

MORNINGTON SHIRE COUNCIL

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

Date: Wednesday 27 May 2026

Time: 9:00 am

Location: Corner Jinkiya & Lardil Street Gununa

MORNINGTON SHIRE COUNCIL

**Ordinary Council Meeting
Wednesday 27 May 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 - 23 April 2026.....	5
8	DEPUTATIONS	17
9	ACTION SCHEDULE.....	18
10	MAYOR AND COUNCILLOR REPORTS.....	20
10.1	Mayor and Councillor Verbal Reports.....	20
11	CHIEF EXECUTIVE OFFICER REPORT.....	20
11.1	Chief Executive report - April 2026	20
12	FINANCE	22
12.1	April 2026 Financial Report	22
12.2	Interim Audit Report – 2026	29
12.3	Additional Signatures to Bank Accounts	41
13	Project Management Office.....	42
13.1	Projects Office – Postal Numbering of Lot 926 Lardil Street	42
13.2	Projects Office – Masterplan Monthly Update - April	44
14	Community	46
14.1	Community Report – April 2026	46
15	CORPORATE AND COMMUNICATIONS.....	48
15.1	Corporate & Communications Report – April 2026	48
15.2	Policy Adoption – Information Privacy Policy.....	50
15.3	Policy Adoption – Data Breach Policy	61
15.4	Policy Adoption – Right to Information Policy.....	78
15.5	DA2025_028 Material Change of Use Kuba Natha – Staff Accommodation	88
15.6	DA2021_021 Lot 925 SP270889 – Extension of Currency Period	108

- 15.7 Operational Plan 2025 – 2026 – 3rd Quarter Update118
- 16 HUMAN RESOURCES132**
- 16.1 Human Resources & Payroll Services Report - April 2026132
- 17 HOUSING AND FACILITIES135**
- 17.1 Housing and Facilities Report – April 2026135
- 18 ENGINEERING138**
- 18.1 Engineering and Infrastructure Report - April 2026138
- 19 Hospitality and Accommodation142**
- 19.1 Hospitality and Accommodation Report – April 2026142
- 20 GENERAL BUSINESS144**
- 21 CONFIDENTIAL REPORTS145**
- 22 NEXT MEETING145**
- 23 CLOSURE.....145**

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

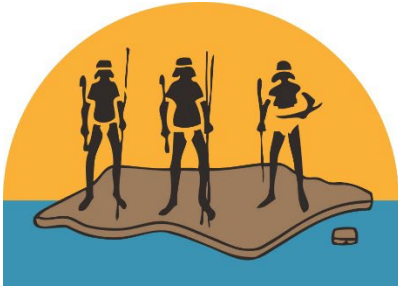
7.1 Minutes of the Ordinary Council Meeting - 23 April 2026

Author: Director Corporate & Communications

Attachments: Mornington Shire Council - Unconfirmed minutes – 23 April 2026 - 11 pages

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting – 23 April 2026 be received and the recommendations therein be adopted.



MORNINGTON SHIRE COUNCIL

Minutes

Ordinary Council Meeting Thursday 23 April 2026

1 OPENING OF MEETING

Mayor Richard Sewter opened the meeting at 9.09am.

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

Mayor Richard Sewter, Deputy Mayor Robert 'Bobby' Thompson, Cr Farrah Linden, Cr Renee Wilson and Cr Jane Ah Kit.

Gary Uhlmann (Chief Executive Officer) and Matthew Fox, Director Corporate and Communications, Julie Larsen (Executive Assistant)

4 LEAVE OF ABSENCE

Nil.

5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Cr Jane Ah Kit gave notice in the meeting about a prescribed conflict of interest under Section 150EI Local Government Act 2009 (Qld).

6 CONDOLENCES AND MEMORIALS

A minute's silence was held for lost loved ones.

7 CONFIRMATION OF MINUTES

7.1 Minutes of the Ordinary Council Meeting – 25 March 2026

RESOLUTION 2026/42

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

That the Minutes of the Ordinary Council Meeting - 25 March 2026 be received and the recommendations therein be adopted with an amendment on page 6 required to change name from Cr Farrah Wilson to Cr Farrah Linden (typo).

CARRIED 5 / 0

8 DEPUTATIONS

Simone Jackson, Executive Director, First Nations Capital Delivery- Department of Housing and Public Works with Greg Summers – Director Remote Regional Department of Housing and Public Works

General meet and greet with council. Overview of Department of Housing and Public Works current status and future initiatives. Advisement of new role Executive Director Remote Indigenous Capital Delivery.

Deputation commenced at 9:10AM and concluded at 9.40AM.

Cr Jane Ah Kit left the room at 9.37 entered at 9.46

9 ACTION SCHEDULE

- Resolutions list tabled in the meeting.
- Director Corporate & Communications to circulate electronic copies of Register of Interests forms to Councillors.
- CEO to investigate Salvation Army requirements for the sale of goods.
- CEO to review Youth Hub participants, in particular infants and babies using the service.

10 MAYOR AND COUNCILLOR REPORTS

10.1 Mayor and Councillor Verbal Reports

Mayor left the room at 9.44 entered at 9.46

Cr Robert “Bobby” Thompson Joined the meeting at 9.50.

RESOLUTION 2026/43

Moved: Cr Farrah Linden

Seconded Cr Renee Wilson

That Councillors receive and note the Mayor and Councillors’ verbal reports for March 2026.

CARRIED 5 / 0

Mayor Richard Sewter

- TCICA – Discussions about land tenure, native title issues in communities. Assertion and buy back housing scheme issues including costs of maintenance and repairs for the home owner.
- NWROC Delegation in Brisbane. Productive meeting.
 - Spoke with Housing Minister
 - Spoke With Robbie Katter

- Advocated for recreation funding for splash park.
- Pacific Leaders Forum
 - Mayor raised the issue of duplication of funding for services in Community and discussed core business of Local Government.
- DGs Visit
 - DGs feedback was positive.
 - The attendance from community was great.
 - Feedback from the community was that time was very limited. DGs said they would return and spend more time with community.
 - Mayor raised the requirement for a Men's Shelter on island and issues around recidivism and community members returning to island after incarceration.

Follow up reports or summaries from the meeting have been requested. (Cr Farrah)

Cr Jane Ah Kit

- Cr Ah Kit requested ensure that all elected members are included in the planning and agenda creation for documents for advocacy meetings.
- CR Jane - Review of the budget for councillors has been requested. Would be beneficial for all elected members to travel with mayor for advocacy purpose, i.e. Pacific Leaders Forum.
- Cr Jane – provided feedback on the colour run. Was an enjoyable event and wonderful to see community members have fun.

Cr Farrah Linden

Commented on the Colour Fun Run & Walk, it was really well coordinated and everyone enjoyed the day. Great to see different organisations participate. Was a really good opportunity and looking forward to growing the event for next time.

Expressed interest in exploring options from the community fund for equipment and devices to support funerals.

Cr Renee Wilson

- Advised that Women's Football team is going well. Tuesday and Thursday attendance is great. Wednesday cookups occurring for fundraising.
- Cr Renee raised concerns about funding and costs or Women's footy team.
- Dance meetings are underway and well attended with approximately 50 community members. Hoping to make it a regular event.

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive report - March 2026

Cr Jane Ah Kit left the room at 10.15 entered 10.16

Cr Robert "Bobby" Thompson left the room at 10.28 bobby entered at 10.38

RESOLUTION 2026/44

Moved: Cr Robert "Bobby" Thompson

Seconded Cr Farrah Linden

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

CARRIED 5 / 0

Meeting recessed for morning Tea at 10.34

Meeting recommenced at 10.47

12 FINANCE**12.1 March 2026 Financial Report****RESOLUTION 2026/45**

Moved: Cr Robert "Bobby" Thompson

Seconded Cr Renee Wilson

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

CARRIED 5 / 0

12.2 Financial Statements and Final Management Report 2025**RESOLUTION 2026/46**

Moved: Cr Farrah Linden

Seconded: Cr Robert "Bobby" Thompson

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

CARRIED 5 / 0

12.3 Procurement Policy Annual Update

Mayor Sewter left the room at 11.19 entered 11.22

RESOLUTION 2026/47

Moved: Cr Robert "Bobby" Thompson

Seconded: Cr Jane Ah Kit

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.

CARRIED 5 / 0

12.4 Register of Prequalified Suppliers – Trade Services

Cr Jane Ah Kit gave notice in the meeting about a prescribed conflict of interest under Section 150EI Local Government Act 2009 (Qld) relating to interests in Carpentaria Electrical and left the room at 11.56.

RESOLUTION 2026/48

Moved: Cr Farrah Linden

Seconded: Cr Robert "Bobby" Thompson

CARRIED 4 / 0

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 Prequalified 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).

Unconfirmed Minutes

13 COMMUNITY

13.1 Community Report – March 2026

Cr Jane Ah Kit entered the room at 12:05PM

RESOLUTION 2026/49

Moved: Cr Farrah Linden

Seconded: Cr Robert “Bobby” Thompson

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

CARRIED 5 / 0

Meeting break for lunch at 12:40PM.

14 CORPORATE AND COMMUNICATIONS

Meeting recommenced 13:57PM.

14.1 Corporate & Communications Report – March 2026**RESOLUTION 2026/50**

Moved: Cr Renee Wilson

Seconded Cr Robert “Bobby” Thompson

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

CARRIED 5 / 0

14.2 DA2026_002 Sweers Island Resort Development Approval Exclusion**RESOLUTION 2026/51**

Moved: Cr Jane Ah Kit

Seconded Cr Farrah Linden

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

CARRIED 5 / 0

14.3 Investigation Policy**RESOLUTION 2026/52**

Moved: Cr Jane Ah Kit

Seconded Cr Farah Linden

That Council adopts the Mornington Shire Council Investigation Policy.

CARRIED 5 / 0

14.4 Model Meeting Procedures**RESOLUTION 2026/53**

Moved: Cr Jane Ah Kit

Seconded Cr Renee Wilson

That Council adopts the Model Meeting Procedures developed by the Department of Local Government, Water and Volunteers for Local Government and Standing Committee meetings.

CARRIED 5 / 0

15 HUMAN RESOURCES

15.1 Human Resources report - March 2026

RESOLUTION 2026/54

Moved: Cr Robert "Bobby" Thompson

Seconded: Cr Farrah Linden

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

CARRIED 5 / 0

16 HOUSING AND FACILITIES

16.1 Housing and Facilities Report – March 2026

RESOLUTION 2026/55

Moved: Cr Jane Ah Kit

Seconded Cr Farrah Linden

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

CARRIED 5 / 0

17 ENGINEERING and Infrastructure

17.1 Engineering and Infrastructure Report - March 2026

RESOLUTION 2026/56

Moved: Cr Jane Ah Kit

Seconded Cr Robert "Bobby" Thompson

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

CARRIED 5 / 0

18 Hospitality and Accommodation

18.1 Hospitality and Accommodation Report – March 2026

RESOLUTION 2026/57

Moved: Cr Jane Ah Kit

Seconded Cr Farrah Linden

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

CARRIED 5 / 0

19 GENERAL BUSINESS

Women's Rugby League Team Participation in the Gulf Cluster Competition

RESOLUTION 2026/58

Moved: Cr Jane Ah Kit

Seconded Cr Farrah Linden

That Council approves in principle support for sponsorship for both the Men's and Women's Rugby League teams with delegation and decision making provided to CEO.

CARRIED 5 / 0

20 CONFIDENTIAL REPORTS

Nil.

21 NEXT MEETING

Wednesday 27 May 2026 at 9:00AM.

22 CLOSURE

Meeting closed at 15:33PM.

8 DEPUTATIONS

Thawathu Men's Advisory Group will provide an overview regarding the Men's Space. – **1PM.**

Department of Housing and Public Works will provide an update on the Healthy Housing Pilot Program. – **1.45PM.**

9 ACTION SCHEDULE

Action Schedule Attached – 1 Page



ACTION SCHEDULE

DATE	DIRECTOR RESPONSIBLE	ACTION	Outcome	STATUS
23/04/2026	Corporate & Communications	To circulate electronic copies of Register of Interests forms to Councillors	ROI's circulated to Councillors via email on 13 May 2026.	Completed
23/04/2026	CEO	To investigate Salvation Army requirements for the sale of goods.		In Progress
23/04/2026	Manager Community	To review Youth Hub participants, in particular infants and babies using the service.	Information Provided in May Ordinary Council Meeting Community Report.	Completed

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 April 2026.

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive report - April 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 April 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

- The visit by the various Directors General to island was a very important milestone for Council and Community
- They heard directly from the men, women and youth on the island and are looking to implement a program of support to assist the community
- We are currently focussed on the development of the budget for the next financial year FY27 significant work undertaken with the Executive and Councillors
- The financial challenges facing Council are clear including:
 - A reduction in the Financial Assistance Grants from the Federal government
 - The ending of some of the other Commonwealth grants essential for building priorities
 - The absence of a rates base and other revenue earning activities
 - The failure of the CLC and GRAC model to enable economic development activities or improvement of any type e.g. a cemetery extension for traditional owners and community is extremely concerning
 - The need to improve workforce productivity
 - The reliance on government grants as our primary revenue source
 - A Significant reduction in Housing Department funding to repair and upgrade social housing which also supports local employment
 - The international oil crisis which is increasing prices of all goods and materials by additional fuel levies of around 39% which likely to increase.

- Despite this our professional financial management practices have allowed us to operate in a financial responsible manner within our budget parameters.
- Our new procurement policies and our Project Management Office have brought additional professional practices to bear within Council, and we are seeing significant building and infrastructure works progressing rapidly including:
 - Better value for money from our procurement and tendering processes
 - Emergent roads works nearly completed and the major roads program has now commenced
 - Lot 926 4x2 bedroom community housing project is currently being built
 - The new motel accommodation units will be delivered next week
 - Final works schedule being agreed for completing the 2x5 bedroom duplex at 152 Lardil St
 - The Burrundi housing design work to determine community led designs for future building works is well progressed
 - Finalisation of the components of our \$39m social housing building program including the Lardil St subdivision, 5 additional houses and 9 plugins
 - Completion of the new food storage capability at the barge area
 - Ongoing extension of the township footpaths
 - Issuing of the Tavern kitchen tender for construction and opening this year
 - The new water treatment plant tender has been awarded and the construction of our leading edge facility should commence within the next couple of months and is scheduled for completion by June 30 2027
 - The development of the 10 year Recreation Plan for the community is well underway including the comprehensive community consultation process
 - The barge area upgrade and seawall development being issued
- We have commenced a program to increase the skills, capability and productivity of our workforce and business areas

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 April 2026.

12 FINANCE

12.1 April 2026 Financial Report

Author: Chief Financial Officer

Attachments: April 2026 Financial report – 6 Pages

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

Council continues to work incredibly hard to ensure that ongoing financial sustainability is achievable and that any challenges to this are rectified.

Key items to note for the month of April:

- Improved Rental income as expired Lease arrangements are rectified and updated (+\$95k)
- Interest received on funds continue to improve as interest rates continue to rise (+\$493k)
- Sales Revenue continues to be under budget due to Accommodation and Carriage demands reducing or restricted (-\$2.04m)
- Capital Income not as budgeted due to the timing of Capital projects (-\$5m), however will pick up during the dry season build time.
- Employee benefits (-\$0.5k) higher due backpay of allowances and higher travel costs than budgeted.
- Lower Materials and Services (\$3.8m) costs than budgeted as efficiency gains are realised in operations.
- Net operating result is for the first time in the negative, meaning that our operational revenue is not covering our operational costs. We will need to review during final budget time (next few weeks).

FINANCIAL & RESOURCE IMPLICATIONS

Council is mostly operating within 2025/26 budget allocations.

RECOMMENDATION

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

This Month Story

Council has \$25m invested with Queensland Treasury Corporation, earning interest.

Unrestricted cash holdings increased. Currently under two months. 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.

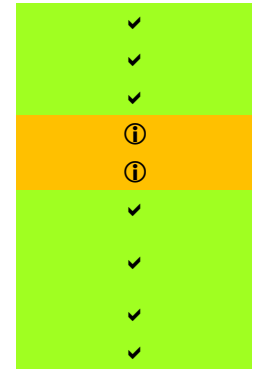
Recording and recouping all revenues must be a focus going forward to maintain our cash position. Still work to be done

We are still looking deeper into the accounts to find improvements.

2026 Audit interim has been completed and the Interim Audit Report received. This is the first time for many years this has been achieved.

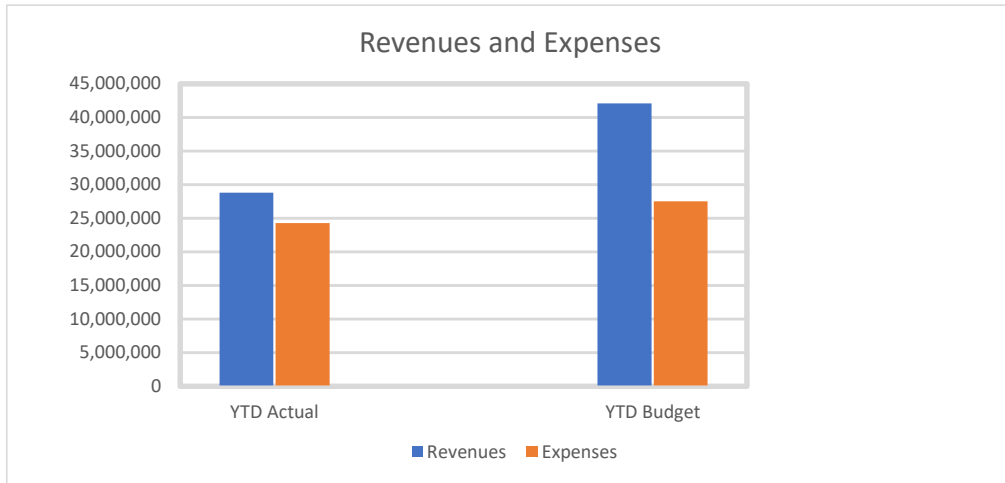
Budget in well progressed with more departmental involvement than has been the case for many years.

Accounts Receivables decreased however some older invoices (Qbuild) have not been paid as yet

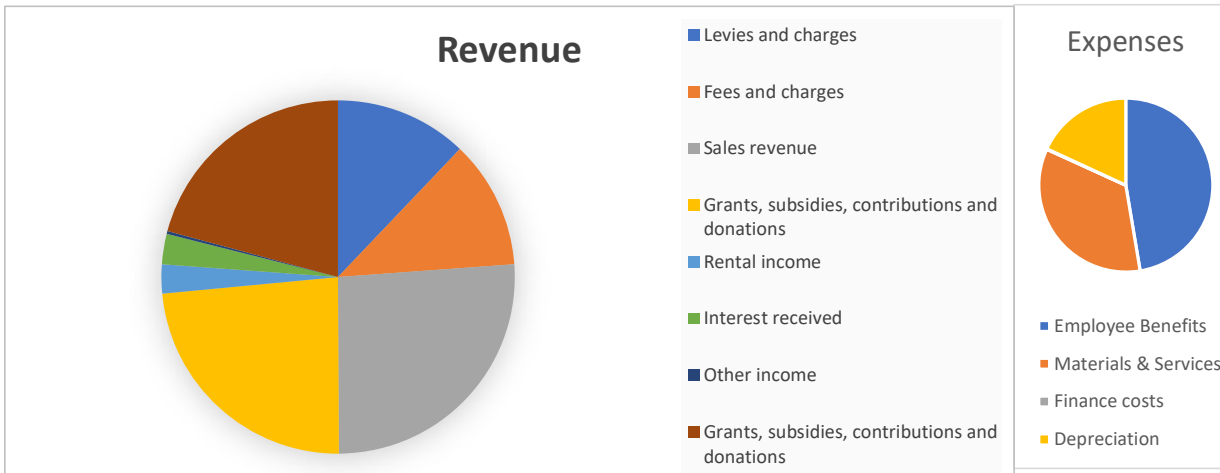


Revenues and Expenses

All numbers are year to date up until 30-April-2026



Where did the Money come from?



Details in the numbers

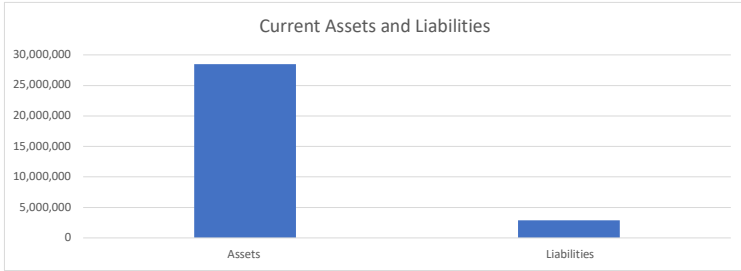
**Interim Statement of Comprehensive
Income Year to date up until**

30-April-2026

Income	Actual \$	Budget \$	r to Date Last Year \$	
Revenue				
Recurrent Revenue				
Levies and charges	3,492,950	3,215,377	3,093,224	✓
Fees and charges	3,379,020	3,936,167	3,847,142	✗
Sales revenue	7,516,951	9,561,211	6,349,494	✓
Grants, subsidies, contributions and donations	6,793,691	12,898,237	8,973,596	✗
Total Recurrent Revenue	<u>21,182,612</u>	<u>29,610,991</u>	<u>22,263,456</u>	✗
Rental income	770,479	675,000	784,971	✓
Interest received	793,650	300,000	452,341	✓
Other income	82,823	0	238,148	✗
Total operating revenue	<u>22,829,564</u>	<u>30,585,991</u>	<u>23,738,916</u>	✗
Capital Income				
Grants, subsidies, contributions and donations	5,995,798	11,521,507	6,190,139	✗
Total capital income	<u>5,995,798</u>	<u>11,521,507</u>	<u>6,190,139</u>	
Total income	<u>28,825,362</u>	<u>42,107,498</u>	<u>29,929,055</u>	✗
Expenses				
Recurrent Expenses				
Employee Benefits	11,515,119	10,930,374	10,548,672	✗
Materials & Services	8,350,688	12,180,414	11,513,592	✓
Finance costs	23,705	32,000	25,509	✓
Depreciation	4,408,830	4,403,124	4,886,501	✗
	<u>24,298,342</u>	<u>27,545,911</u>	<u>26,974,274</u>	✓
Capital expenses	0	0	0	
Total expenses	<u>24,298,342</u>	<u>27,545,911</u>	<u>26,974,274</u>	✓
Net result	<u>4,527,020</u>	<u>14,561,586</u>	<u>2,954,781</u>	✓

Cash Position

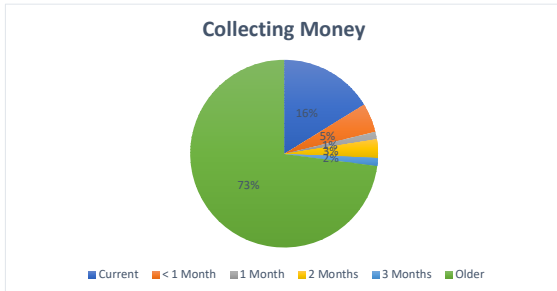
All numbers are year to date up until 30-April-2026



Assets		Liabilities	
Cash at bank Unrestricted	4,174,375	Creditors	2,045,141
Cash at bank Restricted	21,554,221	GST	85,126
Debtors	2,743,771	PAYG	308
	<u>28,472,368</u>	Employee entitlements	733,312
			<u>2,863,888</u>

Receivables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
390,968.14	120,403.17	30,356.89	76,957.13	32,857.15	1,754,981.37	2,406,523.85
30%	8%	2%	2%	2%	56%	100%

Payables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
944,676.48	702,886.49	87,109.61	14,942.83	52,937.07	242,588.83	2,045,141.31
46%	34%	4%	1%	3%	12%	100%



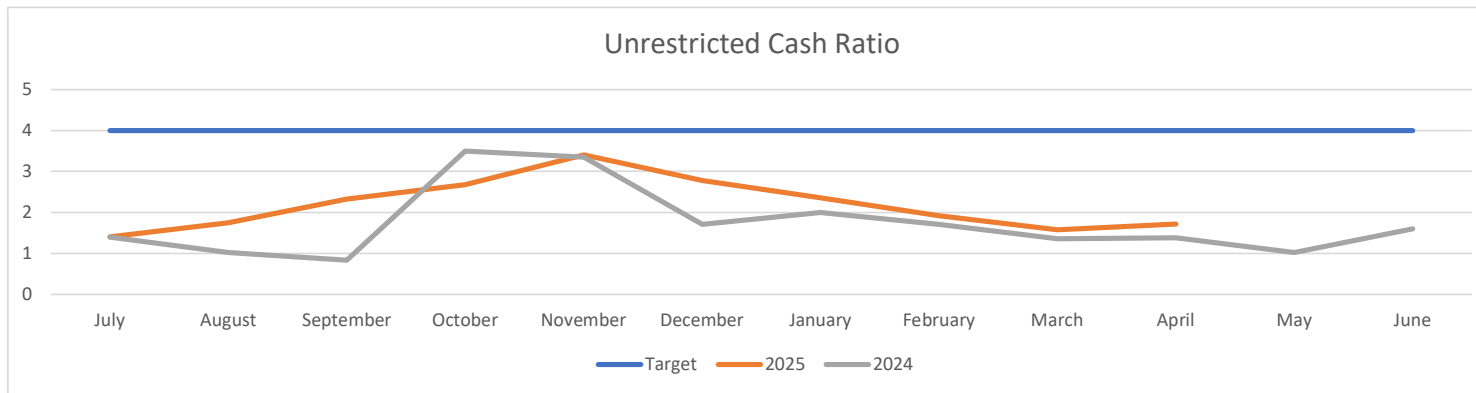
Who owes us money (Debtors) But hasn't paid soon enough	Over 90 days	Total	Comments
Dept of Energy & Public Works - QBuild BASFW2	109,737	435,077	
GRAC (Gulf Regional Aboriginal Corporation)	224,340	224,340	
GUNUNAMANDA LIMITED T/A Gununamanda Store	388,376	430,380	Referred
HC Building and Construction	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	\$1,754,981	\$2,406,524	

Cashflow

All numbers are year to date up until

30-April-2026

Account	Jul 2025	Jan 2026	Mar 2026	Apr 2026
Normal Business				
Money in	2,405,480.60	1,184,702.94	1,249,564.04	1,971,680.52
Money Out	(1,824,792.77)	(2,272,871.73)	(2,707,762.94)	(1,850,321.83)
Difference	580,687.83	(1,088,168.79)	(1,458,198.90)	121,358.69
Capital Grants				
Money in	0.00	146,594.52	0.00	675,346.74
Money Out	(533,825.62)	(132,088.97)	(113,517.65)	(597,922.68)
Difference	(533,825.62)	14,505.55	(113,517.65)	77,424.06
Other (Super BAS)	4,441,146.52	24,386.39	143,483.33	118,706.52
	4,441,146.52	24,386.39	143,483.33	118,706.52
	4,488,008.73	(1,049,276.85)	(1,428,233.22)	317,489.27
Bank				
Start	3,662,639.00	6,872,305.50	5,285,458.48	3,856,886.18
Difference	4,488,008.73	(1,049,276.85)	(1,428,233.22)	317,489.27
End	8,150,647.73	5,823,028.65	3,857,225.26	4,174,375.45



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

Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✓		21/05/2026	FBT return due in 1
Workcover	✓		15/09/2026	
Audit 2026	✓		31/010/2026	
Grant reporting	✓		11/05/2026	On target
Paying Invoices	✓	Ongoing		Up-to-date and clear
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	–	Ongoing		Progressing met with
Policies	–	Over		To be reviewed and
Budget 2027	✓		1/06/2026	
Debt Recovery	–			Solid improvement
Contracts Register \$200k+	✗			Tender has been re
Contracts Register All	✗			Resources to be all

Measures of Financial Sustainability

Operating Surplus Ratio

Target: 0%

Net operating result divided by total operating revenue

-10%

Operating Cash Ratio

Target: Greater than 0%

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

10%

12.2 Interim Audit Report – 2026

Author: Chief Financial Officer

Attachments: Interim 2026 Report – 11 Pages

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to present Elected Members with an update on the latest results from the Interim Audit undertaken during April for the 2025/26 Financial year.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council has been working proactively to ensure that audits of financial statements are realigned to expected timelines by the QAO. This has meant that interim audits are done in a timely manner, typically by May of each year.

During the month of April, we successfully undertook our interim audit with BDO, and most notably, without any new control deficiencies in information systems, revenue, payroll, procurement and expenditure.

This is the result of a great team effort and a continued focus of the Council to ensure that compliance is a priority in our day to day operations.

We still have historical deficiencies to continue to work through and expect that a number of these will be resolved in the Final Audit. Based on the current program, we are aiming to have our Financial Statements signed by the 19th October 2026, which is before the statutory deadline of the 30th October 2026.

Attached is the full Interim 2026 report for your review.

FINANCIAL & RESOURCE IMPLICATIONS

Council is mostly operating within 2025/26 budget allocations.

RECOMMENDATION

That Council receive and note the 2026 Interim Audit report.



2026 INTERIM REPORT

Mornington Shire Council

30 April 2026

Mr Richard Sewter
Mayor
Mornington Shire Council

Dear Mr Sewter

2026 Interim report for Mornington Shire Council

The purpose of this report is to update you on the progress of the Queensland Audit Office's (QAO) external audit on your financial statements for the financial year ending 30 June 2026.

We recently completed our first phase of testing, which focused on gaining assurance over your Council's key financial processes up to February 2026. These procedures focused on confirming if key controls operate effectively, transactions are accurate, and accounting estimates are appropriately treated. We also consulted management on significant or emerging matters affecting the financial statements.

The audit is progressing in line with the original external audit plan and timelines, with no delays or changes to the scope of our audit or cost.

Key observations arising from our audit

In this phase, we did not identify any new control deficiencies in information systems, revenue, payroll, procurement, expenditure. Management's continued attention to these areas will help maintain strong financial management, demonstrate good stewardship of public resources, and support the ongoing efficiency of our audit.

Other emerging matters

During this phase, no new matters or difficulties have arisen that require management's attention. The audit is progressing as planned, and there are currently no new issues that are expected to affect the financial statements or our overall audit approach.

Next steps

During our next phase of testing in October 2026, we will follow up with your management on their corrective actions for the audit issues we identified. During that testing, our audit will focus on the accuracy and completeness of balances and disclosures in the annual financial statements. Between now and the final audit visit we will review the proforma financial statements and the results of your index valuation carried out for property, plant and equipment.

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

I thank your team for their positive engagement over our interim testing. If you have any questions or would like to discuss this report, please contact me on 4046 0044.

Yours sincerely



Greg Mitchell
Partner
BDO Audit (NTH QLD) Pty Ltd

Enc.

cc. Gary Uhlmann, Chief Executive Officer

1. Areas of audit focus

In our external audit plan, we identified those items and areas with highest risk of material misstatement, based on both likelihood and financial impact. The table below outlines these areas of audit focus and our progress in addressing these risks.

Risk short description	Inherent risk	Control reliance	Audit progress
<p>Valuation of non-current assets</p> <p>Valuations contain significant judgements and assumptions. Desktop valuations will be completed on all asset classes in the 2026 financial year.</p>	Significant	N	2026 valuations have not been finalised yet. Management have advised the valuation results will be made available to us for review in June.
<p>Contract assets and liabilities</p> <p>Council has various grant funded projects; a number of these are not completed in the same financial year as the funding is received. Judgements are applied in determining the timing and amount of revenue to be recognised. Audit differences identified in prior year.</p>	Significant	N	Management was not expected to have completed the grants workpaper for our planning/interim visit. In recent years we have worked with management to develop a standard template that includes the information needed for audit purposes. We will review grants recognition as part of the year end audit procedures.
<p>Occurrence and validity of expenditure</p> <p>Council has material expenditure and payroll costs. In recent years the cost of providing Council services has significantly increased. Council has a large number of contracts for procurement of goods and services. Significant deficiencies were identified in relation to procurement.</p>	Significant	Y	<p>We have started controls and substantive testing over a sample of expenditure up to 28 February 2026. From our testing to date, we did not identify any errors. We will complete expenditure test as part of the year end audit.</p> <p>We are continuing to work with management through ongoing discussions to understand the actions taken to address the significant procurement deficiencies and control weaknesses related to vendor master file changes related to prior years.</p>

Public sector audit objectives

The *Auditor-General Act 2009* and *Auditor-General Auditing Standards* provide the overarching public sector audit objectives we apply to our financial audits. While our audit focus may change year-to-year, we assess the broader public sector objectives of probity, propriety, and compliance, to give parliament assurance that there is appropriate stewardship over public sector entities.

We have commenced testing on the following areas:

- Procurement – compliance with policies, prescribed legislation, delegated authority and value for money considerations
- Contract management – monitoring of deliverables, extensions, and variations, awarding of contracts and disclosure of high value contracts.

From our sample testing of procurement and contract management, we did not identify any exceptions. We are continuing to work with management through ongoing discussions as part of the audit.

2. Status of audit issues

Internal control issues



The following table identifies the number of deficiencies in internal controls, and other matters we have identified. 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.

Ratings	Significant deficiencies S	Deficiencies D	Other matters* O
Description	A serious internal control issue that requires immediate action by management due to risk of material misstatement, financial loss, or non-compliance.	An internal control weakness that management is expected to address promptly to prevent misstatements or non-compliance.	A recommendation to improve internal control efficiency or effectiveness, with implementation at management's discretion.
New issues raised in this report	-	-	-
Matters previously reported – work in progress or resolved pending audit clearance	12	5	1
Matters previously reported – resolved in this report	-	-	-

Note: *Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

Financial reporting issues






This table identifies the number of financial reporting issues we have identified. 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.














Year and status	High risk H	Medium risk M	Low risk L
Description	A high likelihood of a material misstatement in one more components of the financial statements, or there is the potential for financial loss, including fraud.	A medium likelihood of a material misstatement in one or more components of the financial statements.	A low likelihood of a material misstatement in one more components of the financial statements.
New issues raised in this report	-	-	-
Matters previously reported – work in progress or resolved pending audit clearance	-	-	1
Matters previously reported – resolved in this report	-	-	-




Matters previously reported

This section provides an update on the status of matters previously reported on internal controls and financial reporting issues.

Ref.	Rating	Issue	Status
25CR-1		<p>Insufficient credit card policies and procedures</p> <p>Category: Expense controls and expense management</p> <p>A number of issues identified stemming from the lack of formally implemented credit card policy.</p>	<p>Work in progress</p> <p>Management acknowledges the issues raised and is proactively working to resolve in the 2026FY.</p> <p>Responsible officer: Chief Financial Officer/ Director of Human Resources</p> <p>Action date: 30 June 2026</p>
25CR-2		<p>Lack of independent verification of supplier masterfile changes</p> <p>Category: Expense controls and expense management</p> <p>We identified two instances whereby there was no documentation of evidence retained to confirm that independent verification occurred.</p>	<p>Work in progress</p> <p>Management has directed responsible staff to ensure sufficient records are kept.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: 31 March 2026</p>
25CR-3		<p>Centralised fixed asset register</p> <p>Category: Other</p> <p>Council does not maintain a centralised asset register that can be reconciled to the general ledger at year end.</p>	<p>Work in progress</p> <p>A new ERP system is going to be implemented to allow a fully integrated asset register.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: 31 December 2026</p>
24CR-1		<p>Non-compliance with Local Government Regulations</p> <p>Identified non-compliance with the Local Government Regulation in relation to the following matters:</p> <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 	<p>Work in progress</p> <p>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.</p> <p>Responsible officer: Director Corporate and Community</p> <p>Action date: June 2026</p>
24CR-2		<p>Non-compliance with procurement policy and Local Government Regulations</p> <p>Identified non-compliance around procurement in relation to the following matters:</p>	<p>Work in progress</p> <p>Further instances of the non-compliance issues documented were identified during testing in the 2025 financial year.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: June 2026</p>

Ref.	Rating	Issue	Status
		<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 <p>Insufficient documentation and resolutions to evidence procurement steps followed for large-sized contractual arrangements</p>	
24CR-3		<p>Unsuitable procurement of a contract</p> <p>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.</p>	<p>Work in progress</p> <p>The instance identified was also relevant in the 2025 financial year.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: June 2026</p>
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-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>
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>

Ref.	Rating	Issue	Status
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>
21IR-1		<p>Completeness of accommodation revenue</p> <p>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.</p>	<p>Work in progress</p> <p>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.</p> <p>Responsible officer: Financial Accountant</p> <p>Original action date: March 2022</p> <p>Revised action date: June 2026</p>
25CR-4		<p>Expired and absent lease agreements</p> <p>Category: Revenue controls and revenue management</p> <p>A number of instances were identified whereby lease agreements were either expired or not formally executed.</p>	<p>Work in progress</p> <p>Management is currently working with an external legal party to updated and execute all leases.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: 30 June 2026</p>
25CR-6		<p>Accessibility of documents on Council's website</p> <p>Category: Other</p> <p>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.</p>	<p>Work in progress</p> <p>Management is currently working on a new website that will be easier to use and disclose all key documents.</p> <p>Responsible officer: Director of Corporate & Communications</p> <p>Action date: 30 June 2026</p>
25CR-7		<p>Insufficient disclosure of conflicts-of-interest</p> <p>Category: Governance and risk management</p> <p>Instances of non-compliance with s150A and s201C of the <i>Local Government Act 2009</i> were identified from work performed.</p>	<p>Work in progress</p> <p>Management is working to resolve ongoing concern relates to register and implement process.</p> <p>Responsible officer: Director of Corporate & Communications</p> <p>Action date: 30 June 2026</p>
25CR-8		<p>Errors in annual leave provision calculation</p> <p>Category: Other</p> <p>Issues were identified in relation to the calculation, resulting in a misstatement. This was caused the omission of an eligible employee and exclusion of workers compensation as an on cost.</p>	<p>Work in progress</p> <p>Management acknowledges issues and will ensure controls in place to manage going forward.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: 30 June 2026</p>

Ref.	Rating	Issue	Status
24CR-6		<p>Conflict of interest management</p> <p>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).</p>	<p>Work in progress</p> <p>Such policy has not yet been implemented and adopted.</p> <p>Responsible officer: Human Resources Manager</p> <p>Action date: June 2026</p>
25CR-5		<p>Excessive employee leave balances</p> <p>From review of annual leave balances, two employees were identified as having excessive annual leave balances, both exceeding 12 weeks.</p>	<p>Work in progress</p> <p>Management will undertake a review of balances and action any that are excessive.</p> <p>Responsible officer: Director of Human Resources</p> <p>Action date: 30 June 2026</p>
25CR-9		<p>Incorrect valuation and disclosure of employee benefits</p> <p>We identified two issues during review of disclosures:</p> <ul style="list-style-type: none"> - Values attributed to non-cash benefits were not determined in accordance with required valuation principles. - Council only disclosed rent contributions, as opposed to calculating the benefit provided. 	<p>Work in progress</p> <p>Management will work to improve this reporting in the 2026 financial year.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: 30 June 2026</p>

3. Key financial audit milestones

The following table details the current status of milestones for key financial reporting and audit deliverables.

Planning & Interim	Agreed date	Completed date
QAO interim testing visit	30 March – 10 April 2026	30 March – 10 April 2026
QAO issues external audit plan to client	23 April 2026	23 April 2026
MSC issues proforma financial statements to audit	19 June 2026	-
QAO issues feedback on proforma financial statements to client	26 June 2026	-
MSC issues asset valuations to audit	19 June 2026	-
QAO audit reviews asset valuations	10 July 2026	-
Final		
QAO provide schedule request list to client detailing requirements for audit visit	11 September 2026	-
MSC provides Final reconciled trial balance and supporting workpapers including disclosures for grants and property, plant and equipment	21 September 2026	-
QAO year-end visit	28 September – 9 October 2026	-
MSC complete draft financial statements to audit	28 September 2026	-
QAO issues feedback on draft financial statements to client	9 October 2026	-
QAO issues closing report summarising the audit findings to client	16 October 2026	-
MSC's management signs financial statements	19 October 2026	-
QAO issues audit report including our audit opinion to client	19 October 2026	-
QAO issues final management report outlining the final audit findings to client	19 October 2026	-
MSC provides complete annual report to audit	19 November 2026	-
QAO provides feedback on annual report	25 November 2026	-

Key: Deliverables prepared by Mornington Shire Council's management.

If there are any issues/concerns in meeting these time frames, which were agreed at the planning phase, please discuss this with me and engagement manager, Shannon Williamson.



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12.3 Additional Signatures to Bank Accounts

Author: Chief Financial Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The Council bank accounts are used for operational purposes, such as payroll and creditor payments.

To ensure the efficient operation of the account and to reflect recent changes in our organisation's structure, we propose the following updates to the list of authorised signatories, as stated below.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Due to changes in the organisation we are now lacking signatories to our bank accounts on critical pay days (Payroll and Creditors) and need to ensure that we are able to undertake these actions without delay.

Addition of New Signatories

The following individuals are to be added as authorised signatories to the Council bank accounts:

- Matthew Fox, Director of Corporate and Communications
- Monnicca Noipo, Financial Services Coordinator

Removal of Existing Signatories

- Skye Price, Previous Director of Community and Corporate

FINANCIAL & RESOURCE IMPLICATIONS

None.

RECOMMENDATION

The Council resolves to update the authorised signatories for the bank accounts by Council and directs the Chief Financial Officer to notify the banks of this resolution and provide any necessary documentation to effect these changes.

13 Project Management Office

13.1 Projects Office – Postal Numbering of Lot 926 Lardil Street

Author: Chief Financial Officer

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to allocate house numbering to the new development located at Lot 926 Lardil Street.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The new development at Lot 926 consists of four (4) houses and requires house numbers to be allocated. The property spans two streets: Wengka Street and Lardil Street.

Key Considerations:

1. Wengka Street:

- The existing sequential numbering on Wengka Street has been exhausted.
- Allocating a number to Lot 926 on Wengka Street would require breaking the sequential order, potentially causing confusion for residents and emergency services.

2. Lardil Street:

- Lardil Street has available numbers that allow for logical and sequential allocation.
- The most suitable option is to assign the numbers **136A, 136B, 136C, and 136D Lardil Street** to the four houses.

A map showing the location of Lot 926 and the proposed numbering is included below for Council's consideration.



The selection of 136 to this site, will allow for Lot 925, when developed in the future, to become 135 Lardil Street.

FINANCIAL & RESOURCE IMPLICATIONS

None.

RECOMMENDATION

That Council approve the allocation of house numbers **136A, 136B, 136C, and 136D Lardil Street** for the development at Lot 926.

13.2 Projects Office – Masterplan Monthly Update - April

Author: Chief Financial Officer

Attachments: PMO Reporting to Council April 2026 – 1 Page

PURPOSE (EXECUTIVE SUMMARY)

The Project Management Office (PMO) is a department within Council that focuses purely on the delivery of key capital projects to the community. The purpose of this report is to provide the Mayor and Councillors a view of the works being undertaken (the Master Planning Scheme) and the indicative finish dates for their noting.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

This month there has been significant progress on key projects:

- Lot 926 has progressed to delivery, with Queensland Kit Homes officially handed the site. Ground works have been completed and slab works will be undertaken from mid May.
- Motel units- final inspections were undertaken in Brisbane prior to transportation. The workmanship by Oly Homes has been impeccable and we know that these will be a huge asset for our Accommodation department for years to come. Look out for the delivery of these starting from late May onwards, with completion due by 30th June 2026.
- Built Form Design report consultation has been undertaken, with over 30 participants informing the design of how they want houses to be designed going forward. This is critical work that will directly inform the work to be undertaken on Lardil Street, currently flagged for 13 houses.
- Plug Ins – sites have been measured up and initial feasibility related to what type of builds (modular or built) on each site has been completed. Next will be to clear the sites for survey of services to sites.
- Tavern – final reports have been received from the Electrical Engineer, Plumber and Designer. This has highlighted further foundational works to be undertaken than initially assessed. Scoping of works being undertaken prior to going to Tender.
- Seawall – Tender documents prepared and ready to release in May.

FINANCIAL & RESOURCE IMPLICATIONS

Most capital projects are operating within assigned budgetary and grant funding parameters for 2025/26.

RECOMMENDATION

That Council receive and note the periodic Capital Projects Office Masterplan overview for April 2026.

PMO PROJECTS

30/04/2026

Project Name	Project stage	Project Timing	Start Date	Completed/ Indicative Finish Date	Comments
Tech Services Shed	Works Completed	Within Timeframe	9/04/2025	7/11/2025	Further works will be needed for electrical works and ramping into site for vehicles.
Cool Room Freezer Installations	Works Underway	30-60 Days	1/09/2025	23/01/2025	Concrete currently curing and will be ready 21/5. Then will slowly cool down plus install pallet racking
30 Lardil Street	Works Completed	Within Timeframe	29/08/2025	15/01/2026	Tenant already occupying property. Works completed early March.
152 Lardil Street	Works Underway	60+ Days	10/02/2025	30/01/2026	Defects have been collated. Qbuild to assess when they are able to come to site and finalise.
Library Rectification Works	Works Completed	Within Timeframe	10/02/2025	19/12/2025	
Lot 926 - 4 x Houses	Works Underway	Future	10/02/2025	23/04/2026	Works onsite with plumbing and initial electrical complete. Slab pour to start mid May.
Motel Expansion - 4 units	Works Underway	30-60 Days	10/02/2025	31/05/2026	Project into Build and mobilisation stage. Motel units to site by 25/5, with works to be completed by 30/6
Seawall & Foreshore Project	Planning	Future	1/09/2025	23/11/2027	Design tender out to market. Awaiting outcome to proceed. Stakeholder engagement already undertaken; however formal discussions with GRAC to be finalised.
Plug In 286a Mukakiya St - 3 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug In 323A Mukakiya St- 3 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug in 126B Wengka St- 2 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug in 254 Warddirrkan Street - 4 bed	Planning (F)	Future	19/01/2026	18/12/2026	
Plug in 205 Lardil - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 192 Yarrabarkan Street - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 9 Lardil St - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	Sites confirmed and have been measured up to ensure feasibility before going to tender. Next steps are to clear the sites ready for services survey.
Plug in 16 Lardil St - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug in 103 Wurruku Cres - 2 Bed	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In -19 Lardil Street	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In - 251 Lardil Street	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In - 16 Lardil Street	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In - 327 Mukakiya Street	Planning (F)	Future	1/06/2026	25/06/2027	
Plug In -318B Wangi Close	Planning (F)	Future	1/06/2026	25/06/2027	
Tavern Kitchen upgrade	Planning	60+ Days	10/02/2025	23/10/2026	Final review being undertaken, with investigations finding that more foundational work needs to be undertaken that had first been expected (Plumbing and Electrical). Costings being undertaken.
Water Treatment Plant	Planning (F)	TBD	31/07/2025	13/10/2026	Tender awarded by State, with further negotiations of contract details to be undertaken
Council Building upgrades (Tech Services/Bakery)	Concept	Unknown Timeframe	16/02/2026	16/09/2027	Prioritisation of other projects (social housing) have put this project behind schedule and will be revisited in the new year
Lot 911 Lardil - 13 Dwellings	Planning (F)	Future	1/02/2027	1/12/2028	Built Form Design report being completed that will directly inform the lay out of this site. Initial findings have been discussed with the Department of Housing to understand appetite for change in plans.
Lot 9 Cemetary Road - Staff Housing	Planning (F)	Future	1/07/2026	26/06/2029	Funds have been reallocated to the refurbishment of VAC 1 units, with 14 total to be upgraded.

14 Community

14.1 Community Report – April 2026

Author: Manager Community

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Community activities for the month of April 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

This reporting period has focused on maintaining community services, strengthening community engagement opportunities, and continuing to support safe and inclusive spaces across Gununa despite several operational challenges. Key areas of focus included ongoing strategic planning for the Community Laundry, delivery of school holiday and community programs, continued investment in sport and recreation infrastructure, and collaborative support for young people following the temporary closure of the Gununa Youth Hub. Community participation across events and activities remained strong, reflecting the continued importance of accessible, community-focused programs and spaces that promote wellbeing, connection, and positive engagement.

Community Laundry

The Community Laundry Team continue to work towards establishing a clear strategic direction for the facility, with priorities being guided by ongoing user feedback. Access to transport and additional shaded areas remain the two most requested improvements, both of which are currently being planned for implementation in the near future.

Goobalathaldin Knowledge Centre (GKC)

- The Goobalathaldin Knowledge Centre (GKC) school holiday program was well received, with additional staffing support provided through the Youth Hub.
- Two Mornington Island eSports teams participated in an inter-community round robin competition against five other communities. The senior team was once again successful in winning the competition, with the State Library of Queensland currently coordinating a Grand Final event to be held in Brisbane in the near future.

Gununa Youth Hub

- The Gununa Youth Hub sustained considerable damage following a break-in on 4–5 April 2026, resulting in the closure of the facility for the foreseeable future.
- Staff dedicated significant time to cleaning the facility and assessing damaged equipment to support both police and insurance reporting requirements.
- Following the clean-up, staff have continued supporting young people by assisting with increased patronage at the IKC and working alongside the Police-Citizens Youth Clubs to ensure safe youth spaces remain available within the community.
- Post clean-up, staff have split their time between supporting the additional patronage at the IKC and supporting the PCYC ensuring youth across the community have a safe space

open to them.

- In response to the action arising from last month's community report, the breakdown of attendees was as follows (insert table). Of those in the 5 & under category, 5 visitations were aged 0-1.

Sport and Recreation

- The new cardio machines have arrived and been installed as has the new lat pulldown / seated row machine, new bench press and medicine balls (including storage).
- Some new rubber flooring has been installed, although there is still more to be delivered.
- Equipment still to arrive include:
 - Speedball;
 - Ski cross trainer;
 - Pilates reformer;
 - Yoga mats;
 - Kettlebells; and
 - Boxing gloves

Community Events

Community events for this reporting period included:

- Community Colour Fun Run and Walk – held on Saturday, 18 April this event was well received by community. Although the initial participant numbers were not as high as hoped, having the route through town encouraged many additional community members to join the event, either helping at one of the stations, encouraging participants or simply joining in. A Halloween themed colour fun run/walk has been set for Saturday, 31 October.
- Monthly Movie Night – held on Friday, 24 April, Lilo & Stitch (the live action version) was the movie of choice. This movie was well received with many new families coming along to the event.
- ANZAC Day – held on Saturday, 25 April, ANZAC Day saw a great community turnout. Improvements are already in talks for next year's event.
- Elder's Morning Tea – although originally scheduled to be held on Tuesday, 28 April, this event was postponed until Thursday, 7 May.

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 April 2026.

15 CORPORATE AND COMMUNICATIONS

15.1 Corporate & Communications Report – April 2026

Author: Director Corporate & Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Governance

Work has continued on compliance activities through April. Multiple administrative policies have been up-issued and made available to staff to achieve compliance and to guide employee behaviour and performance. In addition, statutory policies have also been developed and presented to Council for approvals in this report.

Planning has progressed to remove the backlog of Annual Reports council has accumulated over the past three years whilst the QAO audits have been brought back to date.

CEO to Employee administrative delegations have been issued to applicable council staff and work has continued to provide support and training to delegates to ensure compliance is met going forward.

Information and Communications Technology

There were three (3) incidents requiring CCTV footage throughout the month.

- Youth Hub Break and Enter
- Housing Office Car Park Fire
- Warehouse Break and Enter

Training and remediation on the electronic Data and Records Management System has continued throughout the month.

No Cyberscecurity incidents were reported.

Communications

Website migration was completed on 12 April and work has continued towards compliance with policies uploaded as they have been approved by Council. Feedback from website visitors has been mostly positive and planning has commenced on website upgrade and improvement activities base on feedback provided.

FINANCIAL & RESOURCE IMPLICATIONS

Corporate and Communications are operating within the 2025/26 budget.

RECOMMENDATION

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

15.2 Policy Adoption – Information Privacy Policy

Author: Director Corporate & Communications

Attachments: MSC-STAT-016 – Information Privacy Policy (draft) – 10 Pages

PURPOSE (EXECUTIVE SUMMARY)

The attached statutory policy contributes to Council’s information-handling framework under the Information Privacy Act 2009 (QLD) and the Right to Information Act 2009

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Queensland Privacy Principles (QPPs), introduced by the Information Privacy and Other Legislation Amendment Act 2023 (Qld), commenced on 1 July 2025. QPP 1 requires Council to have a clearly expressed and up-to-date privacy policy that describes how it manages personal information.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications.

RECOMMENDATION

That Council adopts the Mornington Shire Council Information Privacy Policy.

Information Privacy Policy

Policy Information			
Policy Name	Information Privacy		
Policy Number	MSC-STAT-016		
Type	Statutory Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	May 2026
Records No.		Next Review Date	June 2027

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

1. Purpose

- 1.1. This policy sets out how Council will comply with its obligations under the Information Privacy Act 2009 (Qld) (IP Act) to protect the personal information it holds. It establishes Council’s commitment to managing personal information in accordance with the Queensland Privacy Principles (QPPs) and describes how Council will collect, hold, use, disclose and otherwise handle personal information.
- 1.2. The QPPs commenced on 1 July 2025, replacing the former Information Privacy Principles (IPPs) and National Privacy Principles (NPPs). The Mandatory Notification of Data Breach (MNDB) scheme applies to local government from 1 July 2026.
- 1.3. Under QPP 1, Council must have a clearly expressed and up-to-date privacy policy that explains how it manages personal information. This policy fulfils that obligation.
- 1.4. As this is a Statutory Policy, it operates as a combined policy and procedure. It goes beyond what is normally required in a policy as it needs to meet the requirements detailed in the relevant legislation. This policy must be published on Council’s website, made available free of charge and in an appropriate form.

2. Commencement

- 2.1. This policy commences on the Approval Date. It replaces any previous policy of the same intent.

3. Scope

- 3.1. This policy applies to all Elected Members, employees, contractors, volunteers, consultants and agents of Council.

- 3.2. It applies to all personal information held by Council, whether in electronic or physical form, including personal information collected before the commencement of the IP Act.
- 3.3. It extends to Contracted Service Providers who are bound to comply with the QPPs in relation to personal information handled on Council’s behalf.

4. Terms and Definitions

Term	Definition
Contracted Service Provider	A service provider bound by a contractual arrangement with Council under which the provider is required to comply with the QPPs in relation to personal information handled for Council.
Council	Mornington Shire Council
Information Commissioner	The Queensland Information Commissioner.
IP Act	The Information Privacy Act 2009 (Qld).
OIC	The Office of the Information Commissioner (Queensland).
Personal information	Information or an opinion about an identified individual, or an individual who is reasonably identifiable from the information or opinion, whether the information or opinion is true or not and whether recorded in a material form or not.
Personnel	All Elected Members, employees, contractors, volunteers, consultants and agents of Council.
Privacy statement	A publicly accessible document maintained on Council’s website that provides plain-language information about what personal information Council collects, how it is collected, how it is used and disclosed, how it is secured, and how individuals can access and correct their personal information. The privacy statement is a separate document from this policy.
QPPs	The Queensland Privacy Principles set out in Schedule 3 of the IP Act.
QPP privacy policy	This policy, being the privacy policy required under QPP 1.
Sensitive information	Has the same meaning as in Schedule 5 of the IP Act, and includes information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal

	record; health information; genetic information that is not otherwise health information; biometric information used for automated biometric verification or identification; and biometric templates.
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5. Roles and Responsibilities

Role	Responsibilities
All Personnel	<ul style="list-style-type: none"> • Read and understand this policy. • Comply with the QPPs and this policy in all dealings with personal information. • Collect, use and disclose personal information only for authorised purposes. • Report any actual or suspected data breach immediately in accordance with the Data Breach Statutory Policy. • Complete privacy training as required. • Immediately report any actual or suspected non-compliance to their supervisor, manager or the Responsible Manager. • Cooperate with any investigation or response activity under this policy. • Comply with recordkeeping obligations.
Manager	<ul style="list-style-type: none"> • Identify and escalate concerns within area of responsibility which may enliven the requirements of this policy. • Ensure Personnel within their area of responsibility are aware of and comply with this policy.
Responsible Manager (Privacy Officer or equivalent)	<ul style="list-style-type: none"> • Oversee Council’s compliance with the IP Act and the QPPs. • Maintain and update this policy. • Manage privacy complaints and enquiries. • Coordinate data breach responses in accordance with the Data Breach Statutory Policy. • Ensure Personnel receive privacy training. • Report to the Chief Executive Officer on privacy compliance. • Oversee review and remediation processes.
Chief Executive Officer	<ul style="list-style-type: none"> • Has overall accountability for Council’s compliance with the legislative requirements underpinning this policy. • Ensure sufficient resources are allocated to privacy management. • Ensure this policy is published on Council’s website.

6. Policy

6.1. Council's Commitment

- 6.1.1. Council recognises that privacy is a fundamental human right. The Human Rights Act 2019 (Qld) provides that a person has the right not to have their privacy unlawfully or arbitrarily interfered with. Council will act compatibly with this right in all its functions and activities.
- 6.1.2. Council is committed to protecting the privacy of individuals whose personal information it holds. Council will:
- a) Comply with the QPPs and any QPP codes approved under the IP Act.
 - b) Manage personal information in an open and transparent way.
 - c) Collect only the personal information that is reasonably necessary for, or directly related to, Council's functions and activities.
 - d) Take reasonable steps to ensure personal information is accurate, up-to-date, complete, relevant and not misleading.
 - e) Protect personal information from misuse, interference, loss and from unauthorised access, modification or disclosure.
 - f) Comply with the MNDB scheme from 1 July 2026, in accordance with the Data Breach Statutory Policy.
 - g) Provide individuals with access to their personal information and the ability to request correction, in accordance with the Right to Information Act 2009 (Qld).
 - h) Ensure Personnel receive appropriate training on their privacy obligations.

6.2. Queensland Privacy Principles

- 6.2.1. Council must comply with the following QPPs in its handling of personal information:
- 6.2.2. QPP 1 — Open and transparent management of personal information
- a) Council must take reasonable steps to implement practices, procedures and systems to ensure compliance with the QPPs and to enable it to deal with inquiries or complaints about its privacy practices.
 - b) Council must maintain this Information Privacy Policy in a clearly expressed, up-to-date form and make it available free of charge.
 - c) In addition to this policy, Council will maintain a publicly accessible privacy statement on its website that provides plain-language information about what personal information Council collects, how it is collected, how it is used and disclosed, how it is secured, and how individuals can access and correct their personal information.
- 6.2.3. QPP 2 — Anonymity and pseudonymity
- a) Where it is lawful and practicable, individuals must have the option of not identifying themselves, or of using a pseudonym, when dealing with Council.
- 6.2.4. QPP 3 — Collection of solicited personal information
- a) Council must not collect personal information unless the information is reasonably necessary for, or directly related to, one or more of Council's functions or activities.
 - b) Council must collect personal information only by lawful and fair means, and must collect information directly from the individual unless it is unreasonable or impracticable to do so.
 - c) Sensitive information must not be collected unless the individual consents and the information is reasonably necessary for Council's functions, or collection is required or authorised by law.

6.2.5. QPP 4 — Dealing with unsolicited personal information

- a) If Council receives personal information it did not solicit, it must determine whether it could have collected the information under QPP 3. If it could not have, and the information is not a public record, Council must destroy or de-identify the information as soon as practicable.

6.2.6. QPP 5 — Notification of the collection of personal information

- a) At or before the time of collecting personal information (or as soon as practicable afterwards), Council must take reasonable steps to notify the individual of matters including the purpose of collection, the consequences if information is not collected, and any usual disclosures of the information.

6.2.7. QPP 6 — Use or disclosure of personal information

- a) Council must not use or disclose personal information for a purpose other than the purpose for which it was collected (the primary purpose), unless an exception under QPP 6 applies, including where the individual consents, the use or disclosure is required or authorised by law, or the individual would reasonably expect the secondary use or disclosure.

6.2.8. QPP 10 — Quality of personal information

- a) Council must take reasonable steps to ensure that personal information it collects is accurate, up-to-date and complete, and that personal information it uses or discloses is accurate, up-to-date, complete and relevant, having regard to the purpose of use or disclosure.

6.2.9. QPP 11 — Security of personal information

- a) Council must take reasonable steps to protect personal information from misuse, interference, loss and from unauthorised access, modification or disclosure.
- b) Council must take reasonable steps to destroy or de-identify personal information when it is no longer needed for any purpose for which the information may be used or disclosed, subject to the requirements of the Public Records Act 2023 (Qld).

6.2.10. QPP 12 — Access to personal information

- a) On request, Council must give an individual access to personal information held about them, unless an exception applies. Applications for access are made under the Right to Information Act 2009 (Qld).

6.2.11. QPP 13 — Correction of personal information

- a) Council must take reasonable steps to correct personal information it holds to ensure it is accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose for which it is held. Applications for amendment are made under the Right to Information Act 2009 (Qld).

6.3. How Council Collects Personal Information

6.3.1. Council collects personal information in a variety of ways in the course of performing its functions and activities, including:

- a) Directly from individuals when they complete application forms, make enquiries, lodge complaints, attend Council facilities, or interact with Council online.
- b) From third parties, such as other government agencies, referees, or service providers, where it is unreasonable or impracticable to collect the information directly from the individual.

- c) Through Council's ICT systems, including website analytics, CCTV systems and other monitoring systems where authorised.

6.3.2. Council will not collect personal information by unlawful or unfair means.

6.4. How Council Uses and Discloses Personal Information

6.4.1. Council uses personal information for the purposes for which it was collected, including (for example) providing services, processing applications, managing rates and charges, managing employees and contractors, responding to enquiries, and meeting its legislative obligations.

6.4.2. Council may disclose personal information to third parties where the disclosure is authorised under QPP 6, including to other government agencies, law enforcement, professional advisers, and Contracted Service Providers who perform services on Council's behalf.

6.4.3. Council does not sell or trade personal information. Where Council discloses personal information to overseas recipients, it does so in accordance with the requirements of the IP Act and the overseas disclosure requirements set out in this policy.

6.4.4. Council may disclose work-related personal information of Personnel as part of normal business operations, including (for example) name, position title, work telephone number and work email address. This does not extend to the disclosure of private or sensitive personal information of Personnel.

6.5. Law Enforcement Functions

6.5.1. Council recognises that for a number of its functions, including (for example) local laws enforcement, animal management and parking enforcement, it may be classified as a law enforcement agency under Schedule 5 of the IP Act.

6.5.2. Where Council is performing law enforcement functions, certain QPPs may not apply to the extent that Council is satisfied on reasonable grounds that non-compliance is necessary for the performance of those law enforcement functions. Under the IP Act, the QPPs that may be disapplied are QPP 3.6, QPP 5, QPP 6 and QPP 10.1.

6.5.3. Where Council relies on this exemption, it must document the basis on which it is satisfied that non-compliance is necessary, and must limit the departure from the QPPs to what is reasonably required for the law enforcement purpose.

6.6. How Council Stores and Protects Personal Information

6.6.1. Council stores personal information in electronic records management systems, financial systems, human resource systems, and in physical files. Council takes reasonable steps to protect personal information from misuse, interference, loss and from unauthorised access, modification or disclosure, including through:

- a) Technical controls, as set out in the Information & Communications Technology Policy
- b) Access controls, as set out in the Information & Communications Technology Policy and other ICT Policies
- c) Physical security measures for paper-based records.
- d) Contractual obligations on Contracted Service Providers to comply with the QPPs.
- e) Training and awareness programs for Personnel, as set out in the ICT Policy

6.6.2. When personal information is no longer needed for any purpose for which it may be used or disclosed, Council will take reasonable steps to destroy or de-identify the information, subject to the requirements of the Public Records Act 2023 (Qld).

6.7. Overseas Disclosure of Personal Information

- 6.7.1. Council does not routinely disclose personal information to entities located outside Australia. However, in limited circumstances, personal information may be transferred or accessible overseas, including where:
- a) Council uses cloud-based services, software platforms or data storage hosted outside Australia.
 - b) Council engages international service providers for specific functions or projects.
 - c) Disclosure is required or authorised by law, or is made with the individual's consent.
- 6.7.2. Where Council discloses personal information to an overseas recipient, Council must comply with the IP Act. Council may disclose personal information to an entity outside of Australia only if one of the following applies:
- a) The individual has agreed to the disclosure.
 - b) The disclosure is authorised or required under a law.
 - c) The disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual or to public health, safety or welfare.
 - d) Two or more of the following apply:
 - i) Council reasonably believes the recipient is subject to a law, binding scheme or contract that effectively upholds principles substantially similar to the QPPs.
 - ii) The disclosure is necessary for the performance of Council's functions in relation to the individual.
 - iii) The disclosure is for the benefit of the individual but it is not practicable to seek their agreement, and they would likely agree.
 - iv) Council has taken reasonable steps to ensure the information will not be held, used or disclosed by the recipient inconsistently with the QPPs.
- 6.7.3. Where Council is likely to disclose personal information to entities outside Australia, Council will, where practicable, identify the countries in which those recipients are located and publish this information on its privacy webpage.
- 6.7.4. Council will maintain a record of any overseas disclosures of personal information, including the recipient, the country, the information disclosed, and the basis for the disclosure.

6.8. Data Breaches

- 6.8.1. From 1 July 2026, Council is subject to the MNDB scheme under Chapter 3A of the IP Act. Council's response to data breaches, including Eligible Data Breaches, is set out in the Data Breach Statutory Policy.
- 6.8.2. Personnel must immediately report any actual or suspected data breach in accordance with the Data Breach Statutory Policy.
- 6.8.3. This policy should be read in conjunction with the Data Breach Statutory Policy.

6.9. Privacy Complaints

- 6.9.1. An individual who believes Council has not complied with the QPPs may make a privacy complaint to Council.
- 6.9.2. Privacy complaints should be directed to the Responsible Manager in the first instance. Council will:
- a) Acknowledge the complaint in writing within ten (10) business days of receipt.

- b) Investigate and provide a substantive response to the complaint within forty-five (45) business days of receipt.
- c) Where it is not possible to respond within forty-five (45) business days, seek the complainant's agreement to an extension of time and provide written reasons for the extension.

6.9.3. If the individual is not satisfied with Council's response, they may make a complaint to the OIC. The OIC may mediate the complaint or, in certain circumstances, investigate and make a determination.

6.9.4. Council will manage privacy complaints in accordance with its Complaints Management Policy and Investigations Policy, ensuring consistency, fairness and procedural integrity. Council will maintain a record of all privacy complaints received and the outcomes, to support continuous improvement.

6.10. Access and Amendment

6.10.1. Individuals have the right to request access to personal information Council holds about them and to request amendment of that information where it is inaccurate, out-of-date, incomplete, irrelevant or misleading.

6.10.2. Applications for access and amendment are made under the Right to Information Act 2009 (Qld) and should be directed to Council's RTI Officer. No application fee is payable for access applications limited to documents containing the applicant's personal information, or for amendment applications.

6.10.3. Further details on the access and amendment process are set out in the Right to Information Statutory Policy.

7. Recordkeeping

7.1. All records relating to actions taken under this policy must be managed in accordance with the Public Records Act 2023 (Qld) and Council's records management requirements.

7.2. A single repository of information must be maintained to document each matter and the response, including all key decision-making records.

8. Training and Awareness

8.1. All Personnel must receive training on their privacy obligations under this policy and the QPPs as part of induction, and at least annually thereafter.

8.2. Training must include:

- a) What constitutes personal information.
- b) How to collect, use and disclose personal information lawfully.
- c) The obligation to report data breaches.
- d) How to handle privacy complaints and access requests.

9. Human Rights Consideration

9.1. Council is a public entity under the Human Rights Act 2019 (Qld) and must act and make decisions in a way that is compatible with human rights.

- 9.2. This policy has been assessed for compatibility with the human rights protected under the Human Rights Act 2019 (Qld).
- 9.3. This policy engages the right to privacy and reputation. The policy supports and promotes this right by establishing Council's obligations and procedures for the lawful management of personal information.

10. Evaluation of Policy

- 10.1. The success of this policy will be measured by:
 - a) Compliance with the QPPs and the IP Act.
 - b) Timely processing of privacy complaints and access requests.
 - c) Reduction in data breaches and privacy incidents.
 - d) Completion rates for Personnel privacy training.
 - e) Audit outcomes relating to personal information handling.

11. Related Legislation and Policies

- a) Information Privacy Act 2009 (Qld)
- b) Information Privacy and Other Legislation Amendment Act 2023 (Qld)
- c) Local Government Act 2009 (Qld)
- d) Local Government Regulation 2012 (Qld)
- e) Public Records Act 2023 (Qld)
- f) Human Rights Act 2019 (Qld)
- g) Data Breach Statutory Policy
- h) Right to Information Statutory Policy
- i) Information & Communications Technology Policy
- j) ICT Security Awareness Administrative Policy
- k) CCTV Policy
- l) Records Management Policy
- m) Employee Code of Conduct
- n) Councillor Code of Conduct
- o) Complaints Management Policy
- p) Investigations Policy

12. Publication

- 12.1. This policy must be published on Council's website in accordance with QPP 1 and must be made available free of charge and in an appropriate form.

13. Policy Breaches

- 13.1. Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.
- 13.2. Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council's relevant reporting processes and applicable Code of Conduct.

14. Policy Review

- 14.1. This policy is to be reviewed in accordance with the Governance Framework, and at least annually or following any material change to the IP Act or QPPs, to ensure it remains current and effective.
- 14.2. Council reserves the right to vary, replace, or terminate this policy from time to time.

15. Approval

This policy was duly adopted by resolution of Mornington Shire Council on [Insert date] (Resolution No. [Insert resolution number]) and shall hereby supersede any previous policies of the same intent.

15.3 Policy Adoption – Data Breach Policy

Author: Director Corporate & Communications

Attachments: MSC-STAT-017 – Data Breach Policy (draft) – 16 Pages

PURPOSE (EXECUTIVE SUMMARY)

The attached statutory policy contributes to Council’s information-handling framework under the Information Privacy Act 2009 (QLD) and the Right to Information Act 2009

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Information Privacy Act 2009 (Qld) requires Council to prepare and publish a policy about how it will respond to data breaches, including suspected eligible data breaches. The Mandatory Notification of Data Breach (MNDB) scheme under Chapter 3A of the Act applies to local government from 1 July 2026. Adoption of the Data Breach Statutory Policy before that date allows Council to operate compliantly when the scheme commences.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications.

RECOMMENDATION

That Council adopts the Mornington Shire Council Data Breach Policy.



Data Breach Policy

Policy Information			
Policy Name	Data Breach Policy		
Policy Number	MSC-STAT-017		
Type	Statutory Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	May 2026
Records No.		Next Review Date	June 2027

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

1. Purpose

- 1.1. This policy sets out how Council will prepare for, identify, contain, assess, notify and review data breaches, including Eligible Data Breaches, in accordance with the Information Privacy Act 2009 (Qld) (IP Act) and the Mandatory Notification of Data Breach (MNDB) scheme.
- 1.2. The MNDB scheme applies to local government from 1 July 2026. From that date, Council must take prescribed actions in responding to a data breach, including:
 - a) immediately taking all reasonable steps to contain and mitigate the data breach;
 - b) if Council does not know whether the data breach is an Eligible Data Breach, assessing within thirty (30) days whether there are reasonable grounds to believe the data breach is an Eligible Data Breach;
 - c) notifying other affected agencies; and
 - d) if Council knows or reasonably believes the data breach is an Eligible Data Breach, notifying the Office of the Information Commissioner (OIC) and the individuals whose personal information is the subject of the breach, unless an exemption to notification applies.
- 1.3. The MNDB scheme also requires Council to prepare and publish this Data Breach Policy on an accessible Council website.
- 1.4. As this is a Statutory Policy, it operates as a combined policy and procedure.

2. Commencement

- 2.1. This policy commences on the Approval Date. It replaces any previous policy of the same intent.

3. Scope

- 3.1. This policy applies to all elected members, employees, contractors, volunteers, consultants and agents of Council.
- 3.2. It applies to all personal information and other information held by Council, whether in electronic or physical form.
- 3.3. It extends to third party service providers, including Contracted Service Providers, where they hold personal information on behalf of Council or where a data breach by the third party may affect personal information for which Council is responsible.

4. Terms and Definitions

Term	Definition
Affected individual	As per section 47 of the IP Act, an individual to whom personal information the subject of an Eligible Data Breach relates, who is likely to suffer serious harm as a result of the data breach.
Australian Information Commissioner	The Australian Information Commissioner appointed under the Australian Information Commissioner Act 2010 (Cth).
Commonwealth Privacy Act	The Privacy Act 1988 (Cth).
Contracted Service Provider	A service provider bound by a contractual arrangement with Council under which the provider is required to comply with the Queensland Privacy Principles in relation to personal information handled for Council.
Council	Mornington Shire Council
Data breach	As per Schedule 5 of the IP Act, the unauthorised access to, or unauthorised disclosure of, information held by Council, or the loss of information held by Council where unauthorised access to, or unauthorised disclosure of, the information is likely to occur.
Data Breach Policy	This policy.
Data Breach Response Plan	A more detailed procedural document, which may be developed to complement this policy, setting out specific internal processes for managing and responding to a data breach.
Data Breach Response Team	The team convened by the Chief Executive Officer or delegate to manage a data breach that is assessed as medium or high risk. Membership may include representatives from privacy, ICT, cybersecurity, communications, human resources and

	legal functions, with senior executive involvement for serious breaches.
Eligible Data Breach	As per section 47 of the IP Act, a data breach involving personal information held by Council where: (a) there has been unauthorised access to, or unauthorised disclosure of, personal information and the access or disclosure is likely to result in serious harm to any of the individuals to whom the information relates; or (b) there has been loss of personal information in circumstances where unauthorised access to, or unauthorised disclosure of, the personal information is likely to occur, and if such access or disclosure were to occur, it would be likely to result in serious harm to any of the individuals to whom the information relates.
Held (or hold) in relation to personal information	Personal information is held by Council if the personal information is contained in a document in the possession, or under the control, of Council.
Information Commissioner	The Queensland Information Commissioner.
IP Act	The Information Privacy Act 2009 (Qld).
MNDB scheme	The Mandatory Notification of Data Breach scheme established under the IP Act.
OIC	The Office of the Information Commissioner (Queensland).
Personal information	Information or an opinion about an identified individual, or an individual who is reasonably identifiable from the information or opinion: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.
Personnel	All elected members, employees, contractors, volunteers, consultants and agents of Council.
Public record	Has the meaning given in the Public Records Act 2023 (Qld).
Register of Eligible Data Breaches	The register maintained by Council recording all Eligible Data Breaches.
Serious harm	To an individual in relation to the unauthorised access or unauthorised disclosure of the individual's personal information, includes for example:

	(a) serious physical, psychological, emotional or financial harm to the individual because of the access or disclosure; or (b) serious harm to the individual’s reputation because of the access or disclosure.
Suspected Eligible Data Breach	A data breach that Council reasonably suspects may be an Eligible Data Breach, but for which Council has not yet formed a reasonable belief.
TFN	A tax file number, being a unique identifier issued by the Commissioner of Taxation to individuals and entities for tax administration purposes.

5. Roles and Responsibilities

Role	Responsibilities
All Personnel	<ul style="list-style-type: none"> • Read and understand this Data Breach Policy and any Data Breach Response Plan. • Comply with the IP Act, including protecting personal information held by Council from unauthorised access, disclosure or loss. • Immediately report any actual or suspected data breach to their supervisor, manager or the Responsible Manager. • Cooperate with the Responsible Manager and/or the Data Breach Response Team in responding to a data breach. • Comply with recordkeeping obligations.
Responsible Manager (Privacy Officer or equivalent)	<ul style="list-style-type: none"> • Assess the severity of a data breach involving personal information and the likelihood that a breach will result in serious harm. • Escalate medium and high risk data breaches to the Chief Executive Officer. • Coordinate notification to the Information Commissioner, affected individuals and other parties where required, including publishing, monitoring and reviewing the currency of public notifications published to Council’s website. • Where a data breach is also a cyber security incident, immediately report to the ICT Manager (or equivalent) if not already reported, and coordinate to ensure both privacy and cybersecurity response requirements are met. • Maintain the Register of Eligible Data Breaches. • Oversee the post-breach review and remediation process.

	<ul style="list-style-type: none"> • Maintain and update this policy.
Manager	<ul style="list-style-type: none"> • Identify and escalate concerns within area of responsibility which may enliven the requirements of this policy. • Where a data breach is also a cyber security incident, immediately report to the Responsible Manager if not already reported.
Chief Executive Officer	<ul style="list-style-type: none"> • Has overall accountability for Council’s compliance with the MNDB scheme. • Convene the Data Breach Response Team when required. • Approve notification to the Information Commissioner and affected individuals for Eligible Data Breaches. • Ensure sufficient resources are allocated to data breach preparedness and response. • Ensure this policy is published on Council’s website. • Implement relevant cyber security management plans and related procedures where the data breach is also a cyber security incident.
Data Breach Response Team	<ul style="list-style-type: none"> • Manage a data breach that is assessed as medium or high risk, including where the breach is likely to cause serious harm to any affected individual or to Council’s systems. • Oversee containment, assessment, notification and post-breach review for serious data breaches. • Membership is determined by the nature of the breach and may include representatives from privacy, ICT, cybersecurity, communications, human resources and legal functions. • Subject matter expert teams may be co-opted depending on the source and nature of the data breach.

6. Principles

6.1. Council's response to data breaches will be guided by the following principles:

- a) **Accountability and transparency.** Council is accountable for the personal information it holds and will respond to data breaches openly and in accordance with its obligations under the Information Privacy Act 2009 (Qld).
- b) **Protection of affected individuals.** The interests of individuals whose personal information has been compromised are at the centre of Council's response. Notifications will give those individuals clear and timely information to take protective action.

- c) **Timely action.** Council will identify, contain and assess data breaches without delay and within the statutory timeframes set by the Information Privacy Act 2009 (Qld).
- d) **Proportionate response.** Council's response to a data breach will be proportionate to the seriousness of the breach, the sensitivity of the information involved, and the likelihood of harm to affected individuals.
- e) **Continuous improvement.** Each data breach will be reviewed to identify root causes and to inform improvements to Council's information handling, training and security controls.

7. Responding to a Data Breach

- 7.1. Council's response to a data breach follows six stages. The nature and extent of the response at each stage will be proportionate to the severity and scale of the data breach.

Stage 1: Preparation

- 7.2. Council will maintain the following preparedness measures to support an effective response to a data breach:
- a) This Data Breach Policy will be published on Council's website and made available to all Personnel.
 - b) Council will maintain relevant technical and organisational controls for identifying and detecting data breaches, as set out in the ICT Information Security Administrative Policy. These controls will include measures designed to prevent data breaches caused by human error (such as delayed sending of emails and access controls on bulk data), recognising that human error is typically the most common cause of data breaches.
 - c) Council will ensure Personnel receive security awareness training that includes how to identify and report a data breach, consistent with the ICT Security Awareness Administrative Policy.
 - d) Council will maintain contact details for the OIC, the Australian Information Commissioner (where relevant), and any external cyber incident response or legal service providers that may need to be engaged.
 - e) This policy will be tested and reviewed at least annually to ensure it remains current and effective. Testing may include tabletop exercises simulating data breach scenarios relevant to Council's operations.
 - f) Council will ensure its contracts with Contracted Service Providers include requirements for prompt notification to Council of any data breach affecting personal information held on Council's behalf, together with defined roles and responsibilities for assessment, remediation, information flow and notification.
 - g) This policy interacts with Council's broader systems, policies and procedures, including cyber incident response procedures, general incident and emergency management processes, communications strategies, and fraud and corruption prevention frameworks. Where a data breach also constitutes a cyber security incident, both this policy and any applicable cyber incident response procedures will be engaged concurrently.

Stage 2: Identification

- 7.3. A data breach may be identified through a range of internal and external sources, including Personnel reports, automated system alerts, reports from members of the public, notification from another agency, or notification from a Contracted Service Provider.
- 7.4. Not every data breach will be an Eligible Data Breach. A data breach can result from malicious external actions (such as a cyber-attack), internal human error (such as sending personal information to the wrong recipient, misplacing a physical file, or failing to redact personal information before publication), or a failure of systems or processes. Council should assume that human errors will be the most common cause of data breaches and should design systems and processes accordingly. An Eligible Data Breach always involves personal information and is likely to result in serious harm.
- 7.5. When a data breach is identified or suspected, Personnel must:
- a) Immediately report the breach to their supervisor or the Responsible Manager.
 - b) Record the date and time the breach was identified, the nature of the information involved, how the breach occurred (if known), and the actions taken.
 - c) Not attempt to investigate the breach independently.
- 7.6. The Responsible Manager will undertake an initial evaluation to determine the nature and scope of the breach, whether personal information is involved, and the appropriate risk level.
- 7.7. **Activation of the Data Breach Response Team**
- a) The Data Breach Response Team will be convened by the Chief Executive Officer (or delegate) where the initial evaluation indicates that a data breach is medium or high risk. Examples of circumstances that would typically warrant activation include:
 - i) A cyber-attack or ransomware incident affecting Council systems that store personal information.
 - ii) Unauthorised access to, or disclosure of, sensitive personal information such as health information, financial information, TFNs, or information relating to vulnerable persons (including children or domestic violence victim-survivors).
 - iii) A data breach affecting a large number of individuals.
 - iv) Loss or theft of an unencrypted device containing personal information.
 - v) A data breach that has attracted, or is likely to attract, public or media attention.
 - b) For lower-risk breaches (for example, a misdirected email to a single known recipient who has confirmed deletion), the Responsible Manager may manage the response without convening the Data Breach Response Team.

Stage 3: Containment and Mitigation

- 7.8. Upon becoming aware of a data breach, Council must immediately take all reasonable steps to contain the breach and mitigate any resulting harm. The specific containment and mitigation measures will depend on the nature and severity of the breach, but may include:
- a) Disabling or isolating compromised accounts, systems or devices.
 - b) Changing access credentials, including passwords and access codes.



- c) Recovering personal information where possible, including contacting any person who may have received information in error.
- d) Stopping the activity that led to the breach, or shutting down the affected system.
- e) Engaging internal ICT and cybersecurity resources, or external incident response providers where required.
- f) Preserving evidence for investigation purposes.

8. Risk assessment

- 8.1. The Responsible Manager (or the Data Breach Response Team, if convened) must conduct a risk assessment to inform containment and mitigation strategies and to determine whether the breach may be an Eligible Data Breach. The following framework must guide the risk assessment:

Factor	Guidance
<p>Nature and sensitivity of information</p>	<p>If the data breach involved sensitive information (for example, health data, financial data, TFNs, identity documents, or information about vulnerable individuals), the risk of harm to affected individuals is higher.</p> <p>Consider whether the information was already publicly accessible. Information that is not publicly available poses a greater risk when breached.</p> <p>Linked personal information (for example, health data combined with identity information) poses a greater risk than isolated personal information, as it can enable identity theft or other serious crimes.</p>
<p>Amount of information and number of affected individuals</p>	<p>Consider the total volume of information affected and the total number of individuals whose personal information has been affected. The more data and individuals affected, the higher the risk.</p>
<p>Ease of identifying individuals</p>	<p>Consider how easy it is for a person with access to the information to identify an individual, whether directly or by combining the information with other available data. Information that directly identifies individuals poses a higher risk.</p>
<p>Seriousness of the harm</p>	<p>Consider the potential harm to individuals, including physical harm, psychological stress, humiliation, reputational damage, financial loss, and identity fraud.</p> <p>If the breach concerns personal information of vulnerable individuals (for example, children, elderly persons, or domestic violence victim-survivors), a higher risk of harm may be attributed.</p>
<p>Existing mitigating measures</p>	<p>Consider whether any existing security measures (for example, encryption, access controls, or remote wipe capabilities) were in place at the time of the breach and how effectively they protect the affected individuals.</p> <p>Consider whether containment actions have reduced the risk (for example, the unauthorised recipient has confirmed deletion of the information).</p>

8.2. Risk tiering

Based on the risk assessment, each data breach must be classified as low, medium or high risk. The risk level determines the response approach:

Risk Level	Indicators	Response Approach
Low	<ul style="list-style-type: none"> • Small scale / minor breach • Non-sensitive information • Single known recipient who confirms deletion • No personal information involved, or personal information unlikely to result in harm 	<ul style="list-style-type: none"> • Managed by Responsible Manager • Containment and mitigation • Record in breach register • Post-breach review • MNDB notification not required
Medium	<ul style="list-style-type: none"> • Personal information involved • More than one individual affected • Possible but uncertain risk of serious harm • Suspected Eligible Data Breach 	<ul style="list-style-type: none"> • Data Breach Response Team convened • Formal 30-day assessment • Containment, mitigation and evidence preservation • Determine whether notification required • Escalation to CEO
High	<ul style="list-style-type: none"> • Sensitive or linked personal information • Large number of individuals affected • Likely serious harm • Eligible Data Breach confirmed or highly likely • Cyber-attack, ransomware, or systemic compromise 	<ul style="list-style-type: none"> • Data Breach Response Team convened immediately • Senior executive involvement • Immediate containment • Expedited assessment and notification • External expertise engaged as required • Communications strategy activated

Stage 4: Assessment

- 8.3. Where Council has reasonable grounds to suspect that a data breach may be an Eligible Data Breach but does not have sufficient information to form a reasonable belief, Council must carry out an assessment within thirty (30) days to determine whether there are reasonable grounds to believe the data breach is an Eligible Data Breach.
- 8.4. If Council is satisfied it will be unable to complete the assessment within 30 days, the assessment period may be extended. Where Council extends the assessment period, Council must, before the original 30-day period expires: (a) start the assessment; and (b) give written notice to the Information Commissioner stating that the assessment has started, that the period has been extended, and the day by which the extended assessment period ends. The Information Commissioner may ask Council to provide further information or progress updates about the assessment.

- 8.5. In carrying out the assessment, Council must consider the following factors:
- a) The kind of personal information that has been accessed, disclosed or lost.
 - b) The sensitivity of the personal information.
 - c) Whether the personal information is protected by one or more security measures.
 - d) If the personal information is protected by security measures, the likelihood that any of those measures could be overcome.
 - e) The persons, or the kinds of persons, who have obtained, or who could obtain, the personal information.
 - f) The nature of the harm likely to result from the data breach.
 - g) Any other relevant matter.
- 8.6. Other relevant matters may include but are not limited to:
- a) The nature and cause of the breach (including whether a counterparty or third party caused the breach).
 - b) Whether the breach has affected another agency.
 - c) Any vulnerabilities of affected individuals, for example where children, elderly persons, or domestic violence victim-survivors are involved.
 - d) The effectiveness of the steps taken to contain and mitigate the breach.
 - e) Whether the personal information was collected by Council or by another entity.
 - f) Whether a reasonable person would conclude the breach is likely to result in serious harm.
- 8.7. The assessment must be documented, including the information considered, the conclusion reached, and the reasons for the conclusion. Council may engage external experts to assist with the assessment of a complex data breach.
- 8.8. Where the assessment determines the data breach is an Eligible Data Breach, Council must proceed to the notification stage.

Stage 5: Notification

- 8.9. **Notification to the Information Commissioner**
- a) Unless an exemption under the IP Act applies, Council must notify the Information Commissioner as soon as practicable after forming the belief that a data breach is an Eligible Data Breach.
 - b) Notification must be made in writing.
 - c) Council may seek advice from the OIC about a data breach at any time, but formal notification of an Eligible Data Breach must be made in writing.
- 8.10. **Notification to affected individuals**
- a) Unless an exemption applies, Council must, as soon as practicable after forming a reasonable belief that a data breach is an Eligible Data Breach, take reasonable steps to notify affected individuals. Council must use the following approach:

- i) Option 1: If it is reasonably practicable to notify each individual whose personal information was accessed, disclosed or lost, Council must take reasonable steps to notify each individual directly (by telephone, letter, email or in person).
 - ii) Option 2: If Option 1 does not apply, Council must take reasonable steps to notify each affected individual (that is, each individual who is likely to suffer serious harm) of the required information, if reasonably practicable.
 - iii) Option 3: If Council cannot directly notify individuals under Option 1 or Option 2, Council must publish the required information on its website for a period of at least twelve (12) months and advise the Information Commissioner how to access the notice. The Information Commissioner is required to publish the notice on the Commissioner's website for at least 12 months.
- b) Council must ensure it has sufficient information about the breach before issuing notifications. Premature notifications are not recommended and may cause unnecessary harm, panic and concern.

8.11. Content of notification to individuals

- a) To the extent reasonably practicable, notification to individuals must include the following information:
- i) The date the breach occurred.
 - ii) A description of the breach, including the type of eligible data breach (unauthorised access, unauthorised disclosure, or loss of personal information).
 - iii) A description of the personal information involved:
 - For notification by direct contact under Option 1 or Option 2: a description of the personal information the subject of the breach.
 - For publication on Council's website under Option 3: a description of the kind of personal information the subject of the breach, without including any personal information in the description.
 - iv) How the breach occurred.
 - v) The period of time the personal information was disclosed for.
 - vi) Actions taken or planned to secure the information or control and mitigate harm.
 - vii) Recommendations about steps the individual should take in response.
 - viii) Information about how an individual may make a privacy complaint to Council.
 - ix) The name of the agencies subject to the breach.
 - x) Contact details for Council or the nominated contact person.
- b) Council is not required to include information in its notice if doing so would prejudice its functions.

8.12. Notification to other agencies

- a) If, at any time, Council becomes aware that a data breach may affect another agency, Council must give written notice to that agency that includes:
- i) a description of the data breach; and
 - ii) a description of the kind of personal information the subject of the data breach, without including any personal information in the description.

- b) Council will maintain documented key contacts and defined roles and responsibilities for managing multi-agency breaches, including responsibilities for assessment, remediation, information flow and notification to individuals and the Information Commissioner.

8.13. **Voluntary notification**

- a) Even where notification is not mandatory under the IP Act (for example, where the breach does not meet the threshold for an Eligible Data Breach), Council may elect to voluntarily notify affected individuals where it considers notification is appropriate in the circumstances. This may be appropriate where the public would be unlikely to accept a technical argument as to why Council was not required to notify.

8.14. **Exemptions from notification**

- a) Council will determine whether any exemption to the notification requirements applies under the IP Act before deciding not to notify. Where an exemption is relied upon, the reason must be documented.

8.15. **Communications strategy**

- a) For medium and high risk data breaches, the Responsible Manager (or the Data Breach Response Team) must develop a communications strategy that addresses:
 - i) Internal communications to relevant Personnel, senior management and the elected Council, as appropriate to the severity of the breach.
 - ii) External communications with affected individuals beyond the statutory notification, including establishing a dedicated point of contact or helpline for inquiries.
 - iii) Media management, including preparation of holding statements, designation of a spokesperson, and protocols for responding to media inquiries.
 - iv) Communications with external stakeholders, Contracted Service Providers, insurers and other third parties who may be affected by or involved in responding to the breach.
 - v) Coordination of communications with any other affected agency.
- b) The communications strategy must be proportionate to the nature and scale of the breach. For lower-risk breaches, a formal communications strategy may not be required.

Stage 6: Post-Breach Review and Remediation

- 8.16. After a data breach has been managed, Council must undertake a post-breach review and remediation process. The nature and depth of the review will be proportionate to the severity of the breach.

8.17. The review must:

- a) Analyse all aspects of the data breach, including its cause (with particular attention to whether human error contributed), the effectiveness of the response, and the adequacy of containment and mitigation measures.
- b) Identify key learnings and any changes required to prevent recurrence or reduce the risk of similar breaches.
- c) Consider whether updates are needed to this policy, any Data Breach Response Plan, related policies, procedures, systems, or technical controls.
- d) Consider whether additional training or awareness activities are required for Personnel.

- e) Assess the effectiveness of the Data Breach Policy itself and whether the response processes operated as intended.
- 8.18. Responsibility for the post-breach review will depend on the nature and scale of the breach. Where a Data Breach Response Team has been convened, the team will conduct the review. For lower-risk breaches, the Responsible Manager will conduct the review.
- 8.19. The results of the post-breach review must be documented and reported to the Chief Executive Officer. Responsibility for actioning the learnings and monitoring the implementation of remediation activities must be clearly allocated.

9. Register of Eligible Data Breaches

- 9.1. Council must maintain a Register of Eligible Data Breaches.
- 9.2. The Register must record, for each Eligible Data Breach:
 - a) the date the breach occurred
 - b) the date the breach was identified
 - c) a description of the breach, including the type of data breach
 - d) the personal information involved
 - e) the number of affected individuals (if known)
 - f) the actions taken to contain and mitigate the breach
 - g) the assessment outcome; the notifications given (including dates and methods)
 - h) if a statement was given to the Information Commissioner, the date the statement was provided
 - i) if further information was given, each date that information was provided
 - j) if an exemption was relied on, the exemption relied on
 - k) the actions taken to prevent future data breaches of a similar kind
 - l) the outcome of any post-breach review.
- 9.3. The Register must be made available for inspection by the Information Commissioner upon request.

10. Recordkeeping

- 10.1. All records relating to a data breach response, including reports, assessments, decisions, notifications, minutes of meetings and the Register of Eligible Data Breaches, must be managed in accordance with the Public Records Act 2023 (Qld).
- 10.2. A single repository of information must be maintained to document each data breach and the response, including all key decision-making records. This will ensure consistency with Council's recordkeeping obligations and support any subsequent review or audit.

11. Training and Awareness

- 11.1. All Personnel must receive training on this policy as part of induction, and at least annually thereafter, consistent with the Information & Communications Technology Policy
- 11.2. Training must include: what constitutes a data breach and an Eligible Data Breach; common causes of data breaches including human error; how to recognise and report a data breach; the distinction between a data breach and an Eligible Data Breach; Personnel's obligations under this policy; and Council's notification obligations under the MNDB scheme.

12. Human Rights Consideration

- 12.1. Council is a public entity under the Human Rights Act 2019 (Qld) and must act and make decisions in a way that is compatible with human rights.
- 12.2. This policy has been assessed for compatibility with the human rights protected under the Human Rights Act 2019 (Qld). This policy engages the right to privacy and reputation through the handling and disclosure of personal information in the response to a data breach, including in the notification of affected individuals and other agencies, the publication of breach notices on Council's website where direct notification is not reasonably practicable, and the maintenance of a Register of Eligible Data Breaches.

To the extent that this policy limits the right to privacy, the limitation is considered reasonable and demonstrably justifiable in accordance with the Human Rights Act 2019 (Qld), as the measures are necessary to enable Council to comply with its mandatory obligations under Chapter 3A of the Information Privacy Act 2009 (Qld) and to ensure that individuals whose personal information has been compromised are notified so they can take steps to protect themselves from further harm.

13. Evaluation

- 13.1. The success of this policy will be measured by:
 - a) Compliance with the IP Act
 - b) Number, type and risk classification of data breaches identified and recorded.
 - c) Number of Eligible Data Breaches and timeliness of notifications to the Information Commissioner and affected individuals.
 - d) Outcomes of post-breach reviews, including root causes identified and status of remediation actions.
 - e) Completion rates for Personnel data breach training.
 - f) Audit outcomes and OIC enquiries relating to data breach management.

14. Related Legislation and Policies

- a) Information Privacy Act 2009 (Qld), in particular Chapter 3A (Mandatory Notification of Data Breach scheme).
- b) Information Privacy and Other Legislation Amendment Act 2023 (Qld).
- c) Public Records Act 2023 (Qld).

- d) Human Rights Act 2019 (Qld).
- e) Cyber Security Act 2024 (Cth).
- f) Privacy Act 1988 (Cth), where Council handles personal information subject to Commonwealth privacy obligations.
- g) Information & Communications Technology Policy
- h) Employee Code of Conduct.
- i) Any cyber security incident response plan or procedure of Council.
- j) Any fraud and corruption prevention framework of Council.

15. Publication

- 15.1. This policy must be published on Council's website in accordance with section 73 of the IP Act. The published version must be kept current and updated whenever a material amendment is made.

16. Policy Breaches

- 16.1. Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.
- 16.2. Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council's relevant reporting processes and applicable Code of Conduct.

17. Policy Review

- 17.1. This policy must be reviewed at least annually, or following any significant data breach, to ensure it remains current and effective.
- 17.2. Council reserves the right to vary, replace, or terminate this policy from time to time in accordance with its Governance Framework Strategic Policy.

18. Approval

This policy was duly adopted by resolution of Mornington Shire Council on [Insert date] (Resolution No. [Insert resolution number]) and shall hereby supersede any previous policies of the same intent.

15.4 Policy Adoption – Right to Information Policy

Author: Director Corporate & Communications

Attachments: MSC-STAT-018 - Right to Information Policy (draft) – 9 pages

PURPOSE (EXECUTIVE SUMMARY)

The attached statutory policy contributes to Council's information-handling framework under the Information Privacy Act 2009 (QLD) and the Right to Information Act 2009

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Right to Information Act 2009 (Qld) sets out Council's obligations to provide community access to information through proactive disclosure, administrative access and formal access applications. The Right to Information Statutory Policy is the document through which Council operationalises these obligations and records its approach to information access decisions.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications.

RECOMMENDATION

That Council adopts the Mornington Shire Council Right to Information Policy.

Right to Information Policy

Policy Information			
Policy Name	Right to Information		
Policy Number	MSC-STAT-018		
Type	Statutory Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	May 2026
Records No.		Next Review Date	June 2027

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

1. Purpose

- 1.1. This policy sets out how Council will comply with its obligations under the Right to Information Act 2009 (Qld) (RTI Act) to provide the community with access to information held by Council.
- 1.2. The RTI Act is based on the principle that government information is a public resource and that providing access to information promotes open, accountable and transparent government. The RTI Act establishes a pro-disclosure bias, meaning that access to information should be granted unless, on balance, disclosure would be contrary to the public interest.
- 1.3. Council is committed to maximising the disclosure of information through proactive release, administrative access and formal access applications.
- 1.4. As this is a Statutory Policy, it operates as a combined policy and procedure. It goes beyond what is normally required in a policy as it needs to meet the requirements detailed in the relevant legislation.

2. Commencement

- 2.1. This policy commences on the Approval Date. It replaces any previous policy of the same intent.

3. Scope

- 3.1. This policy applies to all Elected Members, employees, contractors, volunteers, consultants and agents of Council.
- 3.2. It applies to all documents held by Council, in any form, whether created by Council or received by Council from an external source.

4. Terms and Definitions

Term	Definition
Access application	A formal application under the RTI Act for access to documents held by Council.
Administrative access	Access to information provided by Council outside the formal RTI application process, as part of its normal business operations.
Amendment application	A formal application under the RTI Act to amend personal information contained in a document held by Council.
Council	Mornington Shire Council
Disclosure log	A record published on Council's website of documents released in response to access applications under the RTI Act, where applicable.
Document	Includes any paper, article or thing on which information is stored or from which information can be retrieved, including electronic records, emails, databases, photographs, maps and recordings.
Information Commissioner	The Queensland Information Commissioner.
Internal review	A review of an access or amendment decision conducted by a different, more senior officer within Council.
OIC	The Office of the Information Commissioner (Queensland).
External review	A review of an access or amendment decision conducted by the OIC.
Personal information	Has the meaning given in the Information Privacy Act 2009 (Qld).
Personnel	All Elected Members, employees, contractors, volunteers, consultants and agents of Council.
Pro-disclosure bias	The principle under the RTI Act that access to information should be granted unless, on balance, disclosure would be contrary to the public interest.
Publication scheme	A document published on Council's website describing the classes of information routinely available from Council, and how to access that information.
RTI Act	The Right to Information Act 2009 (Qld).

RTI Officer	The officer designated by the Chief Executive Officer to receive and process access and amendment applications under the RTI Act.
Third party consultation	Consultation with a person or organisation whose interests may be affected by the release of a document under the RTI Act.

5. Roles and Responsibilities

Role	Responsibilities
All Personnel	<ul style="list-style-type: none"> • Read and understand this policy. • Comply with the requirements of this policy and all applicable legislation. • Cooperate with the RTI Officer in responding to access and amendment applications, including by conducting reasonable searches for documents. • Not destroy, conceal or alter documents that may be the subject of an access application. • Proactively identify information suitable for release through the publication scheme or administrative access. • Immediately report any actual or suspected non-compliance to their supervisor, manager or the Responsible Manager. • Cooperate with any investigation or response activity under this policy. • Comply with recordkeeping obligations.
Manager	<ul style="list-style-type: none"> • Identify and escalate concerns within area of responsibility which may enliven the requirements of this policy. • Ensure Personnel within their area of responsibility are aware of and comply with this policy.
RTI Officer	<ul style="list-style-type: none"> • Receive and process access and amendment applications in accordance with the RTI Act. • Maintain the publication scheme and disclosure log. • Provide advice and assistance to applicants. • Conduct third party consultations where required. • Report to the Chief Executive Officer on RTI compliance, including application volumes, processing times and outcomes.
Responsible Manager	<ul style="list-style-type: none"> • Oversee Council’s compliance with the RTI Act. • Maintain and update this policy. • Oversee review and remediation processes.
Chief Executive Officer	<ul style="list-style-type: none"> • Has overall accountability for Council’s compliance with the legislative requirements underpinning this policy. • Designate the RTI Officer.

	<ul style="list-style-type: none"> • Ensure sufficient resources are allocated to RTI processing and proactive disclosure. • Decide internal review applications, or delegate the decision to an appropriate officer.
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6. Policy

6.1. Council's Commitment

6.1.1. Council is committed to open, accountable and transparent governance. Council will:

- a) Apply the pro-disclosure bias in all decisions about access to information. This means that the starting position is that information should be provided to the person requesting it, and Council may only withhold information where it can demonstrate that, on balance, there is a stronger public interest reason for non-disclosure than for release.
- b) Proactively release as much information as possible without the need for a formal application.
- c) Maintain a publication scheme on Council's website that describes the information routinely available from Council.
- d) Process access and amendment applications in a timely manner, in accordance with the RTI Act.
- e) Assist applicants to make and progress their applications, including by explaining the application process and helping to define the scope of requests.
- f) Minimise the charges payable by applicants, and waive charges where appropriate.
- g) Protect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld) when processing and releasing information.

6.2. Proactive Disclosure

6.2.1. Council recognises that proactive disclosure of information reduces the need for formal access applications and demonstrates Council's commitment to transparency and accountability.

6.2.2. Publication scheme

- a) Council must maintain a publication scheme on its website in accordance with the RTI Act.
- b) The publication scheme must include:
 - i) Council's structure and functions;
 - ii) How Council's functions affect members of the public;
 - iii) Any arrangements that enable members of the public to engage with Council's functions;
 - iv) The types of information held by Council;
 - v) The types of information Council makes publicly available and how that information is made available;
 - vi) Procedures for asking for information, including any fee or charge that may be payable;
 - vii) Any additional information required by regulation.
- c) Information listed in the publication scheme should be accessible through direct website links. Where information is available in hard copy only, the publication scheme must describe how to obtain it.
- d) The publication scheme must be kept current and reviewed at least annually.

6.2.3. Disclosure log

- a) Council may maintain a disclosure log on its website, recording documents that have been released in response to access applications under the RTI Act, where it considers such disclosure would be of public interest.
- b) Council must not include in the disclosure log any information that would be contrary to the public interest to disclose, including personal information of third parties.
- c) Where a document is published to the disclosure log, it should be published no sooner than twenty-four (24) hours after it is accessed by the applicant and no later than five (5) business days after access is given.

6.2.4. Administrative access

- a) Council will make information available through administrative access wherever possible. Administrative access may include providing information in response to verbal or written requests, publishing information on Council's website, and providing information at Council's public office.
- b) Where information can be provided through administrative access, Personnel should assist the requester to obtain the information without the need for a formal application.

6.3. Access Applications

6.3.1. Where information is not available through proactive disclosure or administrative access, any person may make a formal access application under the RTI Act.

6.3.2. Making an application

- a) Access applications must be made in writing and must provide sufficient information to enable Council to identify the documents sought. The application form approved by the Office of the Information Commissioner may be used and is available from the OIC website.
- b) Applications must be accompanied by the prescribed application fee, except where the application is limited to documents containing the applicant's personal information or where the applicant is eligible for a fee waiver.
- c) Applications should be directed to the RTI Officer.
- d) Where an application is for access to documents containing the applicant's personal information, the applicant must provide evidence of their identity within ten (10) business days of making the application. Acceptable evidence includes a current driver licence, passport, birth certificate or statutory declaration from an individual who has known the applicant for at least one year. Where an application is made on the individual's behalf, both parties must provide evidence of identity and the representative must provide written authorisation to act.
- e) A parent or guardian may make an access or amendment application on behalf of a child under eighteen (18) years of age. The parent or guardian must provide evidence of their identity and relationship to the child.

6.3.3. Non-compliant and outside scope applications

- a) If an application does not comply with the requirements of the RTI Act (for example, it does not provide sufficient information to identify the documents sought, or is not accompanied by the prescribed fee), Council must advise the applicant within fifteen (15) business days and take reasonable steps to assist the applicant to make a valid application.
- b) If an application, or part of an application, is outside the scope of the RTI Act, Council must advise the applicant within twenty five (25) business days. Where an access application is

limited to documents containing the applicant's personal information, Council must advise the applicant that no application fee is payable.

6.3.4. Processing an application

- a) Council must process access applications within twenty-five (25) business days of receiving a compliant application, unless an extension of time is permitted under the RTI Act.
- b) Where an application relates to documents that contain information about a third party, Council must consult with the third party before deciding whether to release the information.
- c) Council must give the applicant a schedule of relevant documents and a charges estimate notice within the processing period.

6.3.5. Deciding an application

- a) In deciding an access application, Council must apply the pro-disclosure bias. Access must be granted unless, on balance, disclosure of the information would be contrary to the public interest.
- b) The RTI Act sets out factors that must be considered in the public interest balancing test, including factors favouring disclosure (such as accountability and transparency) and factors favouring non-disclosure (such as privacy, legal privilege and law enforcement).
- c) Certain categories of information are exempt from disclosure under the RTI Act, including Cabinet information, Executive Council information, and information where disclosure is prohibited by another Act.
- d) Council's decision must be provided to the applicant in writing, with reasons for any refusal of access.

6.3.6. Charges

- a) No application fee is payable for access applications limited to documents containing the applicant's personal information.
- b) For other applications, fees and charges are prescribed under the Right to Information Regulation 2009 (Qld). No processing charge is payable where the application takes less than five (5) hours to process.
- c) Council must take reasonable steps to minimise the charges payable by applicants. Charges may be waived for concession card holders and for non-profit organisations experiencing financial hardship.

6.3.7. Refusal to deal with an application

- a) Council may refuse to deal with an access application if dealing with the application would substantially and unreasonably divert Council's resources from their use in the performance of Council's functions.
- b) Council may also refuse to deal with an access application if a previous application was made by the same applicant for access to the same documents, unless there is a reasonable basis for the further application.
- c) Other rights of refusal are available under the RTI Act.
- d) Where Council refuses to deal with an application, it must give the applicant written notice of the refusal, including reasons and information about the applicant's review rights.

6.4. Amendment Applications

- 6.4.1. Any person may apply to Council to amend personal information contained in a document held by Council, where the information is inaccurate, incomplete, out-of-date or misleading.
- 6.4.2. Amendment applications must be made in writing and directed to the RTI Officer. No application fee is payable.
- 6.4.3. Council must process amendment applications within twenty-five (25) business days of receiving a compliant application.
- 6.4.4. Where Council decides not to amend the information, the applicant is entitled to request that a notation be attached to the document recording that the applicant claims the information is inaccurate, incomplete, out-of-date or misleading.

6.5. Review Rights

- 6.5.1. If an applicant is dissatisfied with Council's decision on an access or amendment application, the applicant has the following review rights:
 - a) **Internal review.** The applicant may apply for an internal review of the decision. The internal review must be conducted by a different, more senior officer of Council. The application for internal review must be made within twenty (20) business days of receiving the decision. Internal review is not a prerequisite for external review.
 - b) **External review.** The applicant may apply to the OIC for an external review of the decision. The application for external review must be made within twenty (20) business days of receiving the internal review decision, or the original decision if no internal review was sought.
- 6.5.2. Council must include information about the applicant's review rights in every decision notice.

7. Recordkeeping

- 7.1. All records relating to access and amendment applications, including applications, decisions, third party consultations, review outcomes and the disclosure log, must be managed in accordance with the Public Records Act 2023 (Qld) and Council's records management requirements.
- 7.2. A single repository of information must be maintained to document each matter and the response, including all key decision-making records.
- 7.3. Council must maintain an annual record of the number and type of applications received, the number of applications decided within the statutory processing period, the outcomes of applications, and the fees and charges collected and waived.

8. Training and Awareness

- 8.1. All Personnel must receive training on their obligations under the RTI Act as part of induction, and at least annually thereafter.
- 8.2. Training must include:
 - a) The pro-disclosure bias.

- b) How to assist requesters to access information through proactive and administrative channels.
- c) The obligation not to destroy, conceal or alter documents.
- d) How to refer formal applications to the RTI Officer.

9. Human Rights Consideration

- 9.1. Council is a public entity under the Human Rights Act 2019 (Qld) and must act and make decisions in a way that is compatible with human rights.
- 9.2. This policy has been assessed for compatibility with the human rights protected under the Human Rights Act 2019 (Qld). This policy engages the right to freedom of expression, which includes the freedom to seek and receive information. The policy supports and promotes this right by establishing Council's obligations and procedures for providing access to information held by Council.
- 9.3. To the extent that access to particular information may be refused under the RTI Act, any resulting limitations on the right to freedom of expression are prescribed by law, serve legitimate purposes (such as protecting privacy, legal privilege and public safety), and are proportionate. These limitations are considered reasonable and demonstrably justifiable.

10. Evaluation of Policy

- 10.1. The success of this policy will be measured by:
 - a) Compliance with the RTI Act, including statutory processing timeframes.
 - b) Volume and timeliness of proactive and administrative disclosures.
 - c) Percentage of access applications decided within the statutory processing period.
 - d) Outcomes of internal and external reviews.
 - e) Completion rates for Personnel RTI training.
 - f) Audit outcomes relating to information access and recordkeeping.

11. Related Legislation and Policies

- a) Right to Information Act 2009 (Qld)
- b) Right to Information Regulation 2009 (Qld)
- c) Information Privacy Act 2009 (Qld)
- d) Information Privacy and Other Legislation Amendment Act 2023 (Qld)
- e) Local Government Act 2009 (Qld)
- f) Local Government Regulation 2012 (Qld)
- g) Public Records Act 2023 (Qld)
- h) Human Rights Act 2019 (Qld)
- i) Information Privacy Statutory Policy
- j) Data Breach Statutory Policy
- k) Code of Conduct
- l) Councillor Code of Conduct

12. Publication

- 12.1. This policy must be published on Council’s website in accordance with the RTI Act.

13. Policy Breaches

- 13.1. Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.
- 13.2. Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council’s relevant reporting processes and applicable Code of Conduct.

14. Policy Review

- 14.1. This policy is to be reviewed in accordance with the Governance Framework, and at least annually or following any material change to the RTI Act, to ensure it remains current and effective.
- 14.2. Council reserves the right to vary, replace, or terminate this policy from time to time.

15. Approval

This policy was duly adopted by resolution of Mornington Shire Council on [Insert date] (Resolution No. [Insert resolution number]) and shall hereby supersede any previous policies of the same intent.

15.5 DA2025_028 Material Change of Use Kuba Natha – Staff Accommodation

Author: Director Corporate and Communications

Attachments: DA2025_028 Planning Assessment Report (draft) – 19 Pages

PURPOSE (EXECUTIVE SUMMARY)

The 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 best interest of the community, advancing a thriving community. It is considered that approving (with conditions) the Material Change of Use (Retirement Facility – Staff Accommodation) at Kulthangarr Street (Lot 159SP284225) is of benefit to, and representative of, the aspirations of the community.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The proposed development is zoned Community Facilities Zone in the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018). The Material Change of Use is subject to Impact Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

It is considered that approving (with conditions) the Material Change of Use (Retirement Facility – Staff Accommodation) at Kulthangarr Street (Lot 159SP284225) 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 Development Application lodged with Council for Material Change of Use (Retirement Facility – Staff Accommodation)

DEVELOPMENT APPLICATION (SECTION 51 OF THE PLANNING ACT 2016) FOR PROPOSED MATERIAL CHANGE OF USE LOCATED AT MORNINGTON ISLAND, GUNUNA, MORNINGTON ISLAND

SECTION 63 OF THE PLANNING ACT 2016, DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE (RETIREMENT FACILITY – STAFF ACCOMMODATION) KUBA NATHA CENTRE LOCATED AT KULTHAGARR STREET GUNUNA, MORNINGTON ISLAND

Strategic Considerations

The application has been assessed and is considered to be compliant with its Corporate and Operational Plans, in particular, the proposal supports the below matters noted in the plans:

Corporate Plan 2020-2025	Operational Plan 2024-2025
Mornington Shire Council Publications & Resources - Mornington Shire Council	

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 159 SP284225 are 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) Material Change of Use (Retirement Facility – Staff Accommodation)

(Attachment B, Locality Plan)

The proposed development is zoned Community Facilities Zone in the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018). The Material Change of Use is subject to Impact Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
Applicant:	Urban Sync on behalf of Selectability for Mornington Shire Council.
Proposed Development:	Material Change of Use (Retirement Facility – Staff Accommodation)
Type of Approval sought:	Development Permit
Street Address:	Kulthagarr Street Gununa, Mornington Island
RP Description:	Lot 159 SP284225
Land Area:	4,775m ²
Existing Use of Land:	Retirement Facility – Kuba Natha Centre
Local Plan Summary	
Local Plan:	Mornington Shire Planning Scheme, 2014 (alignment amendment 2017).
Zoning:	Community Facilities Zone
Codes	<ul style="list-style-type: none"> • Community Facilities Zone Code • Healthy Waters Code
Overlays:	Nil
Level of Assessment:	Impact Assessable

Master Plan Summary	
Master Plan:	Mornington Master Plan 2020
Land Use:	The Master Plan identifies the property for Community Facility
Assessment:	The proposal of Retirement Facility Staff Housing is in line with the visions and aspirations of the community as reflected in the Master Plan.

State Requirements Summary	
DA Mapping:	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 <ul style="list-style-type: none"> Regulated vegetation management map (Category A and B extract)
Pre-lodgement:	N/A
Referral:	Nil referral required

IMPACT ASSESSMENT CONSULTATION	
Impact Application:	Yes
Consultation Period:	01/04/2026 – 27/04/2026
Submissions:	Nil
Assessment:	Nil

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

Development (Retirement Facility – Staff Accommodation)

The proposed development is reflected hereunder:
Proposal: Retirement Facility – Staff Accommodation, two story building twenty-four (24) x one bed units
Max Height: Two (2) storeys and height of approx. 8.36m (Planning Scheme max. 8.5m)
Gross Floor Area: Proposed total approx. 220.40m²
Site Coverage: Total approx. 39% (1,864m²)

Coverage	M ²	%
Existing (Kuba Natha Centre)	1,431.20	30
Proposed (Staff Accommodation)	432.80	9
Total	1,864	39

Setbacks: The following minimum setbacks between the proposed development and site boundaries include:

Setback Frontage	Road / Street / other	Planning Scheme	Proposal
Front, Road (North)	Kulthangarr St (Cul de Sac)	None specified	1,23m
Side (West)	Lot 900 (Esplanade GRAC)	Bushfire 1.5 times height of vegetation	60.90
Side (East)	Lot 7 (walkway)	None specified	3m
Rear (South)	Lot 900 (Esplanade GRAC)	Bushfire 1.5 times height of vegetation	1.67

Separation from Existing Development:

- Existing Development: approx. 6.84m.

Access: access to the development is via the existing access to the Kuba Natha Centre from Kulthangarr St.

- new footpath, extending from the entrance on the eastern side of the proposed development, to the existing footpath network on the site.
- a second point of pedestrian access to the proposed development will be provided between the north-eastern corner of the proposed building and the site boundary, with a new gate installed to allow pedestrian emergency egress to Kulthungarr Street.

Parking Space: The following parking spaces are required / provided.

- Current development provides 5 parking spaces
 - 2 visitors
 - 1 bus
 - 2 fleet vehicle spaces

Parking	Planning Scheme	Reasons	Proposal
2 spaces / lot (unit)	None specified	Staff is working on-site and does not rely on personal vehicles. Three fleet vehicles collect staff from the airport.	0 spaces (5 spaces are provided at the existing facility).

General

- removal and relocation of the existing dwelling on the site including removal of four (4) existing trees for the siting of the development.
- replace existing dwelling on the balance area (not altering existing aged care facility) with construction of a ‘new’ two-storey (approx. 8.36m) modular construction building to accommodate staff of the existing aged care facility:
- services:
 - connection to existing council water main located at the northeast corner of the site’s frontage in Kulthangarr Street, with the new units to be sub-metered from this connection (any existing connections that are no longer needed will be removed).
 - connection of existing council sewer main located near the north-western corner of the site with new connections constructed as required and any existing connections that are no longer needed will be removed.
 - Connection to overhead electricity and underground telecommunications.
 - 12 new general waste and nine (9) new recycling wheelie bins to be stored in a bin enclosure near the proposed development.

Plans



Material Change of Use

Description of Subject Sites: lot 159 SP284225

Zone and Precinct: Community Facilities Zone

Proposal: The proposal seeks to obtain development approvals and permits to enable the development of staff accommodation to support the existing Kuba Nathan retirement facility.

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:

- is well positioned providing the aged care for an ageing community as reflected in the Gulf Regional Development Plan 2000
- provides additional housing choice, diversity and affordability
- is able to access infrastructure in a coordinated, efficient and orderly way as it is located in an existing urban area and is close to the future urban area published in the planning scheme
- is unlikely to have any significant impacts on the infrastructure, environment or the community of the surrounding area.

For Council Decision – Recommendation

That Council approve:

- i) Material Change of Use (Retirement Facility – Staff Accommodation)

Subject to the below conditions:

CONDITIONS OF APPROVAL	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>1.1.4. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.</p>	At all times																					
<p>2. Currency Period</p> <p>2.1. The applicable currency period is:</p> <p>2.1.1. Material Change of Use – 6 Years</p>	As per condition																					
<p>3. Dispensations</p> <p>3.1. The following dispensations</p> <p>3.1.1. Setbacks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Road/Street</th> <th style="background-color: #333; color: white;">Planning Scheme</th> <th style="background-color: #333; color: white;">Approved</th> </tr> </thead> <tbody> <tr> <td>Front, Road (North)</td> <td>None specified</td> <td>1,23m</td> </tr> <tr> <td>Side (West)</td> <td>Bushfire 1.5 times height of vegetation</td> <td>60.90</td> </tr> <tr> <td>Side (East)</td> <td>None specified</td> <td>3m</td> </tr> <tr> <td>Rear (South)</td> <td>Bushfire 1.5 times height of vegetation</td> <td>1.67</td> </tr> </tbody> </table> <p>3.1.2. Parking</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Parking</th> <th style="background-color: #333; color: white;">Planning Scheme</th> <th style="background-color: #333; color: white;">Approved</th> </tr> </thead> <tbody> <tr> <td>Kuba Nathan Centre – Staff Accommodation</td> <td>None specified</td> <td>0 spaces (5 spaces are provided at the existing facility.)</td> </tr> </tbody> </table>	Road/Street	Planning Scheme	Approved	Front, Road (North)	None specified	1,23m	Side (West)	Bushfire 1.5 times height of vegetation	60.90	Side (East)	None specified	3m	Rear (South)	Bushfire 1.5 times height of vegetation	1.67	Parking	Planning Scheme	Approved	Kuba Nathan Centre – Staff Accommodation	None specified	0 spaces (5 spaces are provided at the existing facility.)	As per condition
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<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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Plan / Document Name</th> <th style="background-color: #333; color: white;">Drawing Number</th> <th style="background-color: #333; color: white;">Rev.</th> <th style="background-color: #333; color: white;">Date/DWG</th> </tr> </thead> <tbody> <tr> <td>Kuba Nathan – Mornington Modular Project – Site Plan</td> <td>SD 1002</td> <td>00</td> <td>11/11/2025</td> </tr> <tr> <td>Kuba Nathan – Mornington Modular Project – 3D Drawing</td> <td>SD 0201</td> <td>00</td> <td>11/11/2025</td> </tr> </tbody> </table>	Plan / Document Name	Drawing Number	Rev.	Date/DWG	Kuba Nathan – Mornington Modular Project – Site Plan	SD 1002	00	11/11/2025	Kuba Nathan – Mornington Modular Project – 3D Drawing	SD 0201	00	11/11/2025	At all times									
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CONDITIONS OF APPROVAL	TIMING
<p>9. Flood Immunity 9.1. The development to provide 1% AEP immunity in accordance with the FNQROC Development Manual standards and sound engineering practice.</p>	<p>As per condition</p>
<p>10. Fire Management 10.1. Fire Services are to be provided in accordance with Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes. 10.2. Water supply to ensure adequate and accessible water supply for firefighting purposes must be provided to the Local Authority or demonstrate that such is already in existence. 10.3. All buildings on the proposed lot must be constructed in compliance with Australian Standard AS3959 "Construction in Bushfire Prone Areas".</p>	<p>Prior to the commencement of the use At all times A per condition</p>
<p>11. Acid Sulfate Soils 11.1. 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. 11.2. At a minimum the report must be prepared in accordance with the requirements of the Queensland Acid Sulfate Soil Technical Manual – Soil Management Guidelines. 11.3. 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. 11.4. 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>	<p>During construction</p>
<p>12. Landscaping and Fencing 12.1. A landscaping plan inclusive of a list of species with the majority of the species to be native species must be provided to the satisfaction of the Chief Executive Officer 12.2. Landscaping and fencing (where applicable) to be erected to enhance the appearance of the development. 12.3. Fencing currently located on Lots 900 & 7 must be removed or relocated onto Lot 159. 12.4. The landscaping and fencing must be maintained to an appropriate standard.</p>	<p>Prior to the commencement of the use. At all times</p>

Advice

<p>1. Aboriginal Cultural Heritage 1.1. 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>	<p>As per advice</p>
<p>2. Native Title Act 1993 (Cwlth) 2.1. Taking action under the Native Title Act 1993 (Cwlth), part 2, division 3 to be undertaken and complied with.</p>	<p>As per advice</p>

Reasons for Decision:

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

- is consistent with the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018)
- is well positioned providing the aged care for an ageing community as reflected in the Gulf Regional Development Plan 2000
- provides additional housing choice, diversity and affordability
- is able to access infrastructure in a coordinated, efficient and orderly way as it is located in an existing urban area and is close to the future urban area published in the planning scheme
- is unlikely to have any significant impacts on the infrastructure, environment or the community of the surrounding area.

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

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	06/11/2025
Action Notice Issued	15/12/2025
Confirmation Notice Issued	13/01/2026
Referrals Information Received	n/a
Impact Consultation period	n/a
<i>Planning Act 2016</i> - Decision Making Period Concludes	16/06/2026
Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	27/05/2026
Decision Notice preparation and mail-out Period Concludes	03/06/2026

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 Planning Act 2016, are outlined in 45(3) and s26 to 28 of the Planning Regulations 2017.
<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>✘</p>	<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 	<p>✘</p>	<p>The proposed development reflects the issues raised in the Gulf Regional Development Plan 2000 providing aged care support for a growing and ageing community.</p>
<ul style="list-style-type: none"> State Development Assessment Provisions (SDAP) 	<p>✘</p>	<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. Nil State Codes is triggered to be assessed.</p>
<p>Native Title</p>		
<p>s36 Effect of the Native Title Act 1993 (Cwlth)</p> <p>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 of the Act—</p> <p>(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;</p> <p>(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</p> <p>(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</p>	<p>✘</p>	<p>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>

3 of the Native Title Act 1993 (Cwlth) has been completed.		
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Attachments	
Attachment A:	Application Assessment
Attachment B	Locality Plan
Attachment C:	Development Plan
Attachment D:	Floor Plan
Attachment E:	Elevation Plan
Attachment F:	Infrastructure Plans

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
Retirement Facility	Community Facility Zone	<ul style="list-style-type: none"> Community Facility Zone Code Healthy Waters 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 Community Facilities zone with the intended use being to provide a facility that is associated with an existing community use, there the proposal is not anticipated to result in any conflicts with the strategic framework.


Community Facility Zone Code		
Purpose	Overall Outcomes	Assessment
The purpose of the Community Facility Zone Code is to provide for community related activities and facilities whether under public or private ownership. These may include provision of municipal services, public utilities, government installations, hospitals and schools, transport and telecommunication networks and community infrastructure of an artistic, social or cultural nature.	<p>Community activities and infrastructure is located within or in close proximity to Gununa and is sympathetic in scale, height and bulk with that of surrounding developments or designed to ensure that where of a greater scale, height and bulk to surrounding development the visual impacts are addressed through the use of setbacks, building form, landscaping and other means.</p> <p>Development provides opportunities for co-location of community activities to create identifiable community nodes.</p> <p>Development has access to development infrastructure and essential services.</p> <p>Development provides appropriate vehicular access and on-site vehicle parking to meet the demand likely to be generated by the activity and to avoid on street parking that would adversely impact on the safety or capacity of the road network or unduly impact on local amenity. Development is designed to incorporate sustainable practices including as maximising energy efficiency, water conservation and</p>	<p>The proposal is generally in accordance with the zone in that the development is located in Gununa, is to be an extension to the existing retirement 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, beach, wetlands or the bush, appropriate vehicular access and 5 on-site vehicle parking has been provided for the existing development.</p> <p>The planning scheme is silent on the provision of parking for community facilities.</p> <p>In respect of dwelling units, a requirement of 1 space per dwelling is required in the planning scheme.</p> <p>This requirement is however not legally applicable to this development.</p>

Community Facility Zone Code		
Purpose	Overall Outcomes	Assessment
	<p>transport use. Adverse impacts on natural features and processes both on-site and from adjoining areas are minimised through location, design, operation and management of development. Maintains access to the sea, beach and wetlands; protects and enhances coastal and marine resources; and maintains natural physical coastal processes. Any impacts expected by new development are mitigated appropriately.</p> <p>Development maintains public access to the sea, beach, wetlands and the bush.</p>	

Healthy Waters Code		
Purpose	Overall Outcomes	Assessment
<p>The purpose of the Healthy Waters Code is to ensure development is planned, designed, constructed and operated to manage stormwater and wastewater in ways to that help protect environmental values specified in the Environmental Protection (Water) Policy 2009.</p>	<p>Development: avoids and minimises impacts arising from altered stormwater quality and flow by providing for development and construction activities in accordance with acceptable design objectives;</p> <p>avoids and minimises impacts of waste water other than contaminated stormwater; and avoids and minimises impacts arising from the creation or expansion of non- tidal artificial waterways. Protect receiving water environmental values from waste water impacts (other than contaminated stormwater and sewerage) on water quality. Protect receiving water environmental values from development impacts arising from the creation or expansion of non-tidal artificial waterways such as urban lakes.</p>	<p>The development does not require or include the design of non-tidal artificial waterways, nor is it located within a natural waterway.</p> <p>An erosion and sediment control plan, prepared in accordance with FNQROC design manual at the detailed design phase, then implemented during the construction period.</p>

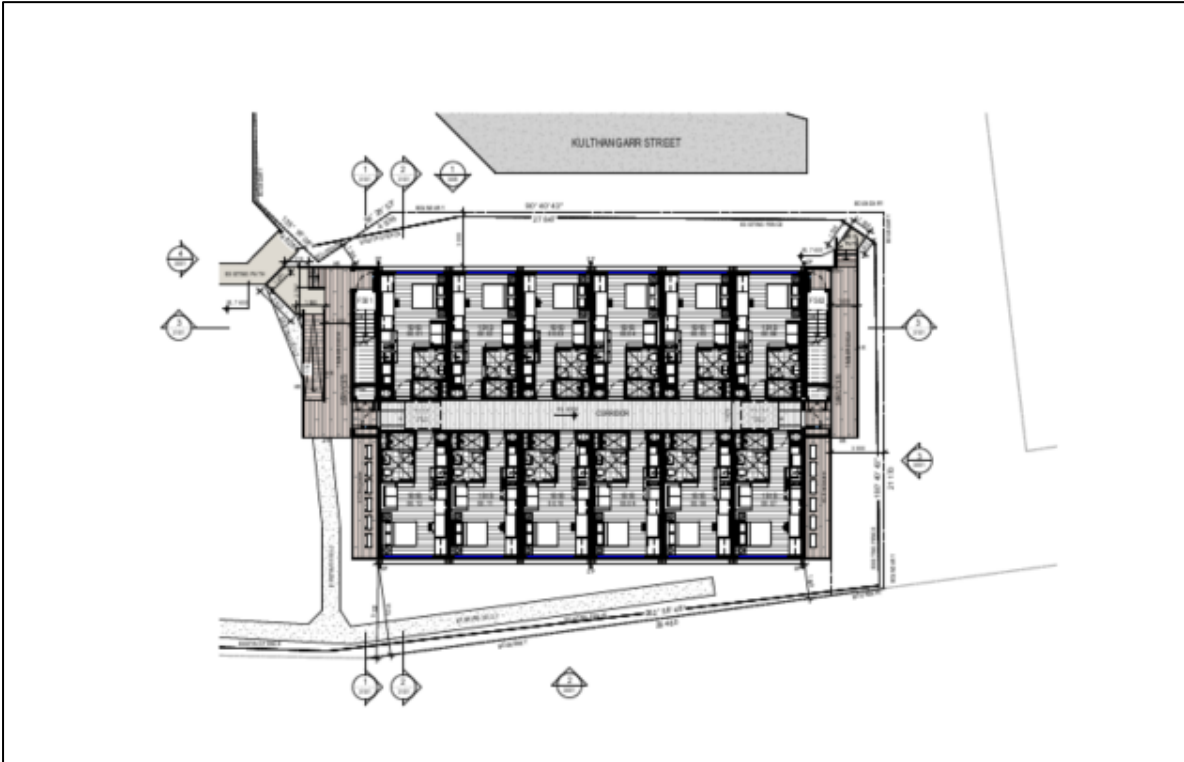
Dispensations (Setbacks)		
Purpose	Overall Outcomes	Assessment
<p>The purpose of the setback requirement is to ensure Natural Hazard (Bushfire) safety requirements</p>	<p>A Natural Hazard (Bushfire) Setback of 1.5 times the height of the nearest vegetation or 10m from small areas of vegetation is required.</p>	<p>The development does not trigger the Bushfire overlay code.</p> <p>The proposal is not compliant with the code and propose a setback of 1.67m form the adjacent land vegetated land parcel to the south of the proposed development (Lot 900SP237463). The vegetation on the adjacent lot is limited to 2-3 trees at the level of the lot and further vegetation on the slope towards the ocean.</p>

Dispensations (Setbacks)		
Purpose	Overall Outcomes	Assessment
		<p>The vegetation is not expected to be a major fire hazard and can be managed with on site fire management.</p>

Encroachments		
Purpose	Overall Outcomes	Assessment
<p>To ensure that development is not encroaching on other properties.</p>	<p>Development may not encroach beyond the property boundaries.</p>	<p>The current development fencing is encroaching on adjacent land Lot 900 (GRAC) and Lot 7 (MSC). The proposed redevelopment of the land is designed to be located on lot 159 and not to encroach onto adjacent land parcels.</p> 









15.6 DA2021_021 Lot 925 SP270889 – Extension of Currency Period

Author: Director Corporate and Communications

Attachments: Extract from Ordinary Council Meeting dated 17 November 2021 – 3 pages

Decision Notice from Council to RILIPO dated 18 November 2021 – 6 pages

PURPOSE (EXECUTIVE SUMMARY)

The 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 best interest of the community, advancing a thriving community.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

DA2021_021 – Development Application (Section 51 of the Planning Act 2016) for Proposed Reconfiguration of Lots at Lardil and Wengka Streets, Gununa Lot 925SP270889 Section 60 and 63 of the Planning Act 2016, Development Permit for Reconfiguring of One for Lot 925 lapsed in November 2025.

At the Ordinary Council Meeting held on 17 November 2021, Council approved the development application via Resolution 2021/112 and the decision notice was delivered to RILIPO on 18 November 2021.

Council may extend the Currency Period of the Decision Notice with a further period.

It is considered that:

- The principles of the original DA do not change
- The reasons for the original approval do not change

FINANCIAL & RESOURCE IMPLICATIONS

There is no financial implication in this report.

RECOMMENDATION

It is recommended that:

1. Council notes the decision no.14.7 of 17 November 2021 – see attached.
2. Council approve the currency period of the Development Application for a period of 6 years as from November 2025.

**SECTION 60 AND 63 OF THE PLANNING ACT 2016, DEVELOPMENT PERMIT FOR RECONFIGURING OF ONE LOT INTO TWO LOTS IN THE GENERAL RESIDENTIAL ZONE
 RESOLUTION 2021/112**

Moved: Cr Dwayne Rogers Seconded: Cr Bob Thompson

That **Council approve:**

- ii) The Reconfiguration of:
 - a. Lardil & Wengka Streets, Lot 925 SP270889 from one (1) into two (2) lots
 - b. Lot A (528m²) for residential purposes and balance lot (259m²) to be used for the protection of existing council Infrastructure and Open Space purposes.

Subject to the below conditions:

CONDITIONS OF APPROVAL	TIMING
(1) Administration	At all times
1.1 The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:	
1.2 The specifications, facts and circumstances as set out in the application	

ORDINARY COUNCIL MEETING MINUTES 17 NOVEMBER 2021

submitted to Council, including recommendations and findings confirmed within relevant technical reports;

- 1.3 The development must unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards;
- 1.4 The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.

) Currency Period

The currency period applicable to this approval is **4 years**. As per condition

(3) Approved Site Drawings

At all times

- 3.1 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:

Plan / Document Name	Drawing	Date	Number
Proposed Reconfiguration of Lot 925 on	105	08/09/2021	SP270889

- 3.2 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.
- 3.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

- 4.1 Any construction work associated with this development shall be carried out in accordance with sound engineering practice.
- 4.2 No nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non- working hours.
- 4.3 Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.
- 4.4 Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.

(5) Damage to Infrastructure

At all times

5.1 In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.

(6) Drainage

At all times

- 6.1 The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.
- 6.2 Any works as a result of the development must not interfere with natural stormwater flow over or through the land.

(7) Access

Prior to the

7.1 Access provision to the development must be provided/constructed in

commencement

Initial: _____

Page 14

accordance with best practise engineering principles and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. of the use.

(8) Infrastructure Services

At all times

- 8.1 Water Supply connection or suitable alternative adequate water supply must be provided to the site.
- 8.2 Sewer connection or suitable alternative on-site treatment must be provided to the site.
- 8.3 Electricity provision certificate must be provided to the Local Authority.
- 8.4 Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.

(9) Height

At all times

9.1 The height of structures is to not exceed 8m (Airport overlay area B).

(10) Landscaping and Fencing

Prior to the

- 10.1 Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites.
- 10.2 The landscaping and fencing must be maintained to an appropriate standard.

commenceme

nt of the use.

At all times

ORDINARY COUNCIL MEETING MINUTES 17 NOVEMBER 2021

Initial: _____

Page 15

Reasons for Decision

The proposed development is considered to be consistent with the following and relevant overall outcomes of the Planning Scheme, in particular **110 of 145**

- All services are available for connection to the proposed lots which is a cost effective and efficient use of resources.
- The proposed development will assist in the provision of residential land in the community.
- The Subject Sites are not impacted upon by Natural Hazards.
- The design of the allotments takes into consideration liveable communities principals as it forms part of future growth area, densification and is located next to a collector road that make provision for shared pathways.

At 1:35pm, Cr Roxanne Thomas returned to the meeting. At 1:47pm, Vicki Theobald left the meeting

CARRIED 5/0



We would like to acknowledge the traditional owners of t11e land, the Lardil people of Morningshon Island.
We also wish to pay our respects to the historical people from t11e surrounding islands and areas including the Kaiadilt, Yangkal and Gangalidda peoples.
We pay respects to our elders both past and present and acknowledge the many leaders in the community.

Our Ref:
Your Ref:DA2021_021

18 November 2021

Remote Indigenous Land and infrastructure Program Office
Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships
On Behalf of Morningshon Shire Council
Delivery via email: gerhard.visser@dssatsip.qld.gov.au

DECISION NOTICE
Planning Act 2016

**Section 63 of the Planning Act 2016, Reconfiguring of Lot 925 SP270089 on Lardil & Wengka Streets.
Gununa**

The application dated 17 September 2021 seeking approval for the following is noted:

- (i) The Reconfiguring of:
 - a. Lardil & Wengka Streets, Lot 925 SP270889, one (1) into two (2) lots
 - b. Lot A (528m²) for residential purposes and balance lot (259m²) to be used for the protection of existing council Infrastructure and Open Space purposes.

Please be advised that your application was assessed and considered at Council's schedule meetings held on 17 November 2021.

Council resolved to:

Approve (subject to conditions) the Development Application lodged with Council by the Remote Indigenous Land and Infrastructure Program Office of the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships for:

- (i) The Reconfiguring of:
 - a. Lardil & Wengka Streets, Lot 925 SP270889 one (1) into two (2) lots
 - b. Lot A (528m²) for residential purposes and balance lot (259m²) to be used for the protection of existing council Infrastructure and Open Space purposes.

This notice outlines aspects of the development, conditions of the approval, currency period, approved plans and includes extracts from the *Planning Act 2016* with respect to making representations about conditions, negotiated decisions, suspension of the appeal period and lodging an Appeal.

Should you require any further information or clarification concerning this matter, please contact Council for the necessary assistance.

Yours sincerely

CHIEF EXECUTIVE OFFICER
Morningshon Shire Council
Encl - Decision Notice
Appeal Rights

DA2021_021 RaL (1 into 2 Lots) Lardil & Wengka Streets, Gununa
 Planning Act 2016 s64

APPLICATIONS DETAILS

Aspects of the development proposal are listed below:

Application Number	DA2021_021
Applicant Details	Remote Indigenous Land and Infrastructure Program Office, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships on behalf of: Mornington Shire Council.
Property Description	Lots 925 and 420 SP270889
Proposal	The Reconfiguring of: <ul style="list-style-type: none"> • Lardil & Wengka Streets, Lot 925 SP270889 one (1) into two (2) lots • Lot A (528m²) for residential purposes and balance lot (259m²) to be used for the protection of existing council Infrastructure and Open Space purposes.
Level of Assessment	Code Assessable

DECISION

Development assessment, as per the provisions of the *Planning Act 2016*, has been undertaken. The information below outlines the specifics of any approval or refusal issued by the Assessment Manager:

Deemed Approval	The application has been deemed to be approved under s64 of the <i>Planning Act 2016</i> .
Decision	The application was approved subject to reasonable and relevant conditions which reflect and accord generally with the application as made.
Decision Date	17 November 2021
Decision Type	Development Permit
Planning Instrument	Mornington Shire Council Planning Scheme 2014 (Alignment Amendment adopted 18 July 2018 commenced 30 July 2018).
Submissions	N/A
CONDITIONS OF APPROVAL	
The conditions of this approval are set out in the Schedule of Conditions. The conditions are identified to indicate whether the Assessment Manager or a referral agency (if any) imposed them.	
REFERRAL AGENCIES	
Nil referrals	
PROPERTY NOTES	
Not Applicable	
FURTHER DEVELOPMENT PERMITS REQUIRED	
Building Act 1975 Plumbing & Drainage Act 2018	
RIGHTS OF APPEAL	
<p>The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i>. There may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i>).</p> <p><u>Appeal by an applicant</u></p> <p>An applicant for a development application may appeal to the Planning and Environment Court against the following:</p> <ul style="list-style-type: none"> • The refusal of all or part of the development application; • A provision of the development approval; • The decision to give a preliminary approval when a development permit was applied for; and • A deemed refusal of the development application. <p>An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the <i>Planning Act 2016</i>.</p>	

DA2021_021 RaL (1 into 2 Lots) Lardil & Wengka Streets, Gununa
 Planning Act 2016 s64

<p><u>Appeal by an eligible submitter</u></p> <p>An eligible submitter for a development application may appeal to the Planning and Environment Court against the decision to approve the application, to the extent the decision relates to:</p> <ul style="list-style-type: none"> • Any part of the development application that required impact assessment; and • A variation request. <p>The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the <i>Planning Act 2016</i>.</p>
<p>APPROVAL CURRENCY PERIOD</p> <p>Pursuant to s46(8) of the <i>Planning Act 2016</i>, the development approval is valid for the period as reflected in the conditions of approval.</p>
<p>APPROVED PLANS & SPECIFICATIONS</p> <p>Copies of the approved plans, specifications and/or drawings are attached.</p>
<p>FURTHER INFORMATION</p> <p>The development must be carried out in accordance with the approved plans, specifications and/or drawings, along with the requirements of all relevant laws. Any deviation must have prior approval from the Chief Executive Officer.</p>
<p>NOTICE ABOUT DECISION – STATEMENT OF REASONS</p> <p>This Notice is prepared in accordance with s63 (5) and s83 (7) of the <i>Planning Act 2016</i> to inform the public about a decision that has been made in relation to a development application. The purpose of the Notice is to enable a public understanding of the reasons for the planning decision specifically having regard to:</p> <ul style="list-style-type: none"> • The relevant parts of the Planning Scheme and Assessment Benchmarks against which the application was assessed; and • Any other information, documents or other material Council was either required to, or able to, consider in its assessment. <p>All terms used in this Notice have the meaning given then in the <i>Planning Act 2016</i>.</p>

REASONS FOR THE DECISION

The proposed lots are located within the External Township Expansion area within the preferred Master Plan Option in the Napranum Master Plan 2020 and are surrounded by existing lots to the South and South-West and future planned Residential Expansion Area to the East, and accordingly, this proposal can be considered to be a good use of the proposed lots and to be generally in compliance with the outcomes of the Master Plan.

The proposal is consistent with the Mornington Shire Council Planning Scheme 2014 in particular,

- The proposed lots are located within the General Residential Zone, are surrounded by existing residential land, the proposal can be considered to be consistent with the surrounding land uses and best use of the lots.
- All services are available for connection to the proposed lots which is a cost effective and efficient use of resources.
- The proposed development will assist in the provision of residential land in the community.
- The Subject Sites are not impacted upon by Natural Hazards.
- The design of the allotments takes into consideration liveable communities principals as it forms part of future growth area, densification and is located next to a collector road that make provision for shared pathways.

SCHEDULE OF CONDITIONS

Applicable to the following Section 63 of the Planning Act 2016, approvals:

- (i) The Reconfiguring of:
 - a. Lardil & Wengka Streets, Lot 925 SP270889 one (1) into two (2) lots
 - b. Lot A (528m²) for residential purposes and balance lot (259m²) to be used for the protection of existing council Infrastructure and Open Space purposes.

CONDITIONS OF APPROVAL	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>1.2 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical</p>	<p>At all times</p>

DA2021_021 RaL (1 into 2 Lots) Lardil & Wengka Streets, Gununa
 Planning Act 2016 s64

CONDITIONS OF APPROVAL

TIMING

reports;

- 1.3 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;
- 1.4 The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.

(2) Currency Period

The currency period applicable to this approval is **4 years**.

As per condition

(3) Approved Site Drawings

- 3.1 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:

At all times

Plan / Document Name	Drawing Number	Date
Proposed Reconfiguration of Lot 925 on SP270889	105	08/09/2021

- 3.2 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.
- 3.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.

(4) Construction

- 4.1 Any construction work associated with this development shall be carried out in accordance with sound engineering practice.
- 4.2 No nuisance is to be caused to adjoining residents by way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours.
- 4.3 Where material is to be carted to or from the site, loads are to be covered to prevent dust or spillage.
- 4.4 Where material is spilled or carried on to existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.

At all times

(5) Damage to Infrastructure

- 5.1 In the event that any part of Council’s infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced, at no cost to Council.

At all times

(6) Drainage

- 6.1 The surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.
- 6.2 Any works as a result of the development must not interfere with natural stormwater flow over or through the land.

At all times

(7) Access

- 7.1 Access provision to the development must be provided/constructed in accordance with best practise engineering principles and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence.

Prior to the commencement of the use.

(8) Infrastructure Services

- 8.1 Water Supply connection or suitable alternative adequate water supply must be

At all times

DA2021_021 RaL (1 into 2 Lots) Lardil & Wengka Streets, Gununa
 Planning Act 2016 s64

CONDITIONS OF APPROVAL	TIMING
<p>provided to the site.</p> <p>8.2 Sewer connection or suitable alternative on-site treatment must be provided to the site.</p> <p>8.3 Electricity provision certificate must be provided to the Local Authority.</p> <p>8.4 Telecommunications provision certificate or declaration of exemption must be provided to the Local Authority.</p>	
<p>(9) Height</p> <p>9.1 The height of structures is to not exceed 8m (Airport overlay area B).</p>	At all times
<p>(10) Landscaping and Fencing</p> <p>10.1 Landscaping and fencing to be erected to enhance the appearance of the site to the road and provide a buffer to adjoining sites.</p> <p>10.2 The landscaping and fencing must be maintained to an appropriate standard.</p>	<p>Prior to the commencement of the use.</p> <p>At all times</p>



MORNINGTON SHIRE COUNCIL RESOLUTION

The Council is the Local Government Authority for the Mornington Shire Council area. As the Local Government Authority Council has the responsibility of deciding what is in the best interest of the community.

It is considered that approving (with conditions) the Reconfiguration of Lot Development Application at Lardil and Wengka Street, Gununa is considered to be of benefit to the Mornington Island community.

1. Council as the Local Government Authority and Trustee and Trustee of the Aboriginal Freehold resolves to approve (subject to conditions):
 - a. The Development Application lodged with Council by Remote Indigenous Land and Infrastructure Program Office of the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships on behalf of the Mornington Shire Council for:
 - i) Reconfiguration of Lot of:
 - Lardil and Wengka Streets, Gununa Lot 925 SP270889 from one (1) into two (2) residential lots
 - Lot A, Lardil St for residential purposes and balance lot, Wengka St (zone General Residential) for existing Council infrastructure and Open Space purposes.

Moved by: - Councillor Rogers.....

Seconded by:- Councillor Thompson..... **ALL IN FAVOUR. MOTION CARRIED.5/0**

15.7 Operational Plan 2025 – 2026 – 3rd Quarter Update

Author: Director Corporate and Communications

Attachments: Mornington Shire Council Operational Plan 2025 – 2026 Q 3 Update – 13 Pages

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide elected members with a 3rd quarter update to the Mornington Shire Council Operational Plan 2025 – 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Operational Plan outlines objectives and initiatives being addressed during the financial year. It is a critical tool to ensure that council delivers services and infrastructure that align with community needs and aspirations. The plan is developed in accordance with the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld).

Council's Operational Plan upholds principles to ensure:

- Transparent and effective processes and decision making
- Sustainable development and management of assets and delivery of effective services
- Sound governance
- Ethical and legal behaviour

FINANCIAL & RESOURCE IMPLICATIONS

There is no financial implication in this report.

RECOMMENDATION

That Council receive and note the Mornington Shire Council Operational Plan 2025 – 2026 3rd quarter updates.



Operational Plan 2025 - 2026

Top 10 matters that Council needs to focus on to achieve the best outcome for Gununa, Mornington Island

	Priority	Responsibility	Status	Assessment
1.	Splash Park/ Water Play Facility – Procurement of Funding	Chief Executive Officer	<ul style="list-style-type: none"> Proactive advocacy and grant chasing continues to occur Queensland Premier provided verbal confirmation of capital funds during September 2025 Formal funding agreement to be devised Closing the Gap grant application pending 	
2.	Oval refurbishment – Procurement of funding	Director Engineering & Infrastructure Grants Manager	<ul style="list-style-type: none"> Queensland Rugby funds committed Additional funding to be procured 	
3.	Tavern kitchen – Refurbishment & fit-out	Project Management Office	<ul style="list-style-type: none"> Funding constraints to date Re-scope and procurement activity to occur for completion. 	

	Priority	Responsibility	Status	Assessment
4.	Social housing developments – Rollout of fit-for-purpose community residences	Project Management Office	<ul style="list-style-type: none"> ○ 30 Lardil Street – Works being Completed ○ 152 Lardil Street – Works being finalised ○ Lot 926 x 4 dwellings commenced ○ Plug-in/ extensions priority list determined & reviewed ○ Lot 911 x 13 dwelling development in planning stages 	
5.	Foreshore – Erosion mitigation Barge landing – Improvement works	Project Management Office	<ul style="list-style-type: none"> ○ Engagement has occurred with stakeholders ○ Project scope being reviewed ○ Request for tender concept has been released 	
6.	Potable water treatment and water security projects – New infrastructure	Chief Executive Officer / Director Engineering	<ul style="list-style-type: none"> ○ Department of Local Government, Water and Volunteers has completed tender and negotiating contract with successful tenderer for construction. ○ Department has also undertaken community consultation related to the project 	
7.	Cemetery expansion – legal permissions	Director Corporate & Communications	<ul style="list-style-type: none"> ○ GRAC have provided in-principle support for Memorandum of Understanding, then a formal ILUA ○ Awaiting executed document from GRAC representatives 	
8.	Waste management facility & introduction of recycling facility – Compliance & sustainability improvements	Director Engineering & Infrastructure	<ul style="list-style-type: none"> ○ Procurement of new equipment completed. ○ Site plans have been completed. ○ Construction imminent. 	
9.	Commercial laundry facility – fit-out	Director Accommodation & Hospitality	<ul style="list-style-type: none"> ○ Awaiting chemical supplier review and recommendation too 	
10.	Emergency management and disaster preparedness	Chief Executive Officer Local Disaster Management Coordinator	<ul style="list-style-type: none"> ○ Update of Local Disaster Management Plan pending ○ Update of Disaster Management dashboard pending Monthly Local Disaster Management Group meetings held ○ Proactive communications with community related to weather conditions, procedures and personal wellbeing 	

Key strategic objectives

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
Financial management	<ul style="list-style-type: none"> ○ Council aims to deliver a balanced budget and potential surpluses as part of a fiscally responsible approach 	<ul style="list-style-type: none"> ○ Budgets operate at a surplus 	<ul style="list-style-type: none"> ○ Monthly review of the General-Purpose Financial Statements to ensure revenue and expenditure is controlled in accordance with the adopted budget 	<ul style="list-style-type: none"> ○ All mandatory financial ratios now adopted ○ Up to date balance sheet, cashflow and outstanding debtor lists routinely provided ○ Current forecasts are that Council will not achieve surplus for 25/26 FY ○ Fiscal maturity is improving 	
	<ul style="list-style-type: none"> ○ Establishment of an investment strategy 	<ul style="list-style-type: none"> ○ Substantial funds invested to generate compound interest 	<ul style="list-style-type: none"> ○ Utilisation of reputable Queensland Treasury Commission (QTC) 	<ul style="list-style-type: none"> ○ Multi-million dollar investments now deposited with QTC 	
	<ul style="list-style-type: none"> ○ Internal audit program 	<ul style="list-style-type: none"> ○ Scope and engage provider for rollout of an internal audit program 	<ul style="list-style-type: none"> ○ Engagement of reputable organisation to rollout internal audit program 	<ul style="list-style-type: none"> ○ Draft payroll review conducted as of January 2026 ○ Asset valuation review to be conducted July 2026 	
Procurement and contracts	<ul style="list-style-type: none"> ○ Establishment of pre-qualified/ preferred suppliers register for trade services 	<ul style="list-style-type: none"> ○ Competitive market process to submit and evaluate potential Council supplier ○ capability and capacity 	<ul style="list-style-type: none"> ○ Vendor Panel competitive procurement and potential supplier process 		Completed

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
Advocacy	<ul style="list-style-type: none"> ○ Improved awareness of community issues, with improved strategies for advocacy to the Australian and Queensland Governments to address identified community priorities ○ Critical to this, is an emphasis on maximising opportunities for community members, including improved employment, cultural, social and health outcomes 	<ul style="list-style-type: none"> ○ Key government representatives visit Mornington Island including the Queensland Premier, Commonwealth Ministers and Director Generals ○ Mayor and Councillor delegations to Commonwealth and Queensland Governments ○ Current government funded services for the community are audited to provide improved visibility and accountability ○ Commonwealth and Queensland Governments develop targeted strategies that meet local priorities and needs 	<ul style="list-style-type: none"> ○ Continued research, strategy development and advocacy to achieve outcomes identified with the Corporate and Operational Plans ○ Five (5) year Implementation Plan continually monitored and developed to ensure that strategies are continually put before Governments 	<ul style="list-style-type: none"> ○ Reset ongoing following Queensland Government election cycle and appointment of new ministers, Director Generals, as well as other key personnel ○ Queensland Governor Dr Jeannette Young visit to island, July 2025 ○ Member of the Legislative Assembly of Queensland for Traeger, Robbie Katter visit to island, August 2025 ○ Premier David Crisafulli visit to island, September 2025 ○ Minister Fiona Simpson, as well as Director General Director- General, Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism, Natalie Wilde visit to island, September 2025 ○ Mayor formally requested opportunity to address Parliament about outdated Alcohol Management Plan/ legislation, January 2026 ○ Director General of Department of Justice, Sarah Cruickshank anticipated visit to island, March 2026 ○ Delegation of QGOV DGs attended island April 	
Asset management	<ul style="list-style-type: none"> ○ Asset planning and maintenance funding supports quality and sustainable management of Council's assets 	<ul style="list-style-type: none"> ○ Completion of Asset replacement program outlined in the 2025/26 budget ○ Long Term Asset Management Plan developed in accordance with legislative requirements, as resources permit 	<ul style="list-style-type: none"> ○ Council is upgrading the water infrastructure, funded through Indigenous Councils Critical Infrastructure Program (ICCIP). This will form the basis of further asset management planning, particularly for the water reticulation network. Similarly, there is significant work to be undertaken with waste management to ensure sustainable long-term plans 	<ul style="list-style-type: none"> ○ Revaluation program and auditing of plant and equipment, vehicles, as well as buildings underway ○ Assets have been identified ○ Condition monitoring identification is in progress. ○ Active Asset Management System replacement funding to be identified by grants. 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
Town planning	<ul style="list-style-type: none"> Indigenous Land Use Agreement. Development of an ILUA to cover all initiatives Council seeks to address including airport runway realignment (for capacity to accept larger aircraft, safety and residential land use purposes); foreshore development; cemetery expansion; township extension, festival grounds upkeep and other initiatives 	<ul style="list-style-type: none"> Execution of a legally binding agreement, inclusive of sites linked to essential and community services provision 	<ul style="list-style-type: none"> Council does not have an alternative for cemetery expansion, long term community housing development; foreshore recreation spaces; nor centrally located, culturally significant meeting places equivalent to the Festival Grounds 	<ul style="list-style-type: none"> GRAC have provided in-principle support for Memorandum of Understanding, then a formal ILUA Legal correspondence was sent to GRAC representatives during December 2025 Awaiting executed document from GRAC representatives 	
	<ul style="list-style-type: none"> Airport - Realignment Project Runway realignment planning, to ensure potential Gununa township improvements and capacity for land development opportunities, including additional social housing, as well as ability to accommodate larger aircraft 	<ul style="list-style-type: none"> Identify funding opportunities Lobby Queensland and Commonwealth Government Position Gununa, Mornington Island as a potential northern Australia Defence Force site 	<ul style="list-style-type: none"> Liaise with Gulf Region Aboriginal Corporation and other key stakeholders to highlight key strategic town planning role that a runway realignment would facilitate 	<ul style="list-style-type: none"> No specific funding programs have been identified for the initiative Indicative cost estimates/ quantity surveying and planning will have to be updated to ensure a shovel ready program 	
	Planning Scheme Review	<ul style="list-style-type: none"> Legislatively compliant and thorough, fit-for-purpose planning scheme review 	<ul style="list-style-type: none"> Queensland Planning Act 2016 prescribes approach towards mandatory planning scheme reviews 	<ul style="list-style-type: none"> Requirement for State Interest Referral submission to Remote Indigenous Land and Infrastructure Program Office by June 2026 Nearing completion 	
	Residential Land Supply Housing Needs Assessment	<ul style="list-style-type: none"> Establishment of an evidence-based report to highlight current housing conditions, future demand, as well as land and infrastructure requirements to support sustainable growth over the next 10 – 20 years 	<ul style="list-style-type: none"> No risks identified with the town planning desktop and community engagement activity 	<ul style="list-style-type: none"> Fully grant funded program Draft report prepared by town planning specialist, December 2025 to be tabled for Elected Members, February 2026 Nearing completion. 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
	Recreation Masterplan	<ul style="list-style-type: none"> Development of a township and foreshore recreation masterplan that anticipates sport, leisure and liveability requirements for Gununa, Mornington Island in 2030 and beyond A masterplan that can be utilised for Australian Government Regional Precincts Partnerships Program Round 2 – for capital project rollout 	<ul style="list-style-type: none"> Liaise with Gulf Region Aboriginal Corporation and other key stakeholders to highlight key strategic town planning role of a recreation masterplan; and importance of a holistic approach inclusive of foreshore precinct 	<ul style="list-style-type: none"> \$502,000 announced in August 2025 as a part of Australian Government Regional Precincts and Partnerships Program Opportunity is out to tender, closing 16 February 2026 Nearing completion. 	
Critical infrastructure	Barge Shed Cool Room Upgrade	<ul style="list-style-type: none"> Install contemporary cool room and freezer facilities at barge shed 	<ul style="list-style-type: none"> Correct electricity load capacity Suitable interim measures for barge deliveries and perishable item storage Communicate with community and stakeholders 	<ul style="list-style-type: none"> Tender awarded to contractor Preliminary site works undertaken Barge Shed will be commissioned by end of May 	
	Potable Water Treatment and Water Security Projects	<ul style="list-style-type: none"> Construction and commissioning of fit-for-purpose water treatment plant 	<ul style="list-style-type: none"> Ensure that Queensland Government Engineers and State Development Project Team coordinate scope, tender processes and construction monitoring 	<ul style="list-style-type: none"> Procured \$3m from Commonwealth Government & \$3m from Queensland Government Department of Local Government, Water and Volunteers has completed tender and award of contract for facility construction is imminent. Department has also undertaken extensive community consultation related to the project 	
	Indigenous Knowledge Centre Construction and fit-out, as well as securing ongoing operational funding	<ul style="list-style-type: none"> Commissioning of contemporary facility with dedicated staff, meeting room space, modern Information and Communications Technology, a range of library resources and ongoing programming as a community hub 	<ul style="list-style-type: none"> Superintendent monitoring of construction 		COMPLETED

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
	Road Maintenance Program Planned Schedule to Maintain and Update Council's 257,045 Metres of Sealed and Gravel Roadways	<ul style="list-style-type: none"> ○ Unsealed roads Works program to maintain and update Council's unsealed roads ○ Installation of causeways in key locations ○ Sealed roads - ongoing preventive maintenance including pothole filling and crack filling 	<ul style="list-style-type: none"> ○ Seasonal planning for works to occur during dry ○ Geographic planning so that travel efficiencies are gained ○ Liaison with community to identify remote roads requiring attention 	<ul style="list-style-type: none"> ○ Two concrete causeway projects completed during 2025 ○ Funding being sought for line marking and road signage improvements. ○ Agreed plan with QRA of roadworks in place ○ Emergent works completed. 	
	Depot machinery and Equipment shed - Construction.	<ul style="list-style-type: none"> ○ Pouring of slab ○ Construction of steel frame ○ Addition of Colourbond cladding 	<ul style="list-style-type: none"> ○ Engagement of reputable construction company ○ Clear project parameters 		COMPLETED
	Community CCTV System Rollout.	<ul style="list-style-type: none"> ○ Prioritisation schedule and staged implementation plan devised 	<ul style="list-style-type: none"> ○ CCTV policy complete 	<ul style="list-style-type: none"> ○ Identified for grant chasing ○ Unable to source appropriate funding opportunities 	
	Improved WIFI Connectivity and Council Building Routing	<ul style="list-style-type: none"> ○ Adherence to ICT systems and connectivity masterplan 	<ul style="list-style-type: none"> ○ Different to community WIFI which was a Commonwealth Government initiative rolled out by a tech supplier and separate from Council 		COMPLETED
Community housing	Community Housing Extreme overcrowding and homelessness are addressed and resolved, with improved quality and quantity of social housing	<ul style="list-style-type: none"> ○ Long range 10-year capital plan/ construction program devised with Queensland Government Department of Housing and Public Works ○ Initial rollout of: <ul style="list-style-type: none"> - 30 Lardil Street - 152 Lardil Street - Lot 926 Lardil Street - Lot 911 Lardil Street ○ Priority addresses for plug-in/ granny flat construction 	<ul style="list-style-type: none"> ○ Concurrent and staged Commonwealth and Queensland Government funding programs 	<ul style="list-style-type: none"> ○ 30 Lardil Street works being finalised ○ 152 Lardil Street works being finalised ○ Lot 926 Lardil Street – x 4 dwellings ○ Lot 911 Lardil Street – 13 dwelling development in planning ○ Priority plug-ins being reviewed for economies of scale/ site impediments ○ Update sought during January 2026 from Department of Health and Department of Housing and Public Works cross-disciplined project group about Healthy Housing Program progress ○ Wild plan report to inform 10 year plan in conjunction with Department of Housing. 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
Council housing & short- term accommodation	Council Housing short term accommodation Housing availability and quality meets operational requirements and is sustainable	<ul style="list-style-type: none"> ○ Lot 9 Cemetery Road 	<ul style="list-style-type: none"> ○ Preliminary investigative project occurring in collaboration with Queensland Government Remote Indigenous Land and Infrastructure Program personnel 	<ul style="list-style-type: none"> ○ Preliminary town planning and potential site amalgamation desktop works completed 	
Motel upgrade	Motel upgrade	<ul style="list-style-type: none"> ○ Installation of four (4) prefabricated modular accommodation buildings at existing motel site 	<ul style="list-style-type: none"> ○ Conventional contractor services arrangements, probity and superintendent progress monitoring, with usual latent condition provisions 	<ul style="list-style-type: none"> ○ Cultural heritage assessment completed ○ Tree lopping to commence ○ Construction contract awarded September 2025 ○ Designs and fit-out being finalised ○ Delivery of buildings take place end of May ○ Project completion on target for end of June 	
Visitor Accommodation Centre 1.0 & 2.0 – Refurbishment	Visitor Accommodation Centre. refurbishment	<ul style="list-style-type: none"> ○ Refurbishing accommodation units to ensure healthy and safety compliance, as well as full complement of short-term accommodation offerings 	<ul style="list-style-type: none"> ○ Availability of trade services to undertake necessary refurbishment works ○ Realistic scoping and timelines 	<ul style="list-style-type: none"> ○ Unfunded asset management project ○ Important to enable full accommodation offering ○ Vac 1 units 1 to 8 completed ○ Tender activity nearing completion for another 14 units. 	
Visitor experience	Hospitality Software - Replacement with RMS. Property Management and Operations.	<ul style="list-style-type: none"> ○ Seamless accommodation pricing, bookings and accommodation changes 	<ul style="list-style-type: none"> ○ RMS is a renowned product used by more than 6,000 accommodation providers 	<ul style="list-style-type: none"> ○ Commissioning in progress with software provider ○ Expected 'Go-Live' date is 16 June 	
Community development	Support for Elders Improve engagement and programming for senior citizens	<ul style="list-style-type: none"> ○ Program of bi-monthly social engagement programs for elders' target audience 	<ul style="list-style-type: none"> ○ Liaison and partnerships with other entities including (but not limited to) Mirndiyan Gununa Aboriginal Corporation, 54 Reasons, Mission Australia, Selectability, Junkuri Laka, Jika Kangka Gununamanda and Ngarnal Aboriginal Community Controlled Health Service 	<ul style="list-style-type: none"> ○ Pilot seniors' event to date ○ Engagement related to senior preferences ○ Planning for Orche Week complete ○ Rollout out of monthly target audience event intended 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
	Youth Hub Activities	<ul style="list-style-type: none"> ○ Compliance with NIAA funding to rollout 3 program streams: <ul style="list-style-type: none"> - On Country - Life and Learning - Youth Hub 	<ul style="list-style-type: none"> ○ Workforce challenges and potential redeployment from other program areas ○ Skill set challenges for case management requirements 	<ul style="list-style-type: none"> ○ As at December 2025, Youth Hub services were provided without a Coordinator or adequate staffing levels ○ Youth Hub activities are being undertaken in accordance with funding requirements. ○ Partnerships have been developed with other organisations to deliver services. 	
	Support for and Rollout of Community Events	<ul style="list-style-type: none"> ○ 26 January – Australia Day Celebrations ○ 12-19 February – Orche Ribbon Week ○ 2 March – Clean-Up Mornington Island Day ○ 8 March – International Women’s Day ○ 6-12 April – National Youth Week ○ 25 April – ANZAC Day ○ June – Ash & Amber stage show (date to be confirmed) ○ 27 October – Elder’s Month Celebration ○ 4 December – Community Christmas Celebration ○ Activities & acknowledgement for locally gazetted public holidays ○ 8:00pm and midnight New Year’s Eve fireworks displays ○ Tavern events linked with football codes and other celebratory occasions 	<ul style="list-style-type: none"> ○ Liaison and partnerships with other entities including (but not limited to) Mirndiyan Gununa Aboriginal Corporation, 54 Reasons, Mission Australia, Selectability, Junkuri Laka, Jika Kangka Gununamanda and Ngarnal Aboriginal Community Controlled Health Service ○ Engagement with third party event providers and special interest program providers for specific target audiences 	<ul style="list-style-type: none"> ○ September 2025 Council provided \$65,000 + in-kind support for Yalmiyal Gununa Cultural Festival ○ Support for Jalaa (Children’s Festival), November 2025 ○ Support for Jika Kangka Gununamanda opening celebration, November 2025 ○ Calendar of events devised and adopted during December 2025 Council meeting, for 2026 calendar year ○ Successful themed “Tropical” New Year’s Eve, Rugby League and AFL grand final, as well as other Community Liquor Permit tavern events ○ Broad range of events have been held. ○ Funding agreements are in place. ○ Ongoing plan has been completed for community events. 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
	Support for Sporting Groups Mornington Island Raiders Rugby League major sponsorship for 2025 Fixtures	<ul style="list-style-type: none"> Support for team and support staff to attend and stay during all Doomadgee and Burketown football season games 	<ul style="list-style-type: none"> Grant funded program requires usual milestone reporting including narrative and imagery, as well as expenditure invoices 	<ul style="list-style-type: none"> Financial support via Deadly Active funding and other sources for flights, car hire and accommodation Hosting awards night presentation gratis, in February 2026 Council continues to sponsor Mornington Island Raiders Rugby League Men’s and Women’s team 	
	Cemetery and Funeral Services Review	<ul style="list-style-type: none"> Recruit local or culturally competent Funeral Coordinator Review mandatory forms, Births Deaths and Marriages requirements, as well as administrative and records management workflows 	<ul style="list-style-type: none"> Liaison with Queensland Government Births, Deaths and Marriages, Funeral Homes and Health Services, as well as Cloncurry Court House to ensure best practice, compliant and timely processes Access/ intellectual property ownership of GIS cemetery data Cemetery expansion delay 	<ul style="list-style-type: none"> Scheduled for February – March 2026 after current pending burials have occurred Queensland Police Service, Mornington Island Hospital and Council will collaboratively ascertain a flow chart of agreed procedures upon the death of a community member 	
	Youth Hub – Bicycle Shed Construction	<ul style="list-style-type: none"> Construction of suitably lockable shed for bicycle storage 	<ul style="list-style-type: none"> Determine alternative storage site for program bicycles, or distribute bikes to program participants 		COMPLETED
	Orange Sky Laundry Services	<ul style="list-style-type: none"> Establishment of centrally located washing machine and dryer services for community member use 	<ul style="list-style-type: none"> Partnership with Orange Sky and Salvation Army 		COMPLETED

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
	<ul style="list-style-type: none"> ○ Community Engagement. Strategy ○ Weekly community newsletters Quarterly (and as needed) community meetings ○ Public notices and displays ○ Facilitation of Community Safety Committee – monthly ○ Intuitive legislatively compliant website 	<ul style="list-style-type: none"> ○ Corporate branding and templates review and upgrade ○ New style guide to be devised ○ Corporate website upgrade and rollout scheduled by May 2026 	<ul style="list-style-type: none"> ○ Ongoing liaison with staff and stakeholders to ensure that community is proactively advised of all island-based services, activities and programs and that Council has an awareness of all activities for suitable cross-promotion 	<ul style="list-style-type: none"> ○ Corporate branding and templates updated and rolled out November 2025 ○ New style guide rolled out November 2025 ○ Regular feedback and compliments related to newsletters from community and stakeholder groups ○ Constant requests to add people to digital mailing list ○ Ongoing interactions with social media (likes and comments) ○ Reactivation of LinkedIn corporate profile occurred October 2025 ○ Website Migration completed April 2026 	
Workforce development	Human Resources Software Program (Elmo) Implementation	<ul style="list-style-type: none"> ○ Commence with rollout of recruitment and onboarding modules 	<ul style="list-style-type: none"> ○ Data integrity in terms of personnel details for payroll, performance management, training and development ○ Checking modules and periodic audits ○ Correct structure of modules 	<ul style="list-style-type: none"> ○ Data entry has occurred ○ Training for HR team in progress, commenced in November 2025 ○ First module to rollout from February 2026 	
	Induction Program	<ul style="list-style-type: none"> ○ Team members understand and acknowledge code of conduct, overarching policies, correct operating procedures and reporting lines ○ Team members have an opportunity to meet Elected Members and Executive team ○ Team members participate in Mirndiyan Gununa Aboriginal Corporation cultural awareness training 	<ul style="list-style-type: none"> ○ Regular rollout of induction program ○ Accurate recording of team member participation ○ Team members sign off related to individual learning components, acknowledgement and understanding and record keeping on personnel files ○ Periodic refreshers 	<ul style="list-style-type: none"> ○ Monthly sessions to commence from January 2026 ○ Pilot session conducted late 2025 ○ Induction Programs have been periodically carried out 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
	Training and Development Program	<ul style="list-style-type: none"> Identification of mapped training and development vocational education and tertiary education options for different employment roles in the organisation structure 	<ul style="list-style-type: none"> Periodically review organisational structure Periodically review establishment list Grant chasing for First Nations 	<ul style="list-style-type: none"> Block training programs at TAFE Visiting trainers to undertake site visits and support Bundled Units of Competency rollout e.g. Certificate II Rural Operations 	
Elected Members	Financial and Asset Management Training	<ul style="list-style-type: none"> Councillors have greater familiarity with 	<ul style="list-style-type: none"> Elected Members have access to LG Central online portal and LG Leaders Program, with “learn at your own pace” training and development options Queensland Treasury Commission also delivers online training programs throughout the year 	<ul style="list-style-type: none"> Training scheduled with Queensland Government Department of Local Government, Water and Volunteers, 11 February 2026 	
	Periodic Review and Ongoing Development of Capacity Related to Portfolio System.	<ul style="list-style-type: none"> Quarterly program review Identification of relevant portfolio conferences, collaboration and information sharing sessions for potential participation 	<ul style="list-style-type: none"> Training and professional development programs through Local Government Association of Queensland, Queensland Government Department of Local Government, Water and Volunteers, Queensland Treasury Commission 	<ul style="list-style-type: none"> Training scheduled with Queensland Government Department of Local Government, Water and Volunteers, 11 February 2026 Continuation Training has continued Financial Training rolled out LGAQ training rolled out 	
Information & Communications Technology (ICT)	Cybersecurity Initiatives	<ul style="list-style-type: none"> Embed cybersecurity into existing enterprise risk management and audit processes. Improve staff cyber awareness and behaviour by conducting phishing simulations and targeted refresher training for high-risk roles (particularly finance) 	<ul style="list-style-type: none"> Enforce multi-factor authentication for remote access, email, and privileged accounts Apply regular patching for operating systems and applications, prioritising critical vulnerabilities Implement least-privilege access and regular user access reviews Disable unsupported or end-of-life systems where possible or isolate them appropriately Enhance backup, recovery, and resilience capabilities Improve network and data protection 	<ul style="list-style-type: none"> Ongoing training and awareness for Executive Ongoing improvements Alerts to mass breaches in other public sector organisations Work being undertaken to develop and test a cyber-incident response plan Phishing program funded QGCSU implemented 	

Focus	Goal	Measure(s)	Risk mitigation	Current status	Assessment
Q Build and facilities	Keep community housing and facilities safe, compliant, and available with minimal downtime. Maintain full statutory compliance and strong safety culture.	<ul style="list-style-type: none"> ○ Essential services compliance (fire, electrical, gas, water, lifts) ○ Asbestos register and asset management plan adherence ○ Contractor inductions & permits ○ Incidents and corrective actions closed on time 	<ul style="list-style-type: none"> ○ Reduce risk from extreme weather, logistics and improve energy efficiency. ○ Cyclone readiness (roof tie-down inspections, work with community to ensure yard hazards cleared) ○ Critical spares on hand (days of coverage) ○ Energy intensity per facility (kWh/m²) ○ Water leaks resolved within 48hrs Key QBuild Integration Points ○ Delays due to limited local trades / QBuild capacity ○ Logistics disruptions (barge/air delays, weather, cyclone) ○ Cost overruns and variations ○ Compliance lapse ○ Tenant dissatisfaction or cultural safety concerns ○ Asset failure of critical facility (water, power, communications) ○ Fraud/conflict of interest in work allocation ○ Information security (photos, addresses) mishandling 	<ul style="list-style-type: none"> ○ Single Work Order Protocol: Council raises all jobs with priority, asset ID, scope, photos; QBuild returns ETA, assigned trade, completion evidence. ○ Service Level Agreement matrix: Jointly agreed response/restore times by priority and asset class; seasonal escalation (cyclone season). ○ Variation controls: Reviewing and pre- approved thresholds; mandatory photo evidence for variations and as-found conditions. 	

The initiatives listed in the Operational Plan are not exhaustive and do not represent routine business as usual activities. A pending minor works program is also being devised to be considered holistically with the Capital Projects Office initiatives and the Operational Plan undertakings.

Legend

Colour (traffic light system)	Meaning
	On track
	Delayed
	Not progressing

16 HUMAN RESOURCES

16.1 Human Resources & Payroll Services Report - April 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 April 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Human Resources (HR) Issues and Proposed Actions

People, Culture and Performance

Staff Attendance

A number of employees have now been issued with show cause letters regarding their excessive absenteeism and face termination during May.

A concern now exists in relation to the potential falsification of timesheets by some employee with an investigation scheduled for May to validate if fraud has occurred. If proven employees will be terminated.

Employee Recruitment and Engagement

As previously reported despite several administration opportunities being available, we are still experiencing difficulties in relation to receiving suitable or interested applicants from on island. This when combined with absenteeism is having a serious impact on council operations

We have been successful in filling the following positions:

- Senior Mechanic
- Plumber
- Project Co-ordinator

We are still seeking to fill the following positions:

- Administration Officer (Warehouse)
- Administration Officer (Housing)
- Administration Officer (Community)
- Administration Officer (Human Resources/WHS)
- Try A Trade

Cleaners

Serious concern has raised about the excessive absenteeism with the cleaning group. A review of the past 8 weeks payroll activity indicates that the full-time cleaning staff have an attendance

for 752.35 ordinary hours or 44% of their contracted hours. Despite repeated requests to comply with their contractual obligations and report their absence 807 hours of absence were not reported.

Despite the repeated requests and notice being given to cleaning personnel regarding their poor attendance they are not attending work. The situation is now having a critical impact on our commercial operations and if there is no immediate improvement we will be forced to terminate existing employees who continually breach their contractual obligations and recruit external labour support to work on island.

Staff qualifications and training

- 1 Plumbing Apprentices (William Bonner) completed TAFE block in April/May
- Noel Retchford is undertaking his first TAFE block as an apprentice plumber from 18th May to mid-June. During this time he will also complete Confined Space training. DTET have paid for flights for TAFE.
- Travis Link attended Confined Space training in late April.
- 3 staff attended and passed HR truck licensing test while IDLU were on island. 2 other staff listed did not attend. 1 due to medical and 1 did not attend work Discussions will be held regarding repayment of the costs incurred by not attending training,
- Workshop apprentices (Dirk Loogatha & Paul Bernard) – attended training with Major Training week of 20th April 2026.
- 5 Workshop staff attended and passed A/C training They commenced using their new skills at the Workshop immediately
- Fire Warden Training – 28 staff have submitted their names for online, self-paced course. LGAQ have funded this course with about 15 already completed training online.
- Forklift Training commences 18th May now for 10 staff and if time will do some Telehandler tickets also and will be fully funded now by LGAQ, instead of the initial \$2,000 they first advised. This is now a \$12,000 saving to council.
- LGAQ have agreed to fund the Forklift training because other Councils are not being proactive with training, whereas Mornington Shire Council has been and is continuing to provide staff training.

HR policy and procedures

The following Policies have been reviewed will be submitted to Executive for approval in May:

- Code of Conduct
- Employee Travel Policy
- Vehicle Policy
- Training Policy
- Off boarding and Onboarding Policy

Work continues with the revision of the organisations Position Descriptions.

HR metrics and workforce analytics

The organisation's resourcing at the time of the writing of this report totals 148 employees consisting of 121 full time, 5 part time and 22 casual employees.

Workplace Health and Safety

- Mowing signs have been ordered for Parks and Gardens team.
- Breathalyzer Testing is now live with staff photos to be uploaded
- Carpentaria Electrical have installed 2 new flood lights at the barge shed. The area is now sufficiently lit up.
- Trinity Fire Services reports have been sent through
- Following an incident at the Batching plant several issues were discussed at an onsite meeting. Issues were discussed in relation to Lighting, Scales not working, reliability and non-attendance of staff, training - HR License, Batching, Concrete pump and use of the Fencing crew as a backup.

Incident reporting

4 Incidents reported:

- 1 Break & Enter Batching Plant
- 3 Near misses
 - 1 Serious Near miss exposed electrical wires hidden in cupboard
 - 1 near miss batching plant
 - 1 Vac room 18 top stairs collapsed caused employee to trip and nearly fall.

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 April 2026.

17 HOUSING AND FACILITIES

17.1 Housing and Facilities Report – April 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 April 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

APRIL FIGURES

	Invoiced	New jobs	Open jobs
Q Build	63	77	102
Private	5	13	41
Facilities	34	44	125

Q Build Do & Charge Program for March

- 105 - jobs currently open
- 29 - Work orders received into portal
- 60 - invoiced to Qbuild

2025/26 FY – Days to action Q Build jobs

	Number of jobs	Average days to schedule	Average days to invoice
January	87	4	8
February	46	5	7
March	64	2	68
April	29	37	58

QBUILD HOUSE PAINTING

- 17 Externals 100% completed
- 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 Roof upgrade & External Painting
- 1 x Carport Upgrade
- PCYC Drinking Trough and Auditorium Painting

OTHER TENDER JOBS

- 1 x School walkway upgrade including covered awning 90% completed
- 1 x School project (2 x classrooms refurbishments, plumbing & painting)
- 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.)
- 5 lamipanel sheets taken from 152 Lardil to be used for other projects

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 railing
- Project Status: Ongoing, waiting on materials to be fabricated.

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 Due mid May.

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 April 2026.

18 ENGINEERING

18.1 Engineering and Infrastructure Report - April 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 and Infrastructure division activities for April 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Airport

- Grounds maintenance and daily airport operations are continuing, including mowing, runway inspections, vegetation control, and general upkeep to ensure the airport remains safe and operational for all scheduled and charter flights.
- Delivery of the new windsock, originally ordered in November, is still pending. Follow-up with the supplier is ongoing, as the replacement is required to maintain operational standards and improve visibility for aircraft movements.
- David has continued overseeing airport operations and monitoring the facility while Allan is away fulfilling Army commitments, ensuring continuity of operations and maintenance activities.

Parks and Gardens

- Clearing, mowing, and maintenance works have been completed across several key community areas, including the Hospital, VAC, Cemetery, QBuild, and surrounding public spaces. These works continue to improve the appearance and safety of Council-managed areas.
- Council would like to acknowledge and thank the Parks and Gardens crew for their significant efforts in preparing the township for the DG visit. Their work ensured the community presented in a clean, tidy, and well-maintained condition, which was greatly appreciated.
- In addition to their regular duties, the team has also provided assistance with barge operations, funeral arrangements, and airport support activities when required, continuing to provide valuable support across multiple Council operations.

Fencing

- The fencing crew has been undertaking a range of works, including the construction of protective enclosures for air conditioning units, works around the barge shed, installation of bike racks at the Youth Hub and GKC, and assisting with bean tree eradication activities.
- General fencing repairs and maintenance continue to be carried out across Council facilities and infrastructure as required to maintain safety and functionality.
- The team has also continued assisting with barge operations when needed to support

freight handling and operational requirements.

Roads & Civil

- Hot mix asphalt has now arrived, and preparations are underway for upcoming road maintenance and repair works across priority locations.
- Outer road repair works have commenced, with machinery and equipment mobilised to site. These works are aimed at improving road conditions, access, and safety for the community.
- Works on Berri Road have commenced and are nearing completion. Once finalised, crews will move directly onto Ballaleah Road to continue the road upgrade and maintenance program.

Batching Plant

- Queensland Kit Homes and Oly Homes are commencing upcoming construction projects that will require significant concrete supply from the batching plant. Queensland Kit Homes is expected to require approximately 180m³ of concrete for footings and slabs within the next two weeks, while Oly Homes will require additional concrete for piers and footpaths. Combined estimated demand for both projects is between 250–280m³ of concrete.
- The batching plant continues to undergo cleaning, servicing, and preparation works to ensure it is fully operational and capable of supporting current and upcoming construction demands.

Workshop

- The following plant and equipment have arrived and are currently being prepared for operational use:
 - 8-tonne excavator
 - Double-axle Agi truck
 - Council is still awaiting delivery of the following equipment:
 - 10.5-tonne crusher
 - Crusher jaw
- Routine servicing and maintenance of the Council fleet, plant, and public vehicles continue to ensure operational reliability and minimise downtime.
- Delivery of the new unleaded fuel tank is scheduled for 21/05/2026, which will improve fuel storage capacity and support ongoing operational requirements.

Water & Waste

- Daily water sampling and monitoring continue, with samples regularly sent to Cairns for laboratory testing. Test results remain within acceptable water quality limits.
- Solar charging packs have been installed on generators to maintain battery charge levels and improve reliability of backup power systems.
- Aerators for the sewer ponds have been ordered and are currently awaiting delivery. Once installed, these will assist in improving wastewater treatment performance and pond

efficiency.

Dump & Recycling

- Existing waste and recycling systems are currently under review to determine the requirements for reinstatement and future operational improvements.
- Design drawings for the proposed recycling precinct have been completed, with progression of works currently pending funding approval. The project is expected to improve waste management and recycling capabilities for the community.

Health & Animal Management

Activity Summary

- Anti-parasitic treatments administered: 28 dogs and 2 cats.
- Injury and disease treatments provided: 9 doses for dogs and 2 doses for cats.
- Microchips administered to 8 dogs to assist with identification and responsible ownership.
- Parvovirus vaccinations administered to 2 dogs.
- Removal and disposal of 2 deceased animals completed.
- Two medical emergency animal cases were treated and returned home.
- No euthanasia cases were required during the reporting period.
- Flea treatment shampoo was provided to 2 households.
- One old screen door was supplied to assist with fencing repairs at a residence.
- Rodent bait products were provided to 1 household.

Surrenders and Rehoming

- Two surrendered puppies previously fostered in March returned to Animal Management for temporary care before being successfully flown off island for rehoming.
- Two surrendered adult cats that had remained in care since March were also successfully rehomed off island.

Miscellaneous Tasks Completed

- Daily landfill patrols were completed throughout the reporting period, with no roaming dogs identified.
- Safety Data Sheets (SDS/MSDS) for chemicals used at the Vet Shed were collected and organised to improve workplace safety compliance.
- Continued improvements have been made to record keeping, filing systems, and administrative processes within the department.
- A Rangers survey was completed as part of ongoing departmental reviews and operational planning.
- Worked alongside Connor to develop a food licence register and establish an

Environmental Health filing system.

- A Workplace Health and Safety and community safety concern was identified regarding the lack of a licensed snake handler on the island. Information outlining requirements and potential solutions has been provided to WHS for further consideration.

Community Education & Engagement

- Ongoing one-on-one community education continues to be provided during animal management visits, focusing on responsible pet ownership, animal welfare, and preventative animal health practices.

Stakeholder Engagement

- Ongoing engagement continues with the Aboriginal and Torres Strait Islander Public Health Unit regarding daily operational matters, community challenges, and sharing learnings with other councils.
- The Department of Primary Industries has provided useful guidance, resources, and contacts relating to dog attacks, declarations, and investigation processes.
- The Mount Isa Public Health Unit visited the island during April to provide support and assistance to Environmental Health staff.

Observations & Trends

- An increase in dogs presenting with swollen ears has been observed, likely caused by trauma combined with ongoing heat and humidity conditions. Most cases have responded well with minimal treatment.
- A noticeable decrease in the number of puppies reported or presented was observed during the reporting period.

Upcoming Projects (Pending Approval and Funding)

- Water plant upgrades – awarded and progressing through planning stages.
- Dump upgrades – pending approval and funding confirmation.
- Drainage and oval (football field) upgrade works.
- Cemetery upgrade project.
- Splash Park project for community recreation and tourism enhancement.

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 April 2026.

19 Hospitality and Accommodation

19.1 Hospitality and Accommodation Report – April 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 April 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Carriage Limit Performance

Carriage Limit		
For the month ended	31/03/2026	30/04/2026
Total People (# Sales)	1,597	1,668
Trading days	31	30
Average Price Per Person	82	82

Carriage limit is steady month on month but are seeing a decrease to same time last year. We are in the early stages of looking into designs and locations with liquor licensing and council but this will be heavily dependent on funding and location.

Laundry Upgrade

The laundry operation has experienced significant staffing and attendance issues this month, placing considerable pressure on the Laundry Manager. There have been multiple occasions where only one or two staff members have attended work, as well as instances where employees have attended briefly before leaving mid-morning and not returning.

Over the past 18 months, management has worked extensively with the laundry team, holding numerous meetings to address absenteeism, attendance expectations, and productivity standards. Unfortunately, there has been little improvement or demonstrated commitment from the team to maintain the level of reliability and work ethic required to sustain a hospitality-based operation and meet Council’s operational expectations.

As a result, the business can no longer continue operating under these conditions, and we have no option but to recommence recruitment efforts.

Deb has been exceptional in her efforts to support, educate, and develop the team. However, without reciprocal commitment from staff, these efforts have not been sustainable. The ongoing situation has also had a substantial impact on the wellbeing of the Laundry Manager, who has since resigned from the role. We will continue to work on finding a sustainable solution.

Events

We have submitted CLP applications for the State of Origin Games 2 and 3 and Rugby and AFL grand final to be held at the Tavern subject to approval and also the work on the Tavern. At this stage we have no dates locked in for the kitchen refurbishment so will continue with the planning

of these events until otherwise advised from the project team. Further information to come.

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 April 2026.

20 GENERAL BUSINESS

- Citizenship Ceremony Proposed Date is 16 July 2026 (pending Mayor's availability).

21 CONFIDENTIAL REPORTS

Nil.

22 NEXT MEETING

The next scheduled ordinary council meeting will be held on 24 June 2026.

23 CLOSURE