

MORNINGTON SHIRE COUNCIL

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

Date: Thursday 23 April 2026

Time: 9:00 am

Location: Corner Jinkiya & Lardil Street Gununa

MORNINGTON SHIRE COUNCIL

Ordinary Council Meeting Thursday 23 April 2026

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

ORDER OF BUSINESS

1	OPENING OF MEETING	5
2	ACKNOWLEDGEMENT OF COUNTRY	5
3	PRESENT	5
4	LEAVE OF ABSENCE.....	5
5	DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF	5
6	CONDOLENCES AND MEMORIALS.....	5
7	CONFIRMATION OF MINUTES	5
7.1	Minutes of the Ordinary Council Meeting - 25 March 2026	5
8	DEPUTATIONS	5
9	ACTION SCHEDULE.....	6
9.1	March 2026 Resolutions Attached.	6
10	MAYOR AND COUNCILLOR REPORTS.....	8
10.1	Mayor and Councillor Verbal Reports.....	8
11	CHIEF EXECUTIVE OFFICER REPORT.....	8
11.1	Chief Executive report - March 2026.....	8
12	FINANCE	10
12.1	March 2026 Financial Report	10
12.2	Financial Statements and Final Management Report 2025.....	18
12.3	Procurement Policy Annual Update.....	76
12.4	Register of Prequalified Suppliers – Trade Services.....	86
13	Community	92
13.1	Community Report – March 2026.....	92
14	CORPORATE AND COMMUNICATIONS.....	99
14.1	Corporate & Communications Report – March 2026	99
14.2	DA2026_002 Sweers Island Resort Development Approval Exclusion	100
14.3	Investigation Policy.....	126
14.4	Model Meeting Procedures.....	149
15	HUMAN RESOURCES	193
15.1	Human Resources & Payroll Services Report - March 2026.....	193
16	HOUSING AND FACILITIES	197

16.1 Housing and Facilities Report – March 2026.....197

17 ENGINEERING.....200

17.1 Engineering and Infrastructure Report - February 2026200

18 Hospitality and Accommodation203

18.1 Hospitality and Accommodation Report – March 2026203

19 GENERAL BUSINESS204

20 CONFIDENTIAL REPORTS207

21 NEXT MEETING207

22 CLOSURE.....207

ORDER OF BUSINESS

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 Minutes of the Ordinary Council Meeting - 25 March 2026

Author: Director Corporate & Communications

Attachments: Mornington Shire Council - Unconfirmed minutes – 25 March 2026 - 6 pages

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting – 25 March 2026 be received and the recommendations therein be adopted.

8 DEPUTATIONS

Nil.

9 ACTION SCHEDULE

9.1 March 2026 Resolutions Attached.

RESOLUTION 2026/32

Moved: Cr Jane Ah Kit

Seconded: Cr Renee Wilson

That the Minutes of the Ordinary Council Meeting - 25 February 2026 be received and the recommendations therein be adopted.

CARRIED 3 / 0

RESOLUTION 2026/33

Moved: Cr Farrah Linden

Seconded Cr Jane Ah Kit

That Councillors receive and note the Mayor and Councillors' verbal reports for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/34

Moved: Cr Renee Wilson

Seconded Cr Jane Ah Kit

That Councillors receive and note the CEOs report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/35

Moved: Cr Renee Wilson

Seconded Cr Jane Ah Kit

That Council receive and note the Financial Report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/36

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

That Council receive and note the Masterplan Monthly Update - January

CARRIED 3 / 0

RESOLUTION 2026/37

Moved: Cr Jane Ah Kit

Seconded Cr Renee Wilson

That Council receive and note the Corporate and Communications Report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/38

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

That Council receive and note the Human Resources report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/39

Moved: Cr Renee Wilson

Seconded Cr Farrah Linden

That Council receive and note the Housing and Facilities report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/40

Moved: Cr Jane Ah Kit

Seconded Cr Renee Wilson

That Council receive and note the Engineering division report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/41

Moved: Cr Renee Wilson

Seconded Cr Jane Ah Kit

That Council receive and note the Hospitality and Accommodation report for February 2026.

CARRIED 3 / 0

RESOLUTION 2026/42

Moved: Cr Farrah Wilson

Seconded Cr Jane Ah Kit

Next Council Meeting scheduled for Thursday 23 April 2026 – Moved from 29th April due to attendance at the Indigenous Leaders Forum.

CARRIED 3 / 0

10 MAYOR AND COUNCILLOR REPORTS

10.1 Mayor and Councillor Verbal Reports

RECOMMENDATION

That Councillors receive and note the Mayor and Councillors' verbal reports for March 2025.

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive report - March 2026

Author: Chief Executive Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Elected Members with the Chief Executive Officer's report for March 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

- Government have recognised the great effort of bringing our audit program up to date which has been a terrific achievement by our Finance team
- The international context will likely have a significant price impact on goods arriving on island including fuel, food and building materials
- Despite this we will be quickly progressing our major building projects including:
 - Lot 926 4x2 bedroom community housing
 - New motel accommodation units
 - Completing the 2x5 bedroom duplex at 152 Lardil St
 - Commencing the roads program
 - Commencing the implementation of our \$39m social housing program including Lardil St subdivision, 5 additional houses and 9 plugins
- Other projects include:
 - Completion of the new food storage capability at the barge area
 - Extension of the footpaths
 - Issuing of the Tavern kitchen tender for construction and opening this year
 - Awarding of the new water treatment plant tender and the construction of our leading edge facility
 - The 10 year Recreation Plan for the island

- The barge area upgrade and seawall
- We are working closely with a Directors General working group to help address the youth crisis on Mornington
- We have commenced a program to increase the capability and productivity of our workforce and business areas
- Commencement of our planning and budget process for FY27

FINANCIAL & RESOURCE IMPLICATIONS

Council is typically operating within approved 2025/26 allocated budget parameters.

RECOMMENDATION

That Council receive and note the Chief Executive Officer's report for March 2026.

12 FINANCE

12.1 March 2026 Financial Report

Author: Chief Financial Officer

Attachments: March 2026 Financial report

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Finance reports provide Elected Members with essential insights to monitor financial performance, uphold fiscal responsibility, identify and manage risks, ensure efficient resource allocation, and support long-term financial sustainability.

All figures are the interim year to date until 31 March 2026

Key items to note:

- Interest received is now +\$437k than budget. This will increase as interest rates do likewise
- Sales Revenue less than budgeted due to less Qbuild works than anticipated in Budget; Accommodation and Carriage sales.
- Employee Benefits higher (+\$0.6m) due to increased Travel, Allowances (Higher Duties and Locality), cessation of employment payments and Training.
- Materials and Services lower than budget (-\$3.33m) due to a more considered approach to purchasing at this time.
- Capital revenue lower due to slower progress on DRFA works than budgeted (-\$4.82m)

As we enter into the final months of this financial year, cashflow will become a concern as reserves are minimal. The Executive team continue to be briefed on these matters and the finance team are actively acquitting grants as departments advise that projects are complete. This whole of Council focus will assist greatly to ensure that Council remains financially viable.

FINANCIAL & RESOURCE IMPLICATIONS

Council is mostly operating within 2025/26 budget allocations.

RECOMMENDATION

That Council receive and note the Financial Report for March 2026.

This Month Story

Council has \$20m invested with Queensland Treasury Corporation, earning interest.

Unrestricted cash holdings decreased. Currently under two months enough to see us through. Target is four months

Capital grants are under budget but similar last year

Net operating result dipped into the red. There is work to be done to bring the accounts into balance.

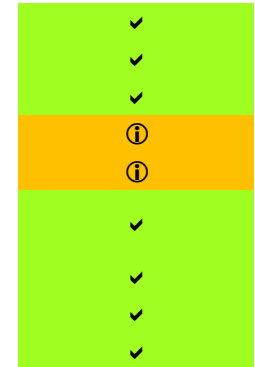
Recording and recouping all revenues must be a focus going forward to maintain our cash position. Still work to be done

We are now in a fantastic position of having caught up with Financials and reporting. We are looking deeper into the accounts to find improvements.

2025 Financial statement have been finalised. Audit is complete and signed.

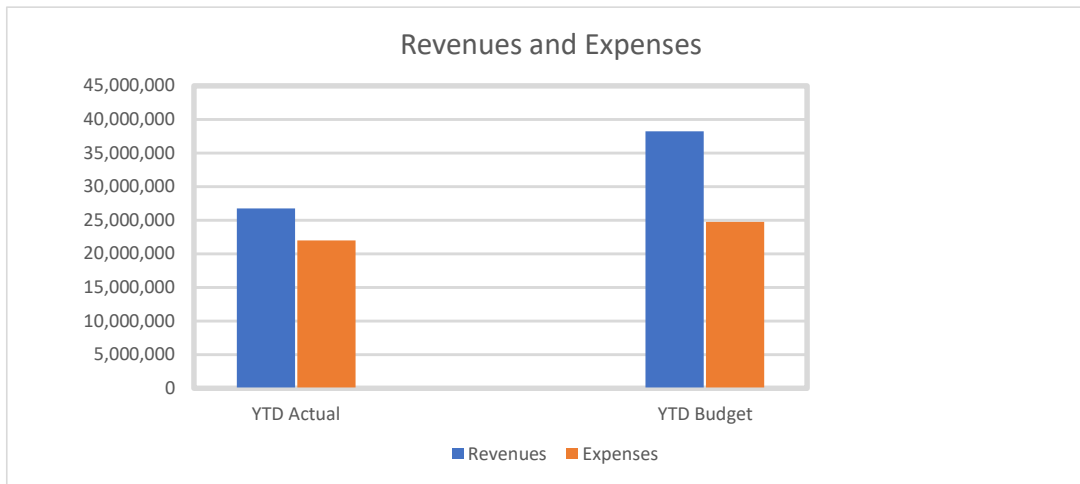
2026 Audit has already commenced, this puts us in a position to meet our reporting deadline

Accounts Receivables increased as a result of new invoices issued; older balances decreased

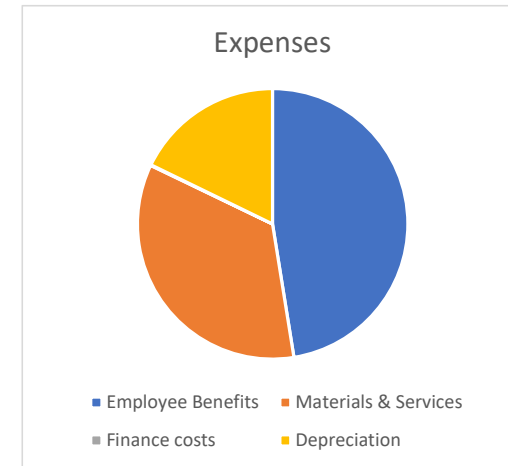
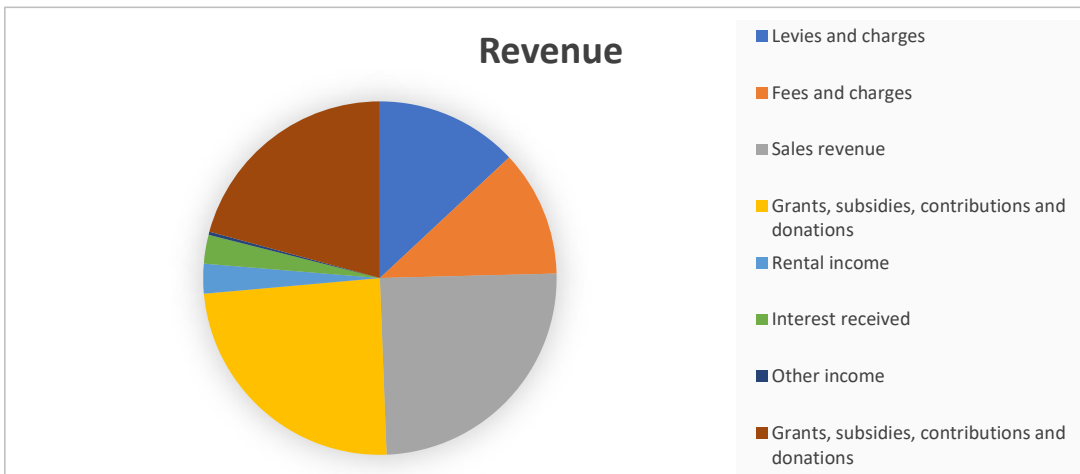


Revenues and Expenses

All numbers are year to date up until 31-March-2026



Where did the Money come from?



Details in the numbers

**Interim Statement of Comprehensive
Income Year to date up until**

Income	Actual	Budget	Year to Date Last Year	
	\$	\$	\$	
Revenue				
Recurrent Revenue				
Levies and charges	3,491,286	3,215,377	3,093,224	✓
Fees and charges	3,095,567	3,542,550	3,066,854	✓
Sales revenue	6,645,532	8,605,090	7,718,242	✗
Grants, subsidies, contributions and donations	6,474,094	11,608,413	8,979,328	✗
Total Recurrent Revenue	<u>19,706,479</u>	<u>26,971,430</u>	<u>22,857,647</u>	✗
Rental income	730,500	607,500	751,818	✗
Interest received	707,315	270,000	394,778	✓
Other income	75,731	0	218,289	✗
Total operating revenue	<u>21,220,025</u>	<u>27,848,930</u>	<u>24,222,532</u>	✗
Capital Income				
Grants, subsidies, contributions and donations	5,566,951	10,369,356	5,706,523	✗
Total capital income	<u>5,566,951</u>	<u>10,369,356</u>	<u>5,706,523</u>	
Total income	<u>26,786,976</u>	<u>38,218,286</u>	<u>29,929,055</u>	✗
Expenses				
Recurrent Expenses				
Employee Benefits	10,458,463	9,837,337	9,216,857	✗
Materials & Services	7,625,560	10,962,372	10,696,466	✓
Finance costs	21,574	28,800	23,152	-
Depreciation	3,920,829	3,962,811	4,398,276	-
	<u>22,026,426</u>	<u>24,791,320</u>	<u>24,334,751</u>	✓
Capital expenses	0	0	0	
Total expenses	<u>22,026,426</u>	<u>24,791,320</u>	<u>24,334,751</u>	✓
Net result	<u>4,760,550</u>	<u>13,426,965</u>	<u>5,594,303</u>	✗

Details in the numbers

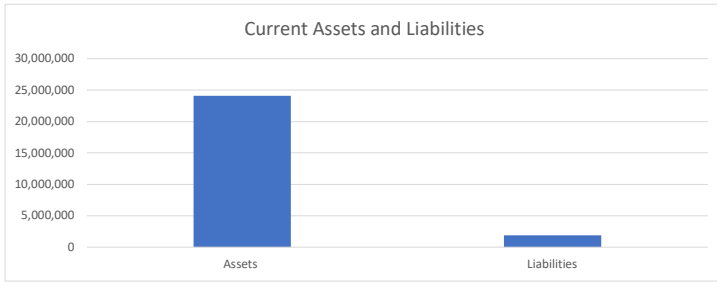


Statement of Financial Position

	31-March-2026				
	YTD				
	2026	2025	2024	2023	2022
	\$		\$	\$	\$
Current assets					
Cash and cash equivalents Unrestricted	3,857,225	4,452,987	1,078,595	4,178,129	1,023,954
Cash and cash equivalents Restricted	16,697,450	10,869,656	4,656,687	8,566,408	7,612,193
Receivables	1,964,089	2,764,661	3,893,009	3,783,665	3,375,253
Inventories	1,426,039	1,423,085	1,155,677	1,022,378	563,998
Contract assets	706,718	1,055,487	2,558,710	2,059,882	1,046,819
Lease receivable	0	275,371	267,079	252,355	235,948
Total current assets	24,651,521	20,841,247	13,609,757	19,862,817	13,858,165
Non-current assets					
Lease receivable	5,663,952	5,663,952	5,653,371	6,127,168	6,964,127
Property, plant and equipment	199,519,925	195,217,283	179,642,405	162,049,859	114,489,387
Total non-current assets	205,183,877	200,881,236	185,295,776	168,177,027	121,453,514
Total assets	229,835,398	221,722,482	198,905,533	188,039,844	135,311,679
Current liabilities					
Payables	1,770,397	4,455,418	8,018,553	4,995,172	3,927,004
Contract liabilities	16,882,314	10,869,656	4,656,687	8,566,408	4,906,589
Provisions	123,354	98,625	90,432	60,860	46,125
Total current liabilities	18,776,065	15,423,699	12,765,672	13,622,439	8,879,718
Non-current liabilities					
Provisions	1,725,012	1,725,012	1,667,518	1,611,620	1,545,187
Total non-current liabilities	1,725,012	1,725,012	1,667,518	1,611,620	1,545,187
Total liabilities	20,501,077	17,148,711	14,433,190	15,234,059	10,424,905
Net community assets	209,334,321	204,573,771	184,472,343	172,805,785	124,886,774
Community equity					
Asset revaluation surplus	171,899,726	171,899,726	158,459,155	149,526,017	105,443,563
Retained surplus	37,434,595	32,674,045	26,013,188	23,279,768	19,443,211
Total community equity	209,334,321	204,573,771	184,472,343	172,805,785	124,886,774

Cash Position

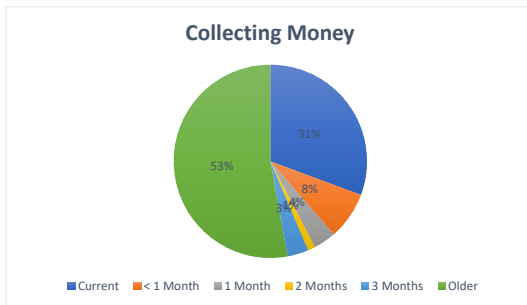
All numbers are year to date up until 31-March-2026



Assets		Liabilities	
Cash at bank Unrestricted	3,857,225	Creditors	1,155,536
Cash at bank Restricted	16,697,450	GST	950
Debtors	3,523,870	PAYG	0
	<u>24,078,545</u>	Employee entitlements	733,312
			<u>1,889,798</u>

Receivables							
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total	
962,805.61	251,036.07	118,157.22	38,388.43	110,318.10	1,660,006.24	3,140,711.67	
30%	8%	2%	2%	2%	56%	100%	

Payables							
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total	
676,773.31	176,988.74	33,447.06	31,889.06	11,395.29	225,042.16	1,155,535.62	
59%	15%	3%	3%	1%	19%	100%	



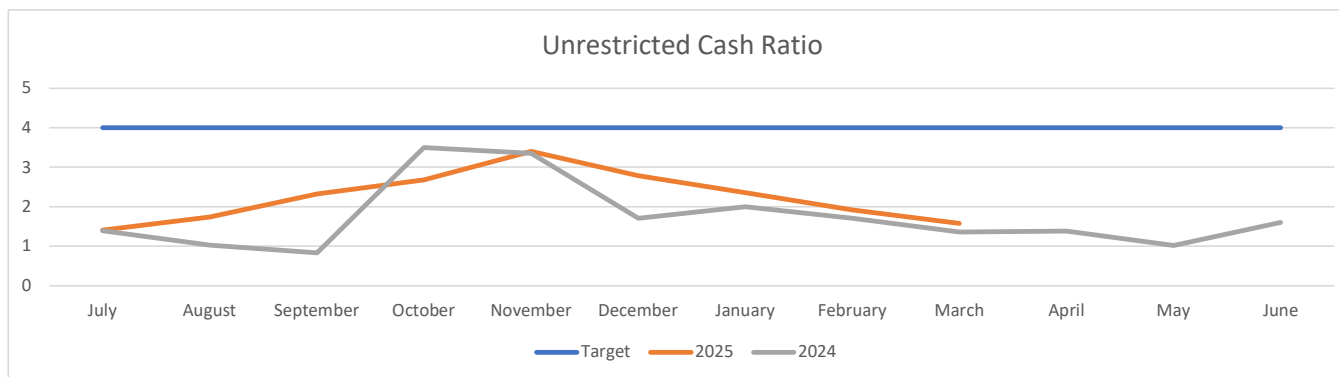
Who owes us money (Debtors) But hasn't paid soon enough	Over 90 days	Total	Comments
GRAC (Gulf Regional Aboriginal Corporation)	224,340	224,340	
GUNUNAMANDA LIMITED T/A Gununamanda Store	388,376	415,918	Referred
HC Building and Construction	141,977	141,977	
James Construction Queensland Pty Ltd	505,226	506,852	
N & J Building & Construction	92,191	92,191	
Rex Airlines	174,585	174,586	Application to Grant undertak
Total of above and others	\$1,660,006	\$3,140,712	

Cashflow

All numbers are year to date up until

31-March-2026

Account	Jul 2025			
Normal Business				
Money in	2,405,480.60	2,664,688.22	1,184,702.94	1,249,564.04
Money Out	(1,824,792.77)	(2,557,929.04)	(2,272,871.73)	(2,707,762.94)
Difference	580,687.83	106,759.18	(1,088,168.79)	(1,458,198.90)
Capital Grants				
Money in	0.00	1,448,753.00	146,594.52	0.00
Money Out	(533,825.62)	(791,907.88)	(132,088.97)	(113,517.65)
Difference	(533,825.62)	656,845.12	14,505.55	(113,517.65)
Other (Super BAS)	4,441,146.52	(893,624.00)	24,386.39	143,483.33
	4,441,146.52	(893,624.00)	24,386.39	143,483.33
	4,488,008.73	(130,019.70)	(1,049,276.85)	(1,428,233.22)
Bank				
Start	3,662,639.00	5,103,067.96	6,872,305.50	5,285,458.48
Difference	4,488,008.73	(130,019.70)	(1,049,276.85)	(1,428,233.22)
End	8,150,647.73	4,973,048.26	5,823,028.65	3,857,225.26



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

Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✓		21/04/2026	FBT return due in May
Workcover	✓		15/09/2026	
Audit 2026	✓		31/010/2026	
Grant reporting	✓		11/04/2026	On target
Paying Invoices	✓	Ongoing		Up-to-date and cleaned up
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	-	Ongoing		Progress met with the Depart
Policies	-	Over		To be reviewed and adopted
Budget 2027	✓		1/06/2026	
Debt Recovery	-			Solid improvement; Write off:
Contracts Register \$200k+	✗			Tender has been released in
Contracts Register All	✗			Resources to be allocated to

Measures of Financial Sustainability

Operating Surplus Ratio

Target: 0%

Net operating result divided by total operating revenue

-8%

Operating Cash Ratio

Target: Greater than 0%

Net operating result add Depreciation Amortisation add Finance Costs divided by total operating revenue

11%

12.2 Financial Statements and Final Management Report 2025

Author: Chief Financial Officer

Attachments: 2025 Final Management Report
2025 Signed Financial Statements

PURPOSE (EXECUTIVE SUMMARY)

The Financial Statements for 2024/25 and Final Management report are presented to Council to be transparent on the final audited result for the Financial year ending 30 June 2025.

These are presented to Council for noting.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Mornington Shire Council's financial statements have experienced delays in recent years. However, the Finance team has been working diligently and proactively to address this issue, ensuring that all audits are now up to date and complete. The attached Financial Statements represent a significant milestone for the team, marking the successful resolution of these delays.

While this achievement is commendable, we acknowledge the deficiencies identified in the audit, as outlined in the Final Management Report. Addressing these deficiencies will require ongoing diligence and collaboration across all departments within the Council to achieve full compliance with regulatory and operational standards.

It is important to highlight that several historical deficiencies have already been resolved, with additional issues being addressed during the current financial year. This progress reflects the Council's commitment to continuous improvement and accountability.

FINANCIAL & RESOURCE IMPLICATIONS

No Financial implications however, certainly considerations for the new financial year.

RECOMMENDATION

That Council receive and note the Final Management Report and signed Financial Statements for the Financial year 2024/25.



2025 FINAL MANAGEMENT REPORT

Mornington Shire Council

8 April 2026



Mr Richard Sewter
Mayor
Morningson Shire Council

Dear Mr Sewter

Final management report for Morningson Shire Council

We have completed our 2025 financial audit for Morningson Shire Council. QAO has issued an unmodified audit opinion on your financial statements.

The purpose of this report is to update you on any matters that have arisen throughout the audit of the 2025 financial year.

Reporting on issues identified after the closing report

I can confirm that we have not identified significant issues since the presentation of our closing report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your Council's next ordinary meeting.

Report to parliament

Each year, we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of your entity in our report to parliament. We will comment on the results of our audit, any significant internal control issues, and the overall results for the sector, including major transactions and events. We will discuss the proposed report content with your entity contact and continue to consult as we draft it. Formally, entities have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

Audit fee

The final audit fee for this year is \$105,500, exclusive of GST. This fee is in line with the \$105,500 estimated in our external audit plan.

We would like to thank you and your staff for your engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this report or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 4046 0044 or Will Cunningham, QAO – Engagement Leader on 3149 6042.

Yours sincerely

A handwritten signature in blue ink that reads 'g.mitchell'.

Greg Mitchell
Partner, BDO Audit (NTH QLD) Pty Ltd

cc: Mr Gary Uhlmann, Chief Executive Officer

Appendix A1 – Status of issues

Internal control issues

This section provides an update on the control deficiencies and other matters we have identified throughout the audit of the 2025 financial year. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



25CR-1 Insufficient credit card policies and procedures

Observation

During our review of credit card transactions, a number of issues were identified as outlined below, all of which ultimately stem from the lack of a formally implemented credit card policy which enforces general expectations around credit card use and other key information.

- There were six instances out of a sample of 32 transactions reviewed, where supporting documentation was not retained for transactions. As part of the audit enquiry process, these were later obtained from the suppliers.
- For one card holder, there were numerous instances of personal expenditure in relation to food and beverage costs which were incurred either during personal travels or during Council-related travel where a travel allowance was already provided. The identified transactions totalled \$842. We noted that management carried out their own internal review as part of the credit card reconciliation process and identified several of these transactions as needing to be reimbursed by the card holder over the financial year.
- There were three instances identified where extensions to existing Council-related travel were requested via completion of an updated Travel Allowance Form; however, justification provided around reason for extensions was limited even after follow-up as part of the audit process. The timing of these requests did not appear to allow for sufficient time to consider reasonableness prior to further credit card charges being incurred for accommodation and car hire costs. For one such travel extension, this covered a further 16 days (following two separate extensions requested) with additional accommodation charges incurred totalling \$3,800 as well as several personal expenditure transactions as identified by management. Additional travel allowance claims totalling \$1,100 were also sighted as approved as part of this extension.

Implication

Continued misuse of corporate credit cards and insufficient reasoning for travel requests, specifically for extensions to existing business-related travel, inhibits management's ability to demonstrate value for money, transparency and accountability in the use of public funds. The lack of strong policies in these areas could result in a lack of documentation of alignment between travel and corporate card spending purposes and the operational or strategic deliverables of Council. Lack of demonstration of value for money could also result in excess expenditure being incurred which may not withstand public scrutiny.

QAO recommendation

We recommend that Council implement a credit card policy which includes key information around the following areas:

- Retention of support.
- Criteria required to be considered prior to use of credit cards such as reasonableness and cost effectiveness, relevance to budget, public scrutiny, and alignment with operational and strategic objectives.
- Thresholds that reasonable entertainment costs are not to exceed (e.g. with reference to ATO domestic meal expense levels).

In relation to the travel aspect of the observations noted above, Council currently has an Employee Travel policy which provides guidelines to follow when booking flights for Council purposes. We recommend that this policy be extended to provide guidance on the following:

- Approval process required for travel and attendance at conferences/meetings/courses, including consideration of when alternatives to travel such as video conferencing or online courses would be considered appropriate.
- Appropriate level of documentation and justification required for travel allowance requests including for extensions.
- Considerations in relation to accommodation bookings such as standard of accommodation and responsibility for costs if stays are extended.
- Payment of meals and travel allowances as opposed to use of credit cards for such costs.
- Reasonableness of using Council vehicles to undertake travel including considerations of value for money when assessing against alternative travel options.

Council could make reference to Queensland Government Domestic Travelling and Relieving Expenses (Directive No 13/23) in drafting the policy.

Management response

Management acknowledges the issues raised and has been proactive in the 2026 financial year to ensure that existing credit cards are used compliantly. There will be further action required to ensure that the Credit Card Policy and Employee Travel Policy is updated in the 2026 financial year and educated to our staff.

Responsible officer: Chief Financial Officer and Director of Human Resources

Status: Work in progress

Action date: 30 June 2026



25CR-2 Lack of independent verification of supplier masterfile changes

Observation

A process has been implemented to independently verify supplier bank account change requests prior to actioning these requests. We identified two instances out of a sample of five, whereby there was no documentation or evidence retained to confirm that the independent verification has taken place. Further, during work performed on supplier masterfile changes actioned over the financial year, information could not be provided to support two out of five sampled instances.

Implication

We have seen at other businesses that fraud perpetrators are active with either requests from fake email addresses or with hacking into legitimate email addresses. We have seen other businesses inadvertently make payments to fraudulent accounts after failing to verify the request was legitimate.

Further, the lack of an audit trail for such masterfile changes from the point of request from the supplier to the documentation of action taken by Council weakens accountability, undermines segregation of duties, and increases the chance of both error and intentional manipulation.

QAO recommendation

We recommend that:

- Formal documentation be maintained of the masterfile change request process from retention of the original supplier request to completion of a Supplier Detail Form,
- Management enforce the requirement for the documentation of the independent verification with the supplier be retained, documentation should include date, how contact was made (e.g. phone call, email), who was contacted and sign off by the person performing the independent verification.

For further information and recommendations around vendor fraud, please refer to the following publication: [Strengthening your internal controls against emerging fraud risks | Queensland Audit Office](#).

Management response

Management has directed the Accounts Payables function to ensure that records are held compliantly.

Responsible officer: Chief Financial Officer

Status: Work in progress

Action date: 31 March 2026

**25CR-3 Centralised fixed asset register****Observation**

We noted from work performed on property, plant and equipment, that Council does not maintain a centralised asset register that can be reconciled to the general ledger at year end. Multiple excel spreadsheets were required in order to reconcile property, plant and equipment, including individual valuation spreadsheets, plant and equipment spreadsheets before and after disposals, and summarised workings of work in progress movements for the year.

Implication

Lack of a centralised fixed asset register increases the risk of errors and omissions of relevant information. In addition, maintaining complex asset registers in spreadsheets also increases the likelihood of errors.

QAO recommendation

We recommend that management develops a centralised fixed asset register that contains all relevant information for each asset class, including revaluation movements, disposals, transfers from work in progress and depreciation. We are aware that Council is in the process of transitioning to a new accounting software, and as part of this process, we recommend that Council transfer all relevant property, plant and equipment information into the new system to be maintained electronically, to mitigate the potential for errors.

Management response

A new ERP system is going to be implemented soon that will include a fully integrated asset register. These spreadsheets will be imported into the system with the appropriate cross checks. Going forward this will minimise the concerns relayed here.

Responsible officer: Chief Financial Officer

Status: Work in progress

Action date: 31 December 2026

**25CR-4 Expired and absent lease agreements****Observation**

It has been identified that there are 11 residential and 16 commercial Council-owned properties that are either operating under expired lease agreements or have no formally executed lease in place. In some instances, third-party occupants have advised Council that rental payments will not be made until a valid lease agreement is executed.

Implication

There is a financial implication as Council is exposed to loss of rental income where tenants refuse or withhold payment in the absence of an executed lease. The absence of enforceable agreements limits Council's ability to recover arrears, back-charge rent, or apply penalties for non-payment.

Without a current lease, Council may also lack legal enforceability over key terms such as rent, duration, permitted use, maintenance responsibilities and termination rights. This inability to enforce conditions of occupation increases risk around potential disputes or litigation.

QAO recommendation

We are aware that management is in the process of completing a centralised lease register but has faced challenges assigning this responsibility internally. We recommend management continue to perform its comprehensive review of Council-owned properties occupied by third parties to identify where there are current or upcoming expired lease agreements, or no agreements in place. Further, the roles and responsibilities should be clearly defined within the organisation around continued monitoring of the lease register and organising of executed agreements in a timely manner. Council should also develop and adopt a Leasing policy to clearly document and outline the requirements surrounding rental of Council-owned properties.

Management response

Management is currently proactively working with an external legal engagement to get all leases updated and executed, with the portfolio for Commercial leases and the related residential leases being allocated to one Director. This will allow for revenues to be collected in a timely manner.

Responsible officer: Chief Financial Officer

Status: Work in progress

Action date: 30 June 2026



25CR-6 Accessibility of documents on Council's website

Observation

We identified during a review of Council's website that designated pages are not being utilised to make key documents easily accessible for website users. This includes the Budgets, Corporate & Strategic Plans, and Policies pages. From a review of meeting minutes throughout the financial year, there are a number of key documents such as the Annual Budget, Operational Plan, Annual Financial Statements, and various statutory policies which are being tabled and adopted by Council but are only being included within agenda pack support on the website. This is not considered easily accessible given its location is not intuitive to an ordinary person.

It was also identified that there is no clear separation between disclosure of confirmed meeting minutes and agenda packs on the website. In order to access minutes of a meeting, website users must access the following month's agenda pack.

Implication

Council is not compliant with the s199 of the Local Government Regulation by not disclosing or making key documents easily accessible on its website.

QAO recommendation

We recommend a comprehensive review of Council's website be undertaken to identify where improved disclosure of required information can be made to ensure easier accessibility for the public.

Management response

Management is proactively working on a new website that will be easier to use by the end user. Management will then ensure that key documents are easily accessible.

Responsible officer: Director of Corporate & Communications

Status: Work in progress

Action date: 30 June 2026



25CR-7 Insufficient disclosure of conflicts-of-interest

Observation

The following instances of non-compliance with the *Local Government Act 2009* were identified in relation to transparency in disclosure of conflicts:

- s150FA - Outlines the level of documentation of prescribed and declarable conflicts in meeting minutes, including action taken. A conflict of interest was identified from meeting minutes for an agenda item in the March 2025 minutes; however, there was no further documentation of action taken to manage this conflict. For example, abstaining from discussions and/or voting, leaving the room etc.
- s201C - Outlines the obligation of Councillors to advise within 30 days after each financial year end of new, amended or unchanged registers of interest. Our review of Councillor registers of interest on the website, and from further enquiry with management, identified that these registers have not been updated since July 2024.

Implication

Non-compliance with the *Local Government Act* creates significant risks for Council. It undermines statutory obligations and may attract regulatory scrutiny, which could damage the Council's reputation. Sufficient documentation of declared conflicts of interest and action taken by Council ensures transparency and accountability. Further, maintaining up-to-date registers of interest is essential to the documentation of any actual or perceived conflicts of interest, and ensures Council is able to appropriately navigate any matters where relevant conflicts may exist. The availability of up-to-date registers to the public via the website also ensures continued compliance.

QAO recommendation

We recommend a comprehensive review of current registers of interest be performed to ensure that Councillors and other relevant key management personnel are aware of the requirements of the Local Government Regulations 2012, and any deficiencies in registers of interest be rectified as soon as practicable. Management should consider performing personal name searches from ASIC to assess the completeness of disclosures received. We further recommend a formal annual process be implemented to obtain new or updated register of interest forms, or annual confirmations where there are no changes to be disclosed.

In terms of documentation of conflict management in meeting minutes, we recommend these requirements be reiterated to staff involved in the minuting process, and that Councillors be made aware of the general expectation of actions to be taken to limit conflicts in decision-making occurring.

Management response

Management will work to resolve this ongoing concern related to the register and put in process recommendations made by this audit.

Responsible officer: Director Corporate & Communications

Status: Work in progress

Action date: 30 June 2026

**25CR-8 Errors in annual leave provision calculation****Observation**

Based on a review of the annual leave provision calculation, a variance of \$47,343 was identified due to one eligible employee being omitted from the calculation. This resulted from the payroll report being copied and pasted into the incorrect location within the workbook, causing formula range not to capture the employee. Further, the workers compensation on-cost placeholder cell within the calculation was not completed.

Implication

While the variance was not material to the financial statements, incorrect spreadsheet links and incomplete formula inputs increase the risk of inaccurate leave accrual provisions and misstated liabilities. In this instance, these calculation errors had a flow on effect to the key management personnel remuneration disclosure workings prepared.

QAO recommendation

We recommend that management reviews the annual leave provision calculation to ensure correct report placement, formula consistency and completion of all required input fields.

Management response

Management notes the above and will ensure controls in place to manage this issue going forward.

Responsible officer: Chief Financial Officer

Status: Work in progress

Action date: 30 June 2026

**25CR-5 Excessive employee leave balances****Observation**

From a review of annual leave balances, two employees were identified as having excessive annual leave balances at year-end with both exceeding 12 weeks. Based on guidance from the Fair Work Ombudsman, annual leave balances are considered 'excessive' if an employee has more than eight weeks.

Implication

If staff accrue excessive leave balances, the impact is an increase cost to Council, as leave is paid at the rate applicable when taken or paid out, which is likely to be higher than the rate applicable when it was accrued.

There is also an increased risk of employee burnout if leave is not taken regularly.

QAO recommendation

We recommend management reviews current leave balances and work with employees with high balances to reduce the hours accrued through scheduling leave or having a portion paid out.

Management response

Management will undertake a review of balances and action any that are above the suggested threshold.

Responsible officer: Director of Human Resources

Status: Work in progress

Action date: 30 June 2026

Financial reporting issues

This section provides an update on the financial reporting issues we have identified throughout the audit of the 2025 financial year. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



25CR-9 Incorrect valuation and disclosure of employee benefits

Observation

During our review of Council's related party disclosures, we identified that the values attributed to certain non-cash benefits provided to key management personnel and Councillors were not determined in accordance with the valuation principles required for financial reporting.

Council did not calculate the underlying value of vehicle benefits arising from employees' use of pooled cars, on the basis that the ATO's reporting exclusion for pooled or shared cars applied. While the pooled vehicle exemption removes the requirement for reporting fringe benefits amounts through payroll systems, it does not affect the existence of a benefit nor the need to determine its value for financial statement purposes.

Another issue was identified in relation to accommodation provided to employees. Council disclosed only the rent contributions made by employees rather than determining the value of the accommodation benefit itself. Under the relevant valuation principles, the economic benefit received by an employee is represented by the market rental value of the accommodation, reduced by any contribution made by the employee.

Implication

The combined effect of these omissions is that the remuneration disclosures reported in the financial statements is understated, as Council has not captured the total benefits provided. Accurate valuation of non-cash benefits is essential to comply with the Council disclosure requirements, and to ensure completeness and accuracy of remuneration disclosures.

QAO recommendation

We recommend that regardless of the fringe benefit tax requirement, Council should endeavour to determine the taxable value of car benefits where private use exists and use market rental assessments for employer provided accommodation. Assessment should be given to all benefits provided to ensure appropriate disclosure within the financial statements.

Management response

Management will work to improve this reporting within the 2026 financial year.

Responsible officer: Chief Financial Officer

Status: Work in progress

Action date: 30 June 2026

Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues, and other matters that have previously been raised some of which may have been reported as resolved in the closing report. The listing includes issues from our report this year and those issues raised in prior years.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Internal control issues 			Financial reporting issues 		
------------------------------------	--	--	---------------------------------------	--	--

Internal control issues

Ref.	Rating	Issue	Status
24CR-1		Non-compliance with Local Government Regulations Identified non-compliance with the Local Government Regulation in relation to the following matters: <ul style="list-style-type: none"> S165 - Preparation of five-year corporate plan S174 – Written assessment of progress towards implementation of operational plan S182 – Preparation of annual report and timely adoption S237 – Publishing of large-sized contractual arrangements on Council website S272 – Availability of minutes for inspection by public in a timely manner 	Work in progress Matters identified in 2025 financial year. Management are actively working towards rectifying, with a corporate plan adopted early in 2026 and the commencement of written assessments on the operational plan. Responsible officer: Director Corporate and Community Action date: June 2026
24CR-2		Non-compliance with procurement policy and Local Government Regulations Identified non-compliance around procurement in relation to the following matters: <ul style="list-style-type: none"> Purchase orders being raised on or subsequent to supplier invoice date and provision of goods/services Insufficient quotations obtained for medium-sized contractual arrangements Insufficient documentation and resolutions to evidence procurement steps followed for large-sized contractual arrangements 	Work in progress Further instances of the non-compliance issues documented were identified during testing in the 2025 financial year. Responsible officer: Chief Financial Officer Action date: June 2026
24CR-3		Unsuitable procurement of a contract Identified an instance of contract signing being outside of delegation limits and overall non-compliance with procurement policy, insufficient contract execution and record-keeping, and mismanagement of services provided by the supplier.	Work in progress The instance identified was also relevant in the 2025 financial year. Responsible officer: Chief Financial Officer Action date: June 2026

24CR-4		<p>Implementation of POS system for alcohol sales</p> <p>Lack of centralised recording, tracking and managing of a material revenue stream through an integrated Point of Sale (POS system).</p>	<p>Work in progress</p> <p>A POS system has not yet been implemented.</p> <p>Responsible officer: Director of Hospitality and Accommodation</p> <p>Action date: June 2026</p>
23CR-1		<p>Review of asset revaluations is not sufficient</p> <p>There was lack of sufficient review of the comprehensive valuation performed on all asset classes. This resulted in revision being required, which had a significant impact on the valuation outcome.</p>	<p>Work in progress</p> <p>Formal position paper prepared in the current year and presented to Council. Predominantly desktop valuations performed. Audit to review when extensive comprehensive valuations performed on asset classes in future years.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: June 2025</p> <p>Revised action date: June 2026</p>
23CR-2		<p>Stormwater assets have not been revalued</p> <p>A comprehensive revaluation was not performed on stormwater drainage network assets. An arbitrary replacement cost was applied, along with a useful life in line with other stormwater assets.</p>	<p>Resolved</p>
23CR-3		<p>Useful lives of assets are not supported by an asset management plan</p> <p>Council has not implemented an asset management strategy and does not have a current long-term asset management plan that supports the useful lives of its assets.</p>	<p>Work in progress</p> <p>Asset management plans are yet to be implemented. These plans should align with the useful lives adopted by Council in recent comprehensive revaluations.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: June 2025</p> <p>Revised action date: December 2027</p>
23CR-4		<p>Lack of credit card policy</p> <p>Council does not maintain a credit card policy, nor is any other expenditure/procurement policy enforced in relation to credit card transactions.</p>	<p>Closed</p> <p>This matter has been escalated to a new significant deficiency (25CR-1) and as such this one has been closed. Refer to section 1 Status of issues for further details.</p>
23IR-1		<p>Lack of documented policies and procedures</p> <p>There is a lack of documented policies and procedures specifically around the IT environment (i.e. user access for new and transferred employees, termination of user access, passwords, third party access policy).</p>	<p>Work in progress</p> <p>Such policies and procedures did not exist in the 2025 financial year.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: June 2025</p> <p>Revised action date: June 2026</p>
22CR-2		<p>Lack of preferred supplier listing</p> <p>Identified that a preferred supplier listing is not utilised which has led to non-compliance issues with the Local Government Regulation 2012.</p>	<p>Work in progress</p> <p>Council did not adopt or use a preferred supplier listing during the 2025 financial year.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: December 2024</p> <p>Revised action date: June 2026</p>

22CR-3	S	Insufficient credit card processes During credit card testing, there were several instances of a lack of supporting documentation being retained for transactions, which is non-compliant with the credit card policy. Furthermore, identified credit card reconciliations are not performed in a timely manner.	Closed This matter has been closed and re-raised as significant deficiency (25CR-1). Refer to <i>section 1 Status of Issues</i> for further details.
22CR-5	S	Lack of revenue processes Various cut-off issues identified within all revenue streams as a result of a lack of processes, particularly around invoicing of goods or services in a timely manner.	Resolved
22CR-6	S	Errors in asset register Significant errors in the asset register maintained by Council were identified, as detailed in the 2022 Closing Report. Recommended implementation of an appropriate asset management software.	Closed This matter has been closed and re-raised as significant deficiency (25CR-3). Refer to <i>section 1 Status of Issues</i> for further details.
21IR-1	S	Completeness of accommodation revenue Identified that there is no regular reconciliation process between PRENO and Xero applications which has led to historical issues with transaction flow and data entry.	Work in progress From work performed in the 25FY, it was noted that regular reconciliations are still not being performed, and variances between Preno and XERO were identified. Management has plans to replace Preno with a new system to better manage accommodation revenue. Responsible officer: Financial Accountant Original action date: March 2022 Revised action date: June 2026
24CR-5	D	Non-adherence with funding agreement reporting requirements Identified a failure to meeting reporting requirements as enforced under a funding agreement.	Resolved
24CR-6	D	Conflict of interest management Lack of formal conflict-of-interest policies and procedures implemented to outline expectations around identifying, disclosing and managing actual and perceived conflicts (including conflicts involved close family members).	Work in progress Such policy has not yet been implemented and adopted. Responsible officer: Human Resources Manager Action date: June 2026
20CR-2	D	Year-end processes – high level of adjustments Historically have been a number of misstatements during audits due to a lack of reconciliation processes for revenue streams and deficiencies in quality assurance processes for other balances.	Resolved
16IR	D	Compliance matters Council has not implemented an asset management strategy and has not adopted a long-term asset management plan.	Closed This matter is covered as part of 23CR-3.
24CR-7	L	Errors in LSL provision calculation Issues identified around lack of consideration of on-costs or discounting and inflation in calculation.	Resolved

Appendix A3 – Climate-related financial disclosures

Next year's planning considerations	Potential effect on your reporting obligations	Potential effect on your audit
<p>As a non-mandatory reporting entity, your entity does not need to prepare climate-related financial disclosures in compliance with AASB S2 Climate-related Disclosures and have this audited under the ASSA 5010 timetable.</p> <p>Queensland Treasury has communicated to us that it does not intend to include your entity within its whole-of-government reporting framework.</p> <p>The department of local government is considering a sector-wide response. We encourage local governments to engage with the department prior to devoting time and resources to determining their approach to reporting.</p>	<p>At this point there is no effect on your reporting obligations for 2026 or future years.</p> <p>Your entity may choose to voluntarily report against AASB S2. As part of your decision making, you should also consider who your report users are, and what their information needs are.</p> <p>We strongly encourage you to engage with us prior to making this decision. Planning to develop a valuable report is a significant commitment.</p>	<p>We have commenced our engagements for clients who are preparing mandatory reports now.</p> <p>Our experience is that engagement at least 18 months out from the first reporting date allows us to develop a shared understanding of the roles and responsibilities and assess your readiness for reporting.</p> <p>If you chose to prepare a voluntary S2 compliant report, we would recommend that you allow a similar amount of time.</p>



qao.qld.gov.au/reports-resources/reports-parliament



Suggest an audit topic

Contribute to an audit in progress

Subscribe to news and our blog

Connect with QAO on LinkedIn

Will Cunningham
Queensland Audit Office
T: 07 3149 6042
E: will.cunningham@qao.qld.gov.au

Greg Mitchell
BDO Audit (NTH QLD) Pty Ltd
T: 07 4046 0044
E: greg.mitchell@bdo.com.au

T: (07) 3149 6000
E: qao@qao.qld.gov.au
W: www.qao.qld.gov.au
53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002



Mornington Shire Council
Financial Statements
for the year ended 30 June 2025

Mornington Shire Council

Financial statements

for the year ended 30 June 2025

Table of contents

Reference Page

Statement of comprehensive income	1
Statement of financial position	2
Statement of changes in equity	3
Statement of cash flows	4
Notes to the Financial Statements	
1 Information about these financial statements	5
2 Analysis of results by function	6-8
3 Revenue	9-10
4 Interest and Other income	11
5 Capital income	11
6 Employee benefits	11
7 Materials and services	11
8 Finance costs	12
9 Capital expenses	12
10 Cash and cash equivalents	12
11 Receivables	13
12 Inventories	14
13 Contract balances	14
14 Leases	15-16
15 Property, plant and equipment	17-22
16 Fair value measurement	23
17 Payables	24
18 Provisions	24-25
19 Asset revaluation surplus	25
20 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities	26
21 Commitment for expenditure	27
22 Contingent liabilities	27
23 Superannuation	27
24 Events after the reporting period	27
25 Transactions with related parties	28-29
Management Certificate	30
Independent Auditor's Report (General Purpose Financial Statements)	31-33
Current-year Financial Sustainability Statement	34
Certificate of Accuracy - for the Current Year Financial Sustainability Statement	35
Independent Auditor's Report (Current Year Financial Sustainability Statement)	36-38
Current-year Financial Sustainability Statement - Contextual Ratios (Unaudited)	39
Certificate of Accuracy - for the Current Year Financial Sustainability Statement - Contextual Ratios (Unaudited)	40
Long-term Financial Sustainability Statement (Unaudited)	41
Certificate of Accuracy - for the Long Term Financial Sustainability Statement	42

Mornington Shire Council
Statement of comprehensive income
for the year ended 30 June 2025

		2025	2024
	Note	\$	\$
Income			
Revenue			
Recurrent revenue			
Levies and charges	3(a)	3,223,709	2,774,009
Fees and charges	3(b)	4,509,827	4,189,820
Sales revenue	3(c)	9,716,664	7,090,730
Grants, subsidies, contributions and donations	3(d)(i)	12,452,608	5,415,162
Total recurrent revenue		<u>29,902,808</u>	<u>19,469,721</u>
Rental Income	14	548,597	739,894
Interest Revenue		552,605	207,170
Other Income	4	92,372	311,266
Total operating revenue		<u>31,096,382</u>	<u>20,728,050</u>
Capital Income			
Grants, subsidies, contributions and donations	3(d)(ii)	7,991,423	11,908,412
Capital income	5,14	285,952	-
Total capital income		<u>8,277,375</u>	<u>11,908,412</u>
Total income		<u>39,373,757</u>	<u>32,636,461</u>
Expenses			
Recurrent expenses			
Employee benefits	6	(12,859,937)	(11,606,723)
Materials and services	7	(12,678,706)	(12,202,960)
Finance costs	8	(238,331)	(159,077)
Depreciation	15	(6,330,296)	(5,722,129)
		<u>(32,107,271)</u>	<u>(29,690,889)</u>
Capital expenses	5,9	(605,629)	(212,152)
Total expenses		<u>(32,712,900)</u>	<u>(29,903,041)</u>
Net result		<u>6,660,857</u>	<u>2,733,420</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Movement in asset revaluation surplus	19	13,440,571	8,933,138
Total other comprehensive income for the year		<u>13,440,571</u>	<u>8,933,138</u>
Total comprehensive income for the year		<u>20,101,428</u>	<u>11,666,558</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Mornington Shire Council
Statement of financial position
for the year ended 30 June 2025

		2025	2024
	Note	\$	\$
Current assets			
Cash and cash equivalents	10	15,322,643	5,735,282
Receivables	11	2,764,661	3,893,009
Inventories	12	1,423,085	1,155,677
Contract assets	13(a)	1,055,487	2,558,710
Lease receivable	14	275,371	267,079
Total current assets		<u>20,841,247</u>	<u>13,609,757</u>
Non-current assets			
Lease receivable	14	5,663,952	5,653,371
Property, plant and equipment	15	195,217,283	179,642,405
Total non-current assets		<u>200,881,236</u>	<u>185,295,776</u>
Total assets		<u>221,722,482</u>	<u>198,905,533</u>
Current liabilities			
Payables	17	4,455,418	8,018,553
Contract liabilities	13(b)	10,869,656	4,656,687
Provisions	18	98,625	90,432
Total current liabilities		<u>15,423,699</u>	<u>12,765,672</u>
Non-current liabilities			
Provisions	18	1,725,012	1,667,518
Total non-current liabilities		<u>1,725,012</u>	<u>1,667,518</u>
Total liabilities		<u>17,148,711</u>	<u>14,433,190</u>
Net community assets		<u>204,573,771</u>	<u>184,472,343</u>
Community equity			
Asset revaluation surplus	19	171,899,726	158,459,155
Retained surplus		32,674,045	26,013,188
Total community equity		<u>204,573,771</u>	<u>184,472,343</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Mornington Shire Council
Statement of changes in equity
for the year ended 30 June 2025

	Note	Asset Revaluation Surplus \$	Retained Surplus \$	Total \$
Balance as at 1 July 2024		158,459,155	26,013,188	184,472,343
Net operating result		-	6,660,857	6,660,857
Other comprehensive income for the year				
Movement in asset revaluation reserve	19	13,440,571	-	13,440,571
Total comprehensive income for the year		<u>13,440,571</u>	<u>6,660,857</u>	<u>20,101,428</u>
Balance as at 30 June 2025		<u>171,899,726</u>	<u>32,674,045</u>	<u>204,573,771</u>
Balance as at 1 July 2023		149,526,017	23,279,768	172,805,785
Net operating result		-	2,733,420	2,733,420
Other comprehensive income for the year				
Movement in asset revaluation reserve	19	8,933,138	-	8,933,138
Total comprehensive income for the year		<u>8,933,138</u>	<u>2,733,420</u>	<u>11,666,558</u>
Balance as at 30 June 2024		<u>158,459,155</u>	<u>26,013,188</u>	<u>184,472,343</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Mornington Shire Council
Statement of cash flows
for the year ended 30 June 2025

	Note	2025 \$	2024 \$
Cash flows from operating activities			
Receipts from customers		20,960,993	15,888,815
Payments to suppliers and employees		<u>(32,076,863)</u>	<u>(21,644,478)</u>
		(11,115,869)	(5,755,663)
Rental income		548,597	739,894
Interest received		552,605	207,170
Operating grants and contributions		<u>12,452,608</u>	<u>5,415,162</u>
Net cash inflow (outflow) from operating activities	20	<u>2,437,941</u>	<u>606,562</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(9,282,839)	(13,284,771)
Proceeds from disposals		246,641	-
Finance lease receipts	14	267,079	252,355
Grants, subsidies, contributions and donations		<u>15,918,538</u>	<u>5,416,598</u>
Net cash (outflow) from investing activities		<u>7,149,419</u>	<u>(7,615,818)</u>
Net increase / (decrease) in cash and cash equivalents held		<u>9,587,361</u>	<u>(7,009,255)</u>
Cash and cash equivalents at the beginning of the financial year		5,735,282	12,744,537
Cash and cash equivalents at end of the financial year	10	<u>15,322,643</u>	<u>5,735,282</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

1 Information about these financial statements

1.A Basis of preparation

Mornington Shire Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2024 to 30 June 2025 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and Interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment and investment property.

1.B New and revised Accounting Standards adopted during the year

Council has adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2024.

The relevant standards for Tropical were:

-AASB 101 *Presentation of Financial Statements*. (amended by AASB 2020-1, AASB 202-6, AASB 2022-6, AASB 2023-3)

Relating to current/ non current classification of liabilities.

-AASB 13 *Fair Value Measurement* (amended by AASB 2022-10)

These have not had a material impact on Council's reporting

1.C Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not mandatorily effective at 30 June 2025. These standards have not been adopted by Council and will be included in the financial statements on their effective date. The standards are not expected to have a material impact upon Council's future financial statements.

1.D Estimates and judgements

Council makes a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

Judgements, estimates and assumptions	Note
Valuation and depreciation of property, plant and equipment	15
Impairment of property, plant and equipment	15
Provisions	18
Contingent liabilities	22
Valuation of finance leases	14
Revenue recognition	3

1.E Rounding and comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1. Comparative information is prepared on the same basis as the prior year.

1.F Taxation

Council is exempt from income tax, however is subject to Fringe Benefits Tax and Goods and Services Tax ('GST') on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

2 Analysis of results by function

2(a) Components of Council functions

The activities relating to the Council's components reported on in Note 2(b) are as follows :

Council and Executive leadership team

Council operates under an administrative structure comprising seven departments, each overseen by an Executive Manager. The Executive Leadership Team includes the Chief Executive Officer and Members of the Council. In addition to their executive leadership responsibilities, the Chief Executive Officer holds delegated authority for the coordination of disaster management and oversight of travel-related functions.

Corporate and communities

Corporate and Communities advises on legal and governance issues and is responsible for governance of the council, risk management, planning, funerals and cemetery, library and information services, public and community relations, youth activities, sports and recreation, and property management (leasing).

Engineering

To provide and maintain infrastructure such as roads, drainage, footpaths, aerodromes, batching plant, marine facilities, water supply and services, sewerage, plant and machinery, town amenities, parks and gardens, and environmental health.

Finance

This comprises the support functions for the management of Council's finances and financial reporting obligations. Finance is responsible for logistics and procurement, financial statements and audit, management accounting, grant writing and reporting, accounts payable, accounts receivable, payroll, warehouse and inventory management.

Hospitality and accommodation

Hospitality and Accommodation operates the council's food and beverage, short and long term accommodation businesses. It is responsible for Staff housing, bakery, cleaning, visitors accommodation centres, motel, tavern, airport café, carriage and events.

Housing facilities and major projects

To provide and maintain housing infrastructure and is responsible for major projects, contractor liaison and management, contract negotiations, repairs and maintenance, QBuild works, tenders, and council properties.

Human resources

Human resources comprises the council's human resources function, workforce strategy, recruitment, performance management, training and development, employee relations, and workplace health and safety.

Information and Communications Technology

To provide Information and Communications Technology, systems implementation, management and implementation. Cyber security, supply and distribution of equipment and records management.

Mornington Shire Council
Notes to the Financial Statements
 for the year ended 30 June 2025

2 Analysis of results by function
(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Functions	Gross program income						Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net result	Assets	
	Recurrent		Capital		2025	2025		2025	2025					2025
	Grants	Other	Grants	Other										
Council and executive leadership team	-	-	454,689	-	-	454,689	(2,615,631)	-	(2,615,631)	(2,160,943)	\$ -	-		
Corporate and Communities	63,875	570,668	386,391	-	-	1,020,934	(1,104,351)	-	(1,104,351)	(469,808)	(83,417)	-		
Engineering	520,989	5,796,330	4,926,709	-	-	11,244,028	(9,717,298)	-	(9,717,298)	(3,399,979)	1,526,730	136,888,730		
Finance	11,803,199	1,704,781	-	285,952	-	13,793,932	(3,725,710)	(605,629)	(4,331,339)	9,782,270	9,462,593	26,505,199		
Hospitality and Accommodation	-	6,277,597	14,648	-	-	6,292,246	(4,052,542)	-	(4,052,542)	2,225,055	2,239,704	-		
Housing Facilities and Major Projects	-	4,294,397	2,208,986	-	-	6,503,383	(9,324,670)	-	(9,324,670)	(5,030,273)	(2,821,287)	58,328,553		
Human Resources	64,545	-	-	-	-	64,545	(954,847)	-	(954,847)	(890,302)	(890,302)	-		
Information and Communications Technology	-	-	-	-	-	-	(612,223)	-	(612,223)	(612,223)	(612,223)	-		
Total Council	12,452,608	18,643,774	7,991,423	285,952	-	39,373,757	(32,107,272)	(605,629)	(32,712,901)	(1,010,891)	6,660,855	221,722,482		

Mornington Shire Council
Notes to the Financial Statements
 for the year ended 30 June 2025

Year ended 30 June 2024

Functions	Gross program income						Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net result	Assets	
	Recurring			Capital				2024	2024					2024
	Grants	Other	Grants	Other	Grants	Other								
Council and executive leadership team	-	-	-	-	-	-	(1,947,774)	-	(1,947,774)	(1,947,774)	\$	-		
Corporate and Communities	102,627	809,713	63,566	-	975,906	-	(1,206,625)	-	(1,206,625)	(294,285)	(230,719)	-		
Engineering	644,429	5,992,673	6,764,649	-	13,401,751	-	(9,914,704)	-	(9,914,704)	(3,277,602)	3,487,047	129,170,225		
Finance	4,538,009	837,748	-	-	5,375,757	(212,152)	(3,603,509)	-	(3,815,661)	1,772,248	1,560,096	19,263,128		
Hospitality and Accommodation	-	5,140,290	-	-	5,140,290	-	(2,418,598)	-	(2,418,598)	2,721,692	2,721,692	-		
Housing Facilities and Major Projects	-	2,532,463	5,080,197	-	7,612,660	-	(9,362,329)	-	(9,362,329)	(6,829,866)	(1,749,669)	50,472,180		
Human Resources	130,097	-	-	-	130,097	-	(656,425)	-	(656,425)	(526,328)	(526,328)	-		
Information and Communications Technology	-	-	-	-	-	-	(580,925)	-	(580,925)	(580,925)	(580,925)	-		
Total Council	5,415,162	15,312,888	11,908,412	-	32,636,462	(212,152)	(29,690,889)	(212,152)	(29,903,041)	(8,962,839)	2,733,421	198,905,533		

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

3 Revenue**(a) Levies and charges**

Levies and charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid levies and charges are recognised as a financial liability until the beginning of the rating period.

	2025	2024
	\$	\$
Water	1,507,974	1,386,691
Sewerage	779,725	707,124
Garbage charges	722,450	660,399
General service charges	213,560	19,795
	<u>3,223,709</u>	<u>2,774,009</u>

(b) Fees and charges

Revenue arising from fees and charges is recognised at the point in time when the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on the provision of the service. There is no material obligation for Council in relation to refunds or returns.

Airport landing fees are measured based on the weight of the aircraft and number of passengers, they are recognised net of amount not expected to be recoverable.

Accommodation fees consist of revenues from bookings at Council run Motel and Visitors Accommodation Centre and other accommodation which is not subject to a commercial leasing arrangement. Revenue is recognised at the time of occupancy of the premises (subject to conditions of cancellation polices) and measured at the prices listed in the Fees and Charges Schedule.

Airport landing fees	597,870	567,653
Accommodation fees	3,725,285	3,324,016
Other fees and charges	186,672	298,151
	<u>4,509,827</u>	<u>4,189,820</u>

(c) Sales revenue

Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.

Contract and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. The revenue and the associated costs are recognised by reference to the stage of completion of contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. Council has a number of contracts in progress at year end. The contract work carried out is not subject to retentions.

Rendering of services

Contract works	1,951,900	1,365,856
Other recoverable works	2,566,956	1,318,978
	<u>4,518,856</u>	<u>2,684,834</u>

Sale of goods

Sale of goods	5,197,808	4,405,896
	<u>5,197,808</u>	<u>4,405,896</u>

Total sales revenue

	<u>9,716,664</u>	<u>7,090,730</u>
--	------------------	------------------

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

3 Revenue (continued)

(d) Grants, subsidies, contributions and donations

Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when each performance obligation is satisfied.

Performance obligations vary in each agreement but include events, disability support services, etc. Payment terms vary depending on the terms of the grant. Cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, revenue is recognised using either costs or time incurred.

Grant income under AASB 1058

Assets arising from grants in the scope of AASB 1058 are recognised at the asset's fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Capital grants

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which are enforceable are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred.

Donations and contributions

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

	2025	2024
	\$	\$
(i) Operating		
General purpose grants	11,803,199	4,538,009
State government subsidies and grants	520,989	644,429
Other subsidies and grants	128,420	232,724
	<u>12,452,608</u>	<u>5,415,162</u>

(ii) Capital

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of the existing non-current asset and /or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from lessees.

Commonwealth government subsidies and grants	157,956	451,577
NDRRA / DRFA Funding	4,018,339	3,993,928
State government subsidies and grants	3,815,128	6,361,782
Contributed assets	-	1,101,125
	<u>7,991,423</u>	<u>11,908,412</u>

(iii) Timing of revenue recognition for grants, subsidies, contributions and donations

	2025	2025	2024	2024
	Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time
	\$	\$	\$	\$
Grants, subsidies, contributions and donations	<u>11,552,891</u>	<u>8,891,140</u>	<u>5,265,672</u>	<u>12,057,891</u>

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

4 Interest and Other income	Notes	2025	2024
		\$	\$
a. Interest received			
Interest received from financial institutions		552,605	207,170
		<u>552,605</u>	<u>207,170</u>
b. Other income			
Other Income / (expense)		70,653	96,944
Insurance recoveries		21,719	214,322
		<u>92,372</u>	<u>311,266</u>
5 Capital income			
Gain / (loss) on revaluation of 40 year leases	14	285,952	(206,718)
Gain / (loss) on sale of assets		17,963	-
		<u>303,915</u>	<u>(206,718)</u>
6 Employee benefits			
Employee benefit expenses are recorded when the service has been provided by the employee.			
Staff wages and salaries		10,478,281	9,476,760
Councillors' remuneration		507,832	388,431
Termination benefits		56,038	-
Annual, sick and long service leave entitlements		48,836	278,066
Superannuation	23	1,388,053	1,102,429
		<u>12,479,038</u>	<u>11,245,686</u>
Other employee related expenses		1,105,275	1,164,783
		<u>13,584,313</u>	<u>12,410,470</u>
Less: Capitalised employee expenses		(724,376)	(803,747)
		<u>12,859,937</u>	<u>11,606,723</u>
Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.			
Total Council employees at the reporting date:			
		2025	2024
		Number	Number
Elected members		5	4
Administration staff		26	23
Depot and outdoor staff		89	89
Total full time equivalent employees		<u>120</u>	<u>116</u>
7 Materials and services			
Expenses are recorded on an accruals basis as Council receives the goods or services.			
Administration expenses		2,722,619	2,525,021
Audit of annual financial statements by the Auditor-General of Queensland*		96,724	141,730
Community and civic expenses		353,472	548,892
Consultants		257,373	550,188
Contract works		319,222	117,437
Contractors		2,542,218	2,283,623
Cost of goods sold		4,147,138	3,675,791
Insurance		749,723	730,908
Management fees and subscriptions		157,694	161,158
Motor vehicle expenses		664,163	489,791
Other materials and services		(480,322)	233,233
Other recoverable works		339,598	130,649
Repairs and maintenance		809,084	614,539
		<u>12,678,706</u>	<u>12,202,960</u>

*Total estimated audit fees quoted by the Queensland Audit Office relating to the 2024-25 financial statements are \$112,000 (2024: \$120,514).

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

8 Finance costs	2025	2024
	\$	\$
Bank charges	96,443	207,292
Impairment of receivables	141,888	(48,214)
	<u>238,331</u>	<u>159,077</u>
9 Capital expenses		
Provision for restoration of landfill		
Discount rate adjustment to landfill restoration provision	18 34,034	5,434
	<u>34,034</u>	<u>5,434</u>
Loss on disposal of non-current assets		
Capital WIP Write Off	270,000	-
Proceeds from sale of property, plant and equipment	(246,641)	-
Less: carrying value of disposed property, plant and equipment	548,236	-
	<u>571,595</u>	<u>-</u>
Total capital expenses	<u>605,629</u>	<u>5,434</u>

10 Cash and cash equivalents

Cash and cash equivalents in the statement of cash flows includes cash on hand, all cash and cheques received but not banked at the year end and deposits held at call with financial institutions.

Cash at bank and on hand	<u>15,322,643</u>	<u>5,735,282</u>
--------------------------	-------------------	------------------

The Council may be exposed to credit risk through its investments in the QTC Cash Fund or other financial institutions in Australia. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum rating of "A-", therefore the likelihood of the counterparty not having capacity to meet its financial commitments is low.

Unrestricted cash

Cash and cash equivalents	15,322,643	5,735,282
Less: Externally imposed restrictions on cash	<u>(10,869,656)</u>	<u>(4,656,687)</u>
Unrestricted cash	<u>4,452,987</u>	<u>1,078,595</u>

Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use.

(i) Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	10,869,656	4,656,687
Total externally imposed restrictions on cash assets	<u>10,869,656</u>	<u>4,656,687</u>

Trust funds held for outside parties

The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council

Trust funds held for outside parties	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

11 Receivables

Settlement of receivables is required within 30 days after the invoice is issued.

Receivables are measured at amortised cost which approximates fair value at reporting date.

	2025	2024
	\$	\$
Current		
Trade debtors	4,083,817	5,250,130
Other debtors and prepayments	382,295	384,622
Less : Impairment	(1,782,154)	(1,833,976)
GST recoverable	80,704	92,233
	<u>2,764,661</u>	<u>3,893,009</u>

Council applies normal business credit protection procedures prior to providing goods or services to minimise credit risk.

The council does not require collateral in respect of trade and other receivables.

Opening balance at 1 July	1,833,976	2,012,626
less: Debts written off during the year	(86,782)	(130,435)
Additional impairments recognised	34,960	(48,214)
Closing balance at 30 June	<u>1,782,154</u>	<u>1,833,976</u>

Trade and other receivables

Council assesses the credit risk before providing goods or services and applies normal business credit protection procedure to minimise the risk.

The council does not require collateral in respect of trade and other receivables.

A summary of the Council's exposure to credit risk for trade receivables is as follows:

	2025	2025	2024	2024
	Not credit- impaired	Credit-impaired	Not credit- impaired	Credit-impaired
	\$	\$	\$	\$
Not past due	625,525	-	1,683,065	-
Past due 31-60 days	36,559	-	133,456	-
Past due 61-90 days	42,255	-	95,637	-
More than 90 days	1,396,113	1,782,154	1,214,268	1,833,976
Total gross carrying amount	<u>2,100,453</u>	<u>1,782,154</u>	<u>3,126,425</u>	<u>1,833,976</u>
Loss allowance	-	-	-	-
	<u>2,100,453</u>	<u>1,782,154</u>	<u>3,126,425</u>	<u>1,833,976</u>

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

12 Inventories

Inventories held for distribution are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

Inventories held for distribution are goods to be supplied at nil or nominal charge and goods to be used for the provision of services at nil or nominal charge. These goods are valued at cost and adjusted where applicable, for any loss of service potential.

	2025	2024
	\$	\$
Inventories held for distribution		
Bakery	11,448	10,884
Batching Plant	183,349	112,475
Beverage	63,004	9,909
Fuel	188,777	209,446
Mechanical Workshop	202,659	118,700
Warehouse and building materials	773,849	694,263
Total Inventories	<u>1,423,085</u>	<u>1,155,677</u>

13 Contract balances

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer/fund provider prior to the Council transferring a good or service to the customer, the Council presents the funds which exceed revenue recognised as a contract liability.

Council expects to recognise the contract liability as income in the next three years.

	\$	\$
(a) Contract assets	<u>1,055,487</u>	<u>2,558,710</u>
(b) Contract liabilities		
Funds received upfront to construct Council controlled assets	10,094,081	3,670,189
Non-capital performance obligations	775,575	986,498
	<u>10,869,656</u>	<u>4,656,687</u>
Revenue recognised that was included in the contract liability balance at the beginning of the year		
Funds received upfront to construct Council controlled assets	1,091,121	4,254,462
Non-capital performance obligations	674,411	291,623
	<u>1,765,532</u>	<u>4,546,085</u>

(c) Satisfaction of contract liabilities

The contract liabilities in relation to capital grants relate to funding received prior to the work being performed since revenue is recognised as Council constructs the assets. Council expects to recognise the contract liability as income in the next one to five years.

(d) Significant changes in contract balances

Significant movements in contract balances have occurred during the year. This was as a result of the timing of payments received from The Queensland Reconstruction Authority. Contract assets were paid and significant prepaid funding flowing into Contract liabilities were received.

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

14 Leases**Council as a lessor**

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains lease and non-lease components the non-lease components are accounted for in accordance with AASB 15 Revenue from Contracts with Customers.

The lease income is recognised on a straight-line basis over the lease term.

Finance lease:

Council has leased 230 dwellings as lessor to the Queensland Government for 40 years. The total lease payment per dwelling in the current year is \$1,161. These lease payments are required to be adjusted each year by the change in the Consumer Price Index (All Groups) for Brisbane. As the gross lease payments are insufficient to cover the fair value (depreciated replacement cost) of the leased properties, there is no interest rate implicit in the leases and therefore no finance income will arise from the leases. Consequently, the leases are recognised at the present value of the expected future lease payments receivable (fair value). Gains on revaluation of finance lease assets are recognised as other income.

There are no unearned finance income and unguaranteed residual values accruing to the benefit of Council, accumulated allowance for uncollectible minimum lease payments receivable or contingent rents recognised as income applicable to the lease.

	2025	2024
	\$	\$
Current		
Finance leases receivable	275,371	267,079
	<u>275,371</u>	<u>267,079</u>
Non-current		
Finance leases receivable	5,663,952	5,653,371
	<u>5,663,952</u>	<u>5,653,371</u>
A reconciliation between the gross investment in the lease and the fair value of lease payments is as follows:		
Gross minimum lease payments receivable:		
Not later than one year	275,371	267,079
Later than one year but not later than five years	1,101,482	1,068,317
Later than five years	5,743,836	5,835,626
	<u>7,120,689</u>	<u>7,171,023</u>
Add: Estimated contingent rent	2,861,686	3,199,500
Less: Present value adjustment	(4,043,052)	(4,450,073)
Fair value of lease payments	<u>5,939,323</u>	<u>5,920,450</u>
The fair value of lease payments is receivable as follows:		
Not later than one year	275,371	267,079
Between one and two years	271,246	263,008
Between two and three years	267,184	258,999
Between three and four years	263,182	255,051
Between four and five years	259,241	251,164
Later than five years	4,603,099	4,625,148
	<u>5,939,323</u>	<u>5,920,450</u>
Movements in finance leases were as follows:		
Opening balance	5,920,450	6,379,522
Less: Lease receipts	(267,079)	(252,355)
Add: Gain/(Loss) on revaluation	285,952	(206,718)
Closing balance	<u>5,939,322</u>	<u>5,920,450</u>

The calculation of fair value has included an estimate of average annual CPI increases of 2.6% (2024: 2.72%) and a discount rate of 4.16% (2024: 4.31%).

Finance leases are to the State of Queensland, represented by the Department of Housing and Public Works. The likelihood of this counterparty not having the capacity to meet its financial commitments is considered low.

Movements on revaluation of finance lease assets are recognised as other income/expenses.

Mornington Shire Council
Notes to the Financial Statements
for the year ended 30 June 2025

Operating leases:

Where Council retains the risks and rewards relating to a lease, they are classified as operating leases and relate to service buildings held as property, plant and equipment in the statement of financial position for strategic purposes and to provide a social service.

Rent from properties is recognised as income on a straight line basis over the lease term.

	2025	2024
	\$	\$
Rental income (excluding variable lease payments not dependent on an index or rate)	<u>548,597</u>	<u>739,894</u>

There is nil unearned finance income, unguaranteed residual values accruing to the benefit of Council, accumulated allowance for uncollectible minimum lease payments receivable or contingent rents recognised as income applicable to the leases.

The Council has entered into commercial property leases on some of its buildings. Minimum lease receipts are as follows;

Not later than one year	528,419	513,028
One to five years	976,015	947,588
Later than five years	<u>3,467,515</u>	<u>3,366,520</u>
	<u>4,971,950</u>	<u>4,827,136</u>

Mornington Shire Council

Notes to the financial statements for the year ended 30 June 2025

15 Property, plant and equipment

30 June 2025

Basis of measurement Fair value category	Buildings	Plant & equipment	Roads and drainage network	Water	Sewerage	Other infrastructure assets	Work in progress	Total
Asset values								
Opening gross value as at 1 July 2024	73,130,471	10,724,561	84,232,992	38,737,142	10,071,650	25,750,773	8,319,198	250,966,788
Additions	73,666	1,189,238	-	-	-	-	8,167,634	9,430,538
Disposals	-	(438,003)	-	-	(762,389)	-	(417,700)	(1,618,092)
Contributed assets	-	-	-	-	-	-	-	-
Writeback of repaired damage	-	-	(4,016,596)	-	-	-	-	(4,016,596)
Revaluation adjustment to asset revaluation surplus	5,137,165	-	8,345,385	1,387,079	627,077	1,833,781	-	17,330,488
Work in Progress Transfers	5,999,495	393,469	4,401,191	-	2,016,970	259,235	(13,070,359)	0.00
Closing gross value as at 30 June 2025	84,340,797	11,869,265	92,962,973	40,124,221	11,953,308	27,843,789	2,998,772	272,093,126

Note

15 (g)

19

Closing gross value as at 30 June 2025

Accumulated depreciation and impairment

Opening gross value as at 1 July 2024	22,658,291	6,274,259	22,291,474	8,268,898	3,742,620	8,088,842	-	71,324,383
Depreciation expense	1,657,735	1,225,022	2,063,202	576,839	185,606	631,893	-	6,330,296
Depreciation on disposals	-	(243,194)	-	-	(408,964)	-	-	(652,158)
Writeback of repaired damage	-	-	(4,016,596)	-	-	-	-	(4,016,596)
Revaluation adjustment to asset revaluation surplus	1,696,218	-	995,297	317,244	305,264	575,894	-	3,889,917
Write-down of damage as a result of 2024 weather events	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2025	26,012,244	7,256,086	21,323,376	9,162,981	3,824,526	9,296,629	-	76,875,842

15 (g)

19

15

Carrying amount as at 30 June 2025

Range of estimated useful life in years	58,328,553	4,613,179	71,639,597	30,961,240	8,128,782	18,547,160	2,998,772	195,217,283
	10-100	5-40	12-100	10-100	13-100	4-100	-	-

Mornington Shire Council
Notes to the financial statements
 for the year ended 30 June 2025

15 Property, plant and equipment

30 June 2024

Basis of measurement Fair value category	Buildings Fair Value Level 3	Plant & equipment Cost	Roads and drainage network Restated Fair Value Level 3	Water Fair Value Level 3	Sewerage Fair Value Level 3	Other infrastructure assets Fair Value Level 3	Work in progress Cost	Total
Opening gross value as at 1 July 2023	65,179,200	10,053,785	79,504,716	36,004,593	9,338,812	23,891,278	4,008,847	227,981,231
Additions	-	1,014,585	-	-	-	55,242	12,417,914	13,487,741
Disposals	-	(779,090)	-	-	-	-	(203,378)	(982,468)
Contributed assets	1,096,767	-	-	-	-	-	-	1,096,767
Writeback of repaired damage	-	-	(3,945,488)	-	-	-	-	(3,945,488)
Revaluation adjustment to asset revaluation surplus	4,225,685	-	4,185,933	2,732,549	732,838	1,452,001	-	13,329,006
Work in Progress Transfers	2,628,820	435,281	4,487,831	-	-	352,253	(7,904,184)	-
Closing gross value as at 30 June 2024	73,130,471	10,724,561	84,232,992	38,737,142	10,071,650	25,750,773	8,319,198	250,966,788

Note

15 (g)

19

Accumulated depreciation and impairment

Opening gross value as at 1 July 2023	19,851,916	5,877,247	22,725,067	7,147,928	3,298,746	7,030,468	-	65,931,372
Depreciation expense	1,306,028	1,176,101	1,962,327	523,432	171,556	582,277	-	5,721,721
Writeback of repaired damage	-	(779,090)	-	-	-	-	-	(779,090)
Revaluation adjustment to asset revaluation surplus	-	-	(3,945,488)	-	-	-	-	(3,945,488)
Transfer between classes	1,500,347	-	1,225,241	597,538	272,318	476,097	-	4,071,541
Contributed assets	-	-	-	-	-	-	-	-
Write-down of damage as a result of 2024 weather events	-	-	324,327	-	-	-	-	-
Accumulated depreciation as at 30 June 2024	22,658,291	6,274,259	22,291,474	8,268,898	3,742,620	8,088,842	-	71,324,383

Carrying amount as at 30 June 2024

Range of estimated useful life in years	50,472,180	4,450,302	61,941,519	30,468,244	6,329,031	17,661,931	8,319,198	179,642,405
	10-100	5-40	12-100	10-100	13-100	4-100	-	-

Mornington Shire Council**Notes to the financial statements**

for the year ended 30 June 2025

15 Property, plant and equipment (continued)**(a) Recognition**

The asset capitalisation threshold for Council is:

- Plant and equipment \$ 5,000
- Infrastructure assets \$10,000

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss

Individual assets valued below the asset recognition threshold are recognised as an asset if connected to a larger network, for example the components of roads.

Capital and operating

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate class of property, plant and equipment.

Deed of Grant in Trust

The Council is located on land assigned to it under a Deed of Grant in Trust (DOGIT) under Section 341 of the *Land Act 1994*.

The land is administered by the Department of Natural Resources and Mines and the Council has restricted use of this land for the benefit of shire inhabitants. The DOGIT land has not been taken up in the Council's assets as it cannot be reliably measured.

(b) Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of consideration plus costs incidental to the acquisition.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges are recognised as assets and revenue at fair value.

When Council raises a provision for the restoration of a Council-controlled site, such as a landfill site, the provision is initially recognised against property, plant and equipment. Subsequent changes in the provision relating to the discount rate or the estimated amount or timing of restoration costs are recognised against a capital expense in the statement of comprehensive income.

(c) Depreciation

Assets are depreciated from the date of acquisition or when an asset is ready for use.

Depreciation, where applicable, is calculated on a straight-line basis such that the cost of the asset less its residual value is recognised progressively over its estimated useful life to Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components, these components have separately assigned useful lives.

Depreciation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions.

Mornington Shire Council**Notes to the financial statements**

for the year ended 30 June 2025

Mornington Shire Council**15 Property, plant and equipment (continued)****Key judgments and estimates:**

Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the Council.

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical or physical obsolescence that may change the utility of infrastructure assets.

(d) Impairment

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

(e) Valuation**Key judgments and estimates:**

Some of the Council's assets and liabilities are measured at fair value for financial reporting purposes.

In estimating the fair value of an asset or a liability, the Council uses market-observable data to the extent it is available. Where Level 1 inputs are not available, the Council engages third party qualified valuers to perform the valuation. The Council works closely with the qualified external valuers to establish the appropriate valuation techniques and inputs to the model. Information about the valuation techniques and inputs used in determining the fair value of various assets and liabilities are disclosed within this note.

Mornington Shire Council**Notes to the financial statements**

for the year ended 30 June 2025

Mornington Shire Council**(f) Valuation process**

Council compares the carrying amount of its property, plant and equipment on an annual basis to current fair value and makes adjustment where these are materially different. Every 5 years, council performs a full comprehensive revaluation by engaging an external professionally qualified valuer.

In the intervening years, Council undertakes:

- A management valuation using internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets and an appropriate cost index for the region.
- A "desktop" valuation for land and improvements, buildings and plant asset classes which involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Revaluation increases are recognised in the asset revaluation surplus unless they are reversing a previous decrease which was taken through the income statement, in that case the increase is taken to the income statement to the extent of the previous decrease.

Revaluation decreases are recognised in the asset revaluation surplus, where there is sufficient amount available in the asset revaluation surplus relating to that asset class. Where there isn't sufficient amount available in the surplus, the decrease is recognised in the statement of comprehensive income. Where the class of asset has previously decreased in value and this reduction was recognised as an expense, an increase in the value of the class is recognised in the statement of comprehensive income.

Fair values are classified into three levels as follows:

- Level 1 - fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2 - Fair value based on inputs that are directly or indirectly observable, such as prices for similar assets, for the asset or liability
- Level 3 - Fair value based on unobservable inputs for the asset and liability

There were no transfers between levels during the year.

Where the class of asset has previously decreased in value and this reduction was recognised as an expense, an increase in the value of the class is recognised in the statement of comprehensive income.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Mornington Shire Council**Notes to the financial statements**

for the year ended 30 June 2025

Mornington Shire Council**15 Property, plant and equipment (continued)****(g) DRFA Capital Works**

DRFA funding is received in response to declared natural disaster events which have resulted in significant damage to essential public assets. The expenditure to restore the asset to its pre-disaster condition is treated as a capital addition in the financial year that the work is carried out.

The decrease to the value of the asset as a result of the natural disaster event is treated as follows:

- A downward revaluation adjustment is applied to the revaluation reserve against accumulated depreciation when the write down to the asset value in the financial year the natural disaster event occurred is determined. This adjustment is limited to the revaluation reserve balance for the specific category, and any remaining excess is recognised as a capital expense in the statement of comprehensive income.
- In the year that the restoration work is then carried out, an adjustment is processed to reverse the prior year's adjustment to accumulated depreciation and record a decrease in the replacement cost of the asset, resulting in no movement in the fair value of the asset. The actual costs of the restoration work are then recorded as a capital addition.

Mornington Shire Council

Notes to the financial statements

Financial Statements

16 Fair value measurement

Asset class and fair value hierarchy	Valuation approach	Fair value hierarchy	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)	Indexation revaluation adjustment made
Buildings	Current replacement cost	3	30-Jun-23	APV Valuers and Asset Management	Current replacement cost for a modern equivalent asset with a similar service potential - Standardised unit rates for construction as at the date of last revaluation (based on industry standard cost guides, valuer database and project costs from recently completed projects)	Indexation rate for this asset class was determined by APV Valuers and Asset Management with reference to external sources such as AIQS, Rawlinson's, Australian Bureau of Statistics and internal market research and costing data.	An average indexation rate of 7.2% was applied to this asset class, based on information from stated sources for the 12 months to 30 June 2025.
Roads and drainage network	Current replacement cost	3	30-Jun-23	APV Valuers and Asset Management	Current replacement cost for a modern equivalent asset with a similar service potential - Standardised unit rates for construction as at the date of last revaluation (based on industry standard cost guides, valuer database and project costs from recently completed projects)	A comprehensive valuation of the Stormwater Drainage Network was conducted. For the remaining assets in this class an indexation rate was applied, determined by APV Valuers and Asset Management with reference to external sources such as AIQS, Rawlinson's, Australian Bureau of Statistics and internal market research and costing data.	An average indexation rate of 6.5% was applied to this asset class, based on information from stated sources for the 12 months to 30 June 2025. The exception being the Stormwater Drainage Network revaluation which resulted in a increase of 87.5% (\$3.587m)
Water	Current replacement cost	3	30-Jun-23	APV Valuers and Asset Management	Current replacement cost for a modern equivalent asset with a similar service potential - Standardised unit rates for construction as at the date of last revaluation (based on industry standard cost guides, valuer database and project costs from recently completed projects)	Indexation rate for this asset class was determined by APV Valuers and Asset Management with reference to external sources such as AIQS, Rawlinson's, Australian Bureau of Statistics and internal market research and costing data.	An average indexation rate of 3.6% was applied to this asset class, based on information from stated sources for the 12 months to 30 June 2025.
Sewerage	Current replacement cost	3	30-Jun-23	APV Valuers and Asset Management	Current replacement cost for a modern equivalent asset with a similar service potential - Standardised unit rates for construction as at the date of last revaluation (based on industry standard cost guides, valuer database and project costs from recently completed projects)	Indexation rate for this asset class was determined by APV Valuers and Asset Management with reference to external sources such as AIQS, Rawlinson's, Australian Bureau of Statistics and internal market research and costing data.	An average indexation rate of 3.5% was applied to this asset class, based on information from stated sources for the 12 months to 30 June 2025.
Other infrastructure assets	Current replacement cost	3	30-Jun-23	APV Valuers and Asset Management	Current replacement cost for a modern equivalent asset with a similar service potential - Standardised unit rates for construction as at the date of last revaluation (based on industry standard cost guides, valuer database and project costs from recently completed projects)	Indexation rate for this asset class was determined by APV Valuers and Asset Management with reference to external sources such as AIQS, Rawlinson's, Australian Bureau of Statistics and internal market research and costing data.	An average indexation rate of 7.1% was applied to this asset class, based on information from stated sources for the 12 months to 30 June 2025.

Mornington Shire Council
Notes to the financial statements
for the year ended 30 June 2025

17 Payables

Creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

A liability for annual leave is recognised. Short-term benefits which are expected to be wholly settled within 12 months are calculated on current wage and salary levels and include related employee on-costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values, if considered material. As Council does not have an unconditional right to defer this liability beyond 12 months annual leave is classified as a current liability. This liability represents an accrued expense and is reported as a payable.

	2025	2024
	\$	\$
Current		
Creditors and accruals	3,388,515	4,284,374
Annual leave	609,958	592,775
Payroll liability	302,360	3,015,189
Other payables	154,585	126,215
	<u>4,455,418</u>	<u>8,018,553</u>

18 Provisions

	2025	2024
	\$	\$
Current		
Long service leave	98,625	90,432
	<u>98,625</u>	<u>90,432</u>
Non-current		
Long service leave	185,912	162,452
Landfill restoration	1,539,100	1,505,066
	<u>1,725,012</u>	<u>1,667,518</u>

Long service leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months, long service leave is classified as a current liability. Otherwise it is classified as non-current.

Mornington Shire Council
Notes to the financial statements
for the year ended 30 June 2025

18 Provisions (continued)

Landfill restoration

A provision is made for the cost of restoring refuse dumps and quarries where it is probable the council will have an obligation to rehabilitate the site when the use of the facilities is complete.

Details of movements in refuse restoration provision:

	2025	2024
	\$	\$
Balance at beginning of financial year	1,505,066	1,499,632
Increase (decrease) in provision due to change in discount rate or unit cost	34,034	5,434
Balance at end of financial year	<u>1,539,100</u>	<u>1,505,066</u>

The calculation of the provision uses assumptions including application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. The provisions are reviewed at least annually and updated based on the facts and circumstances available at the time.

Refuse restoration provision represents the present value of anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites.

The expected closure date of the current landfill site has been assessed as at 30 June 2030.

The total projected cost of \$1,539,100 is expected to be incurred between 2036 and 2065. The figure excludes rehabilitating landfill cells on existing sites that are yet to be constructed or used, but which are in the current site plan.

19 Asset revaluation surplus

The asset revaluation surplus comprises revaluation movements on property, plant and equipment. Increases and decreases on revaluation are offset within a class of assets.

	2025	2024
	\$	\$
Movements in the asset revaluation surplus were as follows:		
Balance at the beginning of the year	158,459,155	149,526,017
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
- Building	3,440,947	2,725,337
- Roads and drainage network	7,350,089	2,636,365
- Water	1,069,835	2,135,010
- Sewerage	321,813	460,521
- Other infrastructure	1,257,887	975,904
Balance at the end of the year	<u>171,899,726</u>	<u>158,459,155</u>

Asset revaluation surplus analysis

The closing balance of the asset revaluation surplus comprises the following asset categories:

- Building	87,253,918	83,812,971
- Roads and drainage network	41,699,282	34,349,194
- Water	29,490,505	28,420,670
- Sewerage	4,219,055	3,897,241
- Other infrastructure	9,236,966	7,979,079
	<u>171,899,726</u>	<u>158,459,155</u>

Mornington Shire Council
Notes to the financial statements
for the year ended 30 June 2025

20 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

	Note	2025 \$	2024 \$
Net result		6,660,857	2,733,420
Non-cash items:			
Depreciation	15	6,330,296	5,722,129
(Gain) / loss on revaluation of finance leases	14	(285,952)	206,718
Impairment of debtors	11	141,888	(48,214)
		<u>6,186,232</u>	<u>5,880,633</u>
Investing and development activities:			
Capital grants and contributions	3 (d)(ii)	(7,991,423)	(11,908,412)
Disposal of property, plant and equipment	9	571,595	-
		<u>(7,419,828)</u>	<u>(11,908,412)</u>
Changes in operating assets and liabilities:			
(Increase) / decrease in receivables		986,459	(61,130)
(Increase) / decrease in inventory		(267,409)	(133,299)
Increase/(decrease) in payables		(3,563,135)	3,023,381
Increase/(decrease) in contract liabilities		(210,923)	986,498
Increase/(decrease) in other provisions		65,687	85,471
		<u>(2,989,320)</u>	<u>3,900,921</u>
Net cash inflow / (outflow) from operating activities		<u><u>2,437,941</u></u>	<u><u>606,562</u></u>

Mornington Shire Council
Notes to the financial statements
for the year ended 30 June 2025

21 Commitment for expenditure

The Council has not entered into any contractual arrangements at the year end which are not recognised in the financial statements.

22 Contingent liabilities

Local Government Mutual

The council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2025 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government Workcare

The council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The council's maximum exposure to the bank guarantee is \$120,000.

23 Superannuation

Council contributes to Brighter Super Regional Defined Benefits Fund (the scheme), at the rate of 12% for each standard permanent employee who is a defined benefit member. This rate is set in accordance with the Brighter Super trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009. The scheme is managed by the Brighter Super trustee.

The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the Council level.

Any amount by which the scheme is over or under funded may affect future contribution rate obligations, but has not been recognised as an asset or liability of the Council.

Council may be liable to the scheme for a portion of another local governments' obligation should that local government be unable to meet them. However, the risk of this occurring is extremely low and in accordance with the Brighter Super trust deed changes to the Council's obligations will only made on the advice of an actuary.

The last completed triennial actuarial assessment of the scheme was undertaken as at 1 July 2024. The actuary indicated that "At the valuation date of 1 July 2024, the net assets exceeded the vested benefits and the Regional DBF was in a satisfactory financial position." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2027.

The most significant risks that may result in Brighter Super increasing the contribution rate, on the advice of the actuary, are:

- Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

- Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

	Note	2025 \$	2024 \$
Superannuation contributions made to the Regional Defined Benefits Fund		672,383	585,310
Other superannuation contributions for employees		715,669	517,120
Total superannuation contributions paid by Council for employees:	6	<u>1,388,053</u>	<u>1,102,429</u>

24 Events after the reporting period

There were no material events after the reporting date which require adjustments as at the reporting date.

**Mornington Shire Council
Notes to the financial statements
for the year ended 30 June 2025**

25 Transactions with related parties

(a) Transactions with key management personnel (KMP)

Key management personnel (KMP) are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

KMP include the Mayor, Councillors, Council's Chief Executive Officer and some executive management. The compensation paid to KMP comprises:

	2025	2024
	\$	\$
Short-term employee benefits	1,676,103	1,354,879
Long-term employee benefits	18,227	3,935
Post-employment benefits	181,452	147,415
	<u>1,875,782</u>	<u>1,506,228</u>

Detailed remuneration disclosures are provided in the annual report. There were no termination benefit payments paid to key management personnel during the financial year.

(b) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties are disclosed below:

Details of Transaction	Additional information	2025	2024
		\$	\$
Employee expenses for close family members of KMP	(b)(i)	351,604	231,144
Purchases of materials and services from entities controlled by KMP	(b)(ii)	18,756	16,142
Rental income charged to related parties	(b)(iii)	23,460	20,790

(i) All close family members of KMP were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

Council employs 191 (2024: 185) staff of which only 6 (2024: 8) are close family members (CFM) of key management

(ii) The Council purchased materials and services from close family members and entities controlled by key management personnel. All purchases were at arm's length and were in the normal course of Council operations.

(iii) Income generated from rental and lease income provided to KMP, close family members of KMP and/or jointly controlled entities of KMP were on arm's length basis and commensurate with similar arrangements with independent individuals and organisations.

**Mornington Shire Council
Notes to the financial statements
for the year ended 30 June 2025**

25 Transactions with related parties (continued)

(c) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

Receivables	2025	2024
	\$	\$
Amounts owed by entities controlled by KMP and CFM		
Current	128	280
Past due 31-60 days	288	-
Past due 61-90 days	2,738	-
More than 90 days overdue	75,518	52,298
Total	78,672	52,578

(d) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(e) Commitments to/from other related parties

Council does not have any commitments to/from related parties.

(f) Transactions with related parties that have not been disclosed

The majority of the entities and people that are related parties of Council live and operate within the Mornington Shire Council area. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include;

- Purchase of fuel and other workshop services
- Purchase of gas bottles and other general store items
- Payment of barge handling and other fees

Council has not included these types of transactions in its disclosures because they are made on the same terms and conditions available to the general public.

Due to the size and location of Mornington Shire Council is one of the primary employers. Therefore, staff members may be identified as close family members of key management personnel.

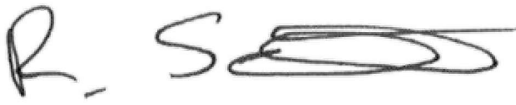
**Mornington Shire Council
Financial statements
for the year ended 30 June 2025**

**Management Certificate
For the year ended 30 June 2025**

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 29 present a true and fair view, in accordance with Australian Accounting Standards, of the council's transactions for the financial year and financial position at the end of the year.



Mayor
Richard Sewter
Date: 31 / 03 / 2026



Chief Executive Officer
Gary Uhlmann
Date: 31 / 03 / 2026



INDEPENDENT AUDITOR'S REPORT

To the councillors of Mornington Shire Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Mornington Shire Council.

The financial report comprises the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the certificate given by the Mayor and Chief Executive Officer.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2025, and of its financial performance and cash flows for the year then ended; and
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the **Auditor's responsibilities for the audit of the financial report** section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The councillors are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2025, but does not include the financial report and our auditor's report thereon.

At the date of this auditor's report, the available other information in Mornington Shire Council's annual report for the year ended 30 June 2025 was the current year financial sustainability statement, current year financial sustainability statement - contextual ratios (unaudited) and long-term financial sustainability statement (unaudited).



My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:
https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of my auditor's report.

Report on other legal and regulatory requirements

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2025:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.



Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.

A handwritten signature in black ink, appearing to read "William Cunningham".

William Cunningham
as delegate of the Auditor-General

31 March 2026

Queensland Audit Office
Brisbane

**Mornington Shire Council
Current-year Financial Sustainability Statement
for the year ended 30 June 2025**

Measures of Financial Sustainability

Council's performance at 30 June 2025 against key financial ratios and targets:

Type	Measure	Target (Tier 8)	Actual Current Year	5-Year Average	Council Narrative
Audited ratios					
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	2.1	2.0	Council paid down amounts owing to the Australian Taxation Office. Going forward council expects liquidity to improve
Operating Performance	Operating Surplus ratio	n/a	(3%)	(20%)	Council relies heavily on grant revenue to remain sustainable. This year showed improvement again the 5 year average with a focus on improved profitability
	Operating Cash Ratio	Greater than 0%	17%	9%	A focus on profitable areas of the council including building services improved profitability
	Asset Sustainability Ratio	Greater than 90%	95%	83%	Council relies on Disaster Recovery Funding to sustain its roads infrastructure
Asset Management	Asset Consumption Ratio	Greater than 60%	73%	65%	This ratio is within the required range


Note 1 - Basis of Preparation

The current year financial sustainability statement is prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guideline 2024. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2025.

**Mornington Shire Council
Current-year Financial Sustainability Statement
for the year ended 30 June 2025**

**Certificate of Accuracy
For the year ended 30 June 2025**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).
In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor

Richard Sewter

Date: 31 / 03 / 2026



Chief Executive Officer

Gary Uhlmann

Date: 31 / 03 / 2026



INDEPENDENT AUDITOR'S REPORT

To the Councillors of Mornington Shire Council

Report on the Current-Year Financial Sustainability Statement

Opinion

I have audited the accompanying current-year financial sustainability statement of Mornington Shire Council for the year ended 30 June 2025, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current-year financial sustainability statement of Mornington Shire Council for the year ended 30 June 2025 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current-year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2024 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

The councillors are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2025, but does not include the financial sustainability statement and our auditor's report thereon.



At the date of this auditor's report, the available other information in Mornington Shire Council's annual report for the year ended 30 June 2025 was the general purpose financial statements, current year financial sustainability statement – audited ratios, current year financial sustainability statement - contextual ratios (unaudited) and long-term financial sustainability statement (unaudited).

My opinion on the current-year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current-year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current-year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current-year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in black ink, appearing to read "William Cunningham".

William Cunningham
as delegate of the Auditor-General

31 March 2026

Queensland Audit Office
Brisbane

**Mornington Shire Council
Current-year Financial Sustainability Statement - Contextual Ratios (unaudited)
for the year ended 30 June 2025**

Measures of Financial Sustainability

Council's performance at 30 June 2025 against key financial ratios and targets:

Type	Measure	Target (Tier 8)	Actual Current Year	5-Year Average	Council Narrative
Contextual Ratios (unaudited)	Council-Controlled Revenue	n/a	25%	28%	This will continue to decrease as Hospitality revenue increases Inputs provided by the State showing volatility
	Population Growth	n/a	101.31%	-1.27%	
Asset Management	Asset Renewal Funding Ratio	n/a	100%	n/a	Council relies on grant funding to renew assets

Note 1 - Basis of Preparation

The current year financial sustainability statement - Contextual Ratio is prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guideline 2024. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2025.

**Mornington Shire Council
Current-year Financial Sustainability Statement - Contextual Ratios (unaudited)
for the year ended 30 June 2025**

**Certificate of Accuracy
For the year ended 30 June 2025**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).
In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor

Richard Sewter

Date: 31 / 03 / 2026



Chief Executive Officer

Gary Uhlmann

Date: 31 / 03 / 2026

**Mornington Shire Council
Long-Term Financial Sustainability Statement (unaudited)
Prepared as at 30 June 2025**

Measures of Financial Sustainability

Type	Measure	Target (Tier 8)	Actuals at 30 June 2025	Projected for the years ended										
				30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031	30 June 2032	30 June 2033	30 June 2034		
Financial capacity	Council-Controlled Revenue	n/a	25%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
	Population Growth	n/a	101.31%	-0.54%										
Operating Performance	Operating Surplus ratio	n/a	(3%)	(20%)	(20%)	(20%)	(20%)	(20%)	(20%)	(20%)	(20%)	(20%)	(20%)	(20%)
	Operating Cash Ratio	Greater than 0%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	2.1	n/a for long term sustainability ratios										
	Asset Sustainability Ratio	Greater than 90%	95%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Asset Management	Asset Consumption Ratio	Greater than 60%	73%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
	Asset Renewal Funding Ratio	n/a	100%	n/a for long term sustainability ratios										

Morning Shire Council's Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council's financial management strategy is prudent and that its long-term financial forecast shows a sound financial position but both are dependent on on-going State and Commonwealth Government support. Provided this support is ongoing council will be able to meet the community's current and future needs.

**Mornington Shire Council
Long-Term Financial Sustainability Statement
Prepared as at 30 June 2025**

**Certificate of Accuracy
For the long-term financial sustainability statement prepared as at 30 June 2025**

The long term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).
In accordance with Section 212(5) of the Regulation we certify that this long term financial sustainability statement has been accurately calculated.



Mayor
Richard Sewter
Date: 31 / 03 / 2026



Chief Executive Officer
Gary Uhlmann
Date: 31 / 03 / 2026

12.3 Procurement Policy Annual Update

Author: Chief Financial Officer

Attachments: Procurement Policy

PURPOSE (EXECUTIVE SUMMARY)

Mornington Shire Council reviews and updates its Procurement Policy every year. Adopting this policy helps the Council deliver value for money, support local businesses, promote sustainability, and uphold ethical standards. It also shows the Council's commitment to economic growth, protecting the environment, and acting responsibly in all its work.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The previous Procurement Policy has been reviewed and updated as outlined in the Local Government Legislation (Empowering Councils) Amendment Regulation 2025.

The new Procurement Policy ensures that:

- a) Prioritises procurement practices that deliver value for money while ensuring transparency, accountability, and fairness in all procurement activities.
- b) Supports local businesses, including small and medium enterprises (SMEs), by incorporating a "Buy Local" principle where feasible, to strengthen the local economy and create jobs within the Mornington Shire Council region.
- c) Embeds sustainability principles into procurement decisions, including the preference for environmentally sustainable products and services, and suppliers with strong environmental and social governance practices.
- d) Promotes ethical procurement by ensuring that suppliers comply with relevant labour laws, workplace safety standards, and human rights obligations.
- e) Encourages innovation by engaging suppliers who offer creative and cost-effective solutions to meet the council's needs.

Key changes include Financial thresholds for purchasing and updated thresholds for Asset classifications.

FINANCIAL & RESOURCE IMPLICATIONS

This will provide clear guidance to staff as to the requirement under Local Government procurement in regards to purchasing on behalf of Mornington Shire Council in a compliant manner.

RECOMMENDATION

That the Council approves the updated Procurement Policy and further directs the CEO to provide training and resources to council staff to ensure effective implementation of the revised Procurement Policy.

Procurement Policy

<u>Document Control</u>	
Document Reference Number:	2024/10
Version Number:	11
Next Scheduled Review Date:	31 January 2025
Author:	Chief Executive Officer
Responsible Officer:	Chief Executive Officer
Council Approval Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CEO Approval:	

Document Version Control			
Version	Date	Resolution No.	Details
1	2016/112	29/06/2016	N/A
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	09/12/2020	
10	2021/07-22	21/7/2021	
11	2024/10	31/01/2024	
12			

1. BACKGROUND

- 1.1 Section 198 of the *Local Government Regulation 2012 (Qld)* requires that:
- (a) A local government must prepare and adopt a policy about procurement (a *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.

2. PURPOSE

- 2.1 The procurement of all Goods and Services and Disposal of Valuable Non-Current Assets by Council must be carried out in accordance with the LG Act, the LG Regulation and this Policy. Council operates under the Default Contracting Procedures.
- 2.2 This document sets out Council's policy for the purchase of Goods and Services and application of the Sound Contracting Principles.

3. SCOPE

- 3.1 This Policy applies to the purchase of all Goods and Services by all Personnel for and on behalf of Council.

4. RELEVANT LEGISLATION AND COUNCIL POLICIES/PROCEDURES/GUIDELINES

- 4.1 The following legislation and Council policies, procedures and guidelines relate to this Policy:
- (a) Local Government Act 2009 (Qld)
 - (b) Local Government Regulation 2012 (Qld)
 - (c) Public Sector Ethics Act 1994 (Qld)
 - (d) Work Health and Safety Act 2011 (Qld)
 - (e) Supplier Code of Conduct
 - (f) Staff Code of Conduct
 - (g) Councillor Code of Conduct

5. DEFINITIONS

- 5.1 In this Policy:

Reference	Definition
Contractual Arrangement	means an arrangement between the local government and a supplier comprised of: <ul style="list-style-type: none"> (a) a contract for the supply of Goods and Services; or (b) if the local government and a supplier enter into more than 1 contract for the supply of Goods and Services of the same, or a similar, type - each of the contracts.
Council	means Mornington Shire Council.

Reference	Definition
Default Contracting Procedures	means the default contracting procedures set out in Chapter 6, Part 3 of the LG Regulation.
Disposal	of a Valuable Non-Current Asset, includes the disposal of all of, or an interest in, the asset (for example, the grant of a lease over land or a building).
Ethics Principles	means the core principles set out in Part 2, Section 4 of the Public Sector Ethics Act 1994 (Qld).
Genuine Emergency	means, in the context of an exemption from tender/ quotation requirements for Medium-sized Contractual Arrangements or Large-sized Contractual Arrangements, circumstances where a genuine emergency exists requiring the procurement of urgent Goods and Services. Examples of a Genuine Emergency include procurement to mitigate a threat of imminent harm to persons and/or property. For the avoidance of doubt, Genuine Emergency 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).
Goods and Services	means all goods, services and/or works of whatever nature (ie. mechanical, construction, legal, accounting etc).
Government Agency	means, <ul style="list-style-type: none"> (a) the State, a government entity, a corporatised business entity or another local government; or (b) another Australian government or an entity of another Australian government, or (c) a local government of another State.
Large-sized Contractual Arrangement	means a contractual arrangement between Council and a supplier that is expected to cost, exclusive of GST, over its Term at least: <ul style="list-style-type: none"> (a) for an arrangement entered into before 1 July 2026 - \$280,000; or (b) for an arrangement entered into on or after 1 July 2026 - the minimum amount for the arrangement as adjusted under section 223E of the LG Regulation (as published by the Queensland State Government on its website).
LG Act	means the Local Government Act 2009 (Qld).
Regulation	means the Local Government Regulation 2012 (Qld).
Local Government Area	means the Mornington Shire Council local government area as defined in the LG Act and LG Regulation.
Local Government Principles	means the core principles set out in Chapter 1, section 4 of the LG Act.
Local Supplier	means a supplier which: <ul style="list-style-type: none"> (a) is beneficially owned by persons who are residents on Mornington Island; or (b) has its Principal Place of Business within the Local Government Areas (LGAs) of Mornington Island, Cairns, Cloncurry, the Cape York region and Carpentaria region.

Reference	Definition
Medium-sized Contractual Arrangement	means a contractual arrangement (that is not a Large-sized Contractual Arrangement) between Council and a supplier that is expected to cost, exclusive of GST, over its Term at least: <ul style="list-style-type: none"> (a) for an arrangement entered into before 1 July 2026 - \$21,000; or (b) for an arrangement entered into on or after 1 July 2026 - the minimum amount for the arrangement as adjusted under section 223E of the LG Regulation (as published by the Queensland State Government on its website).
Non-Local Supplier	means a supplier who does not meet the Local Supplier criteria as defined in this Policy.
Personnel	means collectively elected members, employees, agents and contractors of Council.
Policy	means this procurement policy.
Principal Place of Business	means the business address where the majority of business (50% or more) is undertaken.
Purchase Order	means the official/ formal Council order issued to the supplier of Goods and Services.
Sound Contracting Principles	as defined in paragraph 6 of this Policy and section 104(3) of the LG Act.
Term	in relation to a Contractual Arrangement, includes any possible extension by renewal of the term of the Contractual Arrangement that is agreed at the time the arrangement is entered into.
Valuable Non-current Asset	(as per section 223D of the LG Regulation): <ul style="list-style-type: none"> (a) Land; or (b) Another non-current asset that has an apparent value that is equal to or more than the limit set by Council, which cannot be more than that set at section 223D(3) of the LG Regulation. At the time of approval of this Policy, those maximum limits were: <ul style="list-style-type: none"> (i) for plant or equipment - \$7,000 ex GST; and (ii) for another type of non-current asset - \$14,000 ex GST.

6. SOUND CONTRACTING PRINCIPLES

6.1 Council's procurement activities aim to achieve legal and ethical outcomes by ensuring that all Personnel have regard to the Sound Contracting Principles in the procurement of all Goods and Services by Council.

6.2 Personnel should take the following into account when applying the Sound Contracting Principles:

(a) Value for money

Council intends to 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 may consider:

- (i) fitness for purpose, quality, services and support; and
- (ii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and

- (iii) internal administration costs; and
- (iv) technical compliance issues; and
- (v) risk exposure; and
- (vi) the value of any benefits to the local economy; and
- (vii) value for money through arrangements with Local Suppliers.

(b) Open and effective competition

Council seeks open and effective competition in the provision of Goods and Services in the Local Government Area. Personnel are to exhibit fair and equitable treatment when dealing with perspective suppliers.

(c) The development of competitive local business and industry

Council seeks to proactively encourage competitive local business and industry. When undertaking procurement activities Council may:

- (i) 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 favourable 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 meets Council's requirements at an acceptably high standard which is generally comparable to that of other offers.
- (ii) 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% over the Non-Local Supplier price, these will not be considered comparable offers, with reference only to the pricing criteria).

(d) Environmental protection

Consideration should 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:

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

(e) 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:

- (i) Perform the procurement task honestly and without favour or prejudice;
- (ii) Spend Council funds efficiently and effectively and in accordance with the law and Council policy;
- (iii) Deal fairly, impartially and consistently with existing and prospective suppliers;
- (iv) Keep confidential all sensitive information obtained as part of the procurement activity;
- (v) Not have an actual conflict of interest in relation to the procurement activity; and
- (vi) Not seek or accept any remuneration, gift or advantage.

7. ADDITIONAL CONSIDERATIONS

7.1 In addition to the Sound Contracting Principles, 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.

8. PROCUREMENT PROCEDURES

8.1 Subject to any exceptions set out in this Policy, all Personnel must comply with the Default Contracting Procedures and any additional requirements set out in this Policy when undertaking procurement activities on behalf of Council.

8.2 The value of a Contractual Arrangement is what it is expected to cost Council, exclusive of GST, over its Term (which includes, for the avoidance of doubt, any extension options and any other contracts with the same supplier for the supply of Goods and Services of the same, or a similar, type).

8.3 The relevant procedures to be followed by all Personnel when undertaking procurement activities on behalf of Council are:

Value (GST Excl)	Procedure
Less than \$5,000	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 - \$20,999	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.
\$21,000 - \$279,999 (Medium-sized Contractual Arrangement)	<p>Council cannot enter into a Medium-sized Contractual Arrangement unless it first invites written quotes for the contract.</p> <ul style="list-style-type: none"> • The invitation must be to at least three (3) suppliers who Council considers can meet its requirements at competitive prices. • Council may decide not to accept any quotes it receives. • If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the Sound Contracting Principles.

\$280,000 and above (Large-sized Contractual Arrangement)	Council cannot enter into a Large-sized Contract Arrangement unless Council first invites written tenders for the contract in accordance with the requirements of section 228 of the LG Regulation.
--	---

- 8.4 Invitation for tenders (or expressions of interest) must:
- (a) be published on the local government’s website for at least 21 days;
 - (b) allow written tenders (or expressions of interest) to be given to the local government while the invitation is published on the website; and
 - (c) the local government must also take all reasonable steps to publish the invitation for tenders or invitation for expressions of interest in another way to notify the public about the tender process (eg publishing an invitation in an industry publication or on a tender’s website).

9. FINANCIAL DELEGATIONS

The following table outlines the financial delegation limits for various roles within Mornington Shire Council. These limits apply to the approval of expenditure, contracts, and other financial commitments.

Position	Limit
Chief Executive Officer	\$279,999
Chief Financial Officer	\$100,000
Director of Engineering	\$50,000
Director of Housing & Facilities	\$50,000
Director of Corporate & Communications	\$50,000
Director of Hospitality & Accommodation	\$50,000
Director of Human Resources	\$50,000
Warehouse Manager	\$30,000
Financial Services Coordinator	\$30,000
Financial Accountant	\$30,000
Manager Workshop Operations	\$20,999
Manager Infrastructure Delivery	\$20,999
Manager Bakery	\$20,999
Manager Community	\$20,999
Manager Laundry	\$20,999
Manager Operations-Hospitality & Accommodation	\$20,999
Building Supervisor	\$20,999
Project Coordinator	\$20,999

10. EXCEPTIONS

- 10.1 For all Contractual Arrangements of any value, Personnel are exempted from compliance with the Default Contracting Procedures if one of the following exceptions is applicable to the proposed supplier of Goods and Services, namely that the supplier is on:
- (a) an approved contractor list (s.231 of the LG Regulation); or
 - (b) a register of pre-qualified suppliers (s.232 of the LG Regulation); or
 - (c) a preferred supplier arrangement (s.233 of the LG Regulation); or
 - (d) a local government arrangement (s.234 of the LG Regulation ie Local Buy).

- 10.2 In addition to those exceptions in clause 10.1, for all Medium-sized Contractual Arrangements and Large-sized Contractual Arrangements, Personnel are exempted from compliance with the Default Contracting Procedures if one of the following additional exceptions is applicable to the proposed supplier, namely:
- (a) Council resolves to prepare and adopt a quote or tender consideration plan and the procurement is consistent thereto (s.230 of the LG Regulation); or
 - (b) Council resolves that there is only 1 supplier who is reasonably available to supply the Goods and Services required (s.235(a) of the LG Regulation); 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 (s.235(b) of the LG Regulation); or
 - (d) a Genuine Emergency exists (s.235(c) of the LG Regulation); or
 - (e) the contract is for the purchase of goods and is made by auction (s.235(d) of the LG Regulation); or
 - (f) the contract is for the purchase of second-hand goods (s.235(e) of the LG Regulation); or
 - (g) the contract is made with, or under an arrangement with, a Government Agency (s.235(f) of the LG Regulation).

11. VALUABLE NON-CURRENT ASSETS

- 11.1 Subject to the exceptions in paragraphs 12 and 13 of this Policy, 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.
- 11.2 Notwithstanding the limits set out the table below, 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 the table below, are to be offered for sale by inviting written quotations only:

Asset Class	Council Limit (ex GST)
Road Infrastructure	\$14,000
Water Infrastructure	\$14,000
Sewage Infrastructure	\$14,000
Buildings	\$14,000
Other Structures	\$14,000
Plant and Equipment	\$7,000
Land	\$1

12. EXCEPTIONS FOR VALUABLE NON-CURRENT ASSET CONTRACTS (EXCLUDING LAND/ INTERESTS IN LAND)

- 12.1 Council may Dispose of a Valuable Non-current Asset, other than by tender or auction, as set out in section 236 of the LG Regulation including if:
- (a) the Valuable Non-current 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 Valuable Non-current 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 and Services to Council, and the Disposal is part of the contract for the supply.

13. EXCEPTIONS FOR VALUABLE NON-CURRENT ASSET CONTRACTS (LAND/ INTERESTS IN LAND)

- 13.1 Any Disposal of land or an interest in land must occur strictly in accordance with section 236 of the LG Regulation.

14. VARIATIONS

- 14.1 Each variation to an original Contractual Arrangement 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 contractual 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
 - (e) should the cumulative value of the variations on the contract exceed the highest financial delegation of any Personnel (including the CEO - \$279,999), then any further variation must be approved only by Council by resolution, or a new procurement process is commenced to meet the Policy (unless exemptions apply).

15. PUBLISHING DETAILS OF PARTICULAR CONTRACTS (CONTRACT REGISTER)

- 15.1 Council must, as soon as practicable after entering into a Contractual Arrangement worth \$200,000 or more (exclusive of GST)
- (a) publish the relevant details of the Contractual Arrangement on the Council's website; and
 - (b) display the relevant details of the Contractual Arrangement 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.
- 15.2 The relevant details that must be published for the purposes of paragraph 15.1(c) are:
- (a) the person with whom the Council has entered into the Contractual Arrangement;
 - (b) the value of the Contractual Arrangement; and
 - (c) the purpose of the Contractual Arrangement.

16. REVIEW OF POLICY

- 16.1 In accordance with Section 198(3) of the LG Regulation, this Policy is to be formally reviewed by Council annually.

12.4 Register of Prequalified Suppliers – Trade Services

Author: Chief Financial Officer

Attachments: Prequalified Suppliers – Trade Services

PURPOSE (EXECUTIVE SUMMARY)

To inform Council of the Tender process conducted and the evaluation outcome to recommend appointment of suppliers meeting the pre-qualification requirements to be included on the following registers:

MSC-2025-005 – Register of Pre-qualified Suppliers of Trade Services.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council invited tenders pursuant to section 232 of the *Local Government Regulation 2012 (Qld) (Regulation)*. The tender Contract base period is for one (1) year and 2 x 12 month extension options.

The tender was released through 360 on Wednesday the 7th of January 2026 and closed on Tuesday the 3rd of February 2026. The invitation to tender was advertised on Council's website during the entire time that the tender was open.

The attached report details the outcome of this tender.

FINANCIAL & RESOURCE IMPLICATIONS

The presence of a Register of Prequalified Suppliers – Trade Services will improve greatly the amount of resources and time required to acquire the services related to this area as the background checks and pricing checks have already been undertaken.

RECOMMENDATION

That Council:

- a) accepts the recommendation of the evaluation panel;
- b) resolves to appoint the successful suppliers listed in Table 1 to Council's Register of Pre-qualified Suppliers of Trade Services (MCS-2025-005); and
- c) delegates authority to the Chief Executive Officer to negotiate, finalise and enter into contracts with the successful suppliers listed in Table 1 as provided for in the request for tender (as amended by agreement between the parties).



COUNCIL RECOMMENDATION REPORT

REGISTER OF PREQUALIFIED SUPPLIERS OF TRADE SERVICES

CONTRACT NO: MSC-2025-005

	Page No.
1. PURPOSE	2
2. BACKGROUND	2
3. RESPONSE SUMMARY	2
4. EVALUATION CRITERIA	2
5. RECOMMENDATION	2
6. STATUTORY REFERENCE	3
7. CONSULTATION	3
8. ATTACHMENT/S	4

1. PURPOSE

1.1 To inform Council of the Tender process conducted and the evaluation outcome to recommend appointment of suppliers meeting the pre-qualification requirements to be included on the following registers:

MSC-2025-005 – Register of Pre-qualified Suppliers of Trade Services;

2. BACKGROUND

2.1 Council invited tenders pursuant to section 232 of the *Local Government Regulation 2012* (Qld) (Regulation). The tender Contract base period is for one (1) year and 2 x 12 month extension options.

2.2 The tender was released through 360 on Wednesday the 7th of January 2026 and closed on Tuesday the 3rd of February 2026. The invitation to tender was advertised on Council’s website during the entire time that the tender was open.

3. RESPONSE SUMMARY

3.1 Council received 21 responses upon Tender close.

3.2 Each response was evaluated shortly after with each Evaluation Panel member assessing responses based on the criteria as detailed in item 4. Evaluation Criteria.

3.3 The evaluation panel then met to discuss the tenders and agree a final consensus outcome.

3.4 17 Tenders received were assessed as having the technical, financial and managerial capability necessary to be appointed as pre-qualified suppliers for the Register of Pre-qualified Suppliers of Trade Services.

4. EVALUATION CRITERIA

4.1 Each Response was assessed against the following assessment criteria.

Evaluation Criteria	
•	Technical capability
•	Financial capability
•	Managerial capability

5. RECOMMENDATION

5.1 That Council:

- (a) accepts the recommendation of the evaluation panel;
- (b) resolves to appoint the successful suppliers listed in Table 1 to Council’s Register of Pre-qualified Suppliers of Trade Services (MCS-2025-005); and
- (c) delegates authority to the Chief Executive Officer to negotiate, finalise and enter into contracts with the successful suppliers listed in Table 1 as provided for in the request for tender (as amended by agreement between the parties).

Table 1 – MSC-2025-005 – Register of Pre-qualified Suppliers of Trade Services	
Result	Respondent
<u>Successful</u>	AERIS Environmental Ltd (IEQ & Hygienist Services)
	Andrew Francis Halpin
	Block Commercial (Cairns)
	Cairns Flat Packs
	Cairns Locating Specialists Pty Ltd (Dylan Schirmer)
	Carpentaria Electrical
	Kieza Constructions Pty. Ltd. T/As Kieza Constructions Pty Ltd
	Kuhn Steel Fab Pty Ltd
	MPDT (MPDT)
	PLD Holdings Pty Ltd T/As Professional Pump Services & Irrigation
	Sage Automation
	Sai Security Protection Pty Ltd T/As Sai Group
	Symconstruct Pty Ltd
	The Trustee for James Geiger Electrical Trust
	The Trustee for Larsen Plumbing Trust
The Trustee for the happy acres family trust T/As Southern Cross Electrical FNQ	
Troy Cummings Locksmith T/As Troy Cummings Locksmith	
<u>Un-successful</u>	Burrundi Design Pty Ltd T/As Burrundi Design Studio
	H.C. Building & Construction t/a HCCM Pty Ltd T/A H.C Building and Construction
	Innovo Management Pty Ltd
	Legion Drilling

6. STATUTORY REFERENCE

Instrument	Reference	Details
Local Government Regulation 2012	Chapter 6 > Section 232	Exception for register of pre-qualified suppliers
Local Government Act 2009	Chapter 4 > Section 104	Sound Contracting Principles

7. CONSULTATION

- 1) Mayor and Councillors
- 2) CEO
- 3) Chief Financial Officer
- 4) Director of Engineering

- 5) Project Coordinator
- 6) Procurement Consultant (External)

8. ATTACHMENT/S

Evaluation Panel Recommendation Report

13 Community

13.1 Community Report – March 2026

Author: Manager Community

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Community activities for the period of 1 December 2025 to 31 March 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Community portfolio has achieved significant progress over the past four months, following an initial period focused on meaningful engagement and active listening within the community.

This foundational work has enabled the team to better align initiatives with identified needs and priorities, resulting in more targeted service delivery, strengthened relationships, and tangible outcomes. By adopting a “listen first” approach, subsequent actions have been community-informed, culturally appropriate, and responsive to local aspirations.

As a result, this reporting period reflects a clear transition from consultation to implementation, with a number of initiatives gaining momentum and delivering visible impact across the community.

Community Laundry

The Community Laundry continues to operate as a highly utilised and valued service. While its primary function remains the provision of accessible washing and drying facilities, it has increasingly evolved into an important informal meeting place for women within the community.

The space provides a culturally safe and supportive environment where women can gather, share information, and discuss both personal matters and broader community issues. In doing so, the Laundry contributes not only to practical household needs, but also to strengthened social connection, peer support, and overall community cohesion.

To enhance both functionality and user comfort, a 4m x 4m shade structure has been purchased with funding support from Gulf Trust. The structure will be installed in the rear yard, with its placement carefully considered to balance privacy and safety through maintained visibility from the property entrance.

This improvement is expected to increase amenity, encourage ongoing use, and further support the Laundry’s role as both a practical service and a safe community gathering space.

Goobalathaldin Knowledge Centre (GKC)

The Goobalathaldin Knowledge Centre (GKC) continues to play an important role in supporting children and young people, while also experiencing growing engagement from the broader community.

A key highlight during the reporting period was the inaugural eSports competition, held on 6–7

December, which attracted 80 participants. State Library of Queensland is currently exploring opportunities for the winning teams to travel to Brisbane to compete against other Indigenous LGAs, while also engaging with professionals in the gaming industry.

The December School Holiday Program was also well received, with the introduction of a Summer Reading Challenge, successfully completed by eleven (11) participants. Positive feedback was received from Mornington Island State School, which delivered a Passport Program at the centre for selected students.

Partnerships continue to strengthen the reach and impact of the GKC. 54 Reasons utilised the facility to support their Vacation Care Program, further exposing community members to available services and opportunities.

Overall, increased collaboration has contributed to a noticeable rise in adult patronage, reinforcing the GKC's role as a multi-purpose community hub.

Gununa Youth Hub

The Gununa Youth Hub continues to experience strong attendance, with children aged 0–11 years representing approximately 85% of participants. This remains significantly higher than the 15% of attendees within the funded target age group.

In response, staff have worked collaboratively with 54 Reasons to support more appropriate service pathways. Representatives attended the Hub across several weeks to engage younger participants and encourage their transition into targeted after-school programming.

During the school holiday period, weather conditions impacted a number of planned outdoor activities. Staff adapted programming to ensure a high-quality, weather-appropriate schedule was maintained. New initiatives, including the Grow Zone (gardening) and Wheels in Motion (bike-building) workshops, were well received. A fishing activity delivered in partnership with PCYC Queensland was also a key highlight.

Following the return to school, the Youth Hub has maintained opening hours from 10:00am, continuing to provide a safe, supportive space for young people to access food, refreshments, and quiet time as needed.

Sport and Recreation

Council successfully secured grant funding through WQPHN and the Queensland Department of Sport and Recreation to upgrade equipment within the community gymnasium.

This investment includes seven new cardio machines, a Pilates reformer, upgraded strength equipment, and additional rubber flooring to enhance safety and usability. These upgrades significantly improve the diversity, accessibility, and functionality of the facility.

The new cardio machines include:

- 2 x Treadmill
- 1 x Stair Climber
- 1 x Elliptical Machine
- 1 x Recumbent Bike

- 1 x Rowing Machine
- 1 x Ski Trainer

Other equipment purchased include a new lat pulldown / seated row machine and a new bench press to replace broken machines, a speed ball to support the boxing equipment, medicine ball pack (from 1kg to 9kg weight range) as well as storage racks for the kettle bells, cable machine equipment and medicine balls to ensure equipment is able to be appropriately stored, allowing the floor space to be kept clean and safe to move around.

This investment represents a substantial enhancement to the overall functionality and diversity of equipment available within the gymnasium. The additional cardio machines increase capacity during peak periods, reduce wait times, and allow users of varying fitness levels and physical capabilities to access suitable equipment.

Importantly, the expanded range of machines supports community members who require low-impact or structured rehabilitation exercises. Access to appropriate equipment locally assists individuals recovering from injury or illness to safely rebuild strength, mobility, and endurance, supporting improved health outcomes and, where relevant, facilitating return-to-work pathways.

Overall, this upgrade enhances the gymnasium as a key community health asset, supporting preventative health, rehabilitation, and overall wellbeing for residents.

Once the equipment arrives, a further update will be provided to Councillors and Community.

Community Events

1. Community Christmas Celebration

The reporting period commenced with the Community Christmas Celebration held on Friday, 5 December at the football field. While there were initial concerns that the location may limit attendance due to its distance from the main township area, these concerns proved unfounded, with strong community participation recorded.

The afternoon was considered a significant success, providing a safe and positive environment for families to gather and celebrate together. Although a movie screening had been scheduled to conclude the evening, this component was postponed to the following weekend to ensure optimal conditions and maximise community participation.

The event demonstrated Council's continued commitment to delivering inclusive, family-focused activities that promote community cohesion and positive social engagement.

2. Australia Day Acknowledgement

Australia Day (Friday, 26 January) was acknowledged through a low-key community gathering at the PCYC. The event featured a screening of the Australian film *Kangaroo*, accompanied by a lamb chop barbecue.

The format provided an opportunity for informal reflection and social connection in a relaxed and inclusive environment. Attendance reflected community interest in simple, family-friendly events that encourage positive gathering spaces.

3. Ochre Ribbon Week Activities

Ochre Ribbon Week activities commenced on Friday, 13 February with a family-friendly

performance by the DMC Boys from Doomadgee at the PCYC. The event was well attended and aligned with broader strategies aimed at youth engagement and positive behavioural messaging.

The group also performed at several smaller events across the weekend, reinforcing messaging around healthy choices and alternative pathways for young people through music and creative expression.

Following the success of these engagements, the Manager Community has commenced discussions with Dale from MUFASA to explore the feasibility of establishing a structured local music development program. The intent would be to replicate aspects of the Doomadgee model that led to the formation and success of the DMC Boys, providing a constructive outlet for local youth.

Another activity undertaken during Ochre Ribbon Week was the tracing of hands, encouraging community to use the fingers to represent their ideas for how community can *help make home and community a safer place for everyone*.

This activity triggered a few practical ideas such as more youth activities and better street lighting, as well as some deeper thoughts such as reembracing respect and culture across community.

4. *Elders Morning Tea*

On Tuesday, 24 February, Council hosted its first Elders Morning Tea for 2026 at 54 Reasons. The gathering provided a culturally safe and welcoming space for Elders to come together, share stories, and reconnect.

Feedback from attendees was positive, with many expressing appreciations for the relaxed setting and opportunity to yarn. The initiative reinforces Council's commitment to ensuring Elders are provided with inclusive engagement opportunities that promote social connection, wellbeing, and recognition of cultural leadership within the community.

5. *Clean-Up Mornington Island*

Clean-Up Mornington Island was held on Sunday, 1 March to coincide with Clean Up Australia Day. Council partnered with the Wellesley Islands Rangers to encourage community members to participate in a coordinated foreshore clean-up.

The team, though small in number, collectively retrieved a skip full of rubbish from the foreshore area. The initiative promoted environmental responsibility, community pride, and shared ownership of public spaces.

Given the positive outcomes, it has been proposed that quarterly clean-up days be jointly hosted moving forward. Potential priority areas identified include:

- Birri Road to the Dam, including the roadside area currently being used as an informal dumping site;
- Lardil Street, with a focus on clearing stormwater drains; and
- Continued clean-up works along the foreshore.

To encourage increased community participation, it has been suggested that future events

incorporate a range of incentive prizes aligned with agreed community outcomes (e.g. most rubbish collected, largest item removed, youth participation categories).

6. *Women's Health & Wellbeing Expo*

As part of International Women's Day celebrations, Council support 54 Reasons in hosting the annual Women's Health and Wellbeing Expo on Tuesday, 17 March. The Expo provided access to health information, service providers, and support networks, contributing to improved awareness of health and wellbeing services available to women in the community. Council's involvement reflects an ongoing commitment to partnering with stakeholder groups and supporting initiatives that promote social inclusion, preventative health, and community empowerment.

7. *March Movie Night*

Held on Friday, 27 March, the movie of choice was Shrek and was well received by all attendees. The Team are currently reviewing ways of introducing bags of popcorn and small drinks to value-add and provide a movie feel to the atmosphere.

8. *Community Easter Egg Hunt*

The Community Easter Egg Hunt, held at the Festival Grounds on Sunday, 29 March, rounded out this reporting period. The community came out in waves with approximately 100 kids of all ages participating. What was most encouraging was the number of older teens who rode around on bikes ensuring community new about the event and encouraging them to participate.

Identified Events during the next reporting period include:

- 18 April – Community Colour Fun Run and Walk
- 24 April – Monthly Movie Night – Lilo & Stitch (the live action version)
- 25 April – ANZAC Day
- 28 April – Elder's Morning Tea – to be held at JKG gardens
- 29 May – Monthly Movie Night
- 26 June – Monthly Movie Night

Community Engagement and Emerging Initiatives

1. *Yarning Circle*

In the lead-up to Christmas, Community staff distributed meat vouchers to in-need households across the community. This process provided a valuable opportunity not only to deliver practical support during the holiday period, but also to engage directly with residents in informal conversations. Staff intentionally used this time to listen to community concerns, aspirations, and ideas for improvement.

A consistent theme emerging from these conversations, particularly from the elders, was the desire for a dedicated wellness hub within the community — a safe, welcoming space centred around a yarning circle. Community members expressed the need for a place that promotes healing, connection, cultural exchange, and informal support, particularly for those experiencing social or personal challenges. The concept of a yarning circle was

strongly supported as it reflects culturally appropriate ways of gathering, sharing knowledge, and strengthening community cohesion.

In response to this identified need, Council officers explored potential funding opportunities and identified a funding from the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DATSIP). A potential site was also identified in front of the GKC, providing a central and accessible location within the township.

An initial concept design, right, has since been developed and shared informally within the community, receiving very positive feedback. The proposed design incorporates culturally respectful elements while creating a functional and welcoming outdoor gathering space. Subject to consultation, this initiative represents a tangible outcome of Council’s commitment to listening first and then acting on clearly identified community priorities.



see

further

This project demonstrates the value of grassroots engagement and reinforces Council’s approach of ensuring that emerging initiatives are community-led, culturally appropriate, and strategically aligned with wellbeing objectives.

2. *Community Flag*

As part of the Queensland Gives 2024 grant funding, Council was successful in securing funding to develop a community flag.

Mirnidyan Gununa Arts Centre was engaged to facilitate the design process and work with community to develop a flag that appropriately reflects local identity, culture and values.

Five (5) design submissions were received presented to the community for consideration. Following a community voting process, successful design, see was selected and has now proceeded to print.



and

the right,

The official unveiling of the new community flag will take place during NAIDOC Week celebrations, providing an opportunity to acknowledge the artists involved and celebrate this important milestone for the Mornington Island community.

Overall, the period from 1 December to 31 March has been marked by a transition from planning to delivery, with a significant number of initiatives implemented or progressing.

Enhanced staffing capacity, improved service visibility, and strengthened stakeholder partnerships have enabled a more coordinated and responsive approach across the Community portfolio. As a result, services are increasingly aligned with community needs, delivering meaningful outcomes while supporting Council's broader strategic priorities.

FINANCIAL & RESOURCE IMPLICATIONS

The Community department is operating within the 2025/26 budget. There are no financial implications in this report.

RECOMMENDATION

That Council receive and note the Community Report for December 2025 to March 2026.

14 CORPORATE AND COMMUNICATIONS

14.1 Corporate & Communications Report – March 2026

Author: Director Corporate & Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview Corporate & Communications activities for the month of March 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

New website migration is completed and is now live. Subsequent project has commenced for website compliance. The website project was a culmination of various activities in the communications function to remediate ineffective or incorrect communications channels and to re-establish functional and organisational baselines in the website. The new website is supported by a new Localbuy provider with SLAs that ensure service delivery and cyber security requirements going forward.

Policy Framework document is now released and provides a promulgated pathway for development, review and approval of Councils administrative, strategic and statutory policies going forward.

Statutory plans required to be approved in order to meet compliance requirements have been identified. There is a plan in place to meet compliance by 30 June 2026 as per QAO audit report. Significant amount of work required to implement changes from the Empowering Local Government Amendments. This work will be ongoing across the strategic and administrative plans.

FINANCIAL & RESOURCE IMPLICATIONS

Corporate and Communications are operating within the 2025/26 budget. There are no financial implication in this report.

RECOMMENDATION

That Council receive and note the Corporate and Communications report for March 2026.

14.2 DA2026_002 Sweers Island Resort Development Approval Exclusion

Author: Director Corporate & Communications

Attachments: DEVELOPMENT APPLICATION (SECTION 46 OF THE PLANNING ACT 2016) FOR PROPOSED EXEMPTION CERTIFICATE LOCATED AT SWEERS ISLAND, MORNINGTON ISLAND

PURPOSE (EXECUTIVE SUMMARY)

Sweers Island Resort have been successfully awarded a grant under the QLD Regional Tourism Infrastructure Fund to assist in adding 2 additional accommodation buildings to existing resort infrastructure.

It is a requirement to submit all proposed Development Applications or Material Change of Use applications to Council for processing and approval.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Mornington Shire Council is the Local Government Authority for the Mornington Shire Council area. As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the interest of the community, advancing a liveable community.

It is considered that approving (with conditions) the Exemption Certificate (Development of two (2) additional eco-tourism accommodation cabins) at Sweers Island (Lot 1SP267945) is of benefit to, and representative of, the aspirations of the community.

FINANCIAL & RESOURCE IMPLICATIONS

There is no financial implication in this report.

RECOMMENDATION

Council as the Local Government Authority resolves to approve (subject to conditions) the application lodged with Council for Exemption Certificate (Development of additional eco-tourism accommodation cabins).

DEVELOPMENT APPLICATION (SECTION 46 OF THE PLANNING ACT 2016) FOR PROPOSED EXEMPTION CERTIFICATE LOCATED AT SWEERS ISLAND, MORNINGTON ISLAND

SECTION 46 OF THE PLANNING ACT 2016, DEVELOPMENT EXEMPTION CERTIFICATE (DEVELOPMENT OF ADDITIONAL ECO-TOURISM CABINS) SWEERS ISLAND RESORT LOCATED AT SWEERS ISLAND, MORNINGTON ISLAND

Strategic Considerations

The application has been assessed and is considered to be compliant with its Corporate Plan.

Corporate Plan 2026-2031
https://www.mornington.qld.gov.au/wp-content/uploads/2026/02/Corporate-Plan-2026-2031.pdf

Budget, Financial and Resource Implications

The application does not trigger infrastructure charges under Council's Local Government Infrastructure Plan (*LGIP*).

Asset Management

The assets on Lot 1 SP267945 are not council assets to be included in the Mornington Shire Council Local Government Asset Register and managed in accordance with the *Local Government Act 2009*.

Executive Summary

Council is in receipt of a development application for:

- i) Exemption certificate (Development of additional eco-tourism cabins)
 - **(Attachment B, Locality Plan)**

The proposed development is zoned Environmental Management & Conservation Zone in the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018). The Exemption Certificate is subject to Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
Applicant:	Sweers Island Resort C/- Michael & Kathleen McConachy
Proposed Development:	Exemption Certificate (Development of additional eco-tourism cabins)
Type of Approval sought:	Exemption Certificate
Street Address:	Sweers Island, Wellesley Islands

Application & Site Details Summary	
RP Description:	Lot 1 SP267945
Land Area:	28.7ha
Tenure:	Perpetual Lease, McConachy Ventures Pty Ltd
Existing Use of Land:	Nature Based Tourism
Local Plan Summary	
Local Plan:	Mornington Shire Planning Scheme, 2014 (alignment amendment 2017).
Zoning:	Environmental Management & Conservation Zone
Codes	Environmental Management & Conservation Zone Code
Overlays:	Coastal protection overlay code
Level of Assessment:	Assessable

Master Plan Summary	
Master Plan:	Mornington Master Plan 2020
Land Use:	n/a
Assessment:	n/a

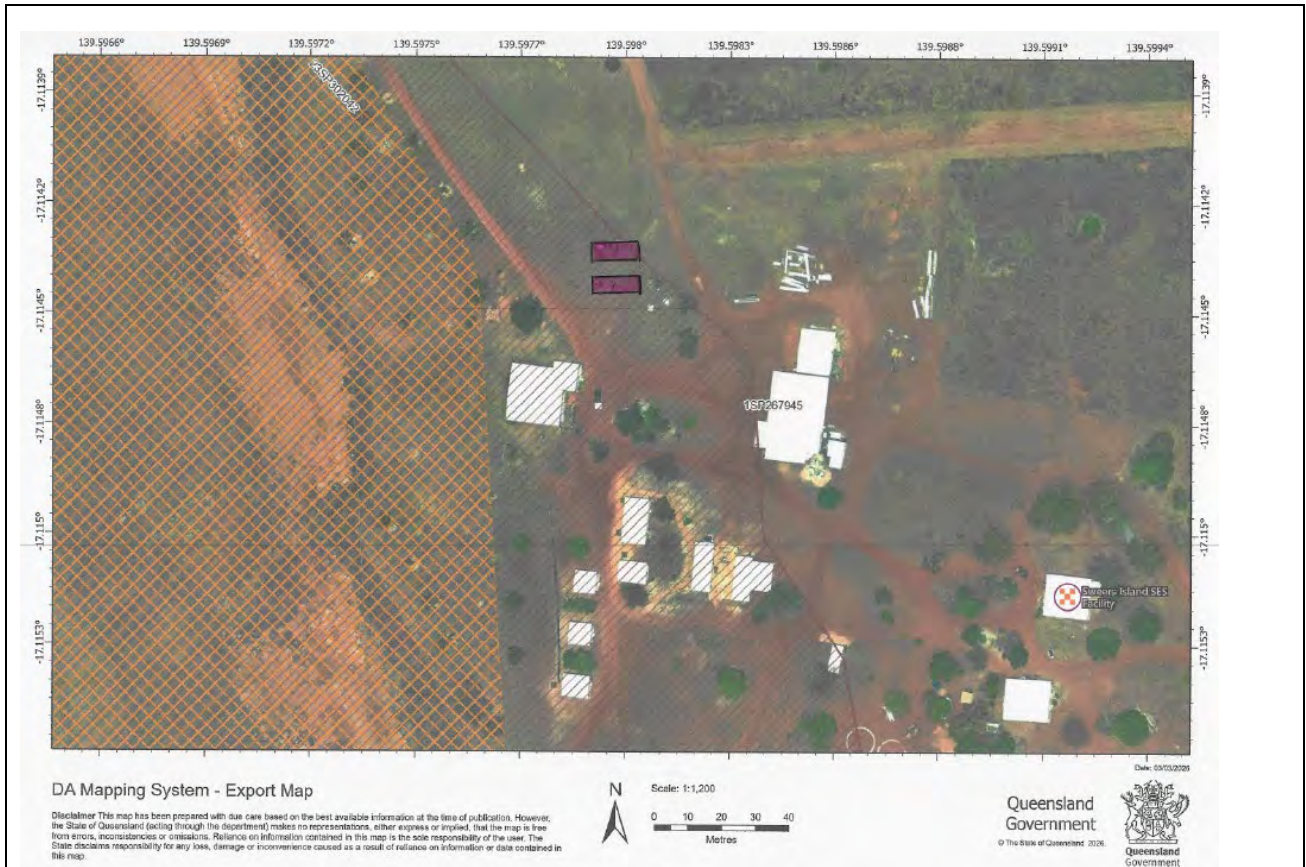
State Requirements Summary	
DA Mapping:	Coastal Management District, Erosion Prone area, Regulated vegetation Schedule 21 exemptions apply
Pre-lodgement:	16 March 2026
Referral:	The pre-lodgement application was to receive advice on State Interest on the Erosion Prone area and the Clearing of Native Vegetation

IMPACT ASSESSMENT CONSULTATION	
Impact Application:	N/A
Consultation	N/A

IMPACT ASSESSMENT CONSULTATION	
Period:	
Submissions:	N/A
Assessment:	N/A

The proposal seeks to obtain a Development Permit as reflected below.

Development (Development of additional eco-tourism cabins)															
<p>The proposed development is reflected hereunder:</p> <p>Proposal: Development of two (2) additional eco-tourism cabins.</p> <p>Max Height: One (1) storey</p> <p>Setbacks: The following minimum setbacks between the proposed development and site boundaries include:</p> <table border="1"> <thead> <tr> <th>Setback Frontage</th> <th>Road / Street / other</th> <th>Planning Scheme</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>Ocean</td> <td>Erosion Prone Area</td> <td>None specified, State requirement 30m</td> <td>32m</td> </tr> <tr> <td>Native Vegetation</td> <td>Native Vegetation</td> <td>1.5 times the height of the nearest vegetation</td> <td>20m is achievable</td> </tr> </tbody> </table>				Setback Frontage	Road / Street / other	Planning Scheme	Proposal	Ocean	Erosion Prone Area	None specified, State requirement 30m	32m	Native Vegetation	Native Vegetation	1.5 times the height of the nearest vegetation	20m is achievable
Setback Frontage	Road / Street / other	Planning Scheme	Proposal												
Ocean	Erosion Prone Area	None specified, State requirement 30m	32m												
Native Vegetation	Native Vegetation	1.5 times the height of the nearest vegetation	20m is achievable												
<p>Access: access to the development is via airport and airport link Rd.</p> <p>Parking Space: N/A as the resort is not private vehicle accessible.</p> <p>General</p> <ul style="list-style-type: none"> services: connection to existing services provided by the resort. 															
Plans															



Queensland Government
Development Assessment Mapping System

LAYERS SEARCH APPLICATIONS

COASTAL PROTECTION

- All
- Coastal management district
- Coastal building line
- Coastal area - erosion prone area
- Coastal area - medium storm tide inundation area
- Coastal area - high storm tide inundation area

FISH HABITAT AREAS

WATER RESOURCES

WETLAND PROTECTION AREAS

NATIVE VEGETATION CLEARING

- All
- Regulated vegetation management map (Other vegetation categories)
- Vegetation management coastal and non-coastal bioregions and sub-regions
- Essential habitat
- Regulated vegetation management map (Category A and B extract)

32.86m

Exemption Certificate

Description of Subject Sites: Lot 1 SP267945

Zone and Precinct: Environmental Management & Conservation Zone

Proposal: The proposal seeks to obtain an Exemption Certificate for development approvals and permits to enable the development of additional eco-tourism cabins at the Sweers Island Resort.

The proposal can be considered to be generally in accordance with the following outcomes of the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018), in particular the proposed development:

- provides additional eco-tourism cabins, economic development
 - is able to access existing infrastructure
 - is unlikely to have any significant impacts on the infrastructure, environment or the community.
-

For Council Decision – Recommendation

That Council approve:

i) Exemption Certificate (Development of additional eco-tourism cabins)

ADVICE	TIMING								
<p>1. Administration</p> <p>1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:</p> <p>1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;</p> <p>1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;</p> <p>1.1.3. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.</p>	<p>At all times</p>								
<p>2. Currency Period</p> <p>2.1. The applicable currency period is:</p> <p>2.1.1. Exemption Certificate – 2 Years</p>	<p>As per condition</p>								
<p>3. State Interest</p> <p>3.1. The response and conditions as reflected in the response of the State Assessment Referral Authority</p> <table border="1" data-bbox="181 1722 1189 1856"> <thead> <tr> <th data-bbox="181 1722 544 1785">Plan / Document Name</th> <th data-bbox="544 1722 809 1785">Number</th> <th data-bbox="809 1722 963 1785">Ref.</th> <th data-bbox="963 1722 1189 1785">• Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1785 544 1856">2603-51102</td> <td data-bbox="544 1785 809 1856">SPL</td> <td data-bbox="809 1785 963 1856"></td> <td data-bbox="963 1785 1189 1856">23/03/2026</td> </tr> </tbody> </table>	Plan / Document Name	Number	Ref.	• Date	2603-51102	SPL		23/03/2026	<p>As per condition</p>
Plan / Document Name	Number	Ref.	• Date						
2603-51102	SPL		23/03/2026						

ADVICE	TIMING								
<p>4. Approved Site Drawings/Plans</p> <p>4.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:</p> <ul style="list-style-type: none"> <table border="1" data-bbox="215 548 1157 840"> <thead> <tr> <th data-bbox="215 548 619 734">Plan / Document Nam</th> <th data-bbox="619 548 751 734">Drawi ng Numb er</th> <th data-bbox="751 548 831 734">R ev .</th> <th data-bbox="831 548 1157 734">Date/DWG</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 734 619 840">2603-51102 SPL</td> <td data-bbox="619 734 751 840">n/a</td> <td data-bbox="751 734 831 840">n/ a</td> <td data-bbox="831 734 1157 840">23/03/2026</td> </tr> </tbody> </table> <p>4.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p> <p>4.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.</p>	Plan / Document Nam	Drawi ng Numb er	R ev .	Date/DWG	2603-51102 SPL	n/a	n/ a	23/03/2026	<p>At all times</p>
Plan / Document Nam	Drawi ng Numb er	R ev .	Date/DWG						
2603-51102 SPL	n/a	n/ a	23/03/2026						
<p>5. Construction</p> <p>5.1. Any construction work associated with this development shall be carried out in accordance with sound engineering practice.</p> <p>5.2. Stormwater to be managed during construction in accordance with FNQROC Development Manual standards.</p>	<p>At all times</p>								
<p>6. Drainage</p> <p>6.1. The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</p>	<p>At all times</p>								
<p>7. Infrastructure Services</p> <p>7.1. Water Supply connection or suitable alternative adequate water supply must be provided to site/s in accordance with FNQROC Development Manual standards or demonstrate that such is already in existence.</p>	<p>Prior to the commencement of the</p>								

ADVICE	TIMING
<p>7.2. Sewer connection or suitable alternative on-site treatment in accordance with FNQROC Development Manual standards must be provided to sites or demonstrate that such is already in existence.</p> <p>7.3. Electricity provision certificate must be provided to the Local Authority or demonstrate that such is already in existence.</p> <p>7.4. Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.</p>	use
<p>8. Fire Management</p> <p>8.1. Fire Services are to be provided in accordance with Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual.</p> <p>8.2. All buildings on the proposed lot must be constructed in compliance with Australian Standard AS3959 "Construction in Bushfire Prone Areas".</p>	Prior to the commencement of the use
<p>9. Acid Sulfate Soils</p> <p>9.1. In the event that the works cause disturbance or oxidisation of acid sulfate soils an Acid Sulfate Soils Management Plan, prepared by a suitably qualified person, is to be submitted to the Chief Executive Officer for approval.</p> <p>9.2. At a minimum the report must be prepared in accordance with the requirements of the Queensland Acid Sulfate Soil Technical Manual – Soil Management Guidelines.</p> <p>9.3. The affected soil must be treated and thereafter managed until the affected soil has been neutralised or contained, with certification by the suitably qualified person confirming that the affected soil has been neutralised or contained in accordance with the guidelines and management plan, provided to the Chief Executive Officer.</p> <p>9.4. The final Management Plan and any conditions or amendments there to approved by the Chief Executive Officer must be implemented and maintained by the applicant/operator at all times.</p>	During construction

ADVICE	TIMING
<p>10. Aboriginal Cultural Heritage</p> <p>10.1. It is advised that under Section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage (the “cultural heritage duty of care”). Maximum penalties for breaching the duty of care are listed in the Aboriginal Cultural Heritage legislation. The information on Aboriginal Cultural Heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website www.datsima.qld.gov.au</p>	As per advice

Reasons for Decision:

As discussed within this report, the proposed development is considered to be generally in accordance with the following relevant overall outcomes.

- provides additional eco-tourism cabins, economic development
- is able to access existing infrastructure
- is unlikely to have any significant impacts on the infrastructure, environment or the community.

Summary

The proposed development is considered to be generally in accordance with the overall outcomes of the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018).

Historical Information

Nil

Policy Implications

Nil

Risk Management Implications

Nil

Statutory Environment

Planning Act 2016

Planning Regulation 2017

Development Assessment Rules – version 3.0

State Planning Policy – July 2017

Mornington Shire Planning Scheme, 2014 (alignment amendment 2018)

Mornington Master Plan 2020

Consultation

- Mornington Shire Council
 - SARA
-

Decision Making Period

Assessing and deciding on applications period as set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 & 61(3));

- 10 Business Days for a Confirmation Notice from date after receiving an application; and
- 40 Business Days for a Referral Response from date after referral of an application; and
- 35 Business Days from date of Referral Response received or impact consultation completed the application must be assessed and a decision made.
- 5 Business Days from date of a decision made the Decision Notice must be mailed out.

Note: Public Holidays and close down periods are excluded from Business Days.

PLEASE NOTE

If no decision has been made within the relevant Decision-Making period the application is Deemed Approved with Ministers Conditions applicable.

IDAS item	Date
Application lodged with Council	25/02/2026
Action Notice Issued	n/a
Confirmation Notice Issued	n/a
Referrals Information Received	23/03/2026
Impact Consultation period	n/a
<i>Planning Act 2016</i> - Decision Making Period Concludes	11/05/2026

Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	23/04/2026
Decision Notice preparation and mail-out Period Concludes	30/04/2026

Assessment against relevant legislation.

The development proposal is determined to be Assessable Development.

Legislation	Assessment Trigger	Assessment
<ul style="list-style-type: none"> Shire Council Planning Scheme 2014 	✓	The Assessment Manager is the Council as determined by Schedule 8 of the <i>Planning Regulation 2017</i> . Under the <i>Planning Act 2016</i> .
<ul style="list-style-type: none"> Impact Assessment 	✘	Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the <i>Planning Act 2016</i> , are outlined in 45(3) and s26 to 28 of the <i>Planning Regulations 2017</i> .
<ul style="list-style-type: none"> Public Notification 	✘	15 business days
Master Plan	✘	The development site is listed in the Mornington Island Master Plan 2020 for community facility development.
Other items <ul style="list-style-type: none"> Setback Dispensation Parking Dispensation 	✘	Council as the Assessment Manager will undertake assessment of the application against the relevant codes.
State Interests		
<ul style="list-style-type: none"> State Assessment and Referral Agency (SARA) 	✘	SARA process not required, Schedule 21 exemptions apply. COASTAL PROTECTION <ul style="list-style-type: none"> Coastal management district WATER RESOURCES <ul style="list-style-type: none"> Great artesian water resource plan area NATIVE VEGETATION CLEARING Regulated vegetation management map (Category A and B extract)
<ul style="list-style-type: none"> State Development Assessment Provisions (SDAP) 	✘	The State Development Assessment Provisions (SDAP) provide assessment benchmarks for the assessment of development applications involving

		the State Assessment and Referral Agency (SARA).
<ul style="list-style-type: none"> State Planning Policy (SPP) 	✘	<p>In accordance with section 2.1 – State Planning Policy of the planning scheme, the Minister has identified that all aspects of the SPP have been integrated into the planning scheme. Hence, for the purposes of this development, it is considered that assessment of the proposal against the provisions of the SPP is not required, and all relevant matters will be dealt with under the provisions of the planning scheme.</p> <p>BIODIVERSITY</p> <ul style="list-style-type: none"> MSES - Regulated vegetation (essential habitat) MSES - Wildlife habitat (endangered or vulnerable) MSES - Wildlife habitat (special least concern animal) <p>COASTAL ENVIRONMENT</p> <ul style="list-style-type: none"> Coastal management district <p>STRATEGIC AIRPORTS AND AVIATION FACILITIES</p> <ul style="list-style-type: none"> Aviation facility
<ul style="list-style-type: none"> Regional Plan 	✘	The proposed development reflects the issues raised in the Gulf Regional Development Plan 2000 providing aged care support for a growing and ageing community.
<ul style="list-style-type: none"> State Development Assessment Provisions (SDAP) 	✘	In accordance with section 2.1 – State Planning Policy of the planning scheme, the Minister has identified that all aspects of the SPP have been integrated into the planning scheme. Nil State Codes is triggered to be assessed.
Native Title		
<ul style="list-style-type: none"> s36 Effect of the Native Title Act 1993 (Cwlth) 36.1 Taking action under the Native Title Act 1993 (Cwlth), part 2, division 3 has the following effect on processes set out under the DA Rules or chapter 3 	✘	The Development Application decision-making processes is required to address all actions to be taken under part 2, division 3 of the Native Title Act 1993 (Cwlth) has been completed prior to a council decision.

<p>of the Act—</p> <ul style="list-style-type: none"> • (a) for a development application under the DA Rules, the assessment manager can only decide an application once any action taken under part 2, division 3 of the Native Title Act 1993 (Cwlth) has been completed; • (b) for a change application under section 78 of the Act, a responsible entity can only decide an application once action taken under part 2, division 3 of the Native Title Act 1993 (Cwlth) has been completed; or • (c) for a development application subject to chapter 3, part 6, division 3 of the Act, the Minister can only decide an application once action under part 2, division 3 of the Native Title Act 1993 (Cwlth) has been completed. 		
--	--	--

Attachments	
Attachment A:	Application Assessment
Attachment B	Locality Plan
Attachment C:	Development Plan

Assessment against Mornington Shire Planning Scheme

The development proposal is assessable under the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018) in accordance with Section 43(1) of the *Planning Act 2016*.

The Assessment Manager is the Mornington Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. Under the *Planning Act 2016*.

The application was reviewed against the Development Assessment Rules to assess whether the application triggered referral agency assessment. There are nil referrals to the State Assessment and Referral Agency (SARA), Schedule 21 exemptions apply.

Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the *Planning Act 2016*, are outlined in 45(3) and s26 to 28 of the *Planning Regulations 2017*.

Proposed Use	Zoning	Zone Codes	Overlay Maps
Eco Resort	Environmental Management & Conservation Zone	<ul style="list-style-type: none"> Environmental management and conservation zone code Coastal protection overlay code 	Nil

An assessment against the applicable provisions of the Mornington Shire Planning Scheme, 2014 (alignment amendment 2017) has been undertaken as reflected hereunder:

Framework	Purpose	Assessment
Strategic Framework	The framework sets the policy direction for the planning scheme and forms the basis for ensuring appropriate development occurs in the planning scheme area.	The development is within the Environmental Management & Conservation zone with the intended use being to provide a facility that is associated with an existing use, there the proposal is not anticipated to result in any conflicts with the strategic framework.

Environmental Management & Conservation Zone Code		
Purpose	Overall Outcomes	Assessment
The purpose of the Environmental Management &	The purpose of the zone is to provide for areas identified as supporting significant biological	The proposal is generally in accordance with the zone in that the development is an extension

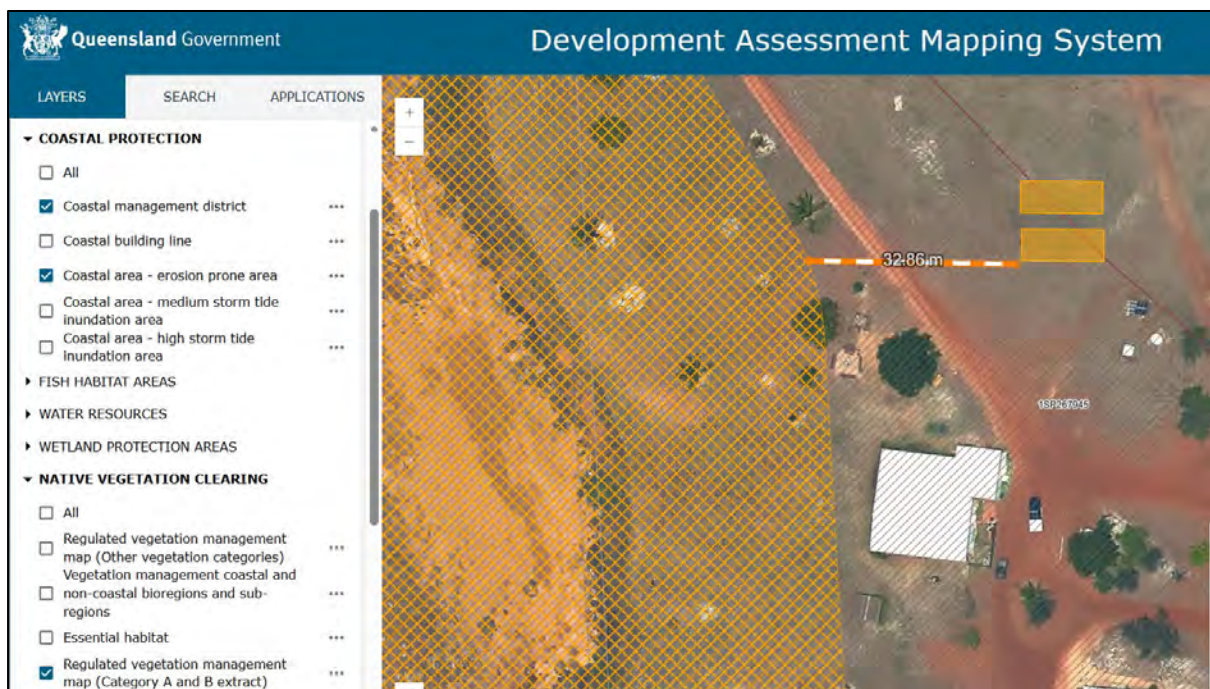
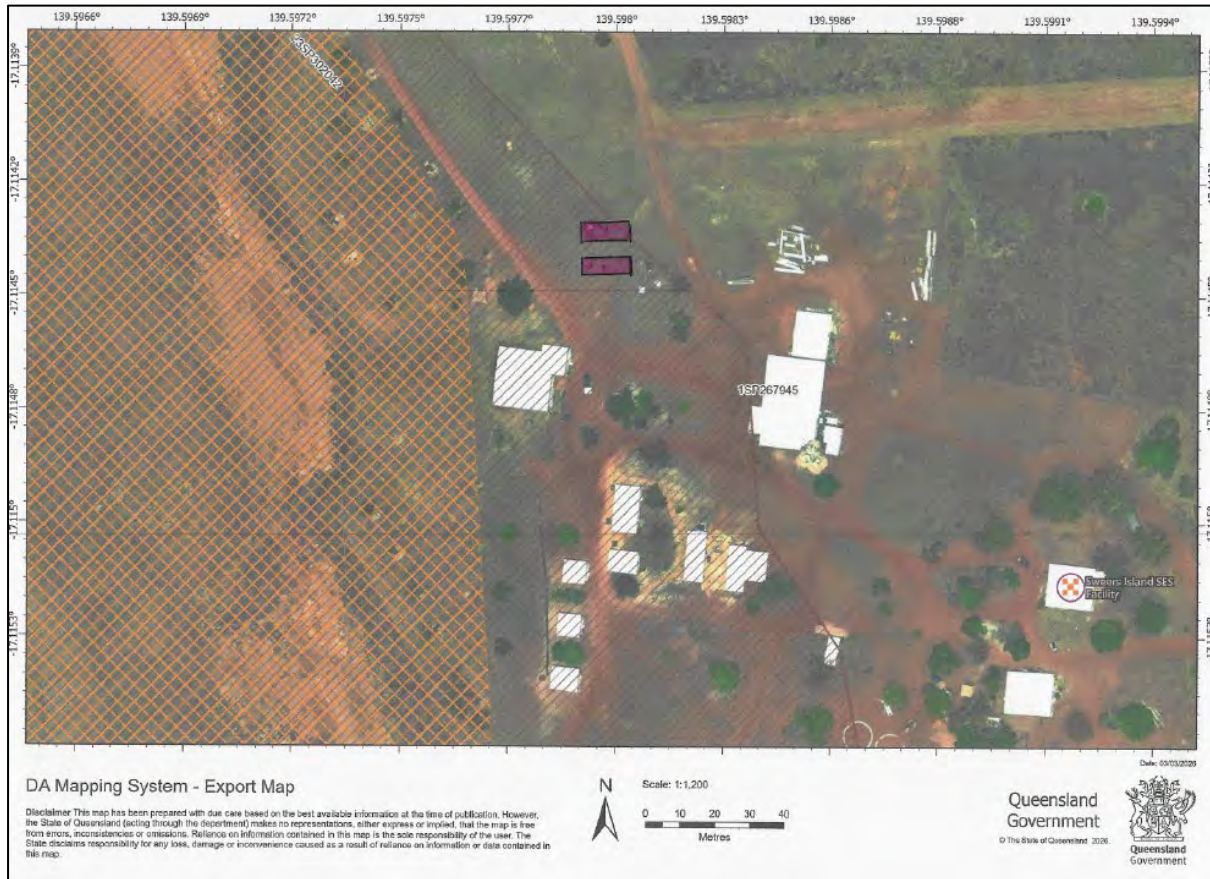
Environmental Management & Conservation Zone Code		
Purpose	Overall Outcomes	Assessment
<p>Conservation Zone Code include low-impact, nature-based tourism attractions and facilities may be appropriate in areas of the Shire that are included in the Environmental management and conservation zone subject to assessment of the potential impacts of such development. On-site infrastructure supporting tourism activities meets visitor needs at an acceptable level of service and is sited, designed and operated to protect the environment</p>	<p>diversity and ecological integrity.</p> <p>(a) Areas identified as important for biological diversity, ecological functioning, and scenic amenity are protected from development.</p> <p>(b) Development does not adversely affect and provides for the retention of:</p> <p>(i) resources including land, plants, animals, extractive minerals in the earth, saltwater, freshwater and all natural environments and culturally important places;</p> <p>(ii) access and use of resources by traditional owners and local people in pursuance of traditional and cultural lifestyle practices;</p> <p>(iii) access to the sea, beach and wetlands</p> <p>(iv) places for people to live in their Country and continue traditional practices and lifestyles;</p> <p>(c) Development is designed, constructed and operated so that it:</p> <p>(i) responds and respects the natural environment and potential risks from natural hazards and climate change;</p> <p>(ii) maintains natural physical coastal processes and</p> <p>(iii) does not detract from amenity, cultural importance or</p>	<p>to the existing resort facility on the site, existing infrastructure will continue to be utilized on the site, and proposed infrastructure will be developed per the relevant requirements, the development will not hinder public access to the sea.</p>

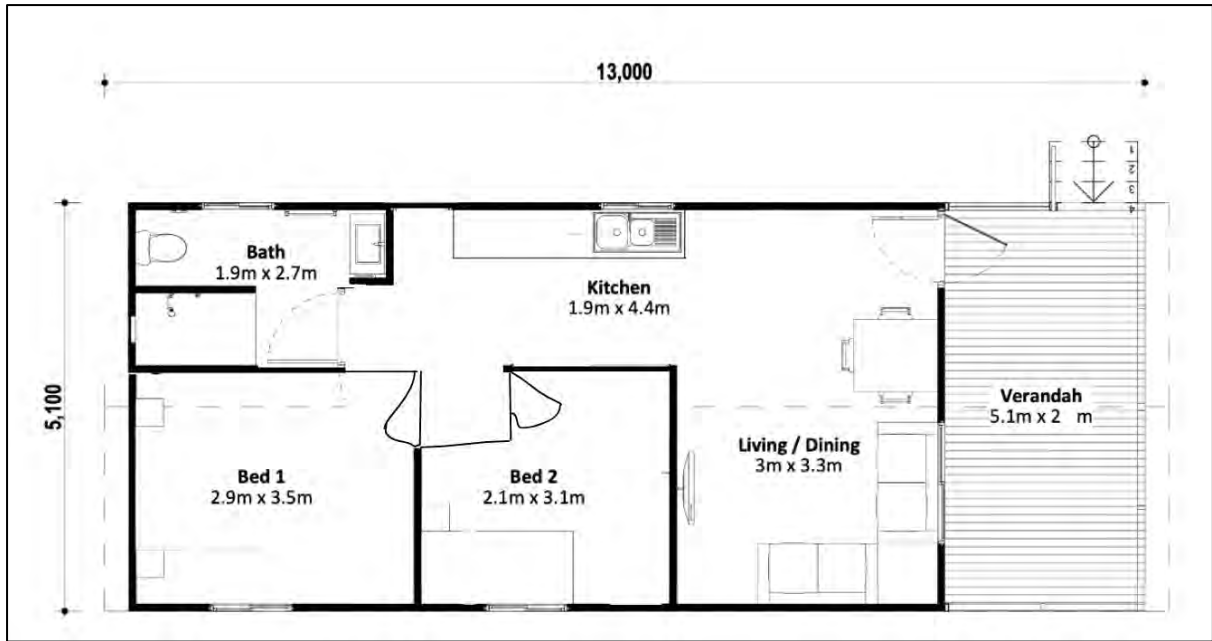
Environmental Management & Conservation Zone Code		
Purpose	Overall Outcomes	Assessment
	<p>the ongoing practice of traditional activities;</p> <p>(d) Development in areas that have a high probability of containing acid sulfate soils avoids or minimises disturbance. Where disturbance cannot be avoided, development is consistent with the mitigation measures which form part of a management regime developed in accordance with the State Planning Policy</p> <p>(e) Low impact tourist uses that recognise and depend on the values of the cultural features or natural resources or features in an area may be located in the zone where there is a proven real and ongoing benefit to the community;</p> <p>(g) Natural features and environmental corridors such as creeks, gullies, waterways, wetlands, habitats and vegetation are retained and enhanced through buffers that minimise the impact of existing and future land uses. Any impacts expected by new development are mitigated appropriately.</p> <p>(h) Development provides on-site infrastructure appropriate to intended use and site characteristics and which has no detrimental effects on the natural environment. Such infrastructure is provided and maintained at no cost to Council.</p> <p>(j) Provides a benefit to the local</p>	

Environmental Management & Conservation Zone Code		
Purpose	Overall Outcomes	Assessment
	people and the traditional owners.	

Coastal protection overlay code		
Purpose	Overall Outcomes	Assessment
<p>The purpose of the Coastal protection overlay code is to manage development in areas prone to coastal erosion and coastal hazards such that it is planned, constructed and operated to:</p> <p>(a) avoid the social, financial and environmental costs arising from the impacts of natural hazards, taking into account the natural fluctuation of the foreshore and the predicted effects of climate change; and</p> <p>(b) protect, conserve, rehabilitate and manage the coast, including its resources and biological diversity.</p>	<p>The overall outcomes are:</p> <p>(a) conservation of coastal resources, including the foreshore; and</p> <p>(b) protecting the community, infrastructure and coastal ecosystems from adverse impacts of coastal hazards, including the predicted effects of climate change, by avoiding unacceptable risks to property and human life;</p> <p>(c) where risks are acceptable, development is designed to mitigate the effects on property and human life, including the provision of multiple safe evacuation routes.</p>	<p>The development is to add two eco-tourism cabins to the existing resort and does not impact on the coastal ecosystems.</p>







PA6-L



Department of
State Development,
Infrastructure and Planning

SARA reference: 2603-51102 SPL

23 March 2026

Mick and Kathleen McConachy
Sweers Island Resort
PMB 1
KARUMBA QLD 4891
admin@Sweers.com.au

Dear Mr and Ms McConachy

SARA Pre-lodgement advice – Sweers Island Resort, Wellesley Islands

I refer to your pre-lodgement meeting held on 16 March 2026 (**Attachment 1**) in which you sought pre-lodgement advice from the State Assessment and Referral Agency (SARA) regarding the proposed development at the above address.

This notice provides advice on aspects of the proposal that are of relevance to SARA that is based on the documentation uploaded into MyDAS2 on 16 March 2026.

Development details

Summary of proposal:	The proposed development is an expansion of the accommodation use at Sweers Island Resort, namely two additional demountable accommodation cabins able to house 2-4 people each, that will be relocated to this site from elsewhere. The resort currently is under a Lease for Tourism Purposes.
Description:	Development permit for Material Change of Use for Extension to existing tourist park
SARA role:	Referral agency
SARA jurisdiction:	Schedule 10, Part 3, Division 4, Table 3, Item 1 - Material change of use that involves clearing native vegetation
Street address:	Wellesley Islands
Real property description:	Lot 1 on SP267945

Pre-lodgement advice

SARA provides the following pre-lodgement advice:

- Table 1: SARA advice in response to applicant's request
- Table 2: Additional advice outside the jurisdiction of SARA

Table 1: SARA advice in response to applicant's request	
1.	Advice requested: Category B Native Vegetation Mapping

	<p>The subject site is mapped under the Development Assessment Mapping System (DAMS) as containing Category B native vegetation, specifically, woody grassland vegetation. The latest aerial imagery shows that there is very limited native woody vegetation on the site and it is unclear whether the trees present on the site are of native or non-native species.</p> <p>In order to avoid any environmental degradation of the site and to ensure the proposed development does not trigger the lodgement of an application with the State Assessment and Referral Agency (SARA) for the clearing of native vegetation in accordance with Schedule 10, Part 3, Division 4, Table 3, Item 1 of the Planning Regulation 2017, it is recommended that the development is not located on and is set back from any native woody vegetation at a distance that is at least 1.5 times the height of the tallest tree or 20 metres (whichever is greater).</p> <p>If this cannot be achieved, the proposed development may require a Material Change of Use application to be submitted to SARA for assessment of native vegetation clearing under the <i>Planning Regulation 2017</i>. The application would need to address and meet the requirements of the State Development Assessment Provisions (SDAP) – State code 16: Native vegetation clearing.</p> <p>Prior to submitting a development application to clear native vegetation, applicants must first obtain written confirmation from the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development that the proposed development is for a relevant purpose under section 22A of the <i>Vegetation Management Act 1999</i>. Relevant purpose determination requests can be sent to vegetation@nrmmrd.qld.gov.au. There is no fee for these requests. The application form, further information and assistance is available online at www.qld.gov.au/environment/land/management/vegetation/development.</p>
<p>2.</p>	<p>Advice requested: Coastal Management District</p> <p>The subject site is mapped under the Development Assessment Mapping System (DAMS) as being located within the Coastal Management District and is adjacent to a mapped Erosion Prone Area. The site is also mapped as having Matters of State Environmental Significance (MSES) Interest for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> MSES Wildlife Habitat (endangered or vulnerable) <input type="checkbox"/> MSES Wildlife Habitat (Special least concern animal) <input type="checkbox"/> MSES Regulated Vegetation (Essential Habitat) <p>Should the development be carried out in accordance with the material provided, the development will not require application for work in the Coastal Management District under Schedule 10, Part 17, Division 3, Table 6, Item 1 – Material change of use involving work in a coastal management district.</p> <p>Please be aware, however, that the Erosion Prone Area (EPA), especially the sea level rise component on the site does exist, even though Queensland Globe is not currently displaying it for the location. Therefore, the Erosion Prone Area may be required to be calculated for the proposed development in accordance with the definitions (available here: https://www.qld.gov.au/_data/assets/pdf_file/0025/68434/b-d-m-erosion-prone-area-plan.pdf) to determine the risk to the site.</p>

The following additional advice outlines aspects that are outside the jurisdiction of SARA:

Table 2: Additional advice outside the jurisdiction of SARA	
Lease conditions	
2.	As discussed in the pre-lodgement meeting (and emails on 19 March 2026), in terms of the perpetual lease that exists on site, you will need to prepare an email to the Minister of the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development detailing your proposal and the proposed additional buildings. These buildings will need to conform to the current lease conditions and be for 'Tourism Purposes'. Any new/additional buildings will need consent under your lease agreement. As previously provided, this email is to be addressed to LST1enq@nrmmrd.qld.gov.au and a description of the proposed development provided.


This advice is provided in good faith and is:

- based on the material and information provided to SARA
- current at the time of issue
- not applicable if the proposal is changed from that which formed the basis of this advice.

This advice does not constitute an approval or an endorsement that SARA supports the development proposal. Additional information may be required to allow SARA to properly assess the development proposal when a formal application has been lodged.

If you require further information please contact Suzette Bell, Senior Planning Officer, on 07 4331 5619 or via email Suzette.Bell@dndip.qld.gov.au who will be pleased to assist.

Yours sincerely



Bronwyn Bignoux
A/Manager Planning, North and North-West Queensland

2603-51102 SPL

Attachment 1 — Pre-lodgement meeting details

Meeting date	16 March 2026
Meeting location	MS Teams
Meeting chair	Suzette Bell

Meeting attendees:

Name	Position	Organisation
Mick McConachy	Owner	Sweers Island Resort
Kathleen McConachy	Owner	Sweers Island Resort
Deanna Holder	Acting Director	Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development
Laura Harris	Acting Manager	Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development
John Bowlen	Principal Environmental Officer	Department of the Environment, Tourism, Science and Innovation
Laura Arias	Senior Environmental Officer	Department of the Environment, Tourism, Science and Innovation
Gerhard Visser	Town Planner	Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism
Magnus Kuttainen	Senior Planning Officer	Department of State Development, Infrastructure and Planning
Leyton Isaac	Student Planner	Department of State Development, Infrastructure and Planning
Suzette Bell	Senior Planning Officer	Department of State Development, Infrastructure and Planning

14.3 Investigation Policy

Author: Director Corporate & Communications

Attachments: MSC-STAT-001 – Investigation Policy

PURPOSE (EXECUTIVE SUMMARY)

A local government must adopt, by resolution, an Investigation Policy (the policy) under s150AE of the Local Government Act 2009, about how it deals with the suspected conduct breach of councillors, and the policy must be published on the local government's website.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The previous policy titled Councillors Investigation Policy was approved by Council on 15 July 2020 and was due for review on 15 July 2021. The Investigation Policy should be adopted and published at the start of the Elected Members term.

Council's Investigation Policy is referred to in the Model Meeting Procedures under Processes Item 4 (4.1) (pg9) Note – The local government investigation must be conducted in a way that is consistent with the local government's investigation policy.

The Department of Local Government, Water and Volunteers ("Department") has provided Local Councils with an Investigation Policy that Councils may adopt. The draft Investigations Policy V1 is the Policy published by the Department.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council approves the Investigation Policy.



Investigation Policy

Policy Information			
Policy Name	Investigation Policy		
Policy Number	MSC-STAT-001		
Type	Statutory		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	April 2026
Records No.		Next Review Date	May 2028

Document Version Control			
Version	Date	Resolution No.	Details
1	April 2026		New Issue

1. Authority

This is Mornington Shire Council Investigation Policy for how complaints about the suspected conduct breach of councillors will be dealt with as required by section 150AE of the *Local Government Act 2009* (LGA).

A local government must adopt, by resolution, an Investigation Policy (the Policy) about how it deals with the suspected conduct breach of councillors referred, by the independent assessor (the Assessor) under section 150AE (1), LGA, to the local government to be dealt with, and must be published on the local government's website, section 150AE (4), LGA.

2. Definitions

Assessor means the Independent Assessor appointed under section 150CT of the LGA

Behavioural standard means a standard of behaviour for councillors set out in the *Code of Conduct for Councillors in Queensland* approved under section 150D and 150E of the LGA

Conduct includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor Conduct Register means the register required to be kept by the local government as set out in sections 150DX and 150DY of the LGA

Conduct breach as set out in section 150K of the LGA



Investigation policy refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a councillor

Summary of investigation report means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.

Investigation report means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.

LGA means the *Local Government Act 2009*

Local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government

Misconduct see section 150L of the LGA

Model meeting procedures see section 150F of the LGA

Referral notice see section 150AB, AC and AD of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA

3. Policy Statement

Chapter 5A of the LGA prescribes the councillor conduct management system. Section 150CT of the LGA establishes an Independent Assessor (the Assessor) to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about councillor conduct.

After undertaking a preliminary assessment on a councillor conduct matter, if the Assessor reasonably suspects a councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to the Mornington Shire Council to deal with under section 150SD(4)(a) or 150W(b) of the LGA.

Upon receipt of the referral notice of a complaint of suspected conduct breach the Mornington Shire Council must deal with the councillor's conduct as prescribed under section 150AF of the LGA unless a decision is made not to start or to discontinue the investigation under section 150AEA of the LGA. In conducting the investigation, the Mornington Shire Council must comply with this Investigation Policy.

The Mornington Shire Council may decide not to start or discontinue the investigation if:

- The complainant withdraws the complaint.



- The complainant consents to the investigation not being started or being discontinued. For example, the matter has been resolved, and it is unnecessary for the local government to investigate the complaint.
- The complainant does not comply with a request by the local government for further information.
- There is insufficient information to investigate the conduct.
- The local government must discontinue an investigation if the office of the councillor is vacated during the investigation i.e. the person has resigned or was not re-elected and is no longer a councillor for another reason.

The local government must give a notice to the below parties if an investigation is not started or discontinued:

- the councillor
- the person who made the complaint, if known and
- the Assessor, including the reasons for the decision.

4. Related Policies

Administrative Action/Complaints Policy
 Information Management Policy
 Information Privacy Policy
 Public Interest Disclosure Policy
 Code of Conduct for Councillors in Queensland
 Model Meeting Procedures/Standing Orders
 Local Government Act 2009
 Local Government Regulation 2012
 Public Interest Disclosure Act 2010
 Public Sector Ethics Act 1994

5. Scope

In Scope

This Investigation Policy applies to investigations and determinations by the [local government name] about the suspected conduct breach of a councillor including a mayor, which has been referred by the Independent Assessor. Under the requirements of 150AE LGA the policy must:

- include a procedure for investigating the suspected conduct breaches of councillors (see Addendum 3 – Investigation Standards - Pg 17); and
- state the circumstances in which another entity may investigate the



- conduct; and
- be consistent with the principles of natural justice; and
- require the local government to prepare a report about each investigation (see Addendum 1 - Report Template - Pg 15 and Addendum 2 - Summary Report Template - Pg 16); and
- require a notice about the outcome of investigations be provided to the Assessor, councillors and persons who made complaint about the councillors' conduct; and
- include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

Further the policy must require the Mornington Shire Council:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued; and
- to give the councillor the preliminary findings of the investigation before preparing an Investigation Report about the investigation (see Addendum 4 - Statement of Preliminary Findings Template – Pg 19); and
- to allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission given by the councillor in preparing the Investigation Report for the investigation; and
- to include in the Investigation Report -
 - if evidence is given by the councillor—a summary of the evidence; and
 - if the councillor gives a written submission—a full copy of the written submission.

Out of Scope

This Policy does not relate to more serious councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions.

This Policy also does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a councillor, for example, a sitting councillor campaigning for re-election or attending a private social function.

6. Confidentiality

Matters relating to the investigation of suspected conduct breach of a councillor are confidential



to the local government during the investigation period, except:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct
- to give the councillor the preliminary findings of the investigation before preparing an Investigation Report about the investigation
- to give the councillor a notice if an investigation is not started or is discontinued and
- for conduct the subject of a complaint - to give the person who made the complaint and the Assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an Investigation Report is received, a summary of the Investigation Report must be made publicly available before any discussion is undertaken by the Mornington Shire Council. The summary report must be made available at 5pm. on the next business day after notice of the meeting at which the decision is to be made is given. However, if the agenda for the meeting, where the investigation is to be discussed, is already publicly available under section 254D *Local Government Regulation 2012* (LGR), the summary report is to be made available when the agenda is made publicly available.

The published summary report must not contain:

- Any names or identifying information about the complainant or any other persons, other than the councillor.
- If a person other than the councillor provided information for the purposes of the investigation including by giving an interview, a transcript of interview, or provided a statement or affidavit, the name of the person or information that could identify them or any other person, other than the councillor unless the complainant is a councillor or chief executive officer (CEO) of the local government, whose identity was disclosed at the meeting at which the Investigation Report was considered.
- Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the council meeting agenda and the Investigation Report and any recommendations of the investigator may be debated in the council meeting, which may be in a closed session under section 254J(3)(j) of the LGR. At this point, the summary Investigation Report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the council in an open council meeting must take place when the decision is made about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the LGA.

Any decision that is not consistent with the recommendation of the Investigation Report that is made at a local government meeting about a conduct breach under section 150AG of the LGA and the decision is:



- inconsistent with a policy of the local government, or
- the approach ordinarily followed by the local government for the type of decision,

must have a statement of reasons for the decision. The CEO must ensure the minutes of the local government meeting include the statement of the reasons for not adopting the recommendation. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the Investigation Report.

The full Investigation Report must be made publicly available within 10 business days of the Mornington Shire council making a decision by resolution about whether the councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any names or identifying information about the complainant, or any other persons including those who were interviewed or a transcript of interview, or provided a statement or affidavit unless the complainant is a councillor or CEO of the local government whose identity was disclosed during the meeting at which the Investigation Report was considered e.g. those councillors or CEO who have a conflict of interest in the matter because they were the complainants and/or are involved in the conduct, and have notified the CEO in writing of their conflict before the meeting and have declared the conflict and the particulars at the council meeting.

When deciding what action to take, the local government may consider any previous conduct breach of the councillor, any allegation made in the investigation that was admitted or not challenged, and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the LGA.

Note: For Investigation Report templates please refer to [Addendum 1 - Report template & Addendum 2 Summary Report Template, and Addendum 4 - Statement of Preliminary Findings Template.](#) These templates should be used by the investigator.

7. Natural Justice

Any investigation of suspected conduct breach of a councillor must be carried out in accordance with natural justice.

Natural justice, or procedural fairness, refers to three key principles:

- that the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e. fair hearing; and
- that the investigator should be objective and impartial i.e. absence of bias; and



- that any actions taken or decisions made are based on evidence i.e. not on suspicion or speculation.

As part of the fair hearing principle the councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct and be given the opportunity to respond to the allegations that have been made, including for example:

- receiving the preliminary findings of the investigation before the preparing of an Investigation Report about the investigation outcome; and
- allowing the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- requiring the local government to consider the evidence or written statement from the councillor in preparing the Investigation Report; and
- if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission that is to be included, in the Investigation Report.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration of all information provided during the investigation.

Note: *It must be kept in mind that the matter when referred, is suspected, and not yet proven.*

8. Standard of Proof

The civil standard of proof is applied by the Investigator when making a recommendation as to whether a councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities', which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained 'on the balance of probabilities', if based on the evidence, the local government, is reasonably satisfied that its existence is more probable than not.

9. Timeline

The councillor conduct framework must be effective and efficient. The investigator must make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: *If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor or delegate (if the mayor is managing the*



investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.

10. Expenses

Local Governments must pay the expenses associated with the investigation of suspected conduct breach of a councillor including any costs of:

- an independent investigator engaged on behalf of the Mornington Shire Council
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.

Note: *Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.*

11. Councillor Conduct Register

The CEO must ensure decisions and any orders under section 150AH of the LGA made about a conduct breach by a councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant councillor conduct register.

Procedures for the Investigation

12. Independent Assessor's Referral

The Mornington Shire Council will receive a referral notice from the Assessor about the suspected conduct breach of a councillor. The referral notice will include details of the conduct, and any complaint received about the conduct, state why the Assessor reasonably suspects that the councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The Mornington Shire Council deal with the matter and the investigation must be conducted in a way that is consistent with this investigation policy.

Note: *The Assessor must also give a notice to the councillor that states the councillor's conduct has been referred to the Mornington shire Council to deal with and a copy of the referral notice must be attached.*



13. Receipt of Assessor's Referral

On receipt of a referral notice about the suspected conduct breach of a councillor from the Assessor, the CEO will forward a copy of that referral notice to the mayor and all councillors, including the subject councillor, as a confidential document.

The councillor who is the subject of the complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the **model meeting procedures** section 5 including notifying the CEO in writing before the meeting and declaring the COI in the council meeting and not participating in discussions or influencing any decision makers.

The Mornington Shire Council must follow the Investigation Policy throughout the investigation of the matter.

The mayor will manage the investigation process and may undertake the investigation himself, or engage an external investigator, to investigate the suspected conduct breach and prepare an Investigation Report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with.

If the mayor has a conflict of interest in the matter, the mayor's powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, another unconflicted councillor must be appointed from the other councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the mayor or a standing committee to decide. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

The Mornington Shire Council will consider establishing a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct.

While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest.



14. When the Local Government may decide not to start, or to discontinue, an investigation

On receipt of the referral notice from the Assessor, the mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of the LGA:

Note: *The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in the councillor conduct register.*

15. Local Government investigating the suspected conduct breach of a councillor

Unless the matter has been delegated by the local government, the mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an Investigation Report for the Mornington Shire Council to consider. The circumstances under which an external investigator may be engaged must be consistent with this Investigation Policy. The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

The following are examples of circumstances where an investigation is to cease and be referred to another agency:

- If the investigator obtains information which indicates a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the mayor or delegate, if the conduct is about the mayor, and the chief executive officer. The CEO must give the information to the Assessor for preliminary assessment.
- If the investigator obtains information that indicates a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the mayor or delegate, if the alleged conduct is about the mayor, and CEO. The CEO must refer the details of the suspected corrupt conduct to the Crime and Corruption Commission.

16. Engaging an Investigator

In deciding whether to engage an external suitably qualified person to investigate the alleged conduct breach, council may take into account the following circumstances:



- conflicts of interest in the matter prevent the investigation being undertaken internally by the local government
- the witnesses and documents to be reviewed are voluminous and the time necessary to undertake the investigation would represent a substantial diversion of local government resources
- the complexity of the issues to be investigated and the report to be prepared would represent a substantial diversion of local government resources
- the local government does not possess relevant skill or expertise to undertake the investigation internally.

The Mornington Shire Council must decide who is undertaking the investigation. If it is an external investigator, then they will determine who will do the investigation and procure that person.

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Addendum 3– Investigation Standards – Page 17).

Once the investigation is finalised the investigator will prepare a report for the local government which is to include the following details:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

17. Completion of Investigation

Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the alleged conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the Investigation Report and include a summary of the evidence and a full copy of any written submission in the Investigation Report.

Investigation Report

The investigator must prepare an Investigation Report about the investigation of a suspected



conduct breach matter referred by the Assessor to the local government under section 150AFA of the LGA. The Investigation Report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the local government (see Addendum 1 – Report Template – Pg 15).

A summary Investigation Report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the Investigation Report matter on or before the day and time prescribed by the LGR section 254C and the COBR section 242C, which is:

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors; or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Mornington Shire Council must prepare a summary of the investigation report that must include—

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available—

- if the investigation relates to the conduct of a councillor that was the subject of a complaint—
 - the name of the person who made the complaint or any other person, other than the councillor, or
 - information that could reasonably be expected to result in identifying a person who made the complaint or any other person.
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit—
 - the name of the person, or information that could reasonably be expected to result in identifying the person or any other person, other than the councillor unless the complainant is a councillor or CEO of the local government, whose identity was disclosed at the meeting at which the investigation report was considered
 - any other information the local government is entitled or required to keep confidential under a law.



Making a decision about the investigation

The Mornington Shire Council must make a decision by resolution as to whether the subject councillor has engaged in a conduct breach.

When debating this matter the subject councillor, who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions, for example that the subject councillor may remain in the meeting for the debate but must leave the place where the meeting is being held, including any area set aside for the public, during the vote about the conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.

Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the **model meeting procedures** section 5.

If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

If a decision is reached that the councillor has engaged in a conduct breach, the Mornington Shire Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of the LGA.

After deciding about the conduct breach, the Mornington Shire Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by;

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report **must not** be made publicly available:

- if the investigation relates to the conduct of a councillor that was the subject of a complaint
 - the name of the person who made the complaint or any other person, other than the councillor even if that person has a declarable conflict of interest; or
 - information that could reasonably be expected to result in identifying a person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
 - the name of the person or



- information that could reasonably be expected to result in identifying the person or any other person, other than the councillor
- the submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview
- any other information the local government is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010*.

The report made publicly available must include the name of the person who made the complaint only if:

- the person is a councillor or the chief executive officer of the local government and
- the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

18. Disciplinary action against Councillors

If the Mornington Shire Council decides that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

- order that no action be taken against the councillor or
- make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

Note: For further information [refer to Addendum 5 - Conduct Breach Disciplinary Action Guideline – Page 20.](#)

19. Notice about the outcome of the investigation

The Mornington Shire Council must give a notice about its decision to:

- the Assessor
- the person who made the complaint about the councillor's conduct that was the subject of the investigation, and the subject councillor who was investigated.



Addendums

Addendum 1 Full Report Template

<p>1. The Complaint</p> <p>Description of the alleged conduct.</p> <p><i>(Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached)</i></p>
<p>2. The Complainant</p> <p>Name of the complainant who made the complaint about the alleged conduct.</p> <p><i>(Consider if council indicates the matter relates to a public interest disclosure and ensure compliance with the <i>Public Interest Disclosure Act 2010</i>)</i></p>
<p>3. The Subject Councillor</p> <p>Name of subject councillor (Reference level of experience as a councillor and any past disciplinary history including for like matters)</p>
<p>4. Conflict of Interest considerations</p> <p><i>(Declaration of any conflict of interest or 'no conflict of interest' by the investigator)</i></p>
<p>5. Summary of Investigation Process</p> <ul style="list-style-type: none"> • scope of the investigation • interviews conducted • documents examined • facts identified • category of the conduct breach set out relevant standards of sections considered.
<p>6. Investigation Report</p> <ul style="list-style-type: none"> • date of the report • wording of allegations for consideration • a statement of the facts established by the investigation • a description of how natural justice was afforded to the councillor during the conduct of the investigation • a summary of the findings of the investigation • a summary of any relevant previous disciplinary history • summary of the evidence or a full copy of any written submission given by the councillor • application of facts to the conduct breach outlined above • a record of investigation costs <p><i>Note: Insert discussion of sufficiency of evidence to sustain the allegation and whether the evidence is capable of supporting a finding that the councillor has breached.</i></p>



7. Recommendation to Council

- Recommendations made by the investigator who investigated the conduct. It is recommended that:
 - a) This report be submitted to the [insert local government’s name] for consideration, pursuant to section 150AG of the *Local Government Act 2009* (the LG Act), as to whether or not the councillor has engaged in a conduct breach; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act;
 - b) Having analysed the material from this investigation, a conclusion might be drawn that:

Note: *make a recommendation as to whether a conduct breach is made or not, with succinct reasons:*

 - c) If Mornington Shire Council finds the councillor has engaged in a conduct breach, are there any aggravating or mitigating circumstances that should be taken into account? *For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor.*
 - d) If council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH LGA is recommended (refer to the ‘Guideline – conduct breach disciplinary action’)

Signatory_____

Name_____

Attachments_____

Addendum 2 Summary Report Template

1. The name of the councillor whose conduct has been investigated
2. A description of the alleged conduct
3. A statement of the facts established by the investigation
4. A description of how natural justice was afforded to the councillor during the conduct of the investigation
5. A summary of the findings of the investigation
6. Any recommendations made by the investigator who investigated the conduct.



Addendum 3 Investigation Standards

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system.

Confidential information must be secured appropriately.

1. Case Management file

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

2. Investigation Plan

The mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

3. Prepare an investigation report

Prepare the investigation report for the local government to consider on the template attached (Addendum 1).

If during the course of an investigation, the Investigator obtains new information that a Councillor



may have engaged in conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the mayor or delegate and the chief executive officer who will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action on the matter.

The Investigator will be informed of activities of the Mornington Shire council in relation to the investigation. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the [insert local government's name] has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If during the course of an investigation, the Investigator obtains new information that a councillor may have engaged in misconduct or corrupt conduct the investigation will cease and the investigator will notify the mayor or delegate and chief executive officer who will be responsible for providing an information notice to the Assessor/Crime and Corruption Commission.



Addendum 4 Statement of Preliminary Finding

The Investigator has assessed the evidence set out in the investigation report and, taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the Allegations and the Investigator’s findings.

A detailed summary of the evidence and findings is provided in the full investigation report.

CONDUCT ALLEGATIONS

Allegation	Finding
Allegation: Particulars:	Substantiated/Not Substantiated Summary of Evidence: Summary of reasons for finding:

Date

Investigator’s Signature and Name



Addendum 5 Conduct Breach Disciplinary Action Guideline

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

1. What is a conduct breach?

Section 150K of the *Local Government Act 2009* (LGA) provides that a conduct breach occurs when a councillor:

- breaches a behavioural standard (**Code of Conduct for Councillors in Queensland**)
- breaches a council policy, procedure, or resolution
- contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the OIA of these matters and may deal with the conduct under section 150AG of the *Local Government Act 2009* (including Brisbane City Council) as if an investigation had been conducted.

Below are some examples of conduct which may constitute a conduct breach:

- A councillor makes derogatory comments about staff publicly.
- A councillor speaks to the media on behalf of council when not properly authorised under a council policy.
- Contravening an order from a chairperson to leave the meeting and stay away from the place at which the meeting is being held including the public gallery, for the remainder of the meeting.
- Three occasions of unsuitable meeting conduct leading to orders being made within a period of one year in relation to a councillor or chairperson.

2. Decision

Section 150AG of the LGA provides that where an allegation of a conduct breach has been referred by the Office of the Independent Assessor (OIA) to a local government for investigation, the local government must decide:

1. whether or not the councillor has engaged in a conduct breach, and,
2. what action the local government will take under section 150AH of the LGA to discipline the councillor if the councillor has been found to have engaged in a conduct breach.



3. **Types of orders**

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a councillor has engaged in a conduct breach:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor
- An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

4. **Factors that may be taken into account**

Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- any previous conduct breach of the councillor
- any allegation made in the investigation that-
 - was admitted, or was not challenged and
 - the local government is reasonably satisfied is true.

5. **Guidance on appropriate disciplinary action**

It is open to local governments to decide which order/s in section 150AH of the LGA are suitable when a councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

The table on the following page may assist councils to decide what disciplinary action is suitable in various circumstances.



Order	First instance engaging in a conduct breach	Second instance engaging in a conduct breach	Third instance engaging in a conduct breach
No action be taken against the councillor	✓		✓
An order for the councillor to make a public apology in the way decided by the local government, for the conduct	✓*	✓*	✓*
An order reprimanding the councillor for the conduct	✓#	✓#	✓#
An order that the councillor attend training or counselling addressing the councillor’s conduct including at the councillor’s expense	✓#	✓#	✓
An order that the councillor be excluded from a stated local government meeting		✓	✓
An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor			✓
An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct	✓^	✓	
An order that the councillor reimburse the local government for all or some of the costs arising from the councillor’s conduct breach**		✓	✓

* May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct

May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person

^ For more serious and deliberate conduct breaches by an experienced councillor

** Costs arising from the councillor’s conduct breach includes investigative costs, legal costs, and administrative costs. However, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by the Councillor Conduct Tribunal.

14.4 Model Meeting Procedures

Author: Director Corporate & Communications

Attachments: MSC-STAT-002 -Model Meeting Procedures and Best Practice Example Standing Orders Local Government

PURPOSE (EXECUTIVE SUMMARY)

It is proposed that to ensure consistency with section 150G of the Local Government Act 2009 (Qld), and to generally ensure proper processes and frameworks are in place for the conduct of Council and Trustee meetings and Standing Committee Meetings, Council adopts the Model Meeting Procedures and Best Practice Example Standing Orders For Local Government and Standing Committee Meetings.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Under section 150G of the Local Government Act 2009 ("LG Act"), Council must either adopt:

- the Model Meeting Procedures developed by the Department; or
- adopt other procedures for the conduct of its meetings.

Council may also adopt standing orders to govern the conduct of meetings. The Department has adopted Best Practice Example Standing Orders for Local Government and Standing Committee Meetings that are consistent with the Model Meeting Procedures under the Local Government Regulation 2012 Part 2 Local government meetings and committees.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council approves the Model Meeting Procedures developed by the Department of Local Government, Water and Volunteers.



Model Meeting Procedures and Best Practice Example Standing Orders Local Government

Policy Information			
Policy Name	Model Meeting Procedures and Best Practice Example Standing Orders Local Government		
Policy Number	MSC-STAT-002		
Type	Statutory		
Owner	CEO		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	
Records No.		Next Review Date	

Document Version Control			
Version	Date	Resolution No.	Details
1		N/A	New Issue DLGWW March 2026

1. Model Meeting Procedures

Under s150G Local Government Act 2009 (Qld) ("LG Act), Council must either -

- Adopt the Model Procedures developed by the Department of Local Government, Water & Volunteers ("Department"); or
- Adopt other procedures for the conduct of its meetings.

2. Best Practice Example Standing Orders Local Government

Council may also adopt standing orders to govern the conduct of meetings. The Department has developed Best Practice Example Standing Orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the model meetings procedures that deal with matters during local government meetings that must be followed under the LG Act and the meeting provisions in the Local Government Regulation 2012 (LGR) Part 2 Local government meetings and committees.

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised March 2026

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	
11 July 2024	006	P Cameron	
March 2026	007	P Cameron	

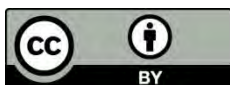
Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

This publication has been compiled by the Department of Local Government, Water and Volunteers.

© State of Queensland, 2026.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms. You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

Note: Some content in this publication may have different licence terms as indicated.

For more information on this licence, visit <https://creativecommons.org/licenses/by/4.0/>.

The information contained herein is subject to change without notice. The Queensland Government shall not be liable for technical or other errors or omissions contained herein. The reader/user accepts all risks and responsibility for losses, damages, costs and other consequences resulting directly or indirectly from using this information.

Interpreter statement:

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this document, you can contact us within Australia on 13QGOV (13 74 68) and we will arrange an interpreter to effectively communicate the report to you.



Contents

Purpose of the Model Meeting Procedures	4
Principals Applied to Meetings	4
Background	4
Application	5
Processes	5
1. Process for the Chairperson	5
2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting	6
3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting	7
4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor	9
5. Prescribed Conflict of Interest	12
6. Declarable Conflict of Interest	13
7. Reporting a Suspected Conflict of Interest	15
8. Loss of Quorum	16
9. Recording Prescribed and Declarable Conflicts of Interest	17
10. Closed Meetings	18

Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with chairing of meetings, the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Principles Applied to Meetings

Local government meetings must adhere to the following local government principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion, and meaningful community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson
- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with clauses 1-10 below of these model meeting procedures.

Processes

1. Process for the Chairperson

This clause applies to local government meetings, and local government committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor is the official spokesperson for the local government about local government matters. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

- 1.1. The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, at which the mayor is present including managing the conduct of the meeting participants.
- 1.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 1.3. If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 1.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the

responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

- 1.6. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.

Note: Section 12 of the LGA prescribes that other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a mayor or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, and the deputy mayor are unavailable and there is no delegated councillor. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting.

2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.7 below.
- 2.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 2.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 2.3.2. Apologising for their conduct
 - 2.3.3. Withdrawing their comments.
- 2.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 2.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.5, the chairperson may make one or more of the orders below:
 - 2.7.1. An order reprimanding the councillor for the conduct
 - 2.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 2.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 2.10. Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct and ensure the councillor conduct register is updated with the order made against the councillor including the councillor's name. (see note):

Note: Details of any order issued including the name of the councillor who engaged in unsuitable meeting conduct must be recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted.

3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 3.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present,

excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

- 3.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 3.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 3.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairperson can put forward their reasoning about their conduct and respond to questions through the acting chairperson from the eligible councillors.
- 3.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 3.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 3.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 3.9. The original chairperson then resumes the role of chairperson, and the meeting continues.

Note: *Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.*

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.*

- 4.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

- 4.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.
- 4.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
- 4.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.
- 4.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

- 4.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 4.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 4.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 4.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 4.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.
- 4.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 4.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
- 4.4.2. Decide, by resolution, to defer the matter to a later meeting or

- 4.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: *A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision. The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.*

- 4.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in clause 4.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 4.6. The local government may order that no action be taken against the councillor or make one or more of the following:
- 4.6.1. An order that the councillor make a public apology, in the way decided by the local government,
- 4.6.2. An order reprimanding the councillor for the conduct breach
- 4.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- 4.6.4. An order that the councillor be excluded from a stated local government meeting
- 4.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
- 4.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- 4.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
- 4.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

- 4.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 4.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

5. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 5.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 5.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
 - 5.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 5.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
 - 5.3.3. The name of any entity, other than the councillor, that has an interest in the matter
 - 5.3.4. The nature of the councillor's relationship with the entity mentioned in 5.3.3 that has an interest in a matter
 - 5.3.5. Details of the councillor's and any other entity's interest in the matter.
- 5.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 5.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

6. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COBA, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 6.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of the COBA applies.
- 6.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
 - 6.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
 - 6.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.
- 6.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - 6.3.1. The nature of the declarable conflict of interest
 - 6.3.2. If it arises because of the councillor's relationship with a related party
 - the name of the related party and
 - the nature of the relationship of the related party to the councillor and
 - the nature of the related party's interest in the matter.
 - 6.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:
 - the name of the other person and
 - the nature of the relationship of the other person to the councillor or related party and
 - the nature of the other person's interest in the matter and
 - the value of the gift or loan and the date the gift or loan was made.
- 6.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

- 6.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 6.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 6.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or section 177P of the COBA or under an approval by the minister for local government under section 150EV of the LGA or section 177S of the COBA.
- 6.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of the COBA.
- 6.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 6.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
 - 6.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
 - 6.6.2. How close or remote is the councillor's relationship to the related party
 - 6.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 6.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

- 6.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
 - 6.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
 - 6.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 6.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 6.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 6.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 6.10. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

7. Reporting a Suspected Conflict of Interest

- 7.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 7.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 7.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

- 7.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 7.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 7.6. If the belief or suspicion of a COI relates to more than one councillor. Clause 6 of these procedures must be complied with in relation to each councillor separately.

8. Loss of Quorum

- 8.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:
 - 8.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
 - 8.1.2. Defer the matter to a later meeting
 - 8.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 8.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 8.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 8.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
 - 8.4.1. The mayor or chief executive officer, or
 - 8.4.2. A standing committee, or joint committee of the local government, or

- 8.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or
- 8.4.4. Another local government for a joint government activity.
- 8.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council
- 8.5. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - 8.5.1. The mayor or
 - 8.5.2. A standing committee
 - 8.5.3. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
 - 8.6.1. The mayor, or
 - 8.6.2. The Establishment and Coordination Committee, or
 - 8.6.3. A standing committee of the local government. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Note: Refer to note under 3.4

9. Recording Prescribed and Declarable Conflicts of Interest

- 9.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):
 - 9.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
 - 9.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor
 - 9.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

- 9.1.4. Any decision then made by the eligible councillors
- 9.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- 9.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
- 9.1.7. The name of each eligible councillor who voted on the matter and how each voted.
- 9.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
 - 9.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 9.3. Where a decision has been made under clause 5 above – the minutes must include:
 - 9.3.1. The decision and reasons for the decision, and
 - 9.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

10. Closed Meetings

- 10.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:
 - 10.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
 - 10.1.2. Industrial matters affecting employees
 - 10.1.3. The local government's budget, which does not include the monthly financial statements
 - 10.1.4. Rating concessions
 - 10.1.5. 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
 - 10.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
 - 10.1.7. 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

- 10.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
- 10.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- 10.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.
- 10.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 10.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors with personal interests who leave the local government meeting, and the local government must resolve to:
 - 10.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
 - 10.3.2. Defer the matter to a later meeting when a quorum may be formed
 - 10.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 10.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 10.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 10.6. To take a matter into a closed session the local government must abide by the following:
 - 10.6.1. Pass a resolution to close all or part of the meeting
 - 10.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see clause 10.1)
 - 10.6.3. Not make a resolution while in a closed meeting (other than a procedural resolution).

Best practice example standing orders for local government and standing committee meetings

March 2026

Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

This publication has been compiled by the Department of Local Government, Water and Volunteers.

© State of Queensland, 2026.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms. You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

Note: Some content in this publication may have different licence terms as indicated.

For more information on this licence, visit <https://creativecommons.org/licenses/by/4.0/>.

The information contained herein is subject to change without notice. The Queensland Government shall not be liable for technical or other errors or omissions contained herein. The reader/user accepts all risks and responsibility for losses, damages, costs and other consequences resulting directly or indirectly from using this information.

Interpreter statement:

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this document, you can contact us within Australia on 13QGOV (13 74 68) and we will arrange an interpreter to effectively communicate the report to you.



Contents

Intent.....	4
1. Standing orders.....	4
Procedures for meetings of local government.....	4
2. Procedure for the Chairperson	4
3. Order of business	5
4. Agendas	5
5. Quorum	6
6. Petitions	6
7. Deputations.....	7
8. Public participation at meetings	7
9. Prescribed conflict of interest.....	7
10. Declarable conflict of interest	8
11. Reporting a suspected conflict of interest.....	10
12. Loss of quorum.....	12
Motions.....	12
13. Motion to be moved.....	12
14. Absence of mover of motion.....	13
15. Motion to be seconded.....	13
16. Amendment of motion.....	13
17. Speaking to motions and amendments.....	13
18. Method of taking vote.....	14
19. Withdrawing a motion	14
20. Repealing or amending resolutions.....	14
21. Procedural motions	14
22. Questions.....	16
Meeting Conduct	16
23. Process for dealing with Unsuitable Meeting Conduct	16
24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson	17
25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor.....	18
26. General conduct during meetings	21
27. Disorder.....	21
Attendance and non-attendance	22
28. Attendance of public and the media at a local government meeting.....	22
29. Closed session	22
30. Teleconferencing of meetings	23

Intent

To help local governments, the Department of Local Government, Water and Volunteers (DLGWV) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the model meeting procedures (MMP) that deal with matters during local government meetings that must be followed under the *Local Government Act 2009* (LGA) including the DLGWV MMP and the meeting provisions in the Local Government Regulation 2012 (LGR). Local governments can revise their standing orders to incorporate the MMP or adopt the MMP.

1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A section of these standing orders may be suspended by a vote at any meeting of the local government except those sections that are mandatory under the MMP. A separate vote is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by vote of the local government upon a motion which may be put to the meeting without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Procedure for the Chairperson

This section applies to local government meetings, and local government standing committee meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities than those of other councillors. This includes leading and managing meetings of the local government as chairperson and any committee meetings for which the mayor is the chairperson. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson when the mayor is absent or temporarily incapacitated. Under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor if the mayor is absent or temporarily incapacitated or when the office of the mayor is vacant.

- 2.1. The mayor is the chairperson at a local government meeting and any committee meetings for which the mayor is appointed as chairperson at which the mayor is present.
- 2.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 2.3. If the mayor is absent or unavailable to chair a local government meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 2.4. If the office of the mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings.
- 2.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility, the local

- government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6. The local government may appoint the chairperson for a standing committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily the chairperson unless the mayor has been appointed chairperson of the committee.
 - 2.7. If the chairperson of the committee is absent or unavailable to chair, another councillor can be chosen by the councillors present to be chairperson of the committee meeting.
 - 2.8. Before proceeding with the business of the local government meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

Note: *The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting. Upon the mayor's return to the meeting the mayor or deputy mayor (whichever is relevant) can resume their role as chairperson.*

3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
 - attendance
 - apologies and granting of leaves of absence
 - confirmation of previous minutes
 - business arising out of previous meeting reports, conduct breach investigation reports, financial statements reports
 - officers' reports.

Note: *The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, so that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.*

4. Agendas

- 4.1. The agenda may contain:

- notice of meeting
 - amendments correcting the minutes of the previous meeting
 - adoption of the minutes of the previous meeting
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - councillor conduct breach investigation reports provided by the investigator
 - deputations and delegations from the community that are approved to attend
 - any other business the local government determines to be included in the agenda.
- 4.2. Business not on the agenda, or not arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the councillors at the meeting. Business must follow the adopted terms of reference for each committee.
- 4.3. The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.
- 4.4. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If a related report is provided to councillors or committee members at any time after the meeting notice is issued and before the meeting begins, it must be made available to the public as soon as practicable after it is given to those councillors or committee members.

5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors present. If the number of councillors is even, then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of 10 signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received and
 - referred to a committee or officer for consideration and a report to the local government, or
 - not be received because it is deemed invalid.
- 6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, will notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by vote. A deputation will be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers attempts to address the local government meeting, the chairperson may end the deputation.
- 7.5. The chairperson may end an address by a person in a deputation at any time where:
 - the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period will be at the absolute discretion of the local government meeting chairperson.
- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to stop making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
 - refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 8.5. Any person addressing the local government will stand, act, speak and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
 - for a gift, loan, or contract—the value of the gift, loan, or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter
 - the nature of the councillor's relationship with the entity
 - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: *Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected prescribed conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvass the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with

each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest
 - if it arises because of the councillor's relationship with a related party:
 - the name of the related party to the councillor; and
 - the nature of the relationship of the related party to the councillor; and
 - the nature of the related party's interest in the matter
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - the name of the other person; and
 - the nature of the relationship of the other person to the councillor or related party and
 - the nature of the other person's interest in the matter; and
 - the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*

- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist

the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust
 - how close or remote is the councillor's relationship to the related party
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community
 - how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11. Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have

- a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
 - 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
 - 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
 - 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

Note: *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):*

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
 - *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
 - *the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
 - *any decision then made by the eligible councillors*
 - *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
 - *the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*
- 11.6. The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Note: *The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.

- 11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA, the minutes must include the:
- decision and reasons for the decision
 - name of each eligible councillor who voted, and how each eligible councillor voted.

12. Loss of quorum

- 12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:
- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
 - decide by resolution to defer the matter to a later meeting
 - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 12.2. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
- the mayor or CEO
 - a standing committee, or joint committee of the local government
 - the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
 - another local government for a joint government activity
 - the Establishment and Coordination Committee (only applies to Brisbane City Council).
- 12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- the mayor
 - a standing committee
- 12.5. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- the mayor
 - the Establishment and Coordination Committee, Brisbane City Council
 - a standing committee of the local government.
- 12.6. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13. Motion to be moved

- 13.1. A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.

- 13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
 - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14. Absence of mover of motion

- 14.1. Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting
 - deferred to the next meeting.

15. Motion to be seconded

- 15.1. A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2. Procedural motions are an exception to this rule and do not need to be seconded.

16. Amendment of motion

- 16.1. An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 16.2. Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3. Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17. Speaking to motions and amendments

- 17.1. The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2. The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3. A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.

- 17.4. The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5. Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 17.6. Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7. In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: *If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

18. Method of taking vote

- 18.1. The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19. Withdrawing a motion

- 19.1. A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

20. Repealing or amending resolutions

- 20.1. A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- 20.2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

21. Procedural motions

- 21.1. A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
 - that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order

- a motion of dissent against the chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that [insert requirement]
 - that the meeting stands adjourned.
- 21.2. A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3. A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned will be included in the agenda for the next meeting.
- 21.4. Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5. A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6. A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7. Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
 - is in contravention of the legislation; or
 - is beyond the jurisdiction of the local government meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

- 21.8. Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9. A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 21.10. The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

- 21.11. A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12. A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22. Questions

- 22.1. At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2. Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4. A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5. The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed by the chairperson of the local government meeting:

- 23.1. The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.2. If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
 - ceasing and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.3. If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.4. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.

- 23.5. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.6. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.7. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.8. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

Note: *Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the Independent Assessor (the Assessor) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

- 23.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: *Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the Assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure any orders made are recorded in the councillor conduct register*

24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3. The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.

- 24.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting chairperson from the eligible councillors.
- 24.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9. The chairperson then resumes the role of chairperson, and the meeting continues.

Note: *Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach. If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.

25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government to be dealt with. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *A conduct breach is conduct that:*

- *contravenes a behavioural standard of the **Code of Conduct for Councillors**, or a policy, procedure, or resolution of the local government; or*
- *the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or*
- *an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.*

- 25.1. In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:
 - the complainant withdraws the complaint

- the complainant consents to the investigation not starting or discontinuing
- the complainant does not provide extra information when requested
- there is insufficient information to investigate the complaint
- the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA, decisions about a conduct breach can only be delegated to the mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- the local government must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR or section 242J of the City of Brisbane Regulation (CBR).
- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR and section 242H of the CBR.
- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be

required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

Note: *After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.*

25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
- decide, by resolution, to defer the matter to a later meeting, or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

Note: *A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.*

If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

25.6. The local government may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
- an order reprimanding the councillor for the conduct

- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.

25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

Note: *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

26. General conduct during meetings

26.1. After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2. Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3. No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4. When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

27. Disorder

27.1. The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

27.2. On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

Attendance and non-attendance

28. Attendance of public and the media at a local government meeting

- 28.1. An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2. When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

29. Closed session

- 29.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
 - appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
 - industrial matters affecting employees
 - the local government's budget (which does not include the monthly financial statements)
 - rating concessions
 - 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
 - matters that may directly affect the health and safety of an individual or a group of individuals
 - 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
 - negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*
 - a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
 - a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2. A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 29.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:
 - delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
 - decide by resolution to defer the matter to a later meeting when a quorum may be available
 - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 29.4. None of the above will be considered, discussed, voted on or made during a closed session.

- 29.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 29.6. To take a matter into a closed session the local government must abide by the following process:
- pass a resolution to close the meeting
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
 - no resolution can be made while in a closed meeting (other than a procedural resolution).

30. Teleconferencing of meetings

- 30.1. If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

- 30.2. The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

15 HUMAN RESOURCES

15.1 Human Resources & Payroll Services Report - March 2026

Author: Director Human Resources and Payroll Services

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Human Resources activities for the month of March 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Human Resources (HR) Issues and Proposed Actions

People, Culture and Performance

Staff Attendance

Absenteeism as usual continues to be a concern with staff continuing to be issued with formal warnings regarding their absences and failure to report the same.

Recruitment

Council has in the Month March / April filled the following positions:

- Accommodation Officer
- Administration Office

We are still experiencing difficulties in relation to receiving suitable or interested applicants from on island and still seeking candidates to fill the following positions:

- Auto Electrician
- Diesel Mechanic
- Sport and Recreation Officer
- Administration Trainees

Traineeships

Interviews have commenced for the recruitment of three Administration Trainees to commence in May or June 2026.

One candidate was selected from all applicants and has now commenced.

Funding for Positions

An application has been submitted for the third round of the REJD funding program. The application seeking to employ local, candidates for eight additional Council roles focussing on landscaping and community support.

HR Innovation and Continuous Improvement

Council's Human Resources Information System (ELMO) - Recruitment and Onboarding models are now live. The base Human Resources module is now complete and will be deployed to the executive team in April. Training for HR staff for the final configuration and implementation of the Recruitment and Onboarding modules continues. The next module to be implemented will be the Performance Management and Learning Development Modules.

Workforce Planning and Development

Staff Crisis Accommodation

Recently several staff have been put in a situation where they require crisis accommodation. Discussions with the CEO and Executive members have identified a house that could be used for accommodation on a 3-to-6-month basis depending on the employees' circumstances and the need to overcome hardship.

As previously reported to ensure new employees fully understand their roles and responsibilities, orientation sessions will be conducted by the Community Recruitment and Staff Liaison Officer at the time of the employee's commencement. The next formal program is scheduled for week commencing 29 April 2026.

Staff qualifications and training

- 3 Plumbing Apprentices are off island until mid-April for their first TAFE block of the year. Unfortunately, 1 apprentice will be sent back early due to misconduct.
- A plumbing apprentice will also attend Confined Space training after their TAFE block. DTET are paying for flights to TAFE, so this presents a savings for Council to add on the Confined Space training. 2 were going to attend but due the unsatisfactory behaviour of one apprentice at TAFE his training has been cancelled.
- The senior mechanic Workshop staff is attending HR Licensing week of 13th April with test 17th April. another employee scheduled for training who was meant to attend cancelled an hour before his flight. This has incurred a cost to Council for the flight not taken. Discussions will be held with the employee to recover monies spent on the flight.
- The next visit from Major Training is week of 20th April 2026 Aimed at supporting workshop apprentices.
- While on island Major Training also put 3 Workshop staff through A/C training at the same time.
- Fire Warden Training – 28 staff have submitted their names for this online, self-paced course. LGAQ have funded this course with about 8 already completed training online.
- Forklift Training moved to 18th May now for 10 staff and if time permits will provide Telehandler training and tickets also.
- MRAEL is currently on island meeting with -carpentry apprentices and administration trainees.
- IDLU have now added dates for May. Staff lists are being developed for HR/MR Licensing. Experienced and licenced personnel will provide some introductory training prior to this.
- 1 new plumbing apprentice is scheduled for the first TAFE block in May / June for. The feasibility of Confined Space training for him will also be examined.

HR policy and procedures

The following Policies have been reviewed will be submitted to Executive for approval in April:

- Code of Conduct
- Employee Travel Policy
- Vehicle Policy
- Training Policy
- Offboarding and Onboarding Policy

HR metrics and workforce analytics

The organisation's resourcing at the time of the writing of this report totals 149 employees consisting of 122 full time, 6 part time and 21 casual employees.

Workplace Health and Safety

- The Sober live wall unit self-testing breathalyser is up and running and implemented but not being used by all staff. New updated daily tests sheets have been introduced to Parks & Gardens, Civil, Water Treatment and Workshop with all staff members names to record who is not testing.
- Carpentaria Electrical has been notified to commence annual testing of RCD and breaker switches on all Council Assets.
- Trinity Fire Services were engaged to Test all Council Assets fire extinguishers, Hose reels, and Emergency exit lighting. All Council departments were inspected and outcomes documented. Many of the extinguishers were out of date and emergency exit signs were functioning properly.
- Three workshop staff have expressed an interest in Test and Tag training.
- Animal control risk assessments are being examined and in need of completion.
- Community Bus driver training for the wheelchair access facility will be providing by the Workplace Health and Safety Officer.
- Solutions are being sought for a Lifting aid for 20 litre detergent drums.
- Due to the concerns regarding the lighting of the Barge area has led to the engagement of Carpentaria Electrical to install 2 extra flood lights on the corner of the barge shed.

Incident reporting

Nine (9) Incidents were reported during the month.

- 2 Break & Enter
- 3 Near misses - snakes in the Vet centre. 1 with the forklift during barge operations. 1 as people outside a staff house early hours of the morning looking to break in or vandalize).
- 2 MTI
- 1 Vehicle Damage
- 1 Alleged sale of Alcohol to a minor

FINANCIAL & RESOURCE IMPLICATIONS

Human Resources functions except for training are operating within 2025/26 operating budget parameters.

RECOMMENDATION

That Council receive and note the Human Resources report for March 2026.

16 HOUSING AND FACILITIES

16.1 Housing and Facilities Report – March 2026

Author: Director Housing & Facilities

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Council with an update of the Department of Housing and Facilities activities for the month of March 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

March FIGURES

	Invoiced	New jobs	Open jobs
Q Build	130	66	119
Private	16	21	44
Facilities	120	60	107

Note:

Q Build Do & Charge Program for March

- 120 - jobs currently open
- 64 - Work orders received into portal
- 49 - invoiced to Q Build

2025/26 FY – Days to action Q Build jobs

	Number of jobs	Average days to schedule	Average days to invoice
January	163	4	8
February	89	5	7
March	147	2	68

QBUILD HOUSE PAINTING

- 21 Locations have been approved – Works commencing in February 2026.
- 17 Externals 70% completed (12/17)
- 5 Internals 100% completed

QBUILD TENDER JOBS

- 4 x Major refurbishments (incl. termite treatment)
- 2 x Kitchen upgrades
- 1 x bathroom upgrade
- 4 x Lawn lockers
- 1 x Carport
- 1 x QBuild site slab (supply concrete via Tech Services)

OTHER TENDER JOBS

- 1 x School walkway upgrade including covered awning
- 1 x School project (2 x classrooms refurbishments, plumbing & painting)
- 1 x PCYC (internal paint job)
- 1 x Drinking Fountain – multi bubblers in row (inside PCYC)
- 2 x Police (1 x internal works + 1 x external work)

FUNDED PROGRAMS

\$2.35 MILLION INTERIM CAPITAL WORKS PROGRAM

152 Lardil St: 2 x 5 bedroom Duplexes

- DoHPW has requested MSC to do a limited amount of work at 152 Lardil St,
- Project Status: Housing and Facilities have completed their remit.
- Note: Project handed to Project Management Office (part of Finance Dept.)

RESILIENCE FUNDING

Barge coolroom / freezer

- The concrete flooring for the coolroom/freezer is to start mid-April 2026
- Internal fridge/freezer power connections for electric forklift charging to be quoted
- External plug in for back-up generator to be scoped and quoted
- Anti-vandal cages are being built around external condensers - ongoing
- Project Status: Restarted
- Note: Project handed to Project Management Office (part of Finance Dept.)

OTHER PROJECTS – Council Assets

Council Administration Building

- Housing and Facilities are undertaking remediation works to the administration building per defect list.
- Contractor disputing required works to be done.
- Council is actively undertaking dispute resolution processes with contractor.

- Project Status: Ongoing, approx. 30% completion

Warehouse

- Housing and Facilities are undertaking internal works to the storage warehouse, including improving access to mezzanine level + safety fencing

- Project Status: Ongoing

Barge Shed

- Replace and improve exterior illumination in front of the barge shed towards the landing ramp + western carpark.

- Project Status: Ongoing, waiting on materials.

FINANCIAL & RESOURCE IMPLICATIONS

Housing and Facilities projects are being reviewed and prioritized by 2025/26 revised operational budget and funding program parameters.

RECOMMENDATION

That Council receive and note the Housing and Facilities report for March 2026.

17 ENGINEERING

17.1 Engineering and Infrastructure Report - February 2026

Author: Director Engineering and Infrastructure

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide Elected Members with an overview of Engineering division activities for February 2025.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Airport

- Grounds maintenance and flight operations are ongoing.
- Delivery of the new windsock (ordered in November) is still pending.
- Documentation has been completed for two grant submissions, including new electronic gates and resurfacing of the parking area.

Parks and Gardens

- Clearing and maintenance works have been carried out across key areas, including the Hospital, VAC, Cemetery, Police precinct, and surrounding locations.
- Street clean-up activities are underway in preparation for the upcoming DG visit.
- The team has also assisted with barge operations, funeral arrangements, and flight support as required.

Fencing

- Construction of air conditioning unit enclosures is in progress across town.
- General fencing repairs are being completed as required.

Roads & Civil

- Street and gutter cleaning has been undertaken throughout the township.
- Road grading works have been completed around the airport.
- Additional hot mix has been ordered for upcoming repair works.
- Outer road repair works have commenced, with machinery being mobilised to site.

Batching Plant

- Production is ongoing for the QBuild project, with approximately 80 cubic metres completed to date.
- The site continues to be cleaned and prepared to support operations.

Workshop

- The following equipment has been procured and is awaiting delivery:
 - 8-tonne excavator
 - Double-axle Agi truck
 - 10.5-tonne crusher
- Maintenance of the council fleet and public vehicles is ongoing.
- Delivery delays are currently being experienced due to flooding.

Water & Waste

- Daily water sampling continues, with samples sent to Cairns for testing. Results remain within acceptable limits for both water and sewer.
- Solar packs have been installed on generators to maintain battery charge.
- Maintenance has been completed on the generator at Sewer Pump Station B.

Waste & Recycling

- Existing systems are under review to determine requirements for reinstatement.
- Design drawings for the recycling precinct have been completed, with works pending funding approval.

Health & Animal Management

Overview

- Continuing to respond to callouts including pick up of deceased cats and dogs
- Administering worming and tick & flea treatments to cats and dogs
- Basic First Aid, Vaccinations & Microchipping
- House visits working with pet owners around education and awareness
- Vet Visit – 17-20 March:
 - Desexing Surgeries – 27
 - 50 cats & dogs seen by Vet
 - Horse was euthanised – due to severe hoof injury
- Patrol dump for potentially stray dogs
- Surrendered animals – 7 cats and 2 pups which were re-homed.

Upcoming Projects (Pending Approval and Funding)

- Water treatment plant upgrades
- Waste facility upgrades

- Drainage and football oval improvements
- Cemetery upgrade
- Splash Park development

FINANCIAL & RESOURCE IMPLICATIONS

Engineering division activities are occurring within adopted 2025/26 operational budget parameters.

RECOMMENDATION

That Council receive and note the Engineering and Infrastructure report for March 2026.

18 Hospitality and Accommodation

18.1 Hospitality and Accommodation Report – March 2026

Author: Director Hospitality and Accommodation

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide an overview of Hospitality and Accommodation activities, for March 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Carriage Limit Performance

Carriage Limit

For the month ended	31/01/2026	28/02/2026	31/03/2026
Total People (# Sales)	1,305	1,530	1,597
Trading days	31	28	31
Average Price Per Person	81	81	82

During March 2026, carriage limit had a similar number of sales to the February. No significant spikes or areas of concern. Overall Carriage operations have run smoothly. We will be starting to run some social media campaigns just to remind community of carriage rules around underage drinking, breathalysing limits etc.

Laundry Upgrade

I want to take this opportunity to highlight the Laundry teams efforts to assist with the Youth hub clean up after it was broken into. The team all bound together and got in and helped clean up over 2 days the extensive mess and damage that had occurred. They worked really well as a team and their efforts under these unfortunate circumstances did not go unnoticed.

VAC 1

We have had our initial planning meeting with the Projects team to discuss the proposal for the VAC 1 upgrade and the refurbishment of the existing infrastructure. This project will bring into alignment the Accommodation in VAC 1 to be similar to that of VAC 2 and a much more functional use of the area in the VAC. The next steps will now be identified by the project team as a scope of works is identified.

FINANCIAL & RESOURCE IMPLICATIONS

Hospitality and Accommodation activities are occurring within the parameters of the adopted 2025/26 operational budgets.

RECOMMENDATION

That Council receive and note the Hospitality and Accommodation report for March 2026.

19 GENERAL BUSINESS

- Sponsorship Proposal Women's Rugby League Team Participation in the Gulf Cluster Competition.

Sponsorship Proposal

Women's Rugby League Team Participation in the Gulf Cluster Competition

Normanton, Queensland | 2026

Overview

We are seeking sponsorship support to enable a women's rugby league team from the Mornington Shire to participate in the Gulf Cluster competition to be held in Normanton in 2026.

The team will represent women from our community at a regional level, while delivering clear social, emotional, and physical health benefits in a setting where access to structured sport is limited.

Community Context

Women in our community face ongoing challenges related to remoteness, limited access to services, and high rates of chronic disease, including diabetes, cardiovascular disease, and obesity. These health outcomes are closely linked to low levels of physical activity and social isolation.

Participation in structured team sport is a practical way to support improved health and wellbeing. Women's rugby league combines regular physical activity with strong social connection, routine, and shared purpose.

Alignment with Closing the Gap Priorities

This program aligns with the intent of Closing the Gap health priorities by supporting increased participation in physical activity, strengthening social and emotional wellbeing, and encouraging community-led, culturally appropriate approaches to health. The program contributes in a practical way without overclaiming broader health outcomes.

Team Overview

The team will consist of approximately 18–22 women from our community, supported by a coach, team manager, and trainer. Participation will be inclusive and supportive, with an emphasis on teamwork, respect, and player wellbeing.

Competition Details

Event: Gulf Cluster Women's Rugby League Competition

Location: Normanton, Queensland

Timing: 2026 season (dates to be confirmed)

Social, Emotional, and Health Impact

Sponsorship support will contribute to increased physical activity, improved social connection, strengthened confidence and belonging, and greater engagement in healthy routines that support chronic disease prevention and management.

Use of Sponsorship Support

Funding or in-kind support will assist with travel, accommodation, meals, registration fees, uniforms, equipment, and medical support.

Sponsor Recognition

Sponsors will be acknowledged through logo placement where applicable, recognition in community communications, and acknowledgement at events.

Conclusion

Supporting this women's rugby league team provides a meaningful opportunity to invest in the health, wellbeing, and visibility of women in our community.

If you have any questions, please don't hesitate to ask.

Thanks

Kind Regards



Alexia Mow

Email: alexiamow@yahoo.com.au

Phone: 0473 659 340

20 CONFIDENTIAL REPORTS

Nil.

21 NEXT MEETING

The next scheduled ordinary council meeting will be held on 27 May 2026.

22 CLOSURE