region Round 6 – Sewerage pump station upgrades**

- Construction of macerator pits (pump station B) completed.
- Relining of pump station A & B both completed.
- CCIS returned on 9 February 2024 but due to the weather CCIS departed and confirmed next visit to Gununa in the coming week/s
- Awaiting on variations 80% completed waiting on costing of ventilation poles.
- 2x sewer pumps have been commissioned and the macerator pumps are weather permitting.

**Works for Queensland – Water treatment plant upgrades;**

- Awaiting an updated pricing
- Both budget and time variation has been submitted to funding department for approval.
- New scope has been developed for requirements at the reservoirs with the Infrastructure Department and awaiting final pricing from CCIS

**Department of Environment and Science (DES) funded waste program; (no current update)**

- Garbage compactor – Truck modifications (chassis lengthening) have delayed delivery date to October 2023. Truck is now in Townsville getting compactor body fabricated at fitted.
- Bin stabilisation project – Gravity bins locks delivered to MSC 7<sup>th</sup> July. Installation program being drafted. Community notifications to be finalised and posted.
- DES has also approved the purchase of new 240ltr wheelie bins to roll out once new truck arrives. The new bins will be 1 x red lid for general waste and 1 x yellow lid for comingled recycling material.
- The new bins will also be hot stamped with MSC Logo. – due to arrive on island
- Transfer Station design and construct project – Waste audit has been completed by EC Sustainable. Final report has been received and has been used to finalise the transfer station design and design report.
- Metal Recycling project – Grant agreement being drafted by DES based on final costings being received by SIMS Metal. SIMS metal are still to finalise logistics for heavy plant and equipment.

**Parks and Gardens**

- Routine daily works carried out. Facilities work orders completed as requested.
- Aerodrome internal maintenance completed – gable markers and apron areas.
- Ongoing slashing works around runway strip.
- Cemetery maintenance and funeral preparations

**Batch Plant Operations**

- Maintenance and repairs completed at Batching Plant during the month.
- Updated SWMS have been implemented, focus on operation PPE and process flows.
- Our only concrete has been working non-stop most days.
- Batch plant hopper / auger have been repaired and is now ready for operation.

**Fencing**

- APH fence project is 80% complete. Sliding gate installation and driveway gates are required to finish the project. Approximately 30 metres fence panels are still to be installed.
- APH fence project completion expected end of February (weather permitting)
- Workshop fencing project recommenced January and works are still ongoing.

**Civil Works Program**

- Team will progress immediately into the 22/23 program which is sitting at 35% complete – some areas have been completed as part of current works program and well on track for 100% completion by June 30, 2024.
- Invoicing and cost tracking processes have been reviewed finalised and implemented, monthly submissions to QRA are on track.

Also, Mornington Shire Council have been received as members of the Northwest Queensland Regional Roads & Transport Group (NQWRRTG).

This membership will provide significant support in delivering our DRFA programs, training opportunities and technical support. The membership also triggers eligibility for ATSI TIDS funding, which MSC will begin to receive in 23/24 Financial year in the amount of \$204,499.00 of unrestricted funds.

**Aerodrome**

Nil

**Environmental Health**

- Appointed new AHW trainee Lawalan Linden 15 January under the ATSI Public Health Program.
- Meeting with waste partnerships 23 January to discuss illegal littering.
- Attended vehicle/plant meeting to review Council equipment, current and future.
- Attended Airport operational meeting with Annette James (Aviation Consultant Certavation Pty Ltd).

**Animal Control**

AMW & EHW (EMU Team)

Trainees continued weed spraying around town weather permitting.

Trainees attended to the following animal call-outs:

- Worming dogs (6)
- Flea and tick treatments (8)
- Collect dead dogs (6)
- Treat for mange (2)
- Assist injured (3)
- Retrieve parrot from school

**Waste Management**

- Routine daily works undertaken at landfill, equipment availability has improved with both dozer and excavator back online and maintained.

**Water and Wastewater Management****Water Operations**

Water operations team have been continuing conducting monthly calibrations on all water testing equipment within the lab. Calibrations have been made to both the inflow and outflow chlorine analysers to ensure accurate results throughout the treatment process.

Due to weather conditions and rain run off, our turbidity has increased due to particles stirred up in the damn. A boil water alert was issued at 4:00pm 13 February 2024, resulting in Council issuing a notice to the Community as a precaution.

As Council WTP has no barriers of filtration and clarification, therefore we solely rely on chlorine disinfection. But chlorine will not work to its full efficiency when high turbidity is encountered.

**Water Restrictions****Monday 5 January – Level 1 water restrictions**

- Continued fire hydrants and sluice valves surrounds, and valve spaces continue to be cleaned and all debris removed so top of sluice valves are exposed.
- New surrounds and covers will be installed within the next 12months. Fire hydrants spring valves and yokes need replacing on over 20 valves, this work will be completed in conjunction with the FH surrounds and covers.
- Few requirements need to be met with Council Drinking Water Quality Management Plan – this will be conducted with VIRIDIS consultants in the new year.
- Workshop held on 14 & 15 February to determine the characteristics within the Drinking Water Quality Management Plan. The Water and sewer manager, water operators and QLD health attended an online workshop with our VIRIDIS consultants.

**Sewer Operations**

- Works have commenced on sewer ponds (aeration)
- Manhole inspections have recommenced due to infiltrations of storm.

Table 1: Usage in town

Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL
Jan	35, 323 KL	April		July		Oct	
Feb		May		Aug		Nov	
March		June		Sept		Dec	
<b>Total</b>	<b>KL</b>	<b>Total</b>	<b>KL</b>	<b>Total</b>	<b>KL</b>	<b>Total</b>	<b>KL</b>

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	129.3mm	April		July		Oct	
Feb		May		Aug		Nov	
March		June		Sept		Dec	
<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>	

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

Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity	Month End	Dam Capacity
Jan	35%	April		July		Oct	
Feb		May		Aug		Nov	
March		June		Sept		Dec	

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive the Technical and Infrastructure Services Department report for January 2024.

**19 CONFIDENTIAL REPORTS**

Nil

**20 NEXT MEETING**

Wednesday 6 March 2024.

**21 CLOSURE**