



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

**Date:** Wednesday, 31 January 2024  
**Time:** 9:00AM  
**Location:** Council Chamber  
Mission Road  
Gununa

# **BUSINESS PAPER**

## **Ordinary Council Meeting**

**31 January 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 - 13 DECEMBER 2023**

**Author:** Chief Executive Officer

**Attachments:** 1. Council Meeting Minutes - 13 December 2023

**OFFICER'S RECOMMENDATION**

That the Minutes of the Council held on Wednesday 13 December 2023 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, 13 DECEMBER 2023 AT 9:00AM**

## **1 OPENING OF MEETING**

The meeting was opened by Mayor Kyle Yanner at 9:10am.

## **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, Deputy Mayor Robert Thompson, Cr David Barnes, Cr Dwayne Rogers, Cr Roxanne Thomas, Geoff Rewald (Director Housing and Facilities) and Gary Uhlmann (Chief Executive Officer)

via TEAMS – Skye Price (Director Corporate and Community), Ian McCarthy (Chief Financial Officer), Brett de Chastel (Council Advisor), Ken Tapfiel (Human Resources Manager) Jan Hunter (Executive Assistant), Rhianne Williams (minute-taking).

## **4 LEAVE OF ABSENCE**

Nil

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

Mayor Kyle Yanner and Councillor Roxanne Thomas declared conflict of interest for item 13.5.

## **6 CONDOLENCES AND MEMORIALS**

A minute silence was undertaken for loved ones.

## **7 CONFIRMATION OF MINUTES**

### **7.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 22 NOVEMBER 2023**

#### **RESOLUTION 2023/183**

Moved: Cr Roxanne Thomas

Seconded: Cr Dwayne Rogers

That the Minutes of the Council held on Wednesday 22 November 2023 be received and the recommendations therein be adopted.

**CARRIED 5/0**

## **8 DEPUTATIONS**

Mirndiyan Gununa Aboriginal Corporation presentation by Brenton Yanner on the 2023 Mornington Island Festival.

## 9 ACTION SCHEDULE

### 9.1 ACTION ITEMS AS AT 6 DECEMBER 2023

#### RESOLUTION 2023/184

Moved: Deputy Mayor Robert Thompson

Seconded: Cr David Barnes

That the Action Schedule as tabled be reviewed in January and that completed items be removed.

**CARRIED 5/0**

## RECEPTION & CONSIDERATION OF OFFICERS REPORTS

## 10 MAYOR AND COUNCILLORS REPORTS

#### RESOLUTION 2023/185

Moved: Cr David Barnes

Seconded: Cr Dwayne Rogers

That the Councillors verbal reports be noted and accepted.

**CARRIED 5/0**

At 10:56 am, Cr Roxanne Thomas left the meeting.

At 10:58 am, Cr Roxanne Thomas returned to the meeting.

At 11:04 am, Mayor Kyle Yanner left the meeting.

At 11:05 am, Mayor Kyle Yanner returned to the meeting.

At 11:12 am, Deputy Mayor Robert Thompson left the meeting.

At 11:15 am, Deputy Mayor Robert Thompson returned to the meeting.

Ken Tapfiel joined the meeting at 11:21am.

At 11:25 am, Mayor Kyle Yanner left the meeting.

At 11:25 am, Mayor Kyle Yanner returned to the meeting.

Ian McCarthy joined the meeting at 11:30am.

## 11 CHIEF EXECUTIVE OFFICER'S REPORTS

### 11.1 CHIEF EXECUTIVE OFFICER VERBAL REPORT

#### RESOLUTION 2023/186

Moved: Cr David Barnes

Seconded: Cr Dwayne Rogers

That Council receive and note the Chief Executive Officer's verbal report for December 2023.

**CARRIED 5/0**

At 11:41 am, Cr Roxanne Thomas left the meeting.

At 11:41 am, Cr David Barnes left the meeting.

At 11:45 am, Cr Roxanne Thomas returned to the meeting.

At 11:47 am, Cr David Barnes returned to the meeting.

At 12:11 pm, Cr Dwayne Rogers left the meeting.

At 12:13 pm, Cr Dwayne Rogers returned to the meeting.

## 12 FINANCIAL SERVICES

### 12.1 FINANCIAL REPORT

#### RESOLUTION 2023/187

Moved: Cr David Barnes

Seconded: Cr Dwayne Rogers

1. That Council receive and note the financial report for December 2023 and thank Brett de Chastel, Steve Graham and the Chief Financial Officer for their outstanding work; and
2. Authorise the Chief Executive Officer to commence legal proceedings against the following debtors listed below.

Ausnorth Consultants	\$2,640.00
Burkin Svendsens Funerals	\$30,792.28
Choices Flooring Atherton	\$6,018.40
Floorit (QLD) Pty Ltd	\$6,101.96
Lifebuilding	\$2,561.85
N & J Building & Construction	\$100,990.73
NQCCS	\$4,279.96
Nordig NQ P/L	\$4,160.00
Morrison Civil Works P/L	\$18,524.30
SBSM Investments P/L	\$83,409.29
360 Aero Space P/L	\$1,624.46
Dasap P/L	\$10,348.40
Flightech Air Logistics	\$15,362.21
Maureen Jane Ahkit	\$17,101.67
Richard Sewter	\$41,263.06

**CARRIED 5/0**

## 12.2 FUEL PRICING

### RESOLUTION 2023/188

Moved: Cr Roxanne Thomas

Seconded: Cr Dwayne Rogers

That the Council amend the fees and charges schedule for 23/24 by replacing the existing fuel price charges with the following;

That Opal and Diesel fuel prices are set using the following formula;

- a) recovery of council's fixed costs in providing the fuel service annualised over the year; and
- b) recovery of the costs of purchase of fuel and delivery to Mornington Island; and
- c) annual rate of return of one percent (1%) after recovery of the costs above; and
- d) that the Chief Executive Officer be authorised to set fuel prices based on this formula.

**CARRIED 5/0**

## 12.3 FARE SUBSIDY SCHEME

### RESOLUTION 2023/189

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;
  - a) providing an additional community fare benefit for local residents of one hundred dollars (\$100.00) per return flight
  - 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)
  - c) the booking process be managed by Rex Airlines and that the subsidy seats be focused on non-peak flights
  - d) that the scheme be reviewed after twelve (12) months of operation for its effectiveness
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.

**CARRIED 5/0**

Mayor adjourned the meeting at 1:11pm.

Mayor recommenced the meeting at 1:38pm.

**13 GOVERNANCE AND COMMUNICATIONS****13.1 CHANGE OF DATE FOR DECEMBER 2023 ORDINARY COUNCIL MEETING****RESOLUTION 2023/190**

Moved: Mayor Kyle Yanner

Seconded: Cr David Barnes

That Council note the scheduled date for the December 2023 Ordinary Council meeting was not compatible with operational activities; and accordingly, a date change for the December Ordinary Council meeting is endorsed. The meeting will be held 13 December 2023.

**CARRIED 4/0**

At 1:47 pm, Cr Dwayne Rogers returned to the meeting.

**13.2 GOVERNMENT ADVISOR BRETT DE CHASTEL****RESOLUTION 2023/191**

Moved: Cr Roxanne Thomas

Seconded: Deputy Mayor Robert Thompson

That Council receive and note the presentation from Government Advisor Mr Brett de Chastel.

**CARRIED 5/0**

Item - 13.3 Barge Services Contract - has been moved to another part of the document.

**13.4 EXEMPTION FROM MARCH 2024 COUNCIL MEETING****RESOLUTION 2023/192**

Moved: Cr Dwayne Rogers

Seconded: Cr David Barnes

That Council receive and note the report related to the Hon. Steven Miles formally endorsing a request to be exempted from holding a March 2024 Council meeting; and uphold the exemption when reviewing adopted 2024 meeting dates.

**CARRIED 5/0**

At 2:06 pm, Mayor Kyle Yanner left the meeting due to conflict of interest while item 13.5 was discussed.

At 2:06 pm, Cr Roxanne Thomas left the meeting due to conflict of interest while item 13.5 was discussed.

**13.5 GUNUNAMANDA LTD. - REQUESTED DEFERRAL AND REPAYMENT PLAN****RESOLUTION 2023/193**

Moved: Cr Dwayne Rogers

Seconded: Deputy Mayor Robert Thompson

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.

**CARRIED 3/0**

At 2:16 pm, Mayor Kyle Yanner returned to the meeting.

At 2:16 pm, Cr Roxanne Thomas returned to the meeting.

**14 HUMAN RESOURCES****14.1 HUMAN RESOURCES REPORT - OCTOBER & NOVEMBER 2023****RESOLUTION 2023/194**

Moved: Cr David Barnes

Seconded: Cr Dwayne Rogers

That Council receive and note the Human Resources report for December 2023.

**CARRIED 5/0**

**15 HOUSING DEPARTMENT****15.1 HOUSING REPORT****RESOLUTION 2023/195**

Moved: Cr David Barnes

Seconded: Cr Dwayne Rogers

That Council receive and note the Housing department report for December 2023.

**CARRIED 5/0**



**15.3 DEVELOPMENT APPLICATION REPORT FOR LOT 926 LARDIL STREET****RESOLUTION 2023/196**

Moved: Cr Dwayne Rogers

Seconded: Cr Roxanne Thomas

That Council receive and note the Development Application report for December 2023; and

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
2. Material Change of Use (Multiple Dwelling); and
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.

**CARRIED 5/0**

**16.1 FACILITIES REPORT****RESOLUTION 2023/197**

Moved: Mayor Kyle Yanner

Seconded: Cr Roxanne Thomas

That Council receive and note the Facilities department report for December 2023.

**CARRIED 5/0**

At 3:12 pm, Cr Roxanne Thomas left the meeting.

At 3:13 pm, Cr Roxanne Thomas returned to the meeting.

**15.2 COMMUNITY HOUSING STRATEGY****RESOLUTION 2023/198**

Moved: Deputy Mayor Robert Thompson

Seconded: Cr David Barnes

That Council adopt the Community Housing Strategy as outlined in the report of the Director Housing and Facilities and provide a copy of that strategy to the Department of Housing with a request that it provide clear advice on the timing and level of funding for the construction of further community housing in the Mornington Island community.

**CARRIED 5/0**

Item - 15.3 Development Application Report for Lot 926 Lardil Street - has been moved to another part of the document.

## 16 FACILITIES DEPARTMENT

Item - 16.1 Facilities Report - has been moved to another part of the document.

At 3:24 pm, Mayor Kyle Yanner left the meeting.

At 3:26 pm, Deputy Mayor Robert Thompson left the meeting.

At 3:27 pm, Mayor Kyle Yanner returned to the meeting.

At 3:32 pm, Deputy Mayor Robert Thompson returned to the meeting.

## 17 TECHNICAL AND INFRASTRUCTURE SERVICES

### 17.1 TECHNICAL AND INFRASTRUCTURE SERVICES REPORT

#### RESOLUTION 2023/199

Moved: Cr Dwayne Rogers

Seconded: Deputy Mayor Robert Thompson

That Council receive and note the Technical and Infrastructure Services department report for December 2023.

**CARRIED 5/0**

## 18 COMMUNITY DEVELOPMENT REPORT

Nil

## 19 CONFIDENTIAL REPORTS

#### RESOLUTION 2023/200

Moved: Cr Dwayne Rogers

Seconded: Deputy Mayor Robert Thompson

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

#### 13.3 Barge Services Contract

This matter is considered to be confidential under Section 254J3(e) and 3(g) of the Local Government Regulations 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government; and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;.

**CARRIED 5/0**

**RESOLUTION 2023/201**

Moved: Cr Dwayne Rogers

Seconded: Deputy Mayor Robert Thompson

That Council moves out of Closed Council into Open Council.

**CARRIED 5/0**

**13.3 BARGE SERVICES CONTRACT****RESOLUTION 2023/202**

Moved: Cr David Barnes

Seconded: Deputy Mayor Robert Thompson

That Council;

1. approves the extension of the existing barge contract with Carpentaria Freight Services Pty Ltd (ACN 138 461 300) for an additional five (5) year period, concluding on 13 November 2028; and
2. that the contract extension document includes a clause that Council has first right of refusal to purchase the barge services business from the existing supplier; and
3. that Council delegates the authority and responsibility to the Chief Executive Officer to enter a barge contract extension and pay for related goods and services as they become due.

**CARRIED 5/0**

**20 NEXT MEETING**

The next meeting will be held on 24 January 2024.

**21 CLOSURE**

Mayor Yanner closed the meeting at 4:00pm

Minutes Confirmed:

Mayor .....

Gary Uhlmann

Chief Executive Officer

**8 DEPUTATIONS**

Nil

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

**Author:** Chief Executive Officer

**Attachments:** 1 Action items as at 31 January 2024

**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: Tuesday, 23 January 2024 10:31:43 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> 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> 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> <p><b>Update required –</b></p>

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
PRELIMINARY DISCUSSION ON ILUA FOR GRAC LAND	<a href="#">2021/07-32</a>	21/07/2021	<b>RESOLUTION 2021/07-32</b> That Council authorise Acting CEO to commence investigation to establish a Indigenous Land Use Agreement ( ILUA) with Carpentaria Land Council Corporation (CLAC).  Moved: Cr. Thompson Seconded: Cr.Barnes <b>Carried 3/0</b>	Chief Executive Officer	<b>08 Nov 2023 2:14pm Williams, Rhianne</b> Any further updates on ILUA with Carpentaria Land Council?
GUNANA SWIMMING POOL	<a href="#">2021/</a>	15/09/2021	<b>RESOLUTION 2021/56</b> 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.  Further that Council provide a copy of the swimming pool proposal to the Government Champions seeking their support.  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.  Moved: Cr Thompson Seconded: Mayor Yanner <b>CARRIED 5/0</b>	Chief Executive Officer	<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. <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. <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.
Traffic Calming Request Wardirkan Street	<a href="#">2021/76</a>	20/10/2021	<b>RESOLUTION 2021/76</b> Moved: Cr Dwayne Rogers Seconded: Cr Bob Thompson  That Council notes and receives this report, and;  that Council supports the installation of the traffic calming devices for Wardirkan Street Mornington Island from existing operational funding.  <b>CARRIED 4/0</b>	Executive Manager, Infrastructure and Technical Services	<b>09 Jun 2023 5:39pm Williams, Rhianne</b> Procurement of traffic calming materials competed and delivered to Island, stored at warehouse. Installation to be completed by June 30 <b>14 Jul 2023 4:43pm Williams, Rhianne</b> Delay on install due to incorrect fixings provided by supplier. Correct fixings are in transit to Island, expecting delivery in July for install completion first week of August. <b>04 Oct 2023 3:05pm Hunter, Jan</b> All materials on Island for installation, locations have been marked. A number of construction priorities have delayed the install until end of October.



Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Airport Rolling Door	<a href="#">2022/126</a>	20/07/2022	<b>RESOLUTION 2022/127</b> Moved: Cr Dwayne Rogers Seconded: Cr Robert Thompson Deputy Mayor David Barnes discussed a matter regarding the roller door in the Airport. It isn't functioning within the Rex office and requires new options/replacement. <b>RECOMMENDATION</b> That Council approve replacement door for Rex office. <b>CARRIED 4/0</b>	Councillor	<b>17 Aug 2022 8:21am Williams, Rhianne</b> That Council approve replacement door for Rex office. <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 <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.
School Safe Zone	<a href="#">2022/127</a>	20/07/2022	<b>RESOLUTION 2022/128</b> Moved: Cr Dwayne Rogers Seconded: Cr Robert Thompson Deputy Mayor David Barnes requested School Safe Zone be added to the Action Schedule following the Deputy Mayor site inspection with Council's Group Manager of Infrastructure and School principle in this regard. <b>CARRIED 4/0</b>	Councillor	<b>09 Jun 2023 5:40pm Williams, Rhianne</b> Funding application was declined for the alternative slip way, to be placed on Marn Marn Katha St. However, extra traffic calming materials have been procured (see resolution 2021/76) which will be installed <b>14 Jul 2023 4:41pm Williams, Rhianne</b> See resolution 2021/76.
OpusXenta visit to Mornington Island to develop Cemetery Records and Establish Burial Register	<a href="#">2022/163</a>	21/09/2022	<b>RESOLUTION 2022/163</b> Moved: Deputy Mayor David Barnes Seconded: Cr Roxanne Thomas 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. <b>CARRIED 5/0</b>	Chief Executive Officer	

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Building Our Regions (BOR) Grant – Replacement Of Sewerage Pump Stations	<a href="#">2022/199</a>	26/10/2022	<b>RESOLUTION 2022/199</b> Moved: Cr Dwayne Rogers Seconded: Cr Robert Thompson 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. <b>CARRIED 4/0</b>	Chief Executive Officer  <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. <b>14 Jul 2023 4:40pm Williams, Rhianne</b> SPS upgrade project tender assessment completed. Finalising project details with selected tenderer. <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.	
Community Development Report - Storyboard	<a href="#">2022/235</a>	23/11/2022	<b>RESOLUTION 2022/235</b> Moved: Deputy Mayor Cr David Barnes Seconded: Mayor Cr Kyle Yanner That Council provide support for the purchase and installation of a Storyboard at the Old Village as set out in the report. <b>CARRIED 5/0</b>	Community Development Coordinator  <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. <b>08 Nov 2023 3:18pm Williams, Rhianne</b> Latest update - awaiting materials to arrive on island	
Mayor's Northern Territory Report	<a href="#">2023/41</a>	22/03/2023	<b>RESOLUTION 2023/41</b> Moved: Cr Dwayne Rogers Seconded: Cr Roxanne Thomas That Council approve and note Mayor's report. Further that Council form partnership with Roper Gulf Council in a bid to: <ul style="list-style-type: none"> <li>Lobby and visit other communities and other Mayors.</li> <li>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> And that Council CEO explore the Tiwi Islands Council, liquor licence drinking structure and ferry service model for Mornington Island. <b>CARRIED 5/0</b>	Mayor  <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	

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Construction of public library	<a href="#">2023/103</a>	19/07/2023	<b>RESOLUTION 2023/103</b> Moved: Mayor Cr Kyle Yanner Seconded: Deputy Mayor Cr David Barnes 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. <b>CARRIED 4/0</b>	Chief Financial Officer	<b>13 Sep 2023 1:48pm Williams, Rhianne</b> For removal, no action remaining <b>04 Oct 2023 2:55pm Hunter, Jan</b> Completion date of Public Library is 15 December 2023
Community funeral fund	<a href="#">2023/112</a>	19/07/2023	<b>RESOLUTION 2023/112</b> Moved: Deputy Mayor Cr David Barnes Seconded: Mayor Cr Kyle Yanner That Council: 1. Endorse creation of a formal funeral fund which can provide Mornington Shire residents with financial support for funerals, burials and associated expenses; and 2. Quarantine two thousand, five hundred dollars (\$2,500) from the Community Safety Plan as a start-up funeral fund deposit; and 3. All EFTPOS transaction fees from the tavern and carriage limit be quarantined for funeral fund purposes; and 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. <b>CARRIED 4/0</b>	Community Development Coordinator	

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Water Security Consultation - Tender Evaluation Report	<a href="#">2023/134</a>	16/08/2023	<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.  That Council; 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. <b>CARRIED 4/0</b>	Director Engineering	<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.
Town Planning for Material Change of Use	<a href="#">2023/166</a>	25/10/2023	<b>RESOLUTION 2023/167</b> Moved: Cr Roxanne Thomas Seconded: Cr David Barnes That Council issue a Development Permit for Material Change of Use (Workforce Accommodation) and Development Permit for Reconfiguring a Lot (Boundary Realignment – 2 Lots into 2 Lots). <b>CARRIED 4/0</b>	Director Housing and Facilities	
Human Resources Report - October & November 2023	<a href="#">2023/194</a>	13/12/2023	<b>RESOLUTION 2023/194</b> Moved: Cr David Barnes Seconded: Cr Dwayne Rogers That Council receive and note the Human Resources report for December 2023. <b>CARRIED 5/0</b>	Human Resources Manager	<b>18 Jan 2024 11:17am Hunter, Jan</b> Completed
Action Items as at 6 December 2023	<a href="#">2023/184</a>	13/12/2023	<b>RESOLUTION 2023/184</b> Moved: Deputy Mayor Robert Thompson Seconded: Cr David Barnes That the Action Schedule as tabled be reviewed in January and that completed items be removed. <b>CARRIED 5/0</b>	Chief Executive Officer	



Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Technical and Infrastructure Services report	<a href="#">2023/199</a>	13/12/2023	<b>RESOLUTION 2023/199</b> Moved: Cr Dwayne Rogers Seconded: Deputy Mayor Robert Thompson That Council receive and note the Technical and Infrastructure Services department report for December 2023. <b>CARRIED 5/0</b>	Director Engineering	
Fuel pricing	<a href="#">2023/188</a>	13/12/2023	<b>RESOLUTION 2023/188</b> Moved: Cr Roxanne Thomas Seconded: Cr Dwayne Rogers That the Council amend the fees and charges schedule for 23/24 by replacing the existing fuel price charges with the following; That Opal and Diesel fuel prices are set using the following formula; a) recovery of council's fixed costs in providing the fuel service annualised over the year; and b) recovery of the costs of purchase of fuel and delivery to Mornington Island; and c) annual rate of return of one percent (1%) after recovery of the costs above; and d) that the Chief Executive Officer be authorised to set fuel prices based on this formula. <b>CARRIED 5/0</b>	Council Advisor	

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
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;  a) providing an additional community fare benefit for local residents of one hundred dollars (\$100.00) per return flight  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)  c) the booking process be managed by Rex Airlines and that the subsidy seats be focused on non-peak flights  d) that the scheme be reviewed after twelve (12) months of operation for its effectiveness  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 <u>5/0</u></b>	Council Advisor	

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Community Housing Strategy	<a href="#">2023/198</a>	13/12/2023	<b>RESOLUTION 2023/198</b> Moved: Deputy Mayor Robert Thompson Seconded: Cr David Barnes That Council adopt the Community Housing Strategy as outlined in the report of the Director Housing and Facilities and provide a copy of that strategy to the Department of Housing with a request that it provide clear advice on the timing and level of funding for the construction of further community housing in the Mornington Island community. <b>CARRIED 5/0</b>	Council Advisor	
Financial report	<a href="#">2023/187</a>	13/12/2023	<b>RESOLUTION 2023/187</b> Moved: Cr David Barnes Seconded: Cr Dwayne Rogers 1. That Council receive and note the financial report for December 2023 and thank Brett de Chastel, Steve Graham and the Chief Financial Officer for their outstanding work; and 2. Authorise the Chief Executive Officer to commence legal proceedings against the following debtors listed below. Ausnorth Consultants \$2,640.00 Burkin Svendsens Funerals \$30,792.28 Choices Flooring Atherton \$6,018.40 Floorit (QLD) Pty Ltd \$6,101.96 Lifebuilding \$2,561.85 N & J Building & Construction \$100,990.73 NQCCS \$4,279.96 Nordig NQ P/L \$4,160.00 Morrison Civil Works P/L \$18,524.30 SBSM Investments P/L \$83,409.29 360 Aero Space P/L \$1,624.46 Dasap P/L \$10,348.40 Flightech Air Logistics \$15,362.21 Maureen Jane Ahkit \$17,101.67 Richard Sewter \$41,263.06 <b>CARRIED 5/0</b>	Chief Financial Officer	18 Jan 2024 11:13am Hunter, Jan Completed

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Government Advisor Brett de Chastel	<a href="#">2023/191</a>	13/12/2023	<b>RESOLUTION 2023/191</b> Moved: Cr Roxanne Thomas Seconded: Deputy Mayor Robert Thompson That Council receive and note the presentation from Government Advisor Mr Brett de Chastel. <b>CARRIED 5/0</b>	Council Advisor	
Facilities Report	<a href="#">2023/197</a>	13/12/2023	<b>RESOLUTION 2023/197</b> Moved: Mayor Kyle Yanner Seconded: Cr Roxanne Thomas That Council receive and note the Facilities department report for December 2023. <b>CARRIED 5/0</b>	Director Housing and Facilities	18 Jan 2024 11:16am Hunter, Jan Completed
Chief Executive Officer Verbal Report	<a href="#">2023/186</a>	13/12/2023	<b>RESOLUTION 2023/186</b> Moved: Cr David Barnes Seconded: Cr Dwayne Rogers That Council receive and note the Chief Executive Officer's verbal report for December 2023. <b>CARRIED 5/0</b>	Chief Executive Officer	18 Jan 2024 11:14am Hunter, Jan Completed
Confirmation of Minutes - Council Meeting - 22 November 2023	<a href="#">2023/183</a>	13/12/2023	<b>RESOLUTION 2023/183</b> Moved: Cr Roxanne Thomas Seconded: Cr Dwayne Rogers That the Minutes of the Council held on Wednesday 22 November 2023 be received and the recommendations therein be adopted. <b>CARRIED 5/0</b>	Chief Executive Officer	



Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Development Application Report for Lot 926 Lardil Street	<a href="#">2023/196</a>	13/12/2023	<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 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 2. Material Change of Use (Multiple Dwelling); and 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>	Director Housing and Facilities	
Housing Report	<a href="#">2023/195</a>	13/12/2023	<b>RESOLUTION 2023/195</b> Moved: Cr David Barnes Seconded: Cr Dwayne Rogers That Council receive and note the Housing department report for December 2023. <b>CARRIED 5/0</b>	Director Housing and Facilities	18 Jan 2024 11:17am Hunter, Jan Completed
Change of date for December 2023 Ordinary Council Meeting	<a href="#">2023/190</a>	13/12/2023	<b>RESOLUTION 2023/190</b> Moved: Mayor Kyle Yanner Seconded: Cr David Barnes That Council note the scheduled date for the December 2023 Ordinary Council meeting was not compatible with operational activities; and accordingly, a date change for the December Ordinary Council meeting is endorsed. The meeting will be held 13 December 2023. <b>CARRIED 4/0</b>	Director Corporate and Community	

Action Sheets Report			Printed: Tuesday, 23 January 2024 10:31:43 AM		
Division: Committee: Officer:			Date From: Date To:		
Exemption from March 2024 Council Meeting	<a href="#">2023/192</a>	13/12/2023	<b>RESOLUTION 2023/192</b> Moved: Cr Dwayne Rogers Seconded: Cr David Barnes  That Council receive and note the report related to the Hon. Steven Miles formally endorsing a request to be exempted from holding a March 2024 Council meeting; and uphold the exemption when reviewing adopted 2024 meeting dates. <b>CARRIED 5/0</b>	Director Corporate and Community	18 Jan 2024 11:17am Hunter, Jan Completed
Gununamanda Ltd. - Requested deferral and repayment plan	<a href="#">2023/193</a>	13/12/2023	<b>RESOLUTION 2023/193</b> Moved: Cr Dwayne Rogers Seconded: Deputy Mayor Robert Thompson  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. <b>CARRIED 3/0</b>	Director Corporate and Community	

COMPLETE   for removal no action remaining.
ONGOING TASK
UPDATE REQUIRED
PRIORITY

**RECEPTION & CONSIDERATION OF OFFICERS REPORTS**

**10 MAYOR AND COUNCILLORS REPORTS**

Nil

**11 CHIEF EXECUTIVE OFFICER'S REPORTS****11.1 CHIEF EXECUTIVE OFFICER 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 December 2023.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION****FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

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

**12 FINANCIAL SERVICES****12.1 FINANCIAL REPORT**

**Author:** Chief Financial Officer

**Attachments:** 1 Monthly Financial Reports - December 2023

**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.

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 December 2023.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council note and receive the Finance Department report for January 2024.

# Monthly Finance Report December 2023



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  
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

- 2 [Executive Summary](#)
- 3 [Revenue and Expenses](#)
- 4 [Money](#)
- 5 [Numbers](#)
- 6 [Valuations](#)
- 7 [Compliance](#)
- 8 [Business in Focus](#)
- 9 [Actions](#)
- 10 [Wins](#)

In Progress Cashflow to be added

Traffic Lights	
✓	On track
-	Need to monitor
✗	Needs attention

All numbers are year to date up until 31-December-2023

Executive Summary

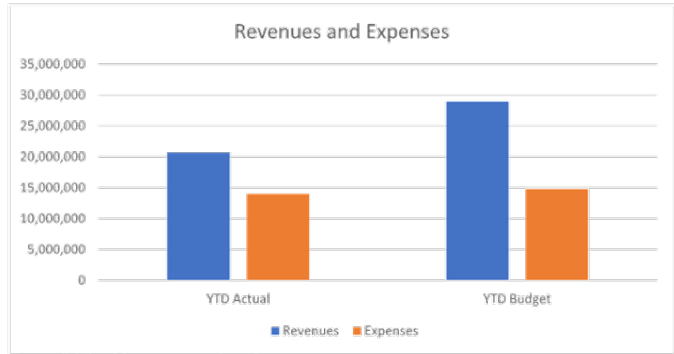


We remain solvent draft cashflow forecast completed. Cashflow narrowing as we enter 2nd half of year  
Grant applications are being successfully prepared in to provide funding for a pipeline of projects into next year.  
We now have a person dedicated solely to Aged Debtors and legal proceedings have 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 finalised by 31 January  
2022 Audit is almost complete and was delayed due to numerous errors that were discovered in prior years. These have been calculated at in the millions of dollars. The 2023 financial statements are now being prepared to be audited in starting February. The 2022 Audited Financial Statements will be with the Queensland Audit Office for their signoff.  
Valuations are complete and ready for adoption.  
Q Build invoicing is starting to move along quicker now with new management in place

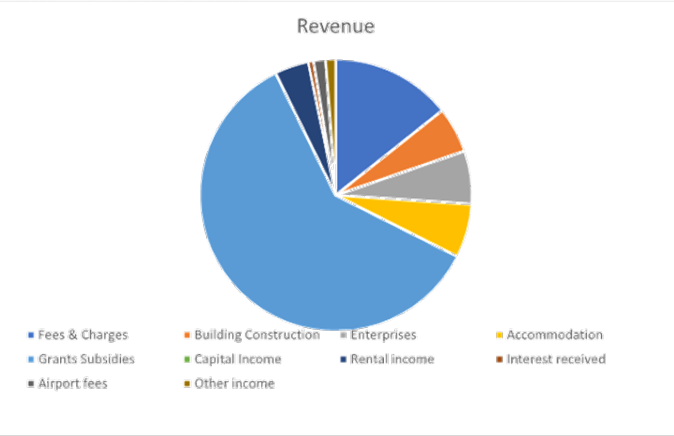
-
-
X
-
X
-
✓
X

Revenues and Expenses

All numbers are year to date up until 31-December-2023



Where did the Money come from?



Did we make a profit ?

Where do we spend our money?

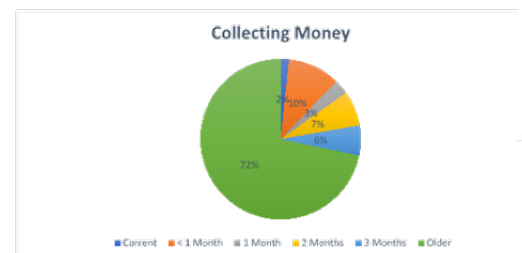
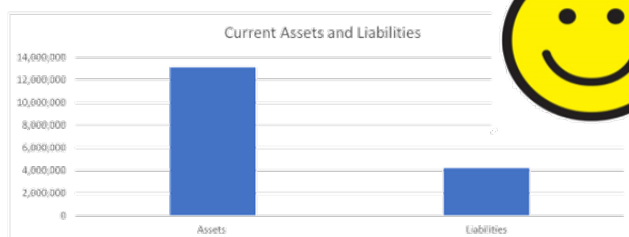




## Cash Position

All numbers are year to date up until

31-December-2023



## Assets

Cash at Bank Unrestricted	5,369,842
QTC Cash at Bank Restricted	3,052,722
Debtors	4,692,188
	<u>13,114,752</u>

## Liabilities

Creditors	2,378,511
GST	-1,149,036
PAYG	2,546,556
Employee Entitlements	441,973
	<u>4,218,004</u>

## Who we owe money to (Creditors)

AISS (Australian Indigenous Security Service Pty Ltd)	\$648,593	Discussions commenced
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## Approved to Commence Legal Action Against the following Debtors

Ausnorth Consultants	2,640.00
Burkin Svendsens Funerals	30,792.28
Choices Flooring Atherton	6,018.40
Floorit (QLD) Pty Ltd	6,101.96
Lifebuilding	2,561.85
N & J Building & Construction	100,990.73
NQCCS	4,279.96
Nordig NQ P/L	4,160.00
Morrison Civil Works P/L	18,524.30
SBSM Investments P/L	83,409.29
360 Aero Space P/L	1,624.46
Dasap P/L	10,348.40
Fligtech Air Logistics	15,362.21
	<u>\$286,813.84</u>



## Who owes us money (Debtors)

## But hasn't paid soon enough

	Total	Over 90 days
1 AISS (Australian Indigenous Security Service Pty Ltd)	903,003.03	712,001.33
2 BYNOE CACS LTD	301,223.53	278,937.07
3 Department of Regional Development, Manufacturing and	300,000.00	300,000.00
4 Dept of Education (QLD)	190,844.44	159,504.44
5 Gulf Regional Aboriginal Corporation	138,276.00	91,996.00
6 GUNUNAMANDA LIMITED T/A Gununamanda Store	527,680.16	427,356.48
7 HC Building and Construction	281,516.07	143,822.56
8 James Construction Queensland Pty Ltd	271,537.35	125,772.41
9 Junkuri Laka Community Legal Centre Aboriginal Corporat	126,193.49	124,739.62
10 N & J Building & Construction	100,990.73	100,990.73

## Total

\$3,141,265\$2,465,121

## Other Local Debts &gt; \$10k

Maureen Jane Ahkit	17,101.67
Richard Sewter	41,263.06
	<u>\$58,364.73</u>

## Details in the numbers

Statement of Comprehensive Income Year to date up to 31-December-2023

	Actual \$	Budget \$	Variance \$	
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Fees & Charges	2,963,145	3,138,713	-175,568	-
Sales Revenue - Building Construction	1,126,128	3,216,500	-2,090,372	X
Sales Revenue - Enterprises	1,307,466	840,000	467,466	✓
Accommodation	1,323,830	1,735,595	-411,765	X
<b>Total Recurrent Revenue</b>	<u>6,720,570</u>	<u>8,930,808</u>	<u>-2,210,238</u>	
	0	0		
<b>Capital Revenue</b>	0	0		
Capital, Grants, Subsidies, Contributions & Donations	12,487,918	18,683,899	-6,195,981	X
Capital Income	0	0	0	
<b>Total Capital Revenue</b>	<u>12,487,918</u>	<u>18,683,899</u>	<u>-6,195,981</u>	
	0	0		
Rental income	836,691	834,352	2,339	✓
Interest received	127,435	153,095	-25,661	X
Airport Landing & Passenger fees	296,533	258,750	37,783	✓
Other income	248,010	134,256	113,754	✓
	<u>1,508,669</u>	<u>1,380,453</u>	<u>128,216</u>	
<b>Total Revenue</b>	<u><u>20,717,157</u></u>	<u><u>28,995,160</u></u>	<u><u>-8,278,003</u></u>	
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	5,202,716	4,710,270	492,446	-
Materials & Services	5,899,265	7,112,353	-1,213,088	-
<b>Total Recurrent Expenses</b>	<u>11,101,981</u>	<u>11,822,623</u>	<u>-720,642</u>	
Capital expenses	0	0	0	
<b>Total Expenses</b>	<u>11,101,981</u>	<u>11,822,623</u>	<u>-720,642</u>	
<b>Net Operating Surplus/ (Deficit) Before Depreciation</b>	<u>9,615,176</u>	<u>17,172,537</u>	<u>-7,557,361</u>	
<b>Less: Non Cash Expenditure</b>				
Depreciation	2,948,452	2,976,178	-27,726	✓
<b>Total Expenditure</b>	<u>14,050,433</u>	<u>14,798,801</u>	<u>-748,368</u>	
<b>Net Operating Surplus/ (Deficit)</b>	<u><u>6,666,724</u></u>	<u><u>14,196,359</u></u>	<u><u>-7,529,635</u></u>	X
<b>Notes</b>				
<b>Depreciation</b>				
Buildings	574,842			
Sewerage	125,766			
Roads	1,501,318			
Water	242,538			
Plant & Vehicles	167,358			
Other	40,858			
Furniture & Equipment	295,772			
	<u>2,948,452</u>			

## Details in the numbers



## Statement of Financial Position

31-December-2023

	2023	2022
	\$	\$
<b>Current assets</b>		
Cash and cash equivalents Unrestricted	5,361,024	1,023,954
Cash and cash equivalents Restricted	3,052,722	7,612,193
Receivables	3,290,459	3,375,253
Inventories	1,364,078	563,998
Contract assets	3,978,863	-152,535
Lease receivable	457,555	235,948
<b>Total current assets</b>	<b>17,504,701</b>	<b>12,658,811</b>
<b>Non-current assets</b>		
Lease receivable	6,142,043	6,964,127
Property, plant and equipment	116,370,726	111,955,501
<b>Total non-current assets</b>	<b>122,512,768</b>	<b>118,919,628</b>
<b>Total assets</b>	<b>140,017,469</b>	<b>131,578,439</b>
<b>Current liabilities</b>		
Payables	5,732,631	3,869,670
Contract liabilities	3,727,002	3,727,002
Provisions	441,973	46,131
<b>Total current liabilities</b>	<b>9,901,606</b>	<b>7,642,803</b>
<b>Non-current liabilities</b>		
Provisions	1,545,187	1,545,187
<b>Total non-current liabilities</b>	<b>1,545,187</b>	<b>1,545,187</b>
<b>Total liabilities</b>	<b>11,446,793</b>	<b>9,187,990</b>
<b>Net community assets</b>	<b>128,570,676</b>	<b>122,390,449</b>
<b>Community equity</b>		
Asset revaluation surplus	104,958,036	102,829,026
Retained surplus	23,612,640	19,561,423
<b>Total community equity</b>	<b>128,570,676</b>	<b>122,390,449</b>

## Valuations of Assets

Classification comparison

	Gross Value	Depreciation	Net Value	Previous Net	Net Revaluation	
Buildings	64,327,200	18,375,755	45,951,445	31,757,852	14,193,593	Some to split in and out
Other Structures	9,261,880	2,392,384	6,869,496	21,606,601	-14,737,105	Some to split in and out
Roads	57,768,673	12,897,361	44,871,312	28,892,516	15,978,796	Some to split out
Bridges	6,007,632	2,474,955	3,532,677		3,532,677	Some split from Sewerage & Roads
Stormwater	15,728,439	7,188,935	8,539,504		8,539,504	Som split from Sewerage & Roads
Aerodrome	14,629,398	4,213,550	10,415,847		10,415,847	Some split from Building & Other Structures
Water	36,004,593	5,893,673	30,110,920	22,605,839	7,505,081	Similar
Sewerage	9,338,812	3,013,696	6,325,116	6,548,263	-223,147	Some to split out
	213,066,627	56,450,309	156,616,317	111,411,072	45,205,246	
Gross is Replacement Cost						
Aerodrome is not all Airport Assets eg Pavements not included						
Batch plant was Other Structures now Buildings						
There will be definition of a bridge/culvert/causeway						

Infrastructure Assets as at 30 June 2023 have been revalued  
 They have also been reclassified from five to eight subsections  
 Overall the Net valuation when compared to 30 June 2022 has increased by \$45m  
 Many new assets were found and obsolete assets were removed  
 In combination the Annual Depreciation Expense has decreased

We now require Council to review and adopt the valuation as at 30 June 2023 prepared by APV and summarised above

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



Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✓		21/12/2023	November Lodgement Outstanding as are correction from 2023
Workcover	✓		15/09/2024	
Insurance	✓			All renewals completed
Audit 2022	–			Finalising
Audit 2023	X			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 and will be ready for the next meeting
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%  
Net operating result divided by total operating revenue

32% ✓

##### Operating Cash Ratio

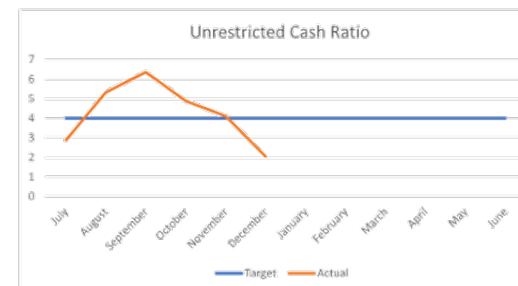
Target: Greter than 0%  
Net operating result add Depreciation Amortisation add Finance Costs divided by total operating revenue

39% ✗

##### Unrestricted Cash Expense Ratio

Target: Greater than 4 months  
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

2.9 ✗



## 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	Q4 2023
Complete 2023 Accounts	Draft Financials 2023	Existing resources	February 2024
Audit 2023	Reduction in management points	Existing resources	Q1 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

## Wins and opportunities



The audit progressing but delays due to Christmas Break  
Balance Sheet recs are 60% completed cleaning up as far back as 2019  
There are additional revenue opportunities from accommodation and particularly increase rooms built in VAC  
We continue to apply and receive grants into our pipeline for the future  
Youth Hub opening break-ins reducing  
Christmas presents delivered and distributed

Questions ?

**13 GOVERNANCE AND COMMUNICATIONS****13.1 GOVERNMENT ADVISOR BRETT DE CHASTEL**

**Author:** Council Advisor

**Attachments:** Nil

**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.

During the January 2024 Ordinary Council meeting, Mr de Chastel will provide a presentation on managing the role of Councillor, including stress associated with that role and what characteristics make for a good Councillor as a community leader. This training is intended to add to the Councillors' community leadership capabilities.

**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 on managing the role of Councillor.



**13.2 CARETAKER PERIOD FOR LOCAL GOVERNMENT ELECTIONS**

**Author:** Director Corporate and Community

**Attachments:** 1 Caretaker period for local government elections factsheet  
2 Letter from Acting Director-General Matthew Nye dated 11 January 2024

**PURPOSE (EXECUTIVE SUMMARY)**

The purpose of this report is to highlight the dates and considerations for Elected Members regarding caretaker period, prior to the 16 March 2024 local government election.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The Chief Executive Officer received correspondence from the Acting Director-General, Matthew Nye, Department of Housing, Local Government, Planning and Public Works. The letter referred to Part 5, Chapter 3 of the *Local Government Act 2009* and caretaker provisions.

Caretaker period for the Local Government Election is expected to commence 29 January 2024.

During caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to make, amend or repeal local laws
- to make, amend or repeal a local planning instrument under the Planning Act 2016 (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

Local governments have been advised to prepare for caretaker period by planning to make major policy decisions before or after the election period.

**FINANCIAL & RESOURCE IMPLICATIONS**

Council is also prohibited from entering a contract greater than \$200,000; or other significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions when obtaining quotes or tenders when entering into a contract.

**RECOMMENDATION**

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.

# Caretaker period for local government elections

## Factsheet

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

Local government reforms in 2019 have also introduced new limitations to improve accountability and ensure that council resources are not used (or perceived to be used) to promote current councillors standing for re-election.

### Timing

The caretaker period starts on the day when the Electoral Commission of Queensland publishes the public notice about holding the election. The ECQ will also advise when the election has ended for each local government.

Caretaker periods do not apply to by-elections.

### Election material

During the caretaker period, a local government or controlled entity must not publish or distribute election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period.

### Major policy decisions

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws
- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

A prohibited policy decision made during a caretaker period will be invalid, unless the Minister's approval has been given prior to making the decision (see below). A person who suffers loss or damage because of the invalidity of a major policy decision during the caretaker period has a right to be compensated by the local government for the loss or damage.

### Planning instruments and approvals

During the caretaker period, councils cannot make, amend or repeal local planning instruments.

Last updated: August 2023

Councils cannot approve development variation requests or change variation approvals that involve:

- varying the category of development or category of assessment of consequential development
- varying the assessment benchmarks or criteria for accepted development that would apply to consequential development
- facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the council's infrastructure plan.

The amended Development Application Rules, summary of changes and accompanying guidance material are now available on the Department of State Development, Infrastructure, Local Government and Planning website at [Planning \(statedevelopment.qld.gov.au\)](https://www.statedevelopment.qld.gov.au/planning)

#### **Ministerial approval for decisions in exceptional circumstances**

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period.

However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for approval if:

- the need for the decision was unforeseeable
- the decision is essential to the functioning of the local government
- the decision cannot wait until the end of the caretaker period
- the decision is in the public interest.

The Minister will decide on a case-by-case basis whether the decision meets the exceptional circumstances requirement of the Local Government Act 2009 or the City of Brisbane Act 2010. To enable this to happen, all applications should be addressed to the Regional Director (Northern Region) or Regional Director (Southern Region) of the Department of State Development, Infrastructure, Local Government and Planning.

Each application should include:

- details of the proposed major policy decision
- an explanation of why the decision was unforeseeable
- an explanation of why the decision cannot wait until the end of the caretaker period
- an explanation of how the decision is in the public interest.

#### **Discretionary funds**

During the period starting on 1 January 2024 and ending at the conclusion of the local government quadrennial election, councillors must not allocate money from a councillor discretionary fund to a community organisation for a community purpose, or for another community purpose.

Councillors, can, however, allocate their discretionary funds for capital works of the local government that are for a community purpose in the period starting on 1 January 2024 to the conclusion of the 2024 election.

Discretionary funds that were allocated before 1 January 2024 in accordance with legislative requirements may be distributed during the caretaker period.

**Leave for candidates and councillors**

Local government employees may take paid leave (e.g. accrued annual leave) or unpaid leave for up to eight weeks to contest a local government election.

There is no legal requirement under the *Local Government Electoral Act 2011* for either local government employees or elected councillors to take leave during the caretaker period. However, individual councils may have election period policies covering election leave.

**More information**

Caretaker provisions are outlined in Chapter 3, Part 5 of both the *Local Government Act 2009* and the *City of Brisbane Act 2010*. For more information about the caretaker period or your council's circumstances contact your nearest regional office of the Department of State Development, Infrastructure, Local Government and Planning.

**Southern office:**

Phone: (07) 3452 6762

Email: [southern@dsdilgp.qld.gov.au](mailto:southern@dsdilgp.qld.gov.au)

**Northern office:**

Phone: (07) 4758 3472

Email: [northernlgd@dsdilgp.qld.gov.au](mailto:northernlgd@dsdilgp.qld.gov.au)

For further information about major policy decisions related to the *Planning Act 2016*, contact the Department of State Development, Infrastructure, Local Government and Planning by email to [bestplanning@dsdilgp.qld.gov.au](mailto:bestplanning@dsdilgp.qld.gov.au) or phone 3452 7662.

For information about local government elections, contact the Electoral Commission of Queensland by email to [ecq@ecq.qld.gov.au](mailto:ecq@ecq.qld.gov.au) or phone 1300 881 665.

Our reference: DGBN/561

11 January 2024

Mr Gary Uhlmann  
Chief Executive Officer  
Mornington Shire Council  
ceo@mornington.qld.gov.au



Office of the  
**Director-General**

Department of  
**Housing, Local Government,  
Planning and Public Works**

Dear Mr Uhlmann

I am writing to you about the Local Government election caretaker provisions which are outlined in Part 5, Chapter 3 of the *Local Government Act 2009*. The 2024 Local Government elections are scheduled for 16 March 2024, I encourage you to ensure councillors and council officers are fully aware of the provisions.

Under section 90A of the *Local Government Act 2009*, the caretaker period starts on the day when the Electoral Commission of Queensland publishes the public notice about holding the election. The caretaker period for the 2024 Local Government election is expected to begin on 29 January 2024.

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1 per cent (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws
- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

A prohibited policy decision made during a caretaker period will be invalid unless the Minister's approval has been given prior to making the decision.

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period. However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for Local Government.

Please be aware that processes to expedite disaster recovery funding arrangements that may require decision of a local government in the caretaker period are currently under consideration by the department with further advice to be issued soon.

In the general course of events, the Minister decides on a case-by-case basis whether the proposed decision meets the exceptional circumstances requirement of the *Local Government Act 2009* or the *City of Brisbane Act 2010*. For further information on these requirements, please see the enclosed *Caretaker Period for Local Government elections factsheet*.

1 William Street  
Brisbane Queensland 4000  
GPO Box 806 Brisbane  
Queensland 4001 Australia

In addition, the Department of Housing, Local Government, Planning and Public Works (the department) has been advised that the Office of the Independent Assessor has received a number of complaints relating to councillors using their councillor social media accounts for campaigning purposes. The department sent a separate communication on 9 January 2024 to councillors advising caution around the use of council-provided facilities for campaign purposes prior to the caretaker period.

If you require any further information, please contact Ms Louisa Lynch, Director, Governance and Capability, in the department, by telephone on 0499 833 689 or by email at [louisa.lynch@dsdilgp.qld.gov.au](mailto:louisa.lynch@dsdilgp.qld.gov.au), who will be pleased to assist.

Yours sincerely



Matthew Nye  
**Acting Director-General**

Encl.

**13.3 COMMUNITY GRANT POLICY**

**Author:** Director Corporate and Community

**Attachments:** 1 Community Grant Policy

**PURPOSE (EXECUTIVE SUMMARY)**

This report relates to Council's statutory Community Grant Policy. Periodically Council policies are reviewed and improved. The Community Grant Policy now includes provisions related to Council's recently established funeral fund. Funeral fund clauses in the Community Grant Policy enable Council to adopt a good governance approach towards the administration and distribution of funeral fund monies.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The Community Grant Policy provides a formal framework for the assessment, administration and distribution of community grant funds, inclusive of the funeral fund for community members and groups to ensure that they can participate in a range of activities and programs, as well as suitably lay loved ones to rest.

The funeral fund was established in July 2023. It was an initiative of the Community Safety Plan Committee. Following formal resolution, it was agreed that two thousand, five hundred dollars (\$2,500) from the Community Safety Plan would be quarantined to initially establish the fund and that all Electronic Funds Transfer Point of Sale (EFTPOS) fees, as well as one dollar (\$1.00) from each carton of alcohol sold via the tavern and carriage limit would also be quarantined for the fund.

Families often experience financial hardship when family members pass away. Provisions as a part of the Community Grant Policy enable timely assessment, allocation and administration of funeral fund monies.

**FINANCIAL & RESOURCE IMPLICATIONS**

The upper limit funding allocation figure for a group of individuals is five thousand dollars (\$5,000.)

The upper limit for funeral fund allocations is two thousand, five hundred dollars \$2,500.

**RECOMMENDATION**

That Council endorses the revised Community Grant Policy.





**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
**Community Grants Policy**  
**RESOLUTION NO. INSERT**

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

The **Community Grants Policy** is a Statutory Policy.

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

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V2	31/01/2024	INSERT	<b>Responsible Officer</b> Chief Executive Officer <b>Description</b> Statutory Policy
V1	20/07/2022	2022/131	<b>Responsible Officer</b> Executive Manager Finance and Human Services <b>Description</b> Operational Policy
			<b>Review date</b> 30/01/2026





**MORNINGTON  
SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL**  
**Community Grants Policy**  
**RESOLUTION NO. INSERT**

### **1. Purpose**

The Mornington Shire Council is strongly committed to supporting and promoting its constituents and Community Organisations to facilitate and participate in programs, activities, events, and projects that enrich the diversity of opportunities available in the Mornington Shire Council Local Government Area, and beyond.

Council is committed to supporting individuals to participate in events in and outside the region which are in the public interest, to enable them to achieve results and bring back new experiences to share.

This policy seeks to guide the delivery of Council's **Community Grants Program** which provides financial and/or in-kind support to Individuals and Community Organisations.

The purpose of this policy is to ensure that any decision-making in relation to Council's Community Grants Program is undertaken in an equitable, consistent, open, and transparent way in accordance with the local government principles which are:

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

In assessing applications for Funeral Assistance under the Community Grants Program, consideration must be given to Aboriginal Tradition and applicable Cultural protocols.

### **2. Scope**

This policy applies to Council's Community Grants Program and applies to all forms of cash and in-kind support to be provided by Council to Eligible Applicants.

### **3. Objectives**

The objectives of Council's Community Grants Program are consistent with Council's Corporate Plan including to:

- Enhancing community well-being
- Keep our Culture alive
- Creating opportunities for prosperity
- Protect our Country
- Enhance and support local business
- Have greater transparency and open communication between the three tiers of government.

### **4. Definitions**

**Aboriginal Tradition** and **Cultural protocol** means:

- (a) of or relating to the shared knowledge and values of a society;
- (b) denoting or deriving from or distinctive to the ways of living, built up by a group of people; and
- (c) of or relating to the arts and customs that the group of people favor.



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SHIRE COUNCIL**

**MORNINGTON SHIRE COUNCIL  
Community Grants Policy  
RESOLUTION NO. INSERT**

Applicable Aboriginal Tradition and Cultural protocol shall be that relevant to the Mornington Shire Council Local Government Area.

**Applicant** means a Community Organisation, an individual person and formal body.

**Community Grants Program** means all Grants made available by the Council under this Policy.

**Community Organisation** means an Applicant who is a group or entity (as opposed to an individual/ person).

**Council** means the Mornington Shire Council.

**Council Employees** includes employees, contractors and/or agents of Council.

**Eligible Applicant** means an Applicant for a Grant who has met all Applicant eligibility requirements of the Grant.

**Eligible Funeral** means the Funeral of an individual/person who, immediately prior to their passing, was a resident of the Mornington Shire Council Local Government Area (regardless of whether the Funeral occurs inside or outside the Mornington Shire Council Local Government Area).

**Funeral Assistance** means any costs and/or expenses to be incurred in the preparation for, and/or attendance at, an Eligible Funeral.

**Grant** means contribution of cash and/or in-kind support to an Eligible Applicant.

**Individual** means an Applicant who is a person (rather than a Community Organisation or group).

**Project** means an activity or event to be funded by the Grant.



**MORNINGTON  
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Community Grants Policy  
RESOLUTION NO. **INSERT****

## **5. Eligibility**

### **5.1 Applicant**

To be eligible for a Grant under the Community Grants Program, an Applicant must meet the eligibility criteria set out in clauses 9 and 10 of this Policy.

Additionally, an Applicant must not:

- (a) have breached an agreed current payment plan with the Council; or
- (b) be a registered political party; or
- (c) have exceeded the maximum value of Grant funding an Applicant can access, per financial year (see clauses 9 and 10)
- (d) have incomplete acquittal requirements of a prior Grant under the Community Grant Program in the past 3 years (see clause 12).

### **5.2 Project**

To be eligible for a Grant under the Community Grants Program, a Project must meet the eligibility criteria set out in clauses 9 and 10 of this Policy.

Each Project must meet each of the following essential criteria:

- (a) not for profit purpose; and
- (b) in the public interest; and
- (c) must benefit (directly or indirectly) constituents of the Mornington Shire Council Local Government Area.

To avoid doubt, the Project funded need not occur within the Mornington Shire Council Local Government Area boundary, provided these essential criteria are met.

Projects will generally not be eligible where requesting funding or in-kind support for a Project that:

- (a) has already occurred at the time of application; or
- (b) requires additional permits and approvals not yet obtained at the time of application; or
- (c) duplicates existing projects; or
- (d) alternate funding (or in-kind support) for the Project is readily available to the Applicant; or
- (e) has a purely political purpose; or
- (f) has a life greater than 12 months from date of application.

## **6. Conflicts of Interest**

Council Employees involved in assessing applications for Grants must declare in writing to the Chief Executive Officer (or in the case of the Chief Executive Officer, declare to the Mayor) any real, perceived or potential conflict of interest before the relevant applications are assessed.

Where conflicts of interest may exist (actual or perceived), the assessment shall be undertaken by an alternate Council Employee without conflict of interest. In such an instance, the approving officer must ensure sufficient financial delegation to approve (clause 13).

## **7. In-kind support**



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**MORNINGTON SHIRE COUNCIL  
Community Grants Policy  
RESOLUTION NO. **INSERT****

Any person may make an application for in-kind support for the use of Council assets (eg. use of Council vehicle, hire of community hall, corporate and recreational buildings etc.).

Reasonable in-kind support will be determined by the Chief Executive Officer (or delegate where the Chief Executive Officer is conflicted) having regard to the recommendation(s) of applicable Council Employees regarding asset availability and cost.

This Policy recognises that in-kind support does not come free and has a cost. The combined cost shall not exceed maximum values set out in clauses 9 and 10 of this Policy. Where a combination of in-kind support and cash Grant is sought by an Eligible Applicant, the combined value may not exceed the maximum values set out in clauses 9 and 10 of this Policy.

Approved in-kind support will be recorded as expenditure in the General Ledger in the usual manner.

In-kind support will be reported as a Community Grant as part of annual legislative reporting requirements.

#### **8. Community Grant programs**

Council provides Grants to Eligible Applicants via the following Community Grant Programs:

##### **(a) General Community Grants**

General Grants to Individuals and/or Community Organisations of up to \$5,000 (GST Excl) per annum, comprising three (3) distinct categories:

- (i) **Individuals - Youth in Sport, Culture, Science and Technology**
- (ii) **Individuals – General**
- (iii) **Community Organisations – General**

##### **(b) Funeral Assistance**

Grants to Individuals and/or Community Organisations of up to \$2,500 (GST Excl) per Eligible Applicant, per Eligible Funeral. Funeral Assistance Grants aim to assist with any costs and/or expenses to be incurred in the preparation for, and/or attendance at, an Eligible Funeral.

Specific requirements of each Grant are included in clauses 9 and 10 of this Policy.

**9. General Community Grants**

**General Community Grants** are broken into the following sub-categories and subject to the following requirements:

Requirement	1. Individuals – Youth in Sport, Culture, Science and Technology	2. Individuals – General	3. Community Organisations – General
<b>Application Timing</b>	Open – apply at any time		
<b>Application Type</b>	Community Grants Form		
<b>Applicant Eligibility – General</b>	See clause 5.1.	See clause 5.1.	See clause 5.1.
<b>Applicant Eligibility – Additional</b>	Applicants must be: (a) an individual/ person (b) of 18 years of age or under at the time of the Project; and (c) be invited to attend a state, national or international sporting competition, cultural activity, science and/or technology activity.	Applicants must be an individual/ person.	Applicants must be a Community Organisation.
<b>Project Eligibility – General</b>	See clause 5.2.	See clause 5.2.	See clause 5.2.
<b>Project Eligibility – Additional</b>	Projects must seek: (a) financial support towards the cost and/or expenses to be incurred in attending/ participating in a state, national or international sporting	NA	NA

	competition, cultural activity, science and/or technology activity.		
<b>Ineligible Expenditure</b>	<ul style="list-style-type: none"> <li>(a) school-based sporting events</li> <li>(b) fund raising activities</li> <li>(c) prizes (excluding trophies which are allowable)</li> <li>(d) alcohol</li> <li>(e) uniforms where Council has already funded the purchase in the last three (3) years</li> <li>(f) promotional materials (including sporting apparel)</li> <li>(g) travel associated with any of the ineligible expenses.</li> </ul>	<ul style="list-style-type: none"> <li>(a) fund raising activities</li> <li>(b) prizes (excluding trophies which are allowable)</li> <li>(c) alcohol</li> <li>(d) uniforms where Council has already funded the purchase in the last three (3) years</li> <li>(e) promotional materials (including sporting apparel)</li> <li>(f) travel associated with any of the ineligible expenses.</li> </ul>	<ul style="list-style-type: none"> <li>(a) fund raising activities</li> <li>(b) prizes (excluding trophies which are allowable)</li> <li>(c) alcohol</li> <li>(d) uniforms where Council has already funded the purchase in the last three (3) years</li> <li>(e) promotional materials (including sporting apparel)</li> <li>(f) travel associated with any of the ineligible expenses.</li> </ul>
<b>Maximum Value (GST Excl)</b>	<p><b>Attending in Queensland</b> - \$300 per individual (up to \$3,000 for groups of individuals)</p> <p><b>Attending interstate</b> - \$500 per individual (up to \$5,000 per group of individuals).</p>	\$500 per individual (up to \$5,000 per group of individuals)	\$5,000 – per Community Organisation.
<b>Acquittal required</b>	See clause 12	See clause 12	See clause 12

**10. Funeral Assistance**

**Funeral Assistance** is subject to the following requirements:

<b>Requirement</b>	<b>4. Funeral Assistance</b>
<b>Application Timing</b>	Open – apply at any time
<b>Application Type</b>	Community Grants Form (funeral fund)
<b>Applicant Eligibility – General</b>	See clause 5.1.
<b>Eligibility – General</b>	See clause 5.2.
<b>Eligibility – Additional</b>	(a) Funeral Assistance is requested for an Eligible Funeral. (b) Application is consistent with known Aboriginal Tradition and Cultural protocols.
<b>Ineligible Expenditure</b>	NIL
<b>Maximum Value (GST Excl)</b>	\$2,500 per Eligible Applicant, per Eligible Funeral.
<b>Acquittal required</b>	No



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RESOLUTION NO. **INSERT****

### **11. Approval and payment timing**

Cash Grants will be paid directly to the supplier for approved goods and/or services upon provision of a compliant invoice.

In-kind support will be approved and booked directly by Council.

Council acknowledges the urgency of some Grants, particularly Funeral Assistance. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run. Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Financial Services Division.

Payments are processed strictly in accordance with the Procurement Policy (ie. purchase order etc).

A remittance advice will be sent to the supplier and the Applicant when payment is made.

### **12. Evidence of Project participation/ attendance**

When expressly required by Council in the successful letter and only with respect to a General Community Grant (excluding a Funeral Assistance Grant), an Eligible Applicant will provide evidence of Project participation/ attendance at conclusion. This may include:

- Photographs of attendance
- Presentation slides
- Tickets
- Written report of outcomes etc.

### **13. Assessment**

Requests for Community Grants are assessed by a delegate of the Chief Executive Officer for eligibility and finally approved or rejected by the Chief Executive Officer (or delegate in the event of the Chief Executive Officer's conflict of interest) based on criteria set out in this Policy.

Eligible applications will be approved by the Chief Executive Officer on a first come, first served basis. To avoid doubt, the Council directs the Chief Executive Officer (or delegate) to approve all applications that satisfy **each** of the following essential criteria, namely:

- the Applicant is eligible (clause 5.1); and
- the Project is eligible (clause 5.2); and
- the application complies with all specific Grant requirements as applicable (clauses 9 and 10); and
- there are sufficient funds remaining as budgeted by Council to approve the Grant (clause 15).

Where any one or more of the essential criteria are not met, the application must be declined by the Chief Executive Officer (or delegate).

The Chief Executive Officer will only award grant monies within a designated annual budget allocation.





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RESOLUTION NO. **INSERT****

**14. Delegation**

Grants approved by the Chief Executive Officer under delegation (or delegate in the event the Chief Executive Officer is unavailable and/or conflicted) under this Policy, are made strictly in accordance with financial delegations under the Procurement Policy of Council, as amended from time to time.

**15. Budget**

At least annually, when setting its budget, Council shall specifically identify budget allocations for its Community Grants Program for the financial year.

All Grants must be approved in accordance with Council-endorsed budget, as amended from time to time.

**16. Annual Reporting**

All Community Grants for a financial year shall be reported in Council's Annual Report.

**Relevant Legislation**

1. *Local Government Act 2009* (Qld)
2. *Local Government Regulation 2012* (Qld)

**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

**13.4 PROCUREMENT POLICY, CONTRACTS MANUAL AND PROBITY PLAN**

**Author:** Director Corporate and Community

**Attachments:** 1 Procurement Policy

**PURPOSE (EXECUTIVE SUMMARY)**

This report relates to Council's statutory Procurement Policy and associated documents, including a contracts manual and probity plan. It is mandatory for annual review of the procurement policy. The procurement policy now includes more robust good governance provisions related to purchasing goods and services, inclusive of sound contracting principles.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

A Procurement Policy is required under section 198 of *the Regulation*, stating that:

- a) a local government must prepare and adopt a policy about procurement (procurement policy).
- b) the procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- c) a local government must review its procurement policy annually.

Additionally, a Contracts Manual is required under section 222 of *the Regulation*, applying *the Sound Contracting Principles*, achieving procurement consistency with the 5-year Corporate Plan and any adopted contracting plan, and including how *Council* will deal with non-current assets with values less than the limits set in Schedule 4 herein.

It is also a requirement in compliance with the sound contracting principles, that all *Council* procurement occur with utmost probity.

This policy serves as the Procurement Policy, Contracts Manual and Probity Plan.

**FINANCIAL & RESOURCE IMPLICATIONS**

The procurement policy provides guidelines for purchasing of all goods and services, inclusive of financial delegations and protocols.

**RECOMMENDATION**

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



## Mornington Shire Council

# Procurement Policy, Contracts Manual and Probity Plan

### Document Control

<b>Document Reference Number:</b>	Click or tap here to enter text.	
<b>Version Number:</b>	11	
<b>Next Scheduled Review Date:</b>	Click or tap here to enter text.	
<b>Author:</b>	Click or tap here to enter text.	
<b>Responsible Officer:</b>	Click or tap here to enter text.	
<b>Council Approval Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CEO Approval:</b>	<input checked="" type="checkbox"/>	
	Chief Executive Officer	

Version	Resolution Number	Date	Reason/Comment
1	2016/112	29/06/2016	
2	2017/110	21/06/2017	
3	2018/58	23/03/2018	
4	2018/126	27/06/2018	
5	2018/209	19/09/2018	
6	2019/12	16/01/2019	
7	2019/105	19/06/2019	
8	2020/116	15/07/2020	
9	20-12/14	9/12/2020	
10	2021/07-22	21/07/2021	
11			

## Procurement Policy

**1. Background**

A Procurement Policy is required under section 198 of *the Regulation*, stating that:

- (a) a local government must prepare and adopt a policy about procurement (procurement policy).
- (b) the procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- (c) a local government must review its procurement policy annually.

Additionally, a Contracts Manual is required under section 222 of *the Regulation*, applying *the Sound Contracting Principles*, achieving procurement consistency with the 5-year Corporate Plan and any adopted contracting plan, and including how *Council* will deal with non-current assets with values less than the limits set in Schedule 4 herein.

It is also a requirement in compliance with the sound contracting principles, that all *Council* procurement occur with utmost probity.

This policy serves as both the Procurement Policy, Contracts Manual and Probity Plan.

**2. Purpose**

This document sets out the *Council's* policy for the purchase of goods and services and carrying out of the *Sound Contracting Principles*.

**3. Scope**

This policy applies to the purchase of all goods and/or services by all *Personnel* for and on behalf of the *Council*.

**4. Relevant Legislation and Council Policies/ Procedures/Guidelines**

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- *Public Sector Ethics Act 1994* (Qld)
- *Work Health and Safety Act 2011* (Qld)
- *Staff Code of Conduct*
- *Councillor Code of Conduct*

**5. Definitions/ Acronyms/ Abbreviations**

In this Policy:

**Council** means Mornington Shire Council

**Ethics Principles** means those core principles set out in the *Public Sector Ethics Act 1994* (Qld), at section 4.

**General Tender Process** means the Tender/EOI process set out in paragraph 10.1.

**Genuine Emergency** means, in the context of an exemption from tender/ quotation requirements for *Medium-sized contracts* or *Large-sized contracts*, circumstances where a

## Procurement Policy

	genuine emergency exists requiring the procurement of urgent goods and/or services. Examples of a <i>Genuine Emergency</i> include procurement to mitigate a threat of imminent harm to persons and/or property. For the avoidance of doubt, <i>Genuine Emergency</i> does not include circumstances caused by avoidable delay and lack of due diligence and planning, resulting in urgency (ie. failing to call for tenders/ quotation earlier).
<b>goods and services</b>	means all goods and services of whatever nature (ie. mechanical, construction, legal, accounting etc).
<b>Goods and Services Tax (GST)</b>	All values quoted in this policy are exclusive of GST
<b>Government Agency</b>	means, <ol style="list-style-type: none"> <li>the State, a government entity, a corporatised business entity, or another local government; or</li> <li>another Australian government, or an entity of another Australian government, or</li> <li>a local government of another State.</li> </ol>
<b>Large-Sized Contractual Arrangement</b>	means a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.
<b>Local Government Principles</b>	means those core principles set out in section 4 of <i>the Act</i> .
<b>Local Supplier</b>	means a supplier which: <ol style="list-style-type: none"> <li>is beneficially owned by persons who are residents in the Local Government Area of <i>Council</i>; or</li> <li>has its principal place of business within the Local Government Area of <i>Council</i>.</li> </ol>
<b>Medium-Sized Contractual Arrangement</b>	means a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.
<b>Non-Local Supplier</b>	means a supplier who is not a <i>Local Supplier</i> .
<b>Permanent base of operations</b>	means the registered business address within the <i>Council</i> Local Government Area and where the majority of business undertaken (50% or greater) is within the <i>Council</i> Local Government Area.
<b>Personnel</b>	means collectively elected members, employees, agents, and contractors of <i>Council</i> .

## Procurement Policy

<b>Plant and Equipment</b>	means plant and equipment which are above the nominated value thresholds for <i>Council valuable non-current asset</i> set out in Schedule 4.
<b>Probity Plan</b>	means the cumulative procurement requirements set out in this policy.
<b>Purchase Order</b>	means the official/ formal <i>Council</i> order to the supplier of goods and/or services.
<b>Requisition</b>	means an internal request for a purchase, creating a <i>Purchase Order</i> .
<b>Sound Contracting Principles</b>	is defined in clause 6.3 herein and section 104(3) of the <i>Act</i> .
<b>The Act</b>	means the <i>Local Government Act 2009</i> (Qld)
<b>The Regulation</b>	means the <i>Local Government Regulation 2012</i> (Qld)
<b>Valuable non-current asset</b>	means (as per section 224(5) of the <i>Regulation</i> ): <ul style="list-style-type: none"><li>(a) Land/ interest in land; or</li><li>(b) Another non-current asset that has an apparent value that is equal to or more than the limit set by Council (see Schedule 4), which cannot be more than that set at section 224(8) of the <i>Regulation</i>. At the time of preparation of this policy, those limits were:<ul style="list-style-type: none"><li>i. for plant and equipment - \$5,000; and</li><li>ii. for another type of non-current asset - \$10,000.</li></ul></li></ul>

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**6. Policy Details**

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**6.1 Introduction**

The procurement of all goods and services by *Council* must be carried out in accordance with *the Act* and *the Regulation*. In particular, Chapter 6, Part 3 (Default Contracting Procedures) of *the Regulation* applies.

**6.2 Policy Objective**

*Council's* procurement activities aim to achieve legal and ethical outcomes by ensuring compliance by all *Personnel* with the *Sound Contracting Principles* (set out in clause 6.3 herein and section 104(3) of *the Act*) in the procurement of all goods and services by *Council*.

**6.3 Sound Contracting Principles**

*Personnel* must have regard to the following *Sound Contracting Principles* in all procurement activities:

**6.3.1 Value for money**

*Council* must harness its procurement power to achieve the best value for money. The concept of value for money is not restricted to price alone. When assessing value for money, *Council* will consider:

- (a) fitness for purpose, quality, services and support; and
- (b) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- (c) internal administration costs; and
- (d) technical compliance issues; and
- (e) risk exposure; and
- (f) the value of any benefits to the local economy; and
- (g) value for money through arrangements with *Local Suppliers*.

**6.3.2 Open and effective competition**

Procurement should be open and result in effective competition in the provision of goods and services in the Local Government Area. *Council* must give fair and equitable consideration to all prospective suppliers.

**6.3.3 The development of competitive local business and industry**

**6.3.3.1** *Council's* procurement activities must seek to proactively encourage competitive local business and industry.

**6.3.3.2** *Council* wishes to pursue the principle of development of competitive local business and industry as part of the process of making its purchasing decisions. For this purpose, *Council* may accept a tender or offer from a *Local Supplier* in preference to a comparable tender or offer from a *Non-Local Supplier*, even if the tender or offer from the *Non-Local Supplier* has been assessed overall as more favorable in terms of one or more of the assessment criteria applied (including but not limited to price), so long as the differences are *not material*, and so long as it is clear that the selected *Local Supplier* can meet *Council's* requirements at an acceptably high standard which is generally comparable to that of other offers.

- 6.3.3.3** But for price, assessment of materiality of the difference between *Local Suppliers* and *Non-local Suppliers* shall be subjective with respect to cumulative selection criteria responses. With respect to pricing however, the materiality threshold shall be >10% (ie. if a *Local Supplier* price is more than 10% the *Non-Local Supplier* price, these will not be considered comparable offers for the purposes of clause 6.3.3.2, with reference only to the pricing criteria).

**6.3.4 Environmental protection**

Consideration must be given to support and promote sustainable outcomes through ensuring the necessary balance between environmental, economic and social aspects to maintain a high-quality environment as a source of competitive advantage such as:

- Prevention or minimisation of waste;
- Use of recycled products and recycling facilities;
- Conservation of energy in buildings and use of equipment;
- Control of order of quantities to avoid stock build-up, minimise storage requirements and reduce possible obsolescence;
- Where possible, specification of environmentally-friendly products in invitation to offer documents; and
- Use of environmentally-friendly products in the management of parks/recreational grounds and for weed control on roads and kerb sides.

**6.3.5 Ethical behaviour and fair dealing**

*Personnel* involved in procurement activities are to behave with impartiality, fairness, independence, openness, integrity, and professionalism, maintaining transparency and accountability in their discussions and negotiations with suppliers and their representatives consistent with the *Local Government Principles and Ethics Principles*.

All *Personnel* must:

- (a) Perform the procurement task honestly and without favour or prejudice;
- (b) Spend *Council* funds efficiently and effectively and in accordance with the law and Council policy;
- (c) Deal fairly, impartially and consistently with supplies and prospective suppliers;
- (d) Keep confidential all sensitive information obtained as part of the procurement activity;
- (e) Not have an actual conflict of interest in relation to the procurement activity; and
- (f) Not seek or accept any remuneration, gift or advantage.

**6.4 Work Health and Safety Considerations**

In addition to the *Sound Contracting Principles* set out in clause 6.3 herein, consideration must be given to:

- (a) Selecting suppliers on the basis they can meet the requirements of the *Work Health and Safety Act 2011* (Qld) and associated legislation and Codes of Practice;



- (b) Identification, verification and communication of supplier duties in accordance with Council policies and procedures; and
- (c) Monitoring supplier performance, including the review of Workplace Health and Safety performance; and

## **7. Purchasing (Generally)**

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### **7.1 Purchase Orders**

**7.1.1** The issue of a *Purchase Order* under the terms of contract represents the acceptance of an offer, thereby establishing a legally-binding contract. It is important to note that *Purchase Orders* must be raised before the supply of goods and/or services, subject to certain exceptions, namely:

- Utilities such as:
  - Electricity
  - Street lighting
  - Telephone
  - Mobile phone
  - Internet
- Donations
- Grants
- Sponsorships
- Electoral Commission fees
- Fire Levy payments
- Expenses paid by Petty Cash
- Expenses paid by Fuel Cards
- Motor vehicle registration
- Insurances
- Land valuation fees
- Workers' compensation payments
- Insurance settlements
- Other statutory body payments
- Investment transfers
- Reimbursements
- Expenses paid by Corporate Credit Cards
- Long term supply contracts
- Direct Payments and fees (bank charges etc.) or;
- Other purchases where the Chief Executive Officer has determined that a *Purchase Order* is not required.

- 7.1.2 *Purchase Orders* must specify where and to whom the goods and/or services are to be delivered along with delivery instructions. *Purchase Orders* must contain a quoted price or estimated price apportioned to the relevant budget codes. For items where a *Purchase Order* is not required, sufficient documentation must be retained to identify why the payment was being made and what it was for.
- 7.1.3 Where an exemption to tender is utilised by *Council* for the purchase of goods and/or services (**see paragraph 8.2 herein**), details of the exemption must be provided on the *Purchase Order* itself (eg. where a Local Buy Prequalified Supplier Arrangement is utilised, the arrangement number must be cited on the purchase order).
- 7.1.4 Expenditure limits and threshold limits have been set in this policy at **Schedule 1** to ensure proper fiscal controls and checks are carried out on all purchases. These limits are also subject to having the required budgetary approval.
- 7.1.5 Requests for retrospective *Purchase Orders* (ie. *Purchase Orders* issued after supply) may result in disciplinary action against both the approver and approvee.

## **7.2 Alternate payment methods to Purchase Order**

- 7.2.1 Use of Corporate Credit Cards must occur strictly in accordance with policy and procedure of *Council*.
- 7.2.2 Purchases up to \$400 (inclusive of GST) may be spent out of petty cash, provided:
  - 7.2.2.1 Petty cash expenditure is to be in accordance with the current annual budget and cost coded accordingly.
  - 7.2.2.2 Petty cash is only used when there is no other reasonable alternative for payment.
  - 7.2.2.3 All petty cash payments are accompanied by a tax invoice/ receipt/ statement by a supplier.
  - 7.2.2.4 Petty cash is managed in accordance with any relevant policy or procedure of *Council*.
- 7.2.3 Fuel purchases may be made using fuel cards. Delegated officers may purchase fuel with fuel cards in accordance with their remuneration agreements. Other officers may use the corporate fuel card for the purchase of fuel for travel on *Council* business.
- 7.2.4 Purchases up to a maximum transaction limit for individual card holders, excluding fixed assets, may only be made by delegated officers using a Corporate Credit Cards for low value, high volume goods or services. Transaction limits are listed in **Schedule 1**. Corporate Credit Cards may only be used in accordance with any relevant policy or procedure of *Council*.

**7.3 Acceptance of Quotations**

- 7.3.1 There is no requirement to accept the lowest quotation/ price. However, where *Personnel* choose a quotation other than the lowest, they must provide a brief written justification which must be kept with the order.
- 7.3.2 The accepted quote must have regard to the *Sound Contracting Principles*.

**7.4 Confirmation of Receipt of Goods**

- 7.4.1 Immediately upon receipt, goods must be inspected for compliance with the order specifications and quantities and be reconciled with the order.
- 7.4.2 The supplier must be formally notified of any returns or shortfalls or damage to the goods received.
- 7.4.3 Credit requests will be raised, and shortages endorsed on the delivery documents to ensure that the accounts payable section pays only for the quantities received and authorised for payment.

**7.5 Payment**

- 7.5.1 Signed proof of satisfactory receipt/ delivery of the goods/services must be provided to authorise payment to the supplier. This may be in the form of authorised signature on the face of the invoice showing date, approving officer name, approving officer position. Shortages, incorrect supplies, damaged goods, inadequate completion of services against scope etc (together "*defects*"). must be noted to the supplier and invoices must not be paid until defects are rectified by the supplier.
- 7.5.2 Unless otherwise negotiated or specified in the offer or on the invoice, payment will be made in accordance with *Council's* trading terms of not greater than thirty (30) days following the date of receipt of the invoice. *Personnel* must be aware of legislation and contracts requiring earlier settlement.
- 7.5.3 Settlement discounts will be noted by *Personnel* and processed within the nominated discount period.
- 7.5.4 Orders which may require cancellation must be referred immediately to the issuing procurement officer for appropriate action.

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**8. Goods and Services**

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**8.1 General Process (procurement of goods and services)**

- 8.1.1 Dependent on the contract value of the goods and services, *Personnel* shall follow the procedures set out in **Schedule 2** of this policy.

**8.2 Exemptions to General Process**

- 8.2.1 For all contracts of any value, *Personnel* are exempted from compliance with the General Process in clause 8.1.1/ Schedule 2 herein, if one of the following

exemptions is applicable to the proposed supplier of goods and/or services, namely:

- (a) Supplier is on an approved contractor list; or
- (b) Supplier is on a Register of Pre-qualified Suppliers; or
- (c) Supplier is on a Preferred Supplier Arrangement; or
- (d) Supplier is on a Local Government Arrangement (ie. Local Buy etc).

**8.2.2** In addition to those exemptions in clause 8.2.1 herein, for all *Medium-Sized Contractual Arrangements* and *Large-Sized Contractual Arrangements*, *Personnel* are exempted from compliance with the General Process in clause 8.1.1/ Schedule 2 herein, if one of the following additional exemptions is applicable to the proposed supplier, namely:

- (a) Council resolves to prepare and adopt a quote or tender consideration plan and procurement is consistent thereto; or
- (b) Council resolves that there is only 1 supplier who is reasonably available to supply the goods and/or services required; or
- (c) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
  - i. a genuine emergency exists; or
  - ii. the contract is for the purchase of goods and is made by auction; or
  - iii. the contract is for the purchase of second-hand goods; or
  - iv. the contract is made with, or under an arrangement with, a *Government Agency*.

## 9. Valuable Non-Current Assets

### 9.1 General Process (valuable non-current assets)

**9.1.1** Subject to the exemptions in clauses 9.2 and 9.3 herein, Council cannot enter into a *valuable non-current asset* contract unless it first:

- (a) invites written tenders for the contract; or
- (b) offers the valuable non-current asset for sale by auction.

**9.1.2** Notwithstanding the limits set out in **Schedule 4**, all *valuable non-current assets* that have been identified as being obsolete or surplus to *Council* requirements, but with a written down value less than the set limits in **Schedule 4**, are to be offered for sale by inviting written quotations only.

### 9.2 Exceptions for Valuable Non-Current Asset contracts (excluding land/ interests in land)

**9.2.1** *Council* may dispose of a *valuable non-current asset*, other than by tender or auction, if:

- (a) the asset was previously offered for sale by tender or auction but was not sold and is sold for more than the highest tender or auction bid that was

- received; or
- (b) the asset is disposed of to a *Government Agency* or a community organisation; or
- (c) *Council* disposes of the *valuable non-current asset*, other than land, by way of a trade-in for the supply of goods or services to Council, and the disposal is part of the contract for the supply.

### **9.3 Exceptions for Valuable Non-Current Asset contracts (land/ interests in land)**

- 9.3.1** Any disposal of land/interest in land must occur strictly in accordance with section 236(1)(c) of the *Regulation*.

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Procurement Policy

**10. Tender****10.1 General Tender Process**

**10.1.1** Where a Tender/EOI is required (ie. an exemption in clauses 8 or 9 do not apply), the *General Tender Process* (along with templates to be used) shall be as follows:

Step	Description	Milestone	Preconditions	Templates (if applicable)
1	<b>Design</b>	Details of the Tender/EOI to be inputted into the template <b>Tender Documents</b> .	<ol style="list-style-type: none"> <li>1. Confirm Tender Evaluation Panel members, technical advisers, and <i>Council's</i> professional staff (if any) to be involved in the tender/EOI process. Confirm members' credentials and appropriateness for the tender/EOI process.</li> <li>2. Check Tender Evaluation Panel members are familiar with and have access to all relevant legislation and policies.</li> <li>3. As necessary, obtain confidentiality agreements from all external consultants working on the tender/ EOI (see <b>Schedule 6</b>).</li> <li>4. Check budget approval exists for tender/ EOI.</li> <li>5. Set up process for receipt, recording and acknowledging tenders/ EOI.</li> <li>6. Draft tender timetable, ensuring compliance with legislative requirements.</li> <li>7. Set up confidentiality procedures.</li> <li>8. Brief all staff involved.</li> <li>9. Settle Tender Documents and submit for CEO approval.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Tender documents</b> suite, comprising: <ol style="list-style-type: none"> <li>a. <b>Scope</b></li> <li>b. <b>Conditions of Tendering</b></li> <li>c. <b>General Conditions of Contract</b></li> </ol> </li> </ol>
2	<b>CEO Approval</b>	Obtain CEO Approval to the draft Tender Documents.	-	
3	<b>Tender #</b>	Issue Tender # and include on Contracts Register.	-	<ol style="list-style-type: none"> <li>2. <b>Contracts Register</b> (can be filtered to contracts over \$200k for Step 10)</li> </ol>

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## Procurement Policy

4	<b>Publication</b>	Advertising on social media and website. Tender must be out to market for no less than 21 clear days.  Council may additionally elect to utilise platforms such as <i>Vendor Panel</i> for advertising and receipt of tenders (case by case).	Check advertising arrangements are compliant. 1. Arrange tender/EOI briefing meetings. 2. Ensure that all tenderers have access to the same information. 3. Notify tenderers of any significant alterations that may occur in the future due to change of circumstances.	3. <a href="#">Draft Advertisement</a>
5	<b>Receipt of Tenders</b>	Receive and collate Tenders (generally via nominated tenders email address). Place into Record Management System along with draft Tender Evaluation Sheet for completion by Tender Evaluation Panel members.		
6	<b>Tender Evaluation</b>	Each Tender Evaluation Panel member independently completes Tender Evaluation Sheet. Tender Chair then pulls all scores together and consolidates into a single consolidated Tender Evaluation Sheet.	1. Ask for conflict of interest declarations from Tender Evaluation Panel members. 2. Check tenders are received according to Conditions of Tendering. 3. Complete Tender Evaluation Sheet individually and then come together as a team to discuss results. 4. Treat all tender documents as confidential - secure carefully in <i>Council's</i> records management system. 5. Tenders/ EOIs are to be assessed as quickly as possible. 6. Notify shortlisted tenderers of interview (if any). 7. Notify tenderers not shortlisted. 8. Document interviews and post tender negotiations. 9. Perform due diligence of short-listed tenderers. 10. Plan and document site inspections (if conducted). 11. Chair to prepare a consolidated evaluation report (to be included as Council Agenda Report – Step 7).	4. <a href="#">Tender Evaluation Sheet</a>



## Procurement Policy

7	<b>Council Resolution</b>	Council Agenda Report placed to Council and resolution recorded. Inclusion of Tenders over \$200k on Contracts Register (on website) – see step 10.	<ol style="list-style-type: none"> <li>1. Preferred Tender(s) along with consolidated Tender Evaluation Sheet and recommendations to be put to Council. Although the resolution is public on the face of the minutes, Tender documents themselves should not be published.</li> <li>2. Council resolutions should state at the very least: <ul style="list-style-type: none"> <li>• the person with whom the <i>Council</i> has entered into the contract;</li> <li>• the value of the contract; and</li> <li>• the purpose of the contract.</li> </ul> </li> </ol>	5. <b>Council Agenda Report</b>
8	<b>Successful/ Unsuccessful letters</b>	Successful/ Unsuccessful letters drafted and sent to all Tenderers.	<ol style="list-style-type: none"> <li>1. Notify the successful tenderer.</li> <li>2. Notify the unsuccessful tenderers.</li> <li>3. Debrief unsuccessful tenderers (on request)</li> <li>4. Set up a pre-start meeting with the successful tenderer.</li> </ol>	6. <b>Successful letter</b> 7. <b>Unsuccessful letter</b>
9	<b>Contracts signed</b>	Contract signed by successful Tenderer(s) and Council.  (as necessary – a simple Successful Letter may be sufficient with reference to draft contracts comprising the Tender documents)	-	-
10	<b>Contracts Register</b>	Contract Register updated on Records Management System.	<ol style="list-style-type: none"> <li>1. Store all documents securely in <i>Council's</i> records management system.</li> </ol>	-



## 10.2 Evaluation

- 10.2.1** When evaluating offers (step 6), *Personnel* shall have regard to the *Sound Contracting Principles*. All offers will be assessed with consideration to the value of the contract, technical requirements, quality and importance of the work to be completed, local preference and compliance with relevant legislation as detailed in this policy.
- 10.2.2** Wherever possible, more than one (1) officer of the *Council* will be involved in tender evaluation, awarding and administration of contracts. The process of tendering and evaluation must comply with this policy.
- 10.2.3** *Personnel* involved in the assessment process are required to make a full declaration of their financial or political interest in any organisation that has the potential to be a tenderer.

A form of disclosure is to be signed by all those involved in the evaluation and selection processes. A pro-forma disclosure document is at **Schedule 5**.

A conflict of interest that is identified, but classified as non-material by the Evaluation Team, should be recorded by the Chair of the Evaluation Team with detail of any management action required to prevent any later perception that the conflict was material and influenced any relevant decision.

In this regard the Local Government Act 2009 and *Council's* Code of Conduct set out the requirements for dealing with a conflict of interest.

## 11. Variations

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**11.1** Each variation to an original contract can only be approved by *Personnel* if:

- (a) the variation is appropriate and necessary and outside the scope of the original contract; and
- (b) all variations are approved in writing in accordance with any contract documentation; and
- (c) each variation is included as an additional line item on the original *Purchase Order* stating the scope and cost, or a new *Purchase Order* is commenced to reflect the variation; and
- (d) variations to the original contract amount are within budget and the financial delegation of *Personnel* approving the variation; and
- (a) should the cumulative value of the variations on the contract exceed the highest financial delegation of any *Personnel* (including the CEO - >\$199,999), then any further variation must be approved only by the *Council* by resolution, or a new procurement process is to commence to meet the policy (unless exemptions apply).

## 12. Recordkeeping

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### 12.1 Contracts Register

- 12.1.1** Council must maintain a Contracts Register, including all contracts (of whatever value) entered into by it and make such register available to inspection by both internal and external audit, including such particulars as:

- (a) the person with whom the *Council* has entered into the contract;
- (b) the value of the contract; and
- (c) the purpose of the contract.

## 12.2 Publishing details of particular contracts

**12.2.1** *Council* must, as soon as practicable after entering into a contractual arrangement (for example, a *Purchase Order*) worth \$200,000 or more (exclusive of GST):

- (a) publish the relevant details of the contract on the *Council's* website; and
- (b) display the relevant details of the contract in a conspicuous place in the *Council's* public office; and
- (c) the relevant details must be published or displayed for a period of at least 12 months.

**12.2.2** Relevant details of the contract are the same as those contained in clause 12.1.1 herein, and may in fact be a list of contracts filtered by value from the Contracts Register.

## 13. Delegations ---

### 13.1 Financial

**13.1.1** The *Chief Executive Officer* has the delegated authority to allocate financial delegation to *Personnel*. Any new positions or changes/variations must be approved by the *Chief Executive Officer* in accordance with the relevant legislation.

**13.1.2** *Personnel* are responsible for ensuring all required paperwork (including, if applicable, the required number of written quotes) as per this policy is provided to them by the requisitioning officer prior to signing/ approving the purchase order.

**13.1.3** Only *Personnel* listed in the attached **Schedule 1** are entitled to approve expenditure and then only in accordance with their financial delegation limits. By signing a *Requisition/ Purchase Order* all *Personnel* are confirming that they have taken full notice of this policy and will comply with all the requirements of this policy.

**13.1.4** By raising a *Requisition/ Purchase Order*, *Personnel* are confirming that they have taken full notice of these policy requirements and that the expenditure complies with all requirements.

**13.1.5** All *Personnel* with an approved purchasing limit are authorised to order/approve orders for goods and/or services (up to their purchasing limit) against jobs over which they have clear operational authority and budget responsibility. It is the responsibility of the authorised delegates to ensure the correct cost coding is provided and that funding/budget is approved before procurement is undertaken.

**13.1.6** *Personnel* may not use another operational area's job cost code(s) without their written approval which must be attached to the order *Requisition*.

## Procurement Policy

- 13.1.7** Any requests for expenditure outside of the requirement set out in this policy must be made to the *Chief Executive Officer* for consideration. Where approvals are given by the *Chief Executive Officer* for procurement outside the parameters of this policy, written reasons must be recorded by the *Chief Executive Officer* and reported as necessary to internal and external audit and included with the *Requisition/ Purchase Order*.
- 13.1.8** Failure by *Personnel* to comply strictly with this policy may result in disciplinary action.

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**14. Probity Plan**

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**14.1 Probity Principles**

The key probity principles supporting all stages of *Council* procurement are:

**14.1.1 Fairness and impartiality**

Potential tenderers are to be treated equally and must have the same opportunity to access information and advice.

**14.1.2 Use of a competitive process**

Consistent with legislative requirements, a competitive process will be used at all times.

**14.1.3 Consistency and transparency of process**

Tenderers are to be evaluated in a systematic manner against explicit predetermined evaluation criteria.

**14.1.4 Security and confidentiality**

The processes adopted for receiving and managing supplier information are to ensure the security and confidentiality of intellectual property and proprietary information.

**14.1.5 Identification and resolution of conflicts of interest**

Any *Personnel* involved in procurement are to declare and address any actual or perceived Conflict of Interest prior to undertaking any evaluation.

These key requirements are intended to achieve an equitable, justifiable and sound process according equal opportunity for all tenderers. The process is to be applied with common sense, with flexibility in process design where appropriate, so that the task of selecting the best tender in a fair and equitable manner takes priority.

In the event that an error or omission in the procurement process nevertheless occurs, *Council* is to seek legal advice and will not enter into any immediate communications with the tenderer(s) until strategy options have been considered to address the concern. Options for legal and/or other solutions will then be adopted to address any potential problems at later stages of the process. Suppliers will be informed of any changes to the process or new factors which may affect their offers.

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Procurement Policy

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Adherence to Probity Principles also means meeting the requirements of the Local Government Act (Qld) 2009 and *Council's* Code of Conduct.

#### **14.2 Probity Plan**

By following the requirements set out in this policy, and utilising the templates provided herein, these requirements shall together comprise *Council's* Probity Plan with respect to procurement of goods and/or services.

#### **15. Review of Policy**

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In accordance with Section 198(3) of *the Regulation*, this policy will be formally reviewed by Council annually.

DRAFT

**SCHEDULE 1 – Financial Delegations**

The following *Personnel* have the following financial delegation limits (value of the purchase **or** value of the contract over the anticipated full contract period (including options to extend)).

<b>Position</b>	<b>Limit</b>
Chief Executive Officer	\$199,999
Chief Financial Officer	\$50,000
Director Engineering	\$50,000
Director Corporate and Community	\$50,000
Director Housing and Facilities	\$50,000
Warehouse Manager	\$24,999
Housing Manager	\$24,999
Special Projects Manager	\$24,999
Finance and Administration Manager	\$14,999
Facilities Manager	\$14,999
Community Development Officer	\$14,999
Human Resources Manager	\$14,999
Infrastructure and Technical Services Coordinator	\$14,999
Assistant Warehouse Manager	\$14,999
Workshop Manager	\$14,999
Bakery Manager	\$4,999
Housing Supervisor	\$4,999
Works Manager	\$4,999
Project Accountant	\$4,999
Systems Accountant	\$4,999

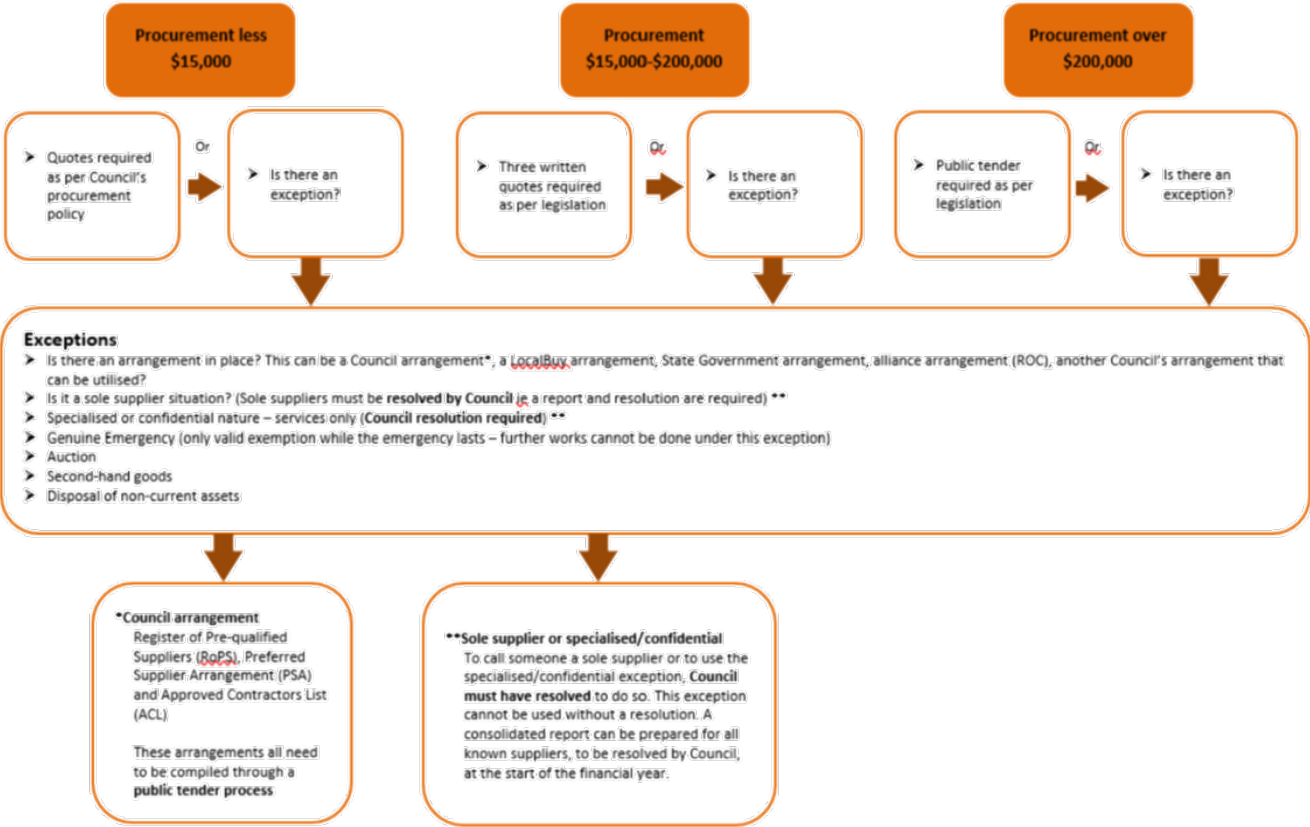
**SCHEDULE 2: General Process (procurement of goods and/or services)**

With reference to the value of the purchase **or** the value of the contract over the anticipated full contract period (including options to extend), the following table must be followed. This General Process is subject to applicable exemptions (see clauses 8 and 9 herein)

Value (GST Excl)	Procedure
Under \$1,000	One verbal quote must be obtained – a written notation recorded.
\$1,001 - \$4,999	At least one written quote must be obtained. A copy of the quote must be attached to the Council's copy of the Purchase Order.
\$5,000 - \$14,999	At least two (2) written quotes must be sourced. Copy of the successful quote must be attached to the Council's copy of the Purchase Order.
\$15,000 - \$199,999 <i>Medium-sized Contractual Arrangement</i>	<ul style="list-style-type: none"> <li>• Council cannot enter into a <i>Medium-Sized Contractual Arrangement</i> unless it first invites written quotes for the contract.</li> <li>• The invitation must be to at least three (3) suppliers who Council considers meets its scopes.</li> <li>• Council may decide not to accept any quotes it receives.</li> <li>• If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the principles outlined in this policy.</li> </ul>
\$200,000 and above <i>Large-sized Contractual Arrangement</i>	<ul style="list-style-type: none"> <li>• Council must either invite written tenders, or invite expressions of interest before considering whether to invite written tender – see process in clause 10 herein.</li> </ul>



SCHEDULE 3: Tender Exemptions



Source: Department of State Development, Infrastructure, Local Government and Planning

SCHEDULE 4: Non-Current Asset Value Table

Asset Class	Council Limit
Road Infrastructure	\$10,000
Water Infrastructure	\$10,000
Sewerage Infrastructure	\$10,000
Buildings	\$10,000
Other Structures	\$10,000
Plant and Equipment	\$5,000
Land	\$1



Procurement Policy

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#### **SCHEDULE 5: Conflict of Interest Declaration**

*[CONFLICT OF INTEREST DECLARATION]*

*[Date]*

*[Name of Evaluation Team Chairperson] [Title of  
Evaluation Chairperson]*

*[Address of Evaluation Team Chairperson]*

Dear

*[Title of Tender etc]*

As a member of the Tender Evaluation Panel for the *[nature of panel]*, I am writing with regard to my obligations in relation to conflict of interest.

I am fully aware of my obligations under *Council's* Code of Conduct [and my contract / terms of appointment] to avoid all conflicts of interest in carrying out my duties, and to disclose any potential conflict of interest if they emerge in the course of my professional duties.

I currently have no such conflicts.

Yours sincerely

*[Name of Tender Evaluation Panel Member / adviser]*

*[Title of Tender Evaluation Panel Member/ adviser]*

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**SCHEDULE 6: Deed of Confidentiality****DEED OF CONFIDENTIALITY AND SECURITY**

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THIS DEED is made on \_\_\_\_\_

BY: \_\_\_\_\_ (the "Consultant")

ADDRESS: \_\_\_\_\_

**RECITALS:**

- A. The Consultant wishes to develop a close working relationship with Council.
- B. To further that relationship, the Consultant requires access to details of confidential information.
- C. The Consultant has undertaken to keep all information or material confidential and to take security precautions to prevent unauthorised disclosure.

**BY THIS DEED:**

- 1. The Consultant shall keep confidential and shall not disclose or make available directly or indirectly to any third party (except for a contractor as provided for in this Deed) all information and material of whatever nature and in whatever medium which is communicated, or becomes available to, or accessible by the Consultant in the course of its business or other relations with the Council (the "**Confidential Information**").
- 2. All Confidential Information shall remain strictly confidential until such time as it becomes known to the Consultant without restriction through a legally available public source.
- 3. The Consultant hereby acknowledges that the Confidential Information is the valuable property of the Council and that any disclosure of it could give rise to considerable damage to Council.

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Procurement Policy

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4. The Consultant shall not use or access the Confidential Information for any reason except as is necessary to further business discussions with Council or in the performance of supplying goods or services resulting from those discussions.
5. The Consultant shall not permit any employee or contractor of the Consultant to have access to the Confidential Information until such time as that employee or contractor shall have entered into a confidentiality agreement with the Consultant in a form approved by Council.
6. The Consultant shall immediately notify Council of any information which comes to its attention regarding any actual or potential breach of confidentiality, disclosure or unauthorised use of the Confidential Information. The Consultant shall make every effort to co-operate with Council in any investigation, prosecution, litigation or other action taken by Council regarding the subject of any such information.
7. In the event of any actual or alleged breach of confidentiality, disclosure or unauthorised use of Confidential Information by any future, existing or former employee, agent, or contractor of the Consultant, the Consultant shall enforce its rights to injunctive or other relief to the fullest extent possible, or, if requested by Council assign such rights to Council. The Consultant shall assist Council in every way in enforcing those rights and indemnifies Council for all costs and expenses which Council may incur in doing so.
8. Upon termination or completion of discussions on any specific project, the Consultant shall deliver to Council any Confidential Information in the Consultant's possession which relates to that project and which is capable of being delivered. The Consultant shall delete, erase, or otherwise destroy any Confidential Information contained in computer memory, magnetic, optical, laser, electronic, or other media in its possession or control which relates to the project and is not capable of delivery to Council.
9. Upon termination of the business relationship, or at any other time on Council's request, the Consultant shall deliver to Council all Confidential Information in the Consultant's possession which is capable of being delivered. The Consultant shall delete, erase, or otherwise destroy all Confidential Information contained in computer memory, magnetic, optical, laser, electronic, or other media in its possession or control which is not capable of delivery to Council.

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Procurement Policy

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10. The Consultant shall make every effort to maintain the confidentiality of the Confidential Information and to protect it from unauthorised access or use.
11. The Consultant shall comply with all Council's security and safety procedures and will permit and co-operate with any additional security or safety precautions which Council may wish to implement in respect of the relationship with the Consultant.
12. The Consultant shall not publicise its business relationship with Council or disclose any matter related to it without Council's specific prior written consent.
13. The terms of this Deed are in addition to all other obligations of the Consultant and where any inconsistency occurs, the provisions of this Deed shall prevail.
14. If for any reason a provision of this Deed or part of one is illegal, invalid or unenforceable in any jurisdiction it shall be read down or severed to the extent necessary so that it may not be so construed. The illegality, invalidity or unenforceability of any provision, or part of one, in any jurisdiction shall not affect the legality, validity or enforceability of any other provision, or of that provision in any other jurisdiction.
15. This Deed is governed by the laws of the State of Queensland.

EXECUTED AS A DEED.

.....

(Name) \_\_\_\_\_

Procurement Policy

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**SCHEDULE 7: Templates**

Procurement Policy

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1. Tender Documents

Procurement Policy

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2. Contracts Register

Procurement Policy

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3. Draft Advertisement



Procurement Policy

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4. Tender Evaluation Sheet

Procurement Policy

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5. Council Agenda Report

Procurement Policy

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6. Successful Letter

Procurement Policy

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7. Unsuccessful Letter

**14 HUMAN RESOURCES****14.1 HUMAN RESOURCES REPORT - DECEMBER 2023 - JANUARY 2024**

**Author:** Human Resources Manager

**Attachments:** Nil

**PURPOSE (EXECUTIVE SUMMARY)**

This report covers the month of December 2023 and highlights key Human Resource areas, the challenges identified, and initiatives undertaken to date.

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

As of 31 December 2023, Council had employed 204 staff 126 full time, 2 part time and 66 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

In the month of December commencement of

- Piet Baxter - Director of Housing and Facilities
- Six (6) new employees plus seven (7) casuals engaged by Council with 4 employees resigning.

There are four (4) additional employees scheduled to commence in January 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 policies 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. Concern also exists with respect to fraudulent activities of some staff in relation to the recording of time and falsification of timesheets. Then fraudulent activity presents serious issues for Council and the use of public monies. Several employees have been issued with show cause notices as to why they should not be terminated. 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.

**Break In**

- Break in Red shed.
  - Rear right-hand side boundary fence panel bent over to gain access.
  - Approx 10ltrs of fuel stolen from lawn mowers.
- Home invasion/ Break in. Room 1 VAC.

**Reported Incidents – Injuries**

One (1) minor abrasion. No time lost.

**Inspections Conducted**

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

- New VAC Accommodation Site:
  - Weekly site inspections SWMS Pre-starts and general housekeeping and safety. Trenching now backfilled.
  - Site cleaned up for cyclone preparedness.
- New Council 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 December.

- 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	25	74	2	<b>126</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	2	2	0	<b>4</b>
Staff Gains (December)	0	0	0	2	2		<b>4</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 December 2023 Human Resources Report.



**15 HOUSING DEPARTMENT****15.1 HOUSING 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 Housing department for the month of December 2023.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The report below outlines the various works currently undertaken by the Housing Department. The department is currently undergoing re-structuring and planning to develop the procedures and processes required to make the department profitable.

**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 234 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
<u>Community Housing</u>	<u>163 Projects</u>
<b>Total</b>	<b>191 Projects</b>

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

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

As a matter of priority, we are working to get VAC camp 2 to completion then will direct all available labour to purchase order works from the FY22/23 QBuild Program of Works.

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

Council has received the second tender from QBuild to submit a quotation to paint seven (7) Community houses. We have submitted the tender to paint five (5) Community houses and we have successfully received the purchase order from QBuild. Paint works commence mid-February.

**2. MSC TAVERN / KITCHEN WORKS**

We are in the process of designing the commercial kitchen for operational purposes. No further updates on the Tavern and Kitchen works.

### 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

Work has commenced at 152 Lardil Street and the footings have been laid, blocks are laid, the blocks have been concrete core filled and the trusses are erected, and the roof is completed. Sub-flooring works has commenced, and the internal walls have been started. The plumbers are on the island and have completed the plumbing rough-in on Unit B and have started the plumbing rough-in for Unit A. No Further works over the Christmas break.

##### 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.

#### 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-six (96%) completed including consultancies.

All fourteen (14) Accommodation dongas have been installed onto the steel posts with supporting props. The Project Manager has finalised the structural steel framing and flooring materials and are on site or has been erected.

The roof has been erected and completed between the dongas. The electrical company has completed laying the main conduit and the main electrical pits from the main electrical board at the existing VAC. The electrical company has completed pulling through the main electrical cable to the new VAC Camp 2 site. The electrical company is in the process of completing the main switchboard as well as testing and commissioning of the electrical works on the dongas.

The Deadline for project completion is on 22<sup>nd</sup> January 2024. Building Inspection is taking place on 23<sup>rd</sup> January 2024 to inspect the final completion of the construction work. Occupancy Permit will be issued by the Relevant Building Certifier once the building passes the inspection.

### **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 has 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.

### **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 17/02/2024.

#### **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 after the opening of the VAC2.

### **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.

### **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. If We are awaiting seconded stage funding approval.

### **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 24/01/2024.

## **FINANCIAL & RESOURCE IMPLICATIONS**

Nil

## **RECOMMENDATION**

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

**15.2 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 December 2023.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

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

**1. FACILITIES DEPARTMENT STAFFING**

The department is currently undergoing re-structuring and planning to provide procedure and processes to ensure staff support and understanding of roles and responsibilities.

**1.1 – Maintenance Crew**

Attendance is still an ongoing issue. Maintaining adequate staff levels is challenging.

**1.2 – Cleaning Crew**

We now have good attendance of cleaners most days with an average of six to ten turning up for work. We continue our daily pre-start meetings and plan to have a team meeting within the coming weeks which should assist with moral and staff participation. Role of Facilities supervisor soon to be filled.

**1.3 – Administration**

Staff attendance is good, and we continue to deliver an efficient accommodation service.

**2. COUNCIL PROPERTIES COMMERCIAL**

The department is currently setting up a structure to inspect, assess, price and schedule maintenance works to all facilities to establish a ten (10) year budgeting program.

**2.1 – VAC Accommodation**

Refurbishments for VAC Dongas 3 is still on hold (with 8 & 10 recently completed). In the short term, work has been redirected to the new VAC camp 2 project as a matter of urgency.

All available accommodation is still being occupied by tradesman required to complete the VAC camp 2 project. During the month there was minimal accommodation available, and we are looking forward to having the new VAC 2 accommodation camp completed and open for business.

**2.2 – Motel Accommodation**

Nil

**2.3 – Maintenance Commercial Works**

All works still being redirected to VAC camp 2 complex as a matter of urgency.

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

Our accommodation is extremely stretched at present until our VAC camp 2 is completed at which time several houses will become available for new and current staff.

**3.2 – Maintenance Residential Works**

All urgent maintenance requests are being attend to promptly.

**3.3 – Security Services**

The security service provision is essential to safeguarding all Council residence and commercial properties. We currently have two security guard working from 6pm through 6am seven days a week. One is a static guard at the VAC and the second is a mobile unit patrolling council building, works at pump station #2 and extra works to secure airport (plane break down overnight). Security Staff are continuously being attacked with rocks from ever growing groups of youths.

**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 January 2024.

**16 FACILITIES DEPARTMENT**

Nil

**17 TECHNICAL AND INFRASTRUCTURE SERVICES****17.1 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 December 2023.

**BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

This report outlines the major activities undertaken and challenges faced by the Department since the last report in September 2023.

**Grant Funded Project Update – December 2023 - 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.
- ARUP have completed a site visit and done a reservoir condition assessment and also started Dam assessment and RAW water. This is still ongoing. ARUP require additional information which will be required mid-January 2024.

Building our Region Round 6 – Sewerage Pump Station upgrades;

- Construction of macerator pits (pumps A & B) completed
- Relining of pump station A & B both completed
- Pump pits A & B were on bypass pumps to allow work and pump station A was commissioned 6 December with new pumps back online
- Pump station B macerator x2 and two sewer pumps will be commissioned this week
- Project is 50% completed CCIS will resume work in late January 2024

Works for Queensland – Water Treatment Plant Upgrades;

- Both budget and time variation has been submitted to funding department for approval.
- Design and specification have been completed, once variation approved, MSC will award project for construction.
- On hold due to critical infrastructure – new scope has been developed for requirements at the reservoirs with the Infrastructure Department
- Looking for funding to complete the Water treatment plant and critical infrastructure and the water network

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.
- 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**

- Routine emergent works carrying out repairs to compromised Council facilities.
- Facilities work orders actioned when issued as required.
- APH fence project is 80% complete. Installation of pedestrian and driveway gates are required to finish the project. Approximately 30 metres fence panels are still to be installed.
- Workshop fencing project recommenced late December 2023.

**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**

To be updated in January 2024.

**Environmental Health**

- December was a particularly busy month managing animal health. Staff numbers were reduced to one with Graham Edwards required to carry out ARO duties at the airport.
- I attended a Cultural Awareness workshop that proved to be informative and significant to perform my duties as Environmental Health Manager.
- Interviewed and appointed Narelle Gabori as the new environmental health worker replacing Travis Link under the ATSI funding.

**Animal Control**

- Animal Control dealt with four (4) injured animals, administered fleas and tick treatment to 22 animals, vaccinated two (2) animals and dealt with six (6) pickups of dead animals.

**Veterinary Visit Information**

The previous Council vet was advised that their services were no longer required. We contacted Tropical Vets (Atherton) from Council's preferred supplier as a replacement in 2024.

**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.

The turbidity within the water reticulation has reduced, the chlorine dosing setpoint has been changed from 2.30mg/L to 2.50mg/L and has been showing consistent results throughout the system for November. Mains flushing has been continued to further reduce the turbidity, and general cleanliness of the treated water throughout the reticulated mains.

**Water Restrictions**

On the 28 December 2023 Council implemented Level 3 water restrictions until further notice. This was implemented due to increased community water consumption and late annual rainfall. Restrictions were implemented to inform the community to make them aware of the low water levels and basic education on the need to conserve water.

- The drinking water quality management plan annual report 2022/2023 was due to be submitted 19 December 2023. An extension was permitted to the 12<sup>th</sup> January 2024. The report was submitted on the 11<sup>th</sup> January 2024 to the Regulator. This report has also been uploaded into InfoCouncil / Council's website for public awareness.
- 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 12 months. 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.
- Letter issued to Council on 18 November – from the Drinking Water Quality Management Plan amendment application /information requirement notice.
- 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 to be held on 14 & 15 February to determine the characteristics within the Drinking Water Quality Management Plan.
- Throughout December 2023, various leaks within the water reticulation network have been identified and repaired.

Plumbing applications and inspections (Plumbing, Drainage) have ramped up with new developments and projects across the Island some of these include Lot 152 Lardil Street and new Library (still requires water connection point and sewer connection).

Unit 120/121 units completed with plumbing and sewer certification completed.

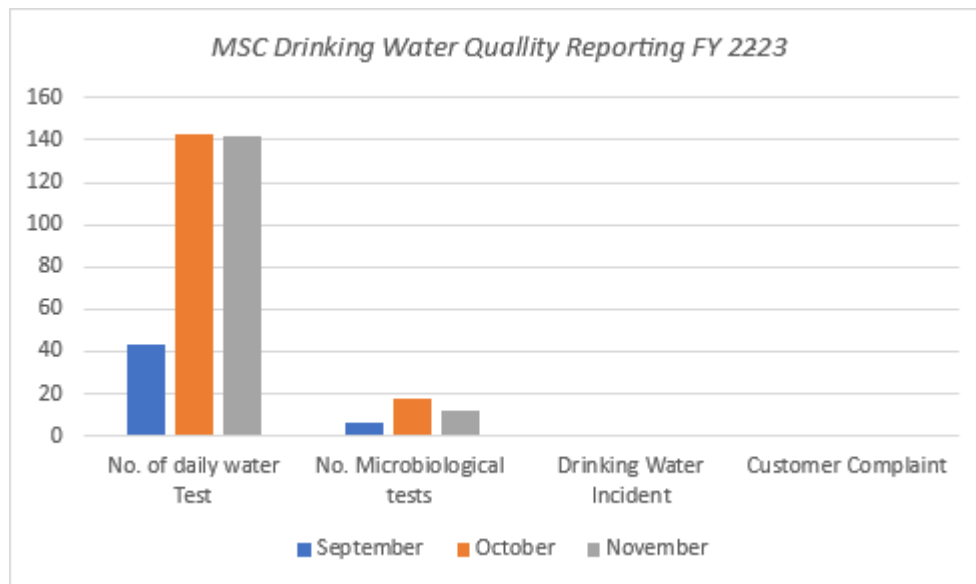


Table 1: Usage in town

Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL	Month End	Usage in KL
Jan	36,400 KL	April	30,338 KL	July	28930 KL	Oct	32000 KL
Feb	32,000 KL	May	28,318KL	Aug	28806 KL	Nov	37028 KL
March	28,600 KL	June	27,450KL	Sept	31645 KL	Dec	38767 KL
<b>Total</b>	<b>97,000 KL</b>	<b>Total</b>	<b>86.106 KL</b>	<b>Total</b>	<b>89,381 KL</b>	<b>Total</b>	<b>107,795 KL</b>

Table 2: Monthly rainfall

Month End	Rainfall	Month End	Rainfall	Month End	Rainfall	Month End	Rainfall
Jan	643 mm	April	0mm	July	2mm	Oct	5mm
Feb	382 mm	May	0mm	Aug	10mm	Nov	8mm
March	168mm	June	1mm	Sept	3mm	Dec	39mm
<b>Total</b>	<b>1,193 mm</b>	<b>Total</b>	<b>1 mm</b>	<b>Total</b>	<b>2mm</b>	<b>Total</b>	<b>52mm</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	100%	April	95%	July	81%	Oct	60%
Feb	100%	May	92%	Aug	74%	Nov	55%
March	97%	June	87%	Sept	68%	Dec	50%

**Sewer Operations**

Pump Stations A, B & C.

- 2 x Sewer connections are scheduled for 152 Lardil Street and 30 Lardil Street (Mid-January), when Plumbing compliance permit is fully paid and compliance number is issued.
- Plumbers commenced manhole inspection.

**Workshop and Maintenance****Workshop Update**

The general management of operations, processes and parts management have been bedded in with the team. Attendance and performance of apprentices is consistently poor. Options to be discussed on way forward with their employment.

**Technical Services HR**

Paul O'Connor, Engineering Director and Mark Bateup, Infrastructure Manager left the Council in December 2023. Awaiting new Engineering Director, Dev Ghosh commencing mid-January 2024.

**Private Works Update**

To be updated in January 2024.

**Fuel Status snapshot**

To be updated in January 2024.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil

**RECOMMENDATION**

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

**18 COMMUNITY DEVELOPMENT REPORT**

Nil

**19 CONFIDENTIAL REPORTS**

Nil

**20 NEXT MEETING**

Wednesday 21 February 2024

**21 CLOSURE**