

MORNINGTON SHIRE COUNCIL

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

Date: Wednesday 26 August 2026
Time: 9:00 am
Location: Corner Jinkiya & Lardil Street Gununa

MORNINGTON SHIRE COUNCIL

Ordinary Council Meeting Wednesday 26 August 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

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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

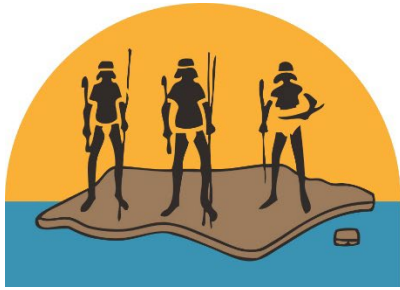
7.1 Minutes of the Ordinary Council Meeting – 29 July 2026

Author: Director Corporate & Communications

Attachments: Mornington Shire Council - Unconfirmed minutes – 29 July 2026 – 10 pages.

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting – 29 July 2026 be received and the recommendations therein be adopted.



**MORNINGTON
SHIRE COUNCIL**

Minutes of Meeting

**Ordinary Council Meeting
Wednesday 29 July 2026**

1 OPENING OF MEETING

Meeting opened by Mayor Sewter at 9:16am

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 (joined meeting at 9:26am), Cr Renee Wilson and Cr Jane Ah Kit.

Gary Uhlmann (Chief Executive Officer) Matthew Fox (Director Corporate & Communications) and Jacinta Olds (Executive Officer)

4 LEAVE OF ABSENCE

Nil

5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Nil

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 – 24 June 2026

RESOLUTION 2026/112

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

That the minutes of the Ordinary Council Meeting – 24 June 2026 be received and the recommendations therein be adopted.

CARRIED 5/0

Action Item: CEO to organise meeting / workshop with councillors to go through the procurement process and policy.

8 DEPUTATIONS

Department of State Development, Infrastructure and Planning – Update on Gulf Regional Plan @ 11:00AM.

Commenced: 11:08am – 11:33am

Attendees: Anna Nottingham, Cassandra Glendinning, Charmaine Aldridge, Leah Mosel, Sue Lockwood, Gary Scott.

9 ACTION SCHEDULE

Dept of Housing – Request to attend the next Council meeting in August.

10 MAYOR AND COUNCILLOR REPORTS

10.1 Mayor and Councillor Verbal Reports

Mayor Richard Sewter

- Visit to Canberra - Disaster recovery funding issues with all councils. Funding has been cut which means local councils will have to self-fund. Costs are excessive for local councils to self-fund.
- Federal Government – Airport upgrade funding (Disaster Readiness). Airstrip requires immediate attention.
- GREAT board meeting.
- Meeting – Oyster farming.
- TCICA meeting – presentation at parliamentary seating hearing re: racism.
- Citizenship Ceremony.
- Continued advocacy for Alcohol Management Plan responsibilities to be handed back to community.

Cr Bobby Thompson

- Cemetery concerns – graves are not marked and named.

Cr Farrah Linden

- Cemetery concerns – something really needs to be done immediately. Space is a major issue.
- RISE – are now going to take over the clean-up of the old and new cemetery.
- Community Safety Plan – has to be reviewed. Copy to be given to councillors. Community should be included.
- Funeral has been moved from Thursday 30 July to next Monday 10 August.

- Ten (10) funerals still to be conducted – 5 off island.
- Funeral funds (Council) – needs to be reviewed.
- Sorry Business committee needs to be organised.
- IKC – family history information.
- Suicide Prevention – will be on island again in August.

Cr Renee Wilson

- NAIDOC week – was a good celebration.
- Rubbish was left on festival grounds and made it hard to dance on.
- Community participation needs to be encouraged for better engagement.

Cr Jane Ah Kit

- Citizenship Ceremony was good.
- NAIDOC week – 50-year celebrations were done well. It was nice to see the community involved. Cultural dancing was a highlight.

RESOLUTION 2026/113

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

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

CARRIED 5/0

Short Break – 10.40am – 10:52am

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive Officer Report - June 2026

RESOLUTION 2026/114

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

That Councillors receive and note the Chief Executive report for June 2026.

CARRIED 5/0

12 FINANCE

12.1 Financial Report – June 2026

RESOLUTION 2026/115

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

That Council receive and note the interim Financial Report for June 2026.

CARRIED 5/0

12.2 Projects Office - Masterplan Monthly Update June 2026

RESOLUTION 2026/116

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

CARRIED 5/0

12.3 Projects Office – Department of Housing Updates

RESOLUTION 2026/117

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

That the Council notes the update from the Project Office regarding the above-mentioned addresses.

CARRIED 5/0

12.4 Write-Off of Invalid Fees

RESOLUTION 2026/118

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

That Council write off the outstanding amount of \$224,340 against the GRAC account.

CARRIED 5/0

Lunch Break – 12.25pm – 1:08 pm

Cr Jane Ah Kit rejoined meeting at 1:14pm.

13 COMMUNITY

13.1 Community Report – June 2026

RESOLUTION 2026/119

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

That Council receive and note the Community Report for 1-30 June 2026.

CARRIED 5/0

14 CORPORATE AND COMMUNICATIONS

14.1 Corporate & Communications Report – June 2026

RESOLUTION 2026/120

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

CARRIED 5/0

14.2 Development Application Reconfiguring a Lot (Boundary Realignment) - Lots 11-2SP241297

RESOLUTION 2026/121

Moved: Cr Jane Ah Kit

Seconded: Cr Bobby Thompson

Council as the Local Government Authority resolves to approve (subject to conditions) the Development Application lodged with Council for Reconfiguring a Lot (Boundary Realignment).

CARRIED 5/0

14.3 Department of Housing and Public Works – Tenancy Services Update

RESOLUTION 2026/122

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

That Council receive and note the report related to Queensland Government Department of Housing and Public Works – Tenancy Services for July 2026.

CARRIED 5/0

Action Item: CEO to organise a report from Housing and Public Works on what the tenancy agreements are. Housing to present to council at next meeting and include what rules are included in the tenancy agreement.

14.4 Public Interest Disclosure (PID) Policy and Procedure

RESOLUTION 2026/123

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

That Council adopts the updated Public Interest Disclosure Policy and Public Interest Disclosure Procedure as tabled and authorises the Chief Executive Officer to make the documents publicly available on Council's website.

CARRIED 5/0

14.5 Administrative Action Complaints Management Policy

RESOLUTION 2026/124

Moved: Cr Jane Ah Kit

Seconded: Cr Bobby Thompson

That Council resolves to adopt the proposed statutory Administrative Action Complaints Management Policy as tabled.

CARRIED 5/0

14.6 Advertising Spending Policy

RESOLUTION 2026/125

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

That Council resolves to adopt the proposed statutory Advertising Spending Policy as tabled.

CARRIED 5/0

14.7 Councillor Code of Conduct

RESOLUTION 2026/126

Moved: Cr Jane Ah Kit

Seconded: Cr Renee Wilson

That Council pursuant to the Local Government Act 2009, formally resolves to adopt the updated Councillor Code of Conduct.

CARRIED 5/0

14.8 Model Meeting Procedures and Best Practice Example Standing Orders

RESOLUTION 2026/127

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

That Council reviews and resolves to adopt, for the conduct of Council, Trustee and Standing Committee Meetings:

(a) Pursuant to section 150G(1)(a) of the Local Government Act 2009 the Model Meeting Procedures published by the Department of Local Government, Water and Volunteers, as revised July 2026; and

(b) The Best Practice Example Council Standing Orders for Local Government and Standing Committee Meetings published by the Department, as revised July 2026.

CARRIED 5/0

14.9 S48A Complaints about the Chief Executive Officer Policy

RESOLUTION 2026/128

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

That Council resolves to adopt the s48a Complaints about the Chief Executive Officer Policy as tabled.

CARRIED 5/0

14.10 Chief Executive Officer Appointment and Performance Policy

Removed from agenda until further legal advice is obtained.

14.11 Recreational Master Plan

RESOLUTION 2026/129

Moved: Cr Renee Wilson

Seconded: Cr Bobby Thompson

That Council adopts the Mornington Shire Council Recreational Master Plan as tabled.

CARRIED 5/0

15 HUMAN RESOURCES

15.1 Human Resources & Payroll Services Report - June 2026

RESOLUTION 2026/130

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

Action Item: CEO to include the MSC organisational structure in the next council meeting.

CARRIED 5/0

16 HOUSING AND FACILITIES

16.1 Housing and Facilities Report – June 2026

RESOLUTION 2026/131

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

CARRIED 5/0

17 ENGINEERING

17.1 Engineering and Infrastructure Report - June 2026

RESOLUTION 2026/132

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

That Council receive and note the Engineering and Infrastructure report for June 2026.

CARRIED 5/0

18 Hospitality and Accommodation

18.1 Hospitality and Accommodation Report – June 2026

RESOLUTION 2026/133

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

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

CARRIED 5/0

19 CORRESPONDENCE

20 GENERAL BUSINESS

Cr Jane Ah Kit

- Airport – REX Airlines – booking of airfares. REX needs to improve the service for booking tickets. The only place to book local fares at the moment is at the airport.
- Post Office – Opening hours, parcel collection – community does not have a lot of time to access their mail. Post is an essential service for the community.

21 CONFIDENTIAL REPORTS

Nil.

22 NEXT MEETING

The next scheduled ordinary council meeting will be held on 26 August 2026.

23 CLOSURE

Meeting closed at 2:49pm.

8 DEPUTATIONS

Department of Housing and Public Works – Alexia Kelso - Customer Service Manager @ 11:00AM to discuss Tenancy for New Housing, Updates on Social Housing Program and Tenancy Agreements.

9 ACTION SCHEDULE

9.1 Open Action Items

DATE	DIRECTOR RESPONSIBLE	ACTION	Outcome	STATUS
27/05/2026	CEO / DCC	Policy and Procedure for burials, funerals and sorry business to be done by Council. Follow up with DG for assistance.		In Progress
29/07/2026	CEO	To organise meeting / workshop with councillors to go through the procurement process and policy.		In Progress
29/07/2026	CEO	To include the MSC organisational structure in the next council meeting.		In Progress

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 July 2026.

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive Officer Report - July 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 July 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

- At the commencement of the new Financial Year the Council is in an excellent financial position.
- We have established a detailed budget for the Council as a whole and for each of the Business areas and are now in a position to report accurately on business area performance on a monthly basis.

- There is a clear process in place to focus on efficiency, systems, processes and our operating culture this year.
- A new financial system is scheduled for introduction later this year and the supporting systems and processes continue to be refined.
- Council is well funded for our building, infrastructure and roads programs and these programs are being well managed through our professional project management processes.
- Our social housing building program is well underway with our 4 x 2 bedroom accommodation in Lardil St on schedule and our 10 donga building and installation program also on schedule with all sites about to be cleared and prepared.
- The 13 lot social housing development on Lardil Street is progressing well with geo technical work currently being sought.
- Our ongoing success in obtaining government grants has put the Council in a position where the key foundational initiatives included in our Operational Plan are now funded.
- Particularly exciting are the commencement this month of the site works for our state of the art Water Treatment Plant.
- Also exciting is the preparation of the tender documents for the major upgrade of the waste and landfill sites, the resource recovery centre and the newly funded Splash Park.
- The Council is now considering the priorities under our new 10-year Recreation Master Plan for the community and how best to apply for the available funding to implement this plan.
- This has identified the oval area as a future family based Recreational Precinct which will include a Splash Park, playground, adventure park activities, various family and age group activities and a major upgrade of the oval to develop future sporting teams and activities for the community.
- We continue to work with the Working Group of Directors General on a variety of strategic initiatives to assist community to meet its current and future needs and challenges.
- The biggest challenge for Council continues to be the ongoing reduction in Local Government funding and cost shifting by both Federal and State governments which will impact on all Local Government Councils and especially Indigenous Councils such as ours.
- This has become a major campaign by Local Government representative bodies, Mayors and Councils across Australia and if not reversed will potentially have significant impacts on the financial viability of indigenous Councils in particular.
- The Mayor is playing a major role in advocating not only on behalf of our Council and Community but all Indigenous Councils and communities.
- Despite these potential future financial challenges the Council is currently in an excellent position to continue to provide significant value adding services and infrastructure for the Mornington Community over the next 12 months.

FINANCIAL & RESOURCE IMPLICATIONS

Council is typically operating within approved 2026/27 allocated budget parameters.

RECOMMENDATION

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

12 FINANCE

12.1 Financial Report – July 2026

Author: Interim Chief Financial Officer

Attachments: July 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. We have entered into a new financial year.

Key items to note for the month of July:

- Improved Levies and Charges as expired Lease arrangements are rectified and updated (+\$0.27m).
- Interest received on funds continue to improve as interest rates continue to rise (+\$0.63m).
- Sales Revenue continues to be under budget due to Accommodation and Carriage demands reducing or restricted (-\$2.3m).
- Capital Income not as budgeted due to the timing of Capital projects (-\$6.15m), however is expected to finish strongly with the current build program.
- Employee benefits (-\$0.8m) higher due backpay of allowances, resignation payouts and higher travel costs than budgeted.
- Lower Materials and Services (\$5m) costs than budgeted as efficiency gains are realised in operations.
- Interim Net operating result is in the positive (\$2.5m), meaning that we have covered our costs, including depreciation for the financial year.

FINANCIAL & RESOURCE IMPLICATIONS

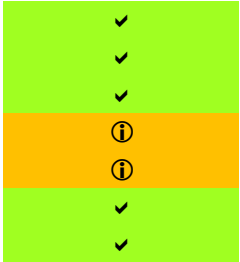
Council is mostly operating within 2026/27 budget allocations.

RECOMMENDATION

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

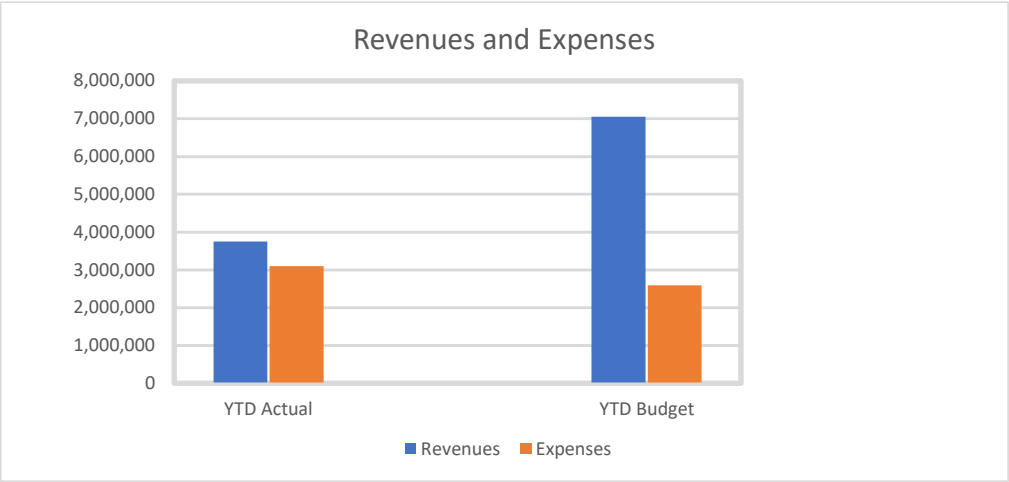
This Month Story

Council has \$27m invested with Queensland Treasury Corporation, earning interest.
Unrestricted cash holdings decreased. Currently two and a half months. Target is four months
Capital grants are under budget
Net operating result ended positively.
Recording and recouping all revenues must be a focus going forward to maintain our cash position. Still work to be done
2026 Financial Statements have been commenced with a view to being on time
Accounts Receivables decreased marginally

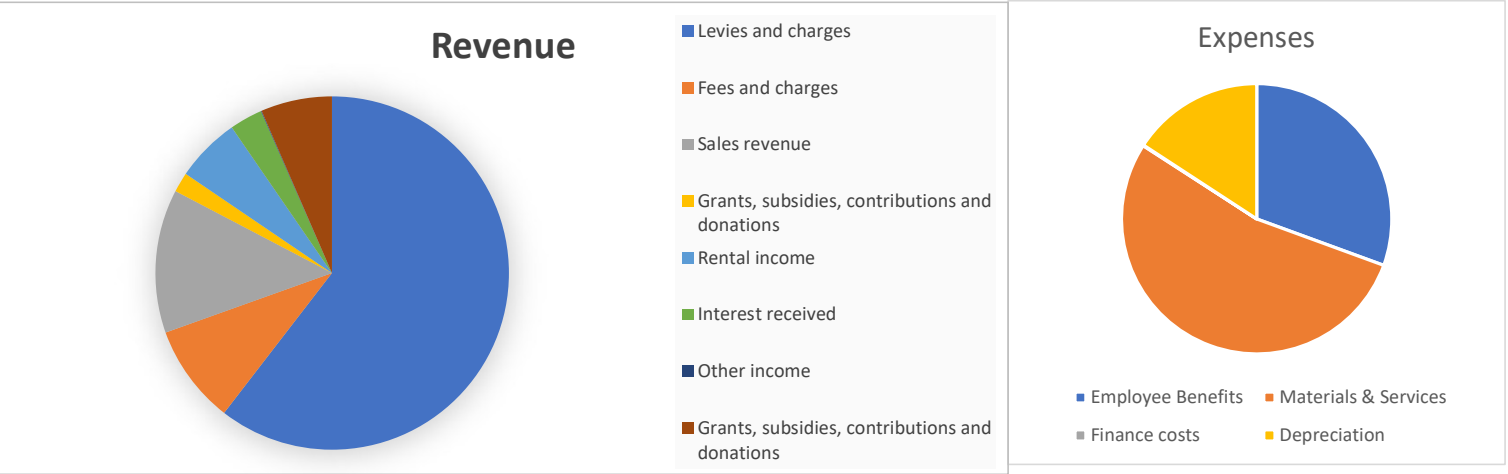


Revenues and Expenses

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



Where did the Money come from?

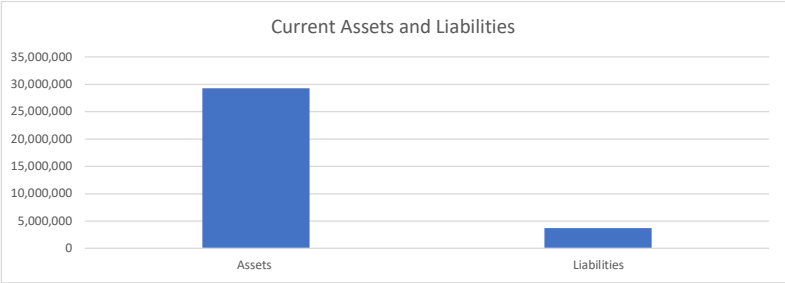


Details in the numbers

Interim Statement of Comprehensive Income Year to date up to		31-July-2026					
Income	Actual	Budget	Variance			Year to Date Last Year	
Revenue	\$	\$	\$			\$	
Recurrent Revenue							
Levies and charges	2,266,911	3,905,434	-1,638,522	×		0	✓
Fees and charges	340,786	487,582	-146,795	×		224,220	✓
Sales revenue	492,426	613,537	-121,110	×		861,570	×
Grants, subsidies, contributions and donations	67,951	670,078	-602,127	×		4,029,838	×
Total Recurrent Revenue	<u>3,168,075</u>	<u>5,676,630</u>	<u>-2,508,555</u>	<u>×</u>		<u>5,115,629</u>	<u>×</u>
Rental income	221,695	70,000	151,695	✓		312,845	✓
Interest received	112,930	54,167	58,763	✓		61,505	✓
Other income	2,833	0	2,833	✓		21,475	×
Total operating revenue	<u>3,505,533</u>	<u>5,800,797</u>	<u>-2,295,264</u>	<u>×</u>		<u>5,511,453</u>	<u>×</u>
Capital Income							
Grants, subsidies, contributions and donations	244,502	1,251,814	-1,007,311	×		638,812	×
Total capital income	<u>244,502</u>	<u>1,251,814</u>	<u>-1,007,311</u>			<u>638,812</u>	
Total income	<u>3,750,036</u>	<u>7,052,611</u>	<u>-3,302,575</u>	<u>×</u>		<u>6,150,265</u>	<u>×</u>
Expenses							
Recurrent Expenses							
Employee Benefits	947,544	1,154,028	206,484	✓		1,338,159	✓
Materials & Services	1,659,253	677,354	-981,899	×		1,617,894	×
Finance costs	2,671	5,045	2,374	✓		2,551	×
Depreciation	489,165	753,954	264,789	×		488,625	×
	<u>3,098,633</u>	<u>2,590,381</u>	<u>508,252</u>	<u>×</u>		<u>3,447,229</u>	<u>×</u>
Capital expenses	0	0	0			0	
Total expenses	<u>3,098,633</u>	<u>2,590,381</u>	<u>508,252</u>	<u>×</u>		<u>3,447,229</u>	<u>✓</u>
Net result	<u>651,403</u>	<u>4,462,230</u>	<u>-3,810,827</u>	<u>×</u>		<u>2,703,036</u>	<u>×</u>
Net operating result	<u>406,900</u>	<u>3,210,416</u>	<u>-2,803,516</u>	<u>×</u>		<u>2,064,224</u>	<u>×</u>

Cash Position

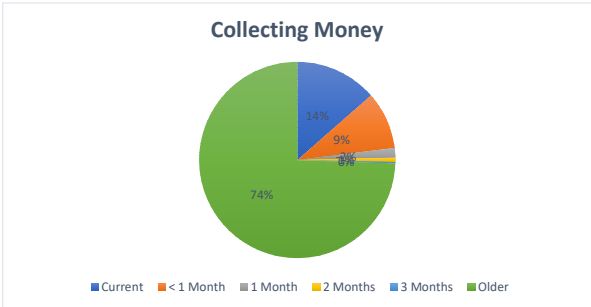
All numbers are year to date up until 31-July-2026



Assets							
Cash at bank Unrestricted		7,816,024					2,990,077
Cash at bank Restricted		19,272,175					-242,756
Debtors		2,163,681					131,299
		<u>29,251,879</u>					<u>810,296</u>
							<u>3,688,916</u>

Receivables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
253,572.01	177,111.49	(29,176.33)	13,945.63	3,477.25	1,392,253.34	1,811,183.39
30%	8%	2%	2%	2%	56%	100%

Payables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
2,831,548.36	37,282.86	0.00	9,636.00	8,171.01	103,438.99	2,990,077.22
95%	1%	0%	0%	0%	3%	100%

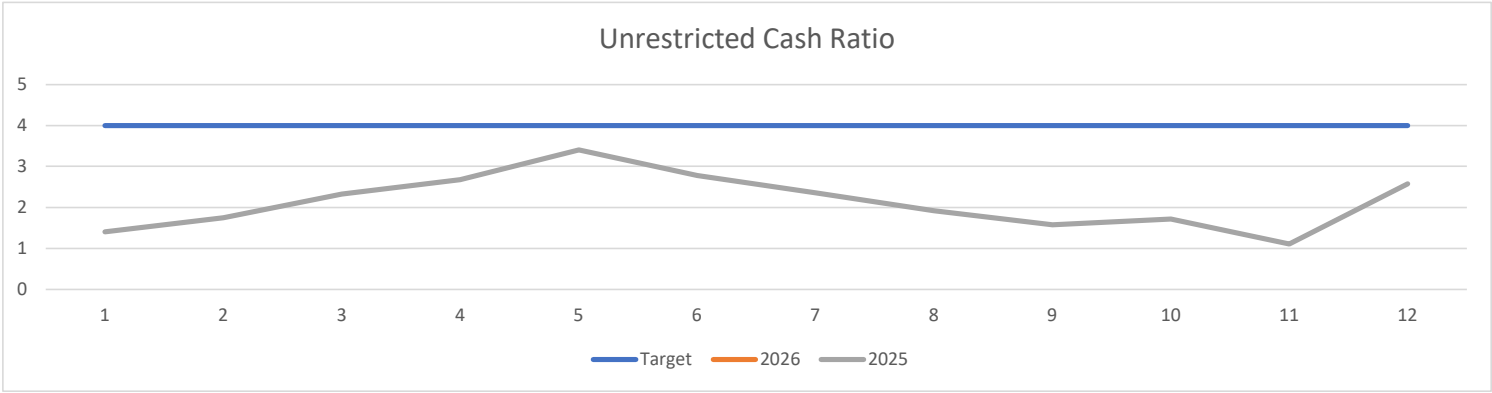


Who owes us money (Debtors)	Over 90 days	Total	Comments
But hasn't paid soon enough			
GRAC (Gulf Regional Aboriginal Corporation)	224,340	224,340	Referred
GUNUNAMANDA LIMITED T/A Gununamanda Store	373,376	425,193	
HC Building and Construction	141,977	141,977	
James Construction Queensland Pty Ltd	505,226	506,852	
Total of above and others	<u>\$1,392,253</u>	<u>\$1,811,183</u>	

Cashflow

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

Account	Dec 2025	Mar 2026	June 2026	July 2026
Normal Business				
Money in	2,126,026.93	1,569,335.24	6,598,162.33	3,873,589.42
Money Out	(3,917,848.37)	(2,559,655.66)	(2,037,653.03)	(1,971,787.13)
Difference	(1,791,821.44)	(990,320.42)	4,560,509.30	1,901,802.29
Capital Grants				
Money in	1,474,929.17	0.00	1,509,406.81	0.00
Money Out	(728,883.48)	(113,517.65)	(2,936,508.27)	(892,995.54)
Difference	746,045.69	(113,517.65)	(1,427,101.46)	(892,995.54)
Other (Super BAS)	(23,892.38)	(324,734.23)	(20,702.97)	572,597.66
	(23,892.38)	(324,734.23)	(20,702.97)	572,597.66
	(1,069,668.13)	(1,428,572.30)	3,112,704.87	1,581,404.41
Bank				
Start	7,980,530.89	5,324,015.74	3,121,624.74	6,234,329.61
Difference	(1,069,668.13)	(1,428,572.30)	3,112,704.87	1,581,404.41
End	6,910,862.76	3,895,443.44	6,234,329.61	7,815,734.02



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

Task	Traffic Light	Due	Due next	Notes
ATO Reporting	–		21/04/2027	FBT return lodged
Workcover	✓		15/09/2026	
Audit 2026	✓		31/10/2026	
Grant reporting	✓		11/08/2026	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	✓		1/06/2027	
Debt Recovery	–			Solid improvement
Contracts Register \$200k+	✗			Tender has been re
Contracts Register All	✗			Works underway by

Measures of Financial Sustainability

Operating Surplus Ratio

Target: 0%

16%

Net operating result divided by total operating revenue

Operating Cash Ratio

Target: Greater than 0%

29%

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

12.2 Projects Office - Masterplan Monthly Update July 2026

Author: Interim Chief Financial Officer

Attachments: PMO Report to Council – July 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 as per plan and is now up to roofing state with aim to be in lock up within weeks. Significant risk going forward is the ongoing theft from site and the protection of the windows.
- Plug Ins –the sites are to be cleared ready for survey of services to sites. Notices will be issued to effected tenants before work commences. 10 sites in total are being cleared, ready for surveys that will inform the tender process to come.
- Tavern – Costings of works to be done is being undertaken so as to finalise what can be afforded prior to going to Tender.
- Seawall –Recommendation of acceptance of tender being brought to Council.

FINANCIAL & RESOURCE IMPLICATIONS

Most capital projects are operating within assigned budgetary and grant funding parameters for 2026/27.

RECOMMENDATION

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

PMO PROJECTS

31/07/2026

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 Completed	 Within Timeframe	1/09/2025	23/01/2025	In operation now.
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	Qbuild have started Project Management of the site.
Library Rectification Works	 Works Completed	 Within Timeframe	10/02/2025	19/12/2025	Complete
Lot 926 - 4 x Houses	 Works Underway	 Within Timeframe	10/02/2025	23/04/2026	Build on time. Roof starting to come into place now. Lock Up Stage due in September; Full Completion and handover due in February 2027.
Motel Expansion - 4 units	 Works Completed	 Within Timeframe	10/02/2025	30/06/2026	Complete
Seawall & Foreshore Project	 Planning	 Future	1/09/2025	23/11/2027	Tender complete. Negotiations finalised with recommendation to be brought to Council. Stakeholder engagement complete. GRAC to have input once design stage is nearing finalisation.
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 due early August.
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	 Within Timeframe	10/02/2025	11/08/2027	Costings being undertaken to stage works.
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 soon
Lot 911 Lardil - 13 Dwellings	 Planning (F)	 Future	1/02/2027	1/12/2028	Plan for site nearing completion, however dependent upon geotechnical survey to be undertaken in late August/September. Plans will be presented once it is confirmed that the land can hold what is conceptualised.
Accommodation Upgrade/Refurbishment	 Planning (F)	 Within Timeframe	1/07/2026	30/06/2027	Funds have been reallocated to the refurbishment of VAC 1 units, with scoping now completed. Exterior of buildings to be addressed first and then rebuild of existing internals to be undertaken. RFQ being prepared

12.3 2026-2027 Fees & Charges Amendment

Author: Interim Chief Financial Officer

Attachments: Nil.

EXECUTIVE SUMMARY

Under s97 of the Local Government Act 2009, Council may set cost-recovery fees by local law or resolution. A change in system requirements has necessitated a change to some charges. The attached schedule lists proposed revised fees and charges for adoption in the 2026- 27 financial year.

BUDGET & RESOURCE IMPLICATIONS

The purpose of the report is to adopt the revised 2026-27 Fees and Charges. All budget and resource implications have been considered.

BACKGROUND

Council provides a wide range of services to the community some of which incur a fee or charge to recover costs in accordance with s97 of the Local Government Act 2009. The proposed Fees and Charges 2026-27 form part of the 2026-27 Annual Budget process.

The RMS system is unable to add 50% of 1 night as a cancellation fee. The cancellation policy rules in RMS only allow us to set either a number of nights, a fixed dollar amount or a percentage of the **total** booking. We can no longer handle a 50% charge as this was all done manually in Preno and will be automated in RMS, including when the online travel agents cancel via their integrated online portals. If we don't automate this process, we risk not getting the cancellation fees.

After consultation with RMS, Management has recommended the following changed cancellation fees:

- No Show – Full amount of booking will be charged.
- Cancellation 1-7 days prior to Arrival: A cancellation fee equal to two (2) nights' accommodation or 100% of the total booking if less than 2 nights will apply.
- Cancellation 8–14 days prior to arrival: A cancellation fee equal to one (1) night's accommodation will apply.
- Cancellation over 15 days prior to arrival: A full refund will apply.
- Shortened stay – after check in , you will be charged 2 nights accommodation or the remainder of your stay, whichever is shorter.

Please see below for an extract from the current fees and charges 2026-27:

NOTE: The following cancellation rates apply to all Council accommodation:

No Show - Full Amount of Booking Required

(a) 1-7 Days Notice of Cancellation - One night's accommodation fee required

(b) 8-14 Days Notice of Cancellation - 50% of one night's fee required

CONSULTATION

Internal: Councillors
Executive Leadership Team
Management Leadership Team

RECOMMENDATION

That in accordance with Section 97 of the Local Government Act 2009, the council adopt the revised Fees and Charges for the 2026-27 financial year as tabled.

13 COMMUNITY

13.1 Community Report – July 2026

Author: Manager Community

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Community activities for the period of 1 – 31 July 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

This report provides an overview of recent activities, achievements and initiatives being progressed across Community Team.

Throughout July and early August, Council has continued to deliver and support programs that strengthen community connection, improve access to essential services, promote health and wellbeing, and create opportunities for learning, participation and cultural engagement.

Key highlights include continued growth of the Mornington Island Community Laundry Service, the expansion of library and literacy opportunities through the Goobalathaldin Knowledge Centre, further investment in community sport and recreation infrastructure, successful community events and ongoing engagement with residents to inform future projects and services.

These initiatives demonstrate Council's ongoing commitment to supporting a strong, healthy and inclusive community while working collaboratively with local organisations, service providers and community members to deliver outcomes that reflect the needs and aspirations of Mornington Island.

Community Laundry

Orange Sky has recently released its latest service update for the Mornington Island Community Laundry Service, highlighting continued growth and strong utilisation during the January–June 2026 period.

Key service outcomes include:

- 1,425 loads of laundry completed, representing a 37% increase compared to the previous six-month period (1,037 loads).
- 119 community shifts delivered, providing regular access to an essential service while creating opportunities for social connection, support and engagement.

The Community Laundry continues to provide an important place for residents to access practical support in a welcoming and inclusive environment. The continued growth in service use reflects the value of the partnership and the positive contribution the service makes to community wellbeing.

Planning is also underway for the establishment of a community food garden at the laundry precinct, with garden beds ordered and composting activities commencing. The initiative aims to support community connection, promote healthy food choices and create opportunities for shared learning and participation. It is hoped the Mornington Island Food Network will support

the success of the gardens through community workshops and knowledge sharing.

Goobalathaldin Knowledge Centre (GKC)

Council is pleased to welcome the new IKC Coordinator, who commenced on 1 July. The new IKC Coordinator brings extensive experience working in libraries across remote communities in the Northern Territory and is a valuable addition to the team.

Council has also entered into two new Service Level Agreements with the State Library of Queensland for:

- Public Library Services
- First 5 Forever

The Public Library Services Agreement significantly expands the resources available to the Mornington Island community by enabling library members to request books and other library materials from participating public libraries across Queensland.

Together, these initiatives strengthen the services available through the IKC, providing greater access to learning resources, literacy programs and opportunities for lifelong learning for people of all ages.

Sport and Recreation

The Mornington Island Community Gym is about to get even better, with another shipment of new fitness equipment expected to arrive on the island from 18 August.

The latest additions will provide even more opportunities for community members to stay active and include:

- Battle ropes
- Power bands
- Pilates Ladder Barrel
- Pilates Triangle
- Air bike
- Upright bike
- An additional rowing machine
- An additional treadmill

The Pilates Reformer remains on backorder after the original unit was damaged during transit. Installation of the new equipment will also include several items that have already arrived and are currently awaiting installation.

These upgrades continue Council's commitment to providing a modern, inclusive gym that caters to a wide range of fitness interests and abilities.

In addition to the gym improvements, discussions are underway to establish a casual Thursday night Touch Football competition, providing another opportunity for community members to stay active, connect with others and enjoy social sport. Further information will be shared as planning progresses.

Community Events

July was highlighted by NAIDOC Week celebrations, with Council supporting a range of community events throughout the week, alongside hosting a well-attended Elders Morning Tea.

Monthly Movie Nights recommenced on 31 July, with the original The Lion King proving to be a popular choice for community members.

Planning is well underway for two major community events: the Halloween Colour Fun Run/Walk on Saturday, 31 October, and the Community Christmas Celebration on Friday, 4 December.

To further enhance the festive season and encourage community participation, Council is developing a Christmas Lights Competition, where local organisations and stakeholders will be invited to decorate and illuminate their buildings in the lead-up to Christmas.

Planning for Australia Day 2027 will also need to commence in the coming months. To assist with this planning, direction is sought from Councillors regarding their expectations for an Australia Day event and whether Council wishes to apply for available Australia Day grant funding. Early confirmation will ensure sufficient time to prepare any funding applications and develop an event that aligns with Council's vision and community expectations.

Community Engagement

With the signing of a new Service Level Agreement, engagement has recommenced with Queensland Remote Aboriginal Media regarding the re-commencement of programming from Mornington Island.

Community consultation was held regarding the Splash Park wish list, talking to potential users as to what features they would like to see included and why. This information was then fed to the project and procurement teams for use when preparing the tender.

FINANCIAL & RESOURCE IMPLICATIONS

The Community department is operating within the 2026/27 budget. There are no financial implications in this report.

RECOMMENDATION

That Council receive and note the Community Report for 1-31 July 2026.

13.2 New Years Eve Fireworks Display

Author: Manager Community

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

That Elected Members have an awareness of proposed fireworks displays and costs for New Year's Eve 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Bright Nite Fireworks have facilitated New Year's Eve celebratory fireworks displays on Mornington Island for almost a decade. The displays include a family-friendly event at 8:00pm, followed by a second display at midnight to provide an opportunity for older members of the community to participate in the New Year celebrations.

Given Bright Nite Fireworks' extensive experience delivering fireworks displays on Mornington Island, they have developed a strong understanding of the local environmental conditions and the specific considerations associated with conducting fireworks displays in a remote island environment. Their familiarity with the location, local conditions and operational requirements provides confidence in their ability to safely and effectively deliver the proposed displays.

Council is therefore seeking approval to engage Bright Nite Fireworks to deliver the 2026 New Year's Eve fireworks displays, continuing the established service that has been successfully provided to the Mornington Island community for almost a decade.

The quotation for the fireworks products required for the two planned displays is \$26,490.00, which remains consistent with the pricing provided in 2025.

The New Year's Eve fireworks displays have become a valued annual community celebration and provide an opportunity for residents of all ages to come together in a safe and inclusive environment. The event supports community connection, social inclusion and wellbeing, while providing a positive and memorable way for the community to conclude the calendar year and welcome the New Year together.

FINANCIAL & RESOURCE IMPLICATIONS

The itemised costings for the proposed New Year's Eve fireworks event are outlined below:

Description	Quotation (GST Incl)
Platinum family display at 8pm	\$14,990
Diamond display at midnight	\$11,990
Flights for two (2) pyrotechnicians	\$1,800
Accommodation for three (3) nights	\$1,000
Car Hire	\$600
Community BBQ	\$1,000
Freight	\$1,200
TOTAL	\$32,580

The most substantial component of the event budget relates to the fireworks displays and associated pyrotechnics, totalling \$26,980. The 8:00pm family display will run for approximately 10–11 minutes, while the midnight display will run for approximately 8–9 minutes.

The New Year’s Eve Fireworks Display has been included within the existing Community Events budget. As a result, there are no additional financial implications arising from this Report.

RECOMMENDATION

That Council:

(i) Approved the re-engagement of Bright Nite Fireworks for the 2026 New Year’s Eve fireworks displays.

and

(ii) Support for the 2026 New Year’s Eve fireworks display to the value of \$32,580.

14 CORPORATE AND COMMUNICATIONS

14.1 Corporate & Communications Report – July 2026

Author: Director Corporate & Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Information and Communications Technology

- 5 staff onboardings
- 6 staff offboardings
- On site visit conducted
- Continued records management system remediation activities
- Launch of Procurement Hub Intranet resource for staff information and awareness of procurement policies and procedures
- Purchase of new Council laptops to replace older devices
- Data breaches and cyber incidents - Successful phishing incident on 15 July 2026. Remediating actions occurred within approximately 30 minutes. Situation subsequently monitored for malicious activity and believe the incident was successfully contained.
- Design and build of HR Offboarding workflow.

Governance

- Governance & Risk Manager seconded to HR & Payroll Services to assist with HR policies.
- Child Safe Organisation implementation work has continued with focus shifted to HR policies to ensure a holistic and coordinated implementation of requirements.
- Annual Operational Plan developed.

Communications

- Annual Report 2024/25 work finalised with final draft template in the approval process.
- Aviation Flu Campaign developed and implemented.
- Social Media policy drafted.
- MSC newsletters have been published throughout the month of July.

Town Planning

Old Rodeo Grounds Licence negotiated with JKG and signed by Council. Awaiting signature.

FINANCIAL & RESOURCE IMPLICATIONS

Corporate and Communications are operating within the 2026/27 budget. There are no financial implications in this report.

RECOMMENDATION

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

14.2 Child Safe Code of Conduct

Author: Director Corporate & Communications
Attachments: Child Safe Code of Conduct MSC-STAT-052 (Draft) – 11 Pages

PURPOSE (EXECUTIVE SUMMARY)

The Purpose of Mornington Shire Council Child Safe Code of Conduct is to provide Elected Members with a clear behavioural framework to ensure the safety and wellbeing of children, while ensuring full compliance with the mandated Queensland Child Safe Standards and the broader requirements overseen by the Queensland Family and Child Commission.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Child Safe Organisations Act 2024 establishes a legal obligation for local governments to embed child safety and wellbeing into their governance, culture, and daily operations. Local governments became subject to Phase 1 obligations on 1 October 2025, requiring the mandatory implementation of the Child Safe Standards, followed by the associated Reportable Conduct Scheme which took effect on 1 July 2026. Adopting a formal Child Safe Code of Conduct sets clear behavioural boundaries for all individuals interacting with or providing spaces for children and young people.

The Child Safe Code of Conduct is a separate document to the Employee Code of Conduct; however, Council's status as a Child Safe Organisation is formally noted within the Employee Code of Conduct, and both documents are intended to be read in conjunction with one another to ensure a unified organisational approach to child safety.

FINANCIAL & RESOURCE IMPLICATIONS

Financial: Implementation costs will be absorbed within existing operational and governance budgets.

Resources: Internal staff time will be required to roll out mandatory induction, training, and acknowledgment processes for all existing and new council workers and volunteers.

RECOMMENDATION

That Council resolves to adopt the Mornington Shire Council Child Safe Code of Conduct as presented.



Child Safe Code of Conduct

Policy Information			
Policy Name	Child Safe Code of Conduct		
Policy Number	MSC-STAT-052		
Type	Statutory		
Owner	Chief Executive Officer		
Responsible Officer	Director of Corporate & Communications		
Decision No.		Approval Date	August 2026
Records No.		Next Review Date	June 2028

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

1. Introduction

1.1 This Child Safe Code of Conduct is Council's overarching child safe behavioural standard. It applies to all councillors, employees, volunteers, contractors, third party providers, consultants, labour-hire (including events) personnel, students on placement, trainees, apprentices, and any other person (as defined in 2.4) engaged by or on behalf of Council who works with, for, or around children and young people in Council services, programs, facilities and/or online environments.

2. Purpose and Scope

2.1 This Child Safe Code of Conduct (this code) should be read alongside Council's Child Safety and Wellbeing Policy, the Child Protection Act 1999 (Qld), the Child Safe Organisations Act 2024 (Qld), the Working with Children (Risk Management and Screening) Act 2000 (Qld), the Information Privacy Act 2009 (Qld), the Human Rights Act 2019 (Qld), and the National Principles for Child Safe Organisations. It also supports Council's compliance with Queensland's Child Safe Standards and related child safety reporting requirements include the Reporting Conduct Scheme and sexual reporting criminal law.

2.2 This Code also supports Council's approach to responding to allegations, concerns about child safety and wellbeing, complaints, disclosures and reportable conduct involving Council Personnel/Workers through its Child Safety Complaints and Reporting Process.

2.3 Council delivers and supports a mix of staffed programs, community services, and open public facilities. In some settings, Council provides direct services to children and young people. In other settings, Council provides access to public or shared spaces where parents, carers, user groups, hirers or other responsible adults retain primary supervision responsibilities in line with Council's facility hire, use and access conditions.

2.4 All Council Personnel/Workers must apply this Code in a way that is practical, child safe, and consistent with the level of control Council has in each setting. Where more specific guidance is required, the relevant Council policy, procedure, guideline, contract condition or local instruction must also be followed.

For the purposes of this Code, Council Personnel/Workers includes different categories of people engaged by or on behalf of Council who work with, for, or around children and young people in Council services, programs, facilities or online environments. These categories include:

- **Councillors**, who are also subject to the relevant local government conduct obligations and any council-specific governance requirements
- **Employees**, who are also subject to Council employment policies, child safe recruitment, supervision, complaints and disciplinary procedures
- **Volunteers**, who are also subject to volunteer induction, supervision and conduct requirements
- **Contractors, consultants and labour-hire personnel (including events)**, who are also subject to contractual child safe requirements, screening requirements where applicable, site access conditions, and relevant contractor or visitor management procedures
- **Students on placement**, trainees and apprentices, who are also subject to placement agreements, supervision arrangements and any relevant education provider requirements
- **Any other person engaged by or on behalf of Council**, who must comply with this Code and any other relevant Council policy, procedure, agreement or lawful direction applying to their role.

Where a person is subject to more than one policy, procedure, contract, agreement or code, those requirements apply together.

2.5 The values, ethics and standards within this Code are intended to guide behaviour and decision-making across all Council child-related contexts. This document should be read as an overarching conduct document, with more specific requirements set out in supporting policies, procedures, forms, guidance materials and local operating instructions.

3. Guiding Principles – Mornington Shire Councils Commitment to Safe Environments to Children/Young People

3.1 Children and young people have rights to safety, participation, information and respect. We uphold the National Principles for Child Safe Organisations.

3.2 We create welcoming environments that are inclusive, accessible and responsive to the diverse needs of children and young people, children with disability, children from culturally and linguistically diverse backgrounds, and children who may be at increased risk of exclusion or harm.

3.3 We listen to children and take their concerns seriously, including in decisions that affect them.

3.4 We identify and manage risks to children and young people and respond to concerns promptly and lawfully.

3.5 We support families, carers, community groups and facility users to understand Council's child safe expectations, including through accessible information, signage, conditions of entry/use, and clear pathways for raising concerns.

4. Worker Screening (Blue Card) and Suitability

4.1 Anyone engaged in regulated child-related work must comply with applicable Blue Card or exemption card requirements and with Council's Child Safe Recruitment, Screening and Induction Procedure and any other relevant screening, recruitment and suitability requirements.

5. Standards of Behaviour

5.1 All Council Personnel/Workers must:

- act in accordance with Council child safety and wellbeing policies and procedures at all times
- treat all children, young people and families with dignity, respect, sensitivity and equity
- create culturally safe environments and promote the cultural rights and connections of Aboriginal and Torres Strait Islander children
- actively challenge racism, exclusion, stereotyping and discriminatory behaviour, and support culturally safe participation for Aboriginal and Torres Strait Islander children and young people
- identify, record and mitigate risks to children, including online risks, in line with Council's Child Safety Risk Framework and related risk management processes
- respond to concerns, complaints, disclosures and safety risks promptly in line with Council's Child Safety Complaints and Reporting Process, and keep accurate records
- manage children's personal information consistently with privacy and information-sharing laws and Council's Privacy, Records and Information Handling Policy or Procedure
- complete induction and refresher training and re-acknowledge this Code as required by Council.

6. Positive and Child-safe Behaviours

6.1 Council Personnel/Workers must:

- model positive behaviours and maintain clear, professional boundaries
- communicate with children in ways they can understand, and encourage participation and feedback
- listen to children and young people, take their views and concerns seriously, and respond in ways that are respectful, age-appropriate and understandable
- encourage children and young people to participate in decision-making processes where appropriate
- give constructive feedback to children and young people
- ensure children and young people are aware of their rights, including their rights to respect, fairness and safety.

7. Safe and Protective Work Practices

7.1 Council Personnel/Workers must adopt safe and protective work practices and remain alert to situations, environments or behaviours that may place children, young people or workers at risk, or may be perceived as unsafe, inappropriate or inconsistent with professional boundaries.

7.2 This includes:

- working, where practicable, in open, observable or otherwise accountable environments when engaging with children and young people
- maintaining appropriate presentation, conduct and professional boundaries at all times
- following Council policies, procedures and local instructions for consent, supervision, personal care, transport, photography, online communication and other child-related activities
- securing parental or guardian consent where required, including for excursions, medical treatment and other child-related activities, in accordance with Council policy and procedure
- responding calmly, respectfully and non-judgmentally so children and young people feel safe to raise concerns
- helping children and young people to understand, in age-appropriate language, how to seek help, raise a concern or make a complaint.
- Use approved devices and platforms for any contact with children; keep communications work-related and transparent.
- Apply procedures for cyberbullying, image-based abuse and exposure to illegal/restricted content, including escalation to the eSafety Commissioner where applicable.
- In mixed age spaces, enforce rules prohibiting adults from displaying pornographic or illegal content to under 18s.

8. Unacceptable Behaviours

8.1 Council Personnel/Workers must not:

- initiate, encourage or engage in special, secret, exploitative, coercive, manipulative or otherwise inappropriate relationships with a child or young person
- show favouritism, provide gifts, or give individual attention to a child or young person in a way that is inconsistent with professional boundaries or may be perceived as grooming or inappropriate
- take children or young people to your home, their home, or on outings, trips or activities that do not fall within authorised Council duties
- engage in unlawful, unsafe, abusive, neglectful or harmful behaviour towards a child or young person, including grooming, sexual misconduct, physical violence, emotional abuse, humiliating or threatening behaviour
- initiate or develop any sexual, intimate or otherwise inappropriate physical or emotional relationship with a child or young person
- initiate unnecessary physical contact or invade personal space without a justifiable care, safety or work-related reason
- use shaming, degrading, belittling, intimidating, aggressive or frightening behaviour towards a child or young person

- use discriminatory, racist, sexist, ableist, homophobic, transphobic or otherwise denigrating language or behaviour towards a child or young person
- discuss adult sexual topics with children, or show sexualised, explicit, exploitative or otherwise inappropriate content, including online content, memes, GIFs, images or messages
- make inappropriate self-disclosures to children or young people about adult, illegal, unsafe or highly personal matters
- condone, excuse, minimise or participate in illegal, unsafe or inappropriate behaviour involving children or young people
- ignore, dismiss or trivialise a child or young person's concerns, disclosures or attempts to raise a complaint
- retaliate against, victimise or disadvantage any person for raising a child safety concern or complaint.

9. Language Expectations

9.1 Council Personnel/Workers must use respectful, age-appropriate, inclusive and professional language when communicating with or around children and young people.

9.2 Council Personnel/Workers must not use language or tone that is abusive, intimidating, humiliating, degrading, discriminatory, sexualised, sarcastic or otherwise inappropriate, including in person, online, in written communications, or in direct messages.

Examples of acceptable language and communication include:

- speaking calmly, clearly and respectfully
- using encouraging, supportive and age-appropriate language
- giving instructions, redirection or feedback in a fair and non-humiliating way
- listening without mocking, dismissing or talking over a child or young person
- explaining boundaries, expectations, complaints pathways and safety information in ways children and young people can understand.

Examples of unacceptable language and communication include:

- swearing at, insulting, mocking or ridiculing a child or young person
- using slurs, discriminatory language or demeaning comments
- making sexual jokes, sexualised comments or inappropriate innuendo
- using threatening, aggressive, belittling or intimidating language or tone
- communicating with a child or young person in a way that is manipulative, coercive, overly familiar or otherwise inconsistent with professional boundaries.

10. Physical Contact

10.1 Physical contact with a child or young person must only occur where it is necessary for safety, care, support, guidance, instruction or another legitimate work-related reason, and must always be appropriate to the child's age, needs and circumstances, respectful of their dignity, explained where possible, and consistent with Council policy and procedure.

10.2 Physical contact must never be used in a way that is punitive, coercive, intimidating, sexualised, unnecessary or inconsistent with professional boundaries.

10.3 Examples of prohibited physical contact include hitting, slapping, pushing, grabbing, shaking, kissing, sexualised touching, uninvited or unnecessary hugging, massage, or any other unwarranted or intrusive physical contact.

11. One-To-One Situations and Communications

11.1 Unnecessary one-on-one situations with a child or young person must be avoided.

11.2 Where one-on-one engagement is required as part of Council duties, Council Personnel/Workers must maintain visibility, accountability, professional boundaries, and compliance with relevant Council policy and procedure.

11.3 Council Personnel/Workers must use only approved Council communication channels, platforms, systems and devices when communicating with children and young people for work-related purposes.

11.4 Council Personnel/Workers/ must not use personal accounts, private messaging, non-approved channels or personal contact details to communicate with children or young people for work-related purposes, except where expressly authorised under Council's Online Safety and Acceptable Use Procedure or other relevant Council policy or procedure.

12. Supervision of Children

12.1 Where Council is delivering, coordinating or directly overseeing a program or activity for children, Council Personnel/Workers must provide active, appropriate and risk-based supervision in accordance with Council policy and procedure.

12.2 In open-access, public or mixed-use environments, Council Personnel/Workers must not assume that Council has sole supervision of every child or young person. In these settings, Council Personnel/Workers must act within their role to support child safety, including by following Council requirements for signage, visibility, environmental controls, escalation, responding to concerning behaviour, and clarifying where parent, carer, hirer, school, organiser, provider or group leader supervision responsibilities apply.

13. Behaviour Guidance

13.1 Council Personnel/Workers must:

- Use respectful, age-appropriate, proportionate and non-humiliating approaches when guiding, redirecting or responding to the behaviour of children and young people.
- Behaviour guidance must protect the child's dignity, support safety and wellbeing, and be consistent with Council policy and procedure.
- Council Personnel/Workers must not use physical punishment, verbal abuse, intimidation, shaming, degrading language, humiliation, aggressive behaviour, or any response that is threatening, coercive or likely to cause fear or harm.

- Where behaviour raises safety concerns, Council Personnel/Workers must respond calmly, act within their role, and follow relevant Council policy and procedure, including seeking support or escalating the matter where required.

14. Change Rooms and Toilets

14.1 Council Personnel/Workers must only enter toilets, change rooms or other personal care areas where it is necessary, lawful, authorised and consistent with Council policy and procedure.

14.2 Any support, supervision or assistance provided to a child or young person in these settings must be respectful, age-appropriate, proportionate to the circumstances, and carried out in a way that protects privacy, dignity, safety, professional boundaries and accountability.

14.3 Council Personnel/Workers must not use these settings in a way that is unnecessary, intrusive, avoidable, or inconsistent with the child or young person's rights, safety and wellbeing.

14.4 Where possible, same-gender practice should be used, unless doing so is not possible or is inconsistent with the child's safety, dignity or rights.

15. Transporting Children or Young Person

15.1 Council Personnel/Workers must not transport a child or young person unless it is authorised, appropriately consented, risk assessed and carried out in accordance with Council policy and procedure.

15.2 Where transport is approved as part of Council duties, Council Personnel/Workers/ must maintain appropriate safety, professional boundaries, supervision and accountability at all times. All approved transport must be conducted with written consent of the legal guardian/parent for each individual being transported. Council reserve the right to refuse transport should it not be safe for the child (and/or driver).

15.3 Approved transport (with written consent) must be conducted in adherence to all Council Policies and Procedures including the *Duty of Care Supervision and Duty of Care Policy and this Code of Conduct*. Under no circumstances should a worker transport a child if they are on a learner's or provisional license (all screening measures also apply to all driver's).

16. Visitor and Third Party Management

16.1 Council Personnel/Workers must support and uphold Council's child safe expectations in relation to visitors, contractors, hirers, trainers, service providers and other third parties who access Council facilities, services or child-related activities.

16.2 All visitors, contractors, trainers and other third parties must comply with applicable Council child safe expectations and any relevant access, sign-in, screening, supervision, conduct or site requirements.

16.3 Where relevant to the role or activity, Council Personnel/Workers must follow Council's Visitor, Contractor and Third-Party Management Procedure and any related local instructions for verifying required authorisations, screening or access conditions before permitting unsupervised or role-specific access to children or child-related environments.

16.4 Council Personnel/Workers must not ignore unsafe, abusive, grooming, sexualised, threatening, discriminatory or otherwise concerning behaviour by contractors, hirers, visitors, community members or other facility users where children may be affected. Council Personnel/Workers must act within their role, respond in accordance with Council policy and procedure, and escalate concerns where required.

17. Photography, Media and Images

17.1 Council Personnel/Workers must not photograph, film, record, publish or otherwise use images or recordings of children and young people except in accordance with Council policy and procedure.

17.2 Where photography, filming or recording is authorised for a legitimate Council purpose, Council Personnel/Workers/Workers/Workers/Workers must ensure that required consents, permissions and restrictions are identified, recorded and respected.

17.3 Children and young people in statutory care, or those subject to privacy, safety, court, care, family violence or other protective restrictions, must not be identified, photographed, filmed or published except in accordance with lawful authority and Council policy and procedure.

17.4 All use, storage, access, sharing and publication of images or recordings must comply with Council's Photography, Filming, Media and Image Use Procedure, Privacy, Records and Information Handling Policy or Procedure, and any other relevant child safety requirements.

18. Responding and Reporting to Complaints, Disclosures, Safety Risks and Breaches

Council Personnel/Workers must respond and report promptly, appropriately and in accordance with Council policy and procedure to complaints, disclosures, safety risks, behaviours of concern and breaches relating to child safety.

18.1 Responding to Complaints from Children and Young People

18.1.1 When a child or young person raises a concern, complaint or disclosure, Council Personnel/Workers must listen respectfully, take the matter seriously, respond in a calm and child-safe way, and follow Council's Child Safety Complaints and Reporting Process.

18.1.2 Complaints and disclosures from children and young people must be received and responded to in ways that are culturally safe, accessible and appropriate to the child's age, communication needs and circumstances.

18.1.3 Council Personnel/Workers must not dismiss, minimise, discourage or ignore a child or young person who is trying to raise a concern, make a complaint or disclose something that affects their safety or wellbeing. *Refer to Child Safe Complaints Policy and as applicable Child Safe Reporting Policy and Procedure.*

18.2 Mandatory Notification and External Reporting

18.2.1 Where a concern, suspicion, disclosure or incident gives rise to a mandatory reporting obligation, reportable conduct, or other external reporting obligation, Council Personnel/Workers must act promptly and in accordance with applicable law, Council policy and procedure, and any role-specific obligations.

18.2.2 If a child is in immediate danger, call 000. If criminal conduct is suspected, report to Queensland Police.

18.2.3 Council Personnel/Workers must not delay action because they are uncertain whether a threshold has been met. They must seek guidance and escalate the matter through Council's Child Safety Complaints and Reporting Process or other applicable reporting pathway without delay. *Refer to Child Safe Reporting Policy and Procedure.*

18.3 Reporting Behaviours of Concern

18.3.1 Council Personnel/Workers must report behaviours of concern involving workers, volunteers, contractors, hirers, visitors, community members or other relevant persons where the behaviour may affect the safety, wellbeing, dignity or rights of a child or young person.

18.3.2 Behaviours of concern may include grooming behaviours, boundary breaches, inappropriate language or conduct, unsafe supervision, unsafe online behaviour, discriminatory conduct, breaches of this Code, unsafe environments, or other conduct that may require internal action, external reporting, assessment under reportable conduct requirements, or further response under Council policy and procedure. *Refer to Child Safe Reporting Policy and Procedure.*

18.4 Complaints, Disclosures, Safety Risks and Breaches

18.4.1 Detailed processes for investigation, complaint handling, misconduct management and disciplinary action are addressed in relevant Council policies and procedures including *Child Safety Complaints and Child Safe Reporting Policy and Procedure*, including concerns related to reportable conduct.

18.4.2 All concerns under this section must be recorded, reported, responded and escalated as outlined in this in accordance with the relevant policies.

18.5 Failure to Report and Related Breaches

18.5.1 Failing to report, delaying a report, discouraging a report, interfering with a report, or otherwise not acting in accordance with Council's child safety reporting requirements may constitute a breach of this Code and may result in disciplinary, contractual, governance or other action appropriate to the person's role and the circumstances.

18.5.2 Detailed processes for investigation, complaint handling, misconduct management and disciplinary action are addressed in relevant Council policies and procedures. *Refer to Child Safety Complaints and Child Safe Reporting Policy and Procedure.*

19. Technology and Online Safety

19.1 Council Personnel/Workers must use technology, devices, platforms and online environments in ways that support child safety, professional boundaries, transparency and accountability.

19.2 Council Personnel/Workers must use only approved Council devices, systems, platforms and communication channels when engaging with children and young people for work-related purposes, except where otherwise authorised under Council policy and procedure.

19.3 Council Personnel/Workers must not use technology or online communication in a way that is secretive, exploitative, inappropriate, inconsistent with professional boundaries, or likely to expose children and young people to harm.

19.4 Council Personnel/Workers must follow any other relevant legislated and Council policy and procedure in relation to cyberbullying, image-based abuse, inappropriate or illegal content, digital communications, recordkeeping, privacy and escalation requirements.

19.5 In mixed-age, public or shared environments, Council Personnel/Workers must act within their role to respond to concerning behaviour or unsafe situations that expose children and young people to inappropriate, exploitative, pornographic or illegal online or device-based content.

20. Privacy and Information Handling

19.1 Council Personnel/Workers must handle children's personal, sensitive and child safety information lawfully, respectfully and in accordance with the Information Privacy Act 2009 (Qld), Council's Right to Information Policy, Information and Communications Technology Policy and Records Management Policy, and any other applicable legal requirements.

19.2 Information relating to children and young people must only be collected, accessed, used, shared, stored and disposed of for authorised purposes, and only by those with a legitimate need to know.

19.3 Council Personnel/Workers must not access, disclose, discuss or share information about a child or young person inappropriately, including in public settings, with unauthorised persons, or through non-approved systems or devices.

21. Breaches of this Code

21.1 Breaches of this Code may result in action being taken by Council, which may include disciplinary action, termination of employment or engagement, withdrawal of access to Council facilities or services, referral to police or relevant regulatory authorities, or other action as appropriate to the circumstances.

21.2 Detailed processes for investigation, disciplinary action, complaints management and misconduct handling are addressed in relevant Council policies and procedures.

22. Related Policies, Procedure and Supporting Resources

22.1 This Code should be read and implemented alongside relevant Council policies, procedures, forms, guidance materials, contracts and signage. These may include:

- Child Safety and Wellbeing Policy
- Child Safety Complaints and Reporting Process
- Child Safety Risk Framework
- Child Safe Recruitment, Screening and Induction Procedure
- Supervision and Duty of Care Policy and Procedure
- Visitor, Contractor and Third-Party Management Induction
- Transport Procedure
- Online Safety and Acceptable Use Procedure

- Media Policy, Procedure & Consent
- Online Safety and Acceptable Use of Technology Procedure
- Data Breach Policy
- Performance Management Policy
- CCTV Policy
- Right to Information Policy
- Information and Communications Technology Policy
- Records Management Policy
- Child safety incident report form
- Child safety reporting quick reference guide
- Community facility hire agreements
- Child Safety Signage
- Employee Code of Conduct

22. Legislation, Guidelines & Other Requirements

- Anti-Discrimination Act 1991 (Qld)
- Blue Card Services (Queensland Government)
- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)
- Child Safe Standards and Universal Principle (Queensland)
- Human Rights Act 2019 (Qld)
- Information Privacy Act 2009 (Qld)
- Mandatory Reporting QLD
- National Principles for Child Safe Organisations
- National Disability Insurance Scheme Act 2013 (Cth)
- Public Records Act 2023 (Qld)
- Privacy Act 1988 (Cth)
- Queensland Police emergency and Policelink reporting information
QPS Policelink (131 444) for non-urgent reporting; Triple Zero (000) in emergencies.
- Queensland Child Safe Standards and Queensland Family and Child Commission Guidance
- Reportable Conduct Scheme Guidance (QFCC)
- Report child abuse – Department of Child Safety (Regional Intake Service; After Hours 1800 177 135).
- Working with Children (Risk Management and Screening) Act 2000 (Qld)

14.3 Child Safety and Wellbeing Policy

Author: Director Corporate & Communications
Attachments: Child Safety and Well Being Policy MSC-STAT-051 (Draft) – 17 Pages

PURPOSE (EXECUTIVE SUMMARY)

The Purpose of Mornington Shire Council Child Safety and Wellbeing Policy is to provide Elected Members with an overarching governance framework that embeds child safety principles into strategic decision-making, while ensuring full compliance with the mandated Queensland Child Safe Standards and the broader requirements overseen by the Queensland Family and Child Commission

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Child Safe Organisations Act 2024 establishes a legal obligation for local governments to embed child safety and wellbeing into their governance, culture, and daily operations. Local governments became subject to Phase 1 obligations on 1 October 2025, requiring the mandatory implementation of the Child Safe Standards, followed by the associated Reportable Conduct Scheme which took effect on 1 July 2026. Adopting a high-level Child Safety and Wellbeing Policy sets Council's strategic commitment to protecting children across all council spaces and services.

This policy defines how child safety requirements apply across diverse council settings, ranging from directly supervised holiday programs to open-access environments like the library, parks, and youth activities etc. It establishes a practical, risk-based framework that scales Council's responsibilities proportionately to its level of care and control, providing clear compliance pathways for personnel and third-party facility users while maintaining a zero-tolerance approach to harm.

FINANCIAL & RESOURCE IMPLICATIONS

Financial: Implementation costs will be absorbed within existing operational and governance budgets.

Resources: Internal staff time will be required to roll out mandatory induction, training, and acknowledgment processes for all existing and new council workers and volunteers.

RECOMMENDATION

That Council resolves to adopt the Mornington Shire Council Child Safe Code of Conduct as presented.



Child Safety and Well Being Policy

Policy Information			
Policy Name	Child Safety and Well Being Policy		
Policy Number	MSC-STAT-051		
Type	Statutory		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate and Community		
Decision No.		Approval Date	August 2026
Records No.		Next Review Date	June 2028

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

1. Purpose

1.1 Council is committed to providing and maintaining environments that support the safety, wellbeing and dignity of children and young people.

1.2 Child safety and wellbeing are embedded in Council's leadership, governance, culture and decision-making and are recognised as a shared responsibility across all levels of the organisation.

1.3 Council has zero tolerance for child abuse, harm, neglect, exploitation and grooming.

1.4 The purpose of this Policy is to:

- set out Council's child safety and wellbeing commitments, principles, responsibilities and minimum requirements,
- support the prevention of harm to children and young people in council services, programs, facilities, activities and online environments provided by council,
- promote child wellbeing through inclusive, respectful, culturally safe, trauma-informed and child-centred practice that enables children and young people to thrive,
- support council personnel to identify, escalate and report suspicions, concerns or disclosures of harm, or risk of harm, to a child through internal reporting mechanisms and to the appropriate authorities where required,
- provide clear expectations for council personnel and relevant third parties, and
- support consistent child safe decision-making across different council settings.

1.5 This Policy is an overarching Child Safety and Wellbeing Policy. It should be read together with Council's Child Safety and Wellbeing Statement of Commitment, Child Safe Code of Conduct, Child Safety Complaints and Reporting Process, Child Safety Risk Framework, Supervision and Duty of Care Policy and

Procedure, Manager of Community position description, and relevant position descriptions for employees who will be undertaking work with children or youth, and related child safe guidance and supporting resources.

2. Scope

- 2.1 Council operates across a range of settings, including directly delivered services, staffed programs, public facilities, shared-use community spaces, open-access environments and online services.
- 2.2 This Policy applies to all council personnel/workers and third parties and to child safe responsibilities arising in council services, programs, facilities, functions, events, online environments and other activities involving, affecting, or used by children and young people.
- 2.3 Council operates across a range of settings, including directly delivered services, staffed programs, public facilities, shared-use community spaces, open-access environments and online services.
- 2.4 In some settings, Council provides direct supervision or service delivery. In other settings, Council provides access to facilities or public spaces and does not have continuous supervision or full control over who is present.
- 2.5 Council will apply this Policy in a way that is practical, risk-based and proportionate to the level of control, influence and responsibility council has in each setting. Where council does not hold primary supervision responsibility, council will still take reasonable steps to identify, reduce and respond to child safety risks within its control.
- 2.6 This includes settings such as, but is not limited to:
- The library
 - splash park
 - community facilities
 - school holiday programs
 - community events
 - youth services
 - traineeships and school-based work or learning opportunities
 - parks and playgrounds
 - recreation spaces
 - online and digital service environments.
- 2.7 Where more specific requirements apply in a particular service, program, facility or activity, this Policy should be read together with the relevant procedure, risk assessment, local work instruction, contract condition, facility condition of use, or guidance document.

3. Definitions

Child and or Young People	means a person under 18 years of age. In Queensland, a child is legally defined as an individual under 18 years of age. However, specific legal ages for activities may vary e.g. 10 years of age for criminal responsibility, 18 years of age for buying alcohol. The legal age for consent for having sex in Queensland is 16.
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Child safety and wellbeing	means the actions, systems, culture and practices that support children to be safe, respected, included and heard, and that prevent and respond to harm.
Child safe concern	means any concern, allegation, suspicion, disclosure, complaint, incident, behaviour, practice or environmental issue that may affect the safety or wellbeing of a child or young person.
Council personnel / workers	means the persons listed in the Scope section 2.2 of this Policy. Includes all councillors, employees, volunteers, contractors and consultants, labour-hire personnel, students on placement, trainees/apprentices and any other person engaged by or on behalf of council.
Council settings	Includes council services, programs, facilities, activities and online environments provided by council.
Harm	includes physical harm, psychological or emotional harm, sexual abuse, neglect, exploitation, grooming, exposure to family violence, inappropriate conduct, and any other conduct or circumstance that places a child at risk.
Third party/Third parties	includes contractors, consultants, labour-hire personnel, funded partners, hirers, lessees, licensees, user groups, community organisations and any other public users, external person or entity providing services to children, working with children, or using Council facilities in circumstances where children may be present.

4. Practice Framework

4.1 This Policy is informed by and should be read consistently with relevant Queensland and Australian child safe requirements including:

- Child Safe Organisations Act 2024 (Qld)
- the Child Safe Standards and Universal Principle in Queensland
- the Queensland Reportable Conduct Scheme
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Protection Act 1999 (Qld)
- Human Rights Act 2019 (Qld)
- Anti-Discrimination Act 1991 (Qld)
- Privacy Act 1988 (Cth),
- National Disability Insurance Scheme Act 2013 (Cth), where applicable
- the National Principles for Child Safe Organisations

4.2 Council will also comply with any other applicable legislative, regulatory, funding, contractual or sector-specific child safe requirements relevant to particular services or activities.

4.3 Council's related child safe policies, procedures and guidance documents support the practical application of these requirements across different Council settings.

5. Council Commitment

5.1 Council is committed to providing and maintaining environments that support the safety, wellbeing and dignity of children and young people. Council has zero tolerance for child abuse, harm, neglect, exploitation and grooming.

5.2 In delivering council services, programs, facilities, activities and online environments it will:

- act to prevent harm, abuse, neglect, exploitation and grooming
- embed child safety in our culture and practices
- respond to all child safety concerns seriously and respond promptly with a child focus
- uphold the rights, voices and participation of children and young people - decision making and co-design
- promote culturally safe, inclusive and accessible practices
- support families, carers and communities to understand Council's child safe approach
- ensure council personnel are suitable, supported and accountable
- identify and manage child safety risks in physical, online and service environments
- regularly review and strengthen child safe practices in a timely manner

5.3 This Policy is supported by Council's Child Safety and Wellbeing Statement of Commitment together with related child safe policies, procedures and guidance documents.

6. National Child Safe Principles and Child Safety Standards

6.1 Council commits to the National Principles for Child Safe Organisations and meets the Queensland Child Safe Organisations Standards, including all relevant state legislative and reporting obligations.

6.2 These principles apply across council services, facilities and activities involving children and young people, including directly delivered services, staffed programs, public facilities, open-access environments, shared community spaces and activities delivered in partnership with others. Together, these principles guide how council builds, maintains, monitors and improves child safe practice across its operations.

6.2.1 Principles

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture

Council recognises that creating and maintaining a child safe organisation requires visible leadership, clear accountability and a culture in which child safety and wellbeing are prioritised in decision-making, planning and practice. This includes ensuring child safety is embedded in governance, operations, risk management and continuous improvement across Council.

Council will:

- embed child safety and wellbeing in leadership, governance, planning and decision-making
- assign clear child safety responsibilities across the organisation
- support a culture where child safety concerns are taken seriously and acted on
- reflect child safety requirements in relevant policies, procedures and organisational systems

- monitor child safety risks, compliance and improvement actions as part of Council's governance and review processes.

This will include:

- including child safety in strategic, governance or risk discussions
- allocating child safety responsibilities to relevant leaders, managers or delegated roles
- embedding child safety in key policies, planning and review processes
- considering child safety as part of organisational risk management and continuous improvement.

Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously

Council recognises that children and young people have the right to safety, dignity, respect and participation. Child safe practice is strengthened when children and young people are informed, supported to speak up, and taken seriously when they express views, concerns, preferences or experiences.

Council will:

- provide information to children and young people in ways that are suitable to their age, development and context
- support children and young people to express their views, raise concerns and ask for help or raise a complaint
- listen to children and young people respectfully and take their views and concerns seriously
- consider children's views in decisions that affect them
- review feedback and concerns raised by children and young people to improve child safe practice

This will include:

- child-friendly posters, brochures or website information
- opportunities for children and young people to provide feedback about services, programs or facilities
- accessible ways for children to raise concerns and complaints directly or through the child friendly complaints process
- involving children and young people in planning or reviewing activities that affect them.

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing

Council recognises that families, carers and communities are critical partners in promoting child safety and wellbeing. In many local government settings, child safety is strengthened when families, carers, hirers, user groups and community members understand Council's child safe approach, reporting pathways and shared responsibilities.

Council will:

- communicate its child safe approach to families, carers and communities
- provide clear information about how to raise concerns or report child safety issues
- engage respectfully with families and carers where appropriate and safe to do so
- communicate relevant child safe expectations in settings such as facilities, programs, events and shared community spaces

- consider feedback from families, carers and community members as part of monitoring and improving child safe practice.

This will include:

- providing child safe information on Council's website or in program materials
- displaying reporting information or key child safe messages in relevant facilities
- including child safe expectations in bookings, event information, licences or facility conditions of use
- providing child-friendly and family-friendly complaint information where relevant.

Principle 4: Equity is upheld and diverse needs respected in policy and practice

Council celebrates diversity and is committed to creating environments where all children and young people are respected, included and supported to feel safe. Council recognises that children and young people experience safety differently and that some may face additional barriers to participation, inclusion, being heard, or accessing support. Council is committed to inclusive, respectful and equitable practice that recognises and responds to the diverse needs, identities and experiences of children and young people.

Council will:

- promote inclusive, respectful and non-discriminatory environments
- recognise and respond to the diverse needs, experiences and vulnerabilities of children and young people in policy, planning and practice
- support culturally safe practice for Aboriginal and Torres Strait Islander children and young people
- support accessibility, reasonable adjustments and inclusive communication where appropriate
- take steps to ensure services, facilities and responses do not unfairly exclude or disadvantage children
- consider barriers that may affect a child or young person's ability to participate, feel safe, raise concerns or access support
- review child safe practice with regard to inclusion, accessibility, cultural safety and equity.

This will include:

- considering accessibility and inclusion in the design or review of services, facilities and information
- using culturally respectful, trauma-informed and inclusive language and communication
- development and implementation of a cultural safety implementation plan
- making reasonable adjustments where appropriate
- considering whether particular children or groups may face additional barriers to safety, participation, inclusion or speaking up
- seeking to ensure child safe information and responses are appropriate to the child's needs, identity, culture and circumstances.

Principle 5: People working with children are suitable and supported to reflect child safety and wellbeing values in practice

Council recognises that child safe organisations require people who are suitable for their roles, understand their responsibilities, and are supported to uphold child safe values in practice. Suitability is not only about screening and recruitment, but also about induction, supervision, conduct, training, accountability and early action where concerns arise.

Council will:

- use processes that child focused for recruitment, screening and engagement of third party entities that address child safety
- ensure required checks, approvals and clearances are obtained where applicable
- check all prospective workers to confirm stability and detect any patterns suggesting avoidance of proper scrutiny.
- make child safety responsibilities clear in relevant roles and expectations
- provide induction, guidance, supervision and support
- respond promptly and appropriately to concerns about conduct, suitability or compliance
- monitor relevant screening, training and role requirements in line with council systems and responsibilities.

This will include:

- including child safety responsibilities in position descriptions, contracts or volunteer role information
- verify any worker, whose role involves, or may involve, contact with children, their identity and every clearance, identity document and reference prior to engagement.
- requiring Blue Cards, NDIS worker screening checks or other relevant checks where applicable to the role or service
- providing induction on the Child Safe Code of Conduct and reporting obligations
- supporting managers to address concerns early and appropriately.

Principle 6: Processes to respond to complaints and concerns are child-focused

Council recognises that children and young people must be able to raise concerns safely and that complaints, allegations, disclosures, incidents and concerns must be responded to in a way that prioritises safety, wellbeing and fairness. Child-focused processes are accessible, responsive and respectful, and seek to reduce further harm while supporting appropriate action.

Council will:

- maintain clear and accessible processes for receiving and responding to child safety concerns
- respond to concerns, complaints, allegations, incidents and disclosures promptly and appropriately
- take immediate action where a child may be at risk
- support child-focused, trauma-informed and culturally responsive responses
- ensure reporting and escalation pathways are understood and followed
- review complaints, incidents and concerns to identify patterns, gaps and opportunities for improvement.

This will include:

- child-friendly reporting information and complaint options
- internal reporting and escalation pathways for Council personnel
- support for children and families during complaint or response processes
- review of complaints and incidents to improve systems, communication and safeguards.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

Council recognises that child safe practice depends on council personnel understanding what is expected of them and having the confidence and capability to act. Training, supervision, guidance and ongoing reinforcement help ensure child safety obligations remain vigilant and effective in safeguarding children.

Council will:

- provide child safety induction and ongoing training appropriate to roles and responsibilities
- support council personnel to recognise and respond to child safety concerns
- reinforce expectations about professional boundaries, respectful behaviour and reporting
- provide role-specific guidance where needed
- support managers and delegated child safety contacts to implement this Policy in practice
- review training and support needs over time to strengthen child safe capability.

This will include:

- induction for workers, volunteers and relevant contractors
- refresher training or briefings on child safe responsibilities
- role-specific guidance for managers, supervisors or delegated child safety contacts
- reinforcing key expectations through supervision, meetings, reminders or local guidance.

Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Council recognises that child safety is shaped by the physical, online and service environments in which children and young people participate, access services, or are present. In a local government context, this includes settings where council exercises direct control as well as public, shared-use and open-access environments where Council's control may be more limited. In all cases, council will take reasonable and proportionate steps within its control to support child safety.

Council will:

- identify, assess and reduce child safety risks in physical, online and service environments within its control
- apply practical risk controls appropriate to the nature of the setting
- support visibility, safe access, appropriate supervision and safe use of technology
- communicate expected behaviour and supervision responsibilities where relevant
- use signage, conditions of use, local guidance and other controls to support child safety in public and shared settings
- monitor environmental risks, incidents and concerns to inform ongoing improvements.

This will include:

- risk assessments for programs, facilities, activities or events

- signage about expected behaviour and supervision responsibilities
- visibility measures, local supervision practices or safe access arrangements
- child safe expectations for digital communication, online platforms or use of technology
- facility conditions of use or contractor requirements that address child safety.

Principle 9: Implementation of the national child safe principles is regularly reviewed and improved

Council recognises that child safe practice requires ongoing review, learning and improvement. Child safety risks, service settings, community expectations and legal requirements can change over time, and council is committed to monitoring how its child safe framework is working in practice and taking action where improvement is needed.

Council will:

- monitor child safe practice, risks, incidents, complaints and feedback
- use reviews, audits, consultation and learning to strengthen child safe systems
- respond to legislative change, emerging risks and identified gaps
- support continuous improvement across the child safe framework
- review this Policy and related documents at planned intervals and when required
- track and action relevant findings from reviews, complaints, incidents and other monitoring processes.

This will include:

- reviewing feedback, complaints, incidents or risk information
- considering audit, assurance or review findings
- updating policies, procedures or guidance where needed
- identifying and addressing gaps in training, communication or implementation.

Principle 10: Policies and procedures document how the organisation is safe for children and young people

Council recognises that clear, accessible and consistent documentation supports accountability, understanding and implementation. A documented child safe framework helps council personnel, families, communities and relevant third parties understand Council's expectations, responsibilities, reporting pathways and approach to child safety and wellbeing.

Council will:

- maintain a child safe policy and procedure suite appropriate to its services, functions and facilities
- ensure related documents are clear, accessible and aligned
- communicate key child safe information to council personnel, families, carers, communities and relevant third parties
- support implementation through guidance, training, local instructions and supporting resources
- review documents regularly to ensure they remain current, practical and effective.

This will include:

- maintaining related policies, procedures, forms, posters, signage and guidance materials
- making key child safe documents publicly available where appropriate
- ensuring local procedures, work instructions, contracts and facility conditions align with the broader child safe framework

- reviewing documents following legislative change, identified risk, incidents or feedback.

7. Children's Rights, Participation and Voice

7.1 Council recognises that children and young people have the right to safety, dignity, respect, participation and to be taken seriously. Council also recognises that children and young people are more likely to feel safe and speak up when they are given information they can understand, are listened to respectfully, and are supported to raise questions, concerns and ideas.

7.2 Where appropriate to the service, activity or setting, Council will support children and young people to:

- receive information in ways they can understand
- know how to raise a concern or ask for help
- express their views about matters affecting them
- participate in decisions affecting them in age-appropriate and developmentally appropriate ways
- have their views considered and responded to respectfully.

7.3 Council will seek to provide child-friendly and accessible ways for children and young people to speak up, ask questions, provide feedback and raise concerns.

7.4 Further information about child-friendly reporting and response pathways is set out in the Child Safety Complaints and Reporting Process and related child-friendly complaint or reporting information.

8. Families, Carers and Community

8.1 Council recognises that families, carers and community members are important partners in promoting child safety and wellbeing. Council also recognises that, in many local government settings, children and young people access public facilities, shared spaces and community activities where parents, carers, hirers, user groups or other responsible adults may retain primary supervision responsibilities.

8.2 Council will, where relevant to the service, activity or setting:

- provide clear information about Council's child safe approach
- encourage families and carers to raise questions, feedback and concerns
- communicate child safe expectations and reporting pathways
- work respectfully with families and carers when responding to concerns, where appropriate and safe to do so
- communicate relevant supervision, behaviour and safety expectations in public, shared-use or open-access settings.

9. Equity, Inclusion and Cultural Safety

9.1 Council is committed to creating environments that are inclusive, respectful and safe for all children and young people.

9.2 Council recognises that children and young people have different identities, culture, experiences, strengths, needs and vulnerabilities, and that some may face additional barriers to safety, participation, inclusion, being heard, or accessing support.

9.3 Council will take reasonable steps to ensure its child safe approach reflects the diverse needs, experiences and vulnerabilities of children and young people.

9.5 Council is committed to creating environments that are culturally safe. Council will work to ensure its leadership, policy, practice, communication and service delivery uphold the right to cultural safety, connection and respect. Council will also seek to support culturally safe practice through respectful engagement and, where appropriate, codesign approaches community and relevant advisory groups or committees.

9.6 Council will also support accessibility through inclusive communication, reasonable adjustments and respectful engagement where appropriate.

10. People Working with Children

10.1 Council will take reasonable steps to ensure that people engaged in child-related roles, or in roles that involve or may involve contact with children, are suitable, supported and accountable.

10.2 Council recognises that child safe practice depends not only on screening and recruitment, but also on clear expectations, induction, supervision, conduct, training, support and early action where concerns arise.

10.3 Depending on the role and setting, this may include:

- recruitment and selection processes that address child safety responsibilities
- referee checks and other pre-engagement checks
- Blue Card and other required screening or checks, where applicable
- clear position descriptions and role expectations
- induction into child safe obligations, the Child Safe Code of Conduct and reporting requirements
- supervision, training and performance management processes
- action where concerns arise about conduct, suitability or compliance.

10.4 No person will be permitted to undertake child-related duties without required screening, checks or approvals where these are legally required or determined by council as necessary for the role.

11. Screening Requirements, Working with Children's Check – Blue Card Services (Qld)

11.1 All council personnel/workers engaged in child-related duties must comply with the requirements of the Working with Children Check (Blue Card system) under the Working with Children (Risk Management and Screening) Act 2000 (Qld).

11.2 Under the Working with Children (Risk Management and Screening) Act 2000 (Qld), “child-related work” is not a single standalone definition but is captured through the concepts of regulated employment and regulated businesses.

11.3 A person is undertaking child-related work where they are engaged in a role that is carried out in a regulated employment category or for a regulated business, and their usual duties include, or are likely to include, contact with children as part of those activities. Regulated employment is specifically prescribed in the Act.

11.4 The requirement to hold a Blue Card applies where the work falls within one of the regulated categories and is not otherwise exempt under the Act. Work that involves incidental or infrequent contact with children, or that occurs outside a regulated category, does not constitute child-related work for the purposes of the legislation.

11.5 Council reserves the right to request additional checks i.e. national police check, alongside the working with children's screening (blue card).

11.6 Council reserves the right to request working with children clearance screening for incidental work related to children not covered specifically by the Working with Children Check (Blue Card system) under the Working with Children (Risk Management and Screening) Act 2000 (Qld), where able to be issued.

11.7 Council is responsible to ensure all workers/personnel children's screening checks (blue cards) are current and currency is maintained.

11.8 A current and valid Blue Card or Exemption Card must be held prior to the commencement of all child-related work, and councils must verify and record the status of all workers through the Blue Card Services portal.

11.9 It is an offence under the Act for a disqualified person to apply for or hold a Blue Card, and for the Council to knowingly engage such individuals in regulated employment.

11.10 Council must ensure that all screening, record keeping and risk management practices align with legislative requirements and support a safe environment for children and young people.

11.11 Further detail about behavioural expectations is set out in the Child Safe Code of Conduct. Further detail about screening, recruitment, induction, supervision and role-specific requirements may be set out in relevant recruitment, screening, induction, supervision and workforce management documents

12. Contractors, Hirers, Partners and Third Parties

12.1 Council recognises that children may be present in council managed facilities, services and activities delivered by contractors, funded partners, community groups, lessees, hirers, licensees and other third parties.

12.2 Council will take reasonable steps to ensure that relevant third parties understand and comply with applicable child safe expectations in connection with their role, service, activity or use of council facilities.

12.3 Where relevant, Council will set child safe expectations through contracts, agreements, procurement processes, bookings, permits, site access conditions, induction requirements, supervision arrangements, codes of conduct and incident notification requirements.

12.4 Depending on the nature of the service, activity or facility use, third parties may be required to:

- comply with relevant child safe expectations and conduct requirements
- hold required screening or licences

- provide evidence of child safe policies, procedures or risk controls
- understand reporting and escalation requirements
- take reasonable steps to support child safety within the scope of their role or use of Council facilities.

12.5 Council may take action where child safe requirements are not met, including escalation, corrective action, restriction of access, suspension or termination of an arrangement where appropriate.

12.6 Relevant child safe expectations may also be set out in contracts, procurement documents, bookings, permits, licences, facility hire and use conditions, local instructions and contractor or third-party child safe guidance.

13. Physical, Online and Service Environments

13.1 Council will take reasonable and proportionate steps to identify, assess and reduce child safety risks in the physical, online and service environments within its control.

13.2 Council recognises that child safety risks may arise in directly delivered services, staffed programs, public facilities, online environments, shared-use spaces and open-access settings.

13.3 Council also recognises that, in some environments, its control over who is present or how spaces are used may be limited. In these settings, Council will still take practical steps within its control to support child safety.

This may include:

- environmental design and visibility measures
- risk assessments and site-specific controls
- supervision arrangements appropriate to the setting
- management of visitors, contractors and facility users, where relevant
- codes of behaviour and conditions of entry or use
- safe use of technology and online communication
- clear reporting and escalation processes
- signage, information and communication about expected behaviour and supervision responsibilities.

13.4 Further detail about risk identification, environmental controls and supervision expectations is set out in the Child Safety Risk Framework and the Supervision and Duty of Care Policy and Procedure.

14. Complaints, Concerns and Reporting

14.1 Council will maintain clear, accessible and child-focused processes for raising, receiving, responding to and, escalating child safety concerns, complaints, allegations, disclosures, incidents and breaches.

14.2 All Council personnel must act on any child safety concern immediately. All concerns must be taken seriously, including concerns raised directly by a child or young person, by a family member, by another person on behalf of a child, or through observation, disclosure, complaint or allegation.

14.3 If a child is in immediate danger, call 000. If criminal conduct is suspected, report to Queensland Police. Internal reporting requirements apply in addition to, not instead of, any legal obligation to report to external authorities.

14.4 Council recognises that some workers may also hold legal mandatory reporting obligations under Queensland law and must comply with those obligations. Council reserves the right through this policy to enforce that all workers report all applicable child safety concerns to the appropriate statutory authorities regardless of their legal mandatory reporting obligations. This reporting standard is line with the Councils child safety statement.

14.5 Council will respond to child safety concerns in a way that is, as far as possible:

- child-focused
- timely
- fair
- respectful
- trauma-informed
- culturally responsive
- consistent with privacy, confidentiality and information-sharing requirements.

14.6 Detailed reporting, complaint handling, escalation and response requirements are set out in the Child Safety Complaints and Reporting Process and other relevant procedures.

15. Education, Training and Support

15.1 Council will provide child safety education, training and support appropriate to roles and responsibilities.

This may include induction, refresher training, leadership briefings, role-specific guidance and access to support materials on topics such as:

- mandatory reporting
- child safe responsibilities
- trauma informed practice
- regulatory updates
- recognising and responding to concerns
- professional boundaries
- respectful behaviour
- cultural safety and inclusion
- reporting and escalation pathways
- online safety and communication expectations.

15.2 Council will also support managers and relevant child safety contacts to implement this Policy in practice and will review training and support needs over time to strengthen child safe capability.

15.3 Further guidance about communication, implementation and workforce rollout may be set out in the Guidelines for the Rollout of the Child Safe Policy Suite, induction materials, training resources and relevant role descriptions.

16. Roles & Responsibilities

16.1 Council and Chief Executive Officer

Council and the Chief Executive Officer are responsible for endorsing and supporting the implementation of this Policy, allocating resources, and ensuring child safety is reflected in governance, risk management and decision-making.

16.2 Executive Leaders and Managers

Executive leaders and managers are responsible for implementing this Policy in their areas of responsibility, supporting child safe practice, monitoring compliance, responding appropriately to concerns, and ensuring relevant induction, supervision and risk controls are in place.

16.3 Council Personnel/Workers

All council personnel must:

- comply with this Policy and related child safe documents and child safe expectations
- uphold the Child Safe Code of Conduct
- act on child safety concerns and report them promptly
- contribute to safe, respectful and inclusive environments
- participate in required induction, training and supervision
- cooperate with lawful directions, investigations and corrective action relating to child safety.

16.4 Child Safe Lead

The Manager of Community Services will be the child safe lead and will ensure coordination and support in relation to child safe practice, reporting, escalation, guidance, monitoring, training and continuous improvement is undertaken.

16.5 Contractors, Volunteers and Third Parties

Contractors, volunteers and third parties must comply with relevant child safe expectations applying to their role, service, activity or access to Council facilities.

16.6 Families, carers and community members

Families, carers and community members are encouraged to support child safety by understanding Council's child safe approach, following relevant conditions of use, and raising concerns where needed.

16.7 More detailed responsibilities for particular roles may be set out in relevant position descriptions, delegation instruments, the Child Safe Lead / Child Safety Officer role description, the Child Safe Code of Conduct, and related procedures or local instructions.

17. Communication and Accessibility

17.1 Council will take reasonable steps to ensure this Policy and related child safe information are communicated in ways that are accessible and appropriate to different audiences, including Council personnel, children and young people, families, carers, communities and relevant third parties.

17.2 This may include:

- making the Policy publicly available
- providing child-friendly and family-friendly information
- publishing or displaying key child safe commitments and reporting information
- providing information in alternative formats, where reasonably practicable
- supporting understanding through induction, briefing, signage, website content or local guidance.

18. Monitoring, Review and Continuous Improvement

18.1 Council will monitor the implementation of this Policy and use feedback, incidents, complaints, risk information, audits, reviews and other relevant information to strengthen child safe practice over time.

18.2 Council recognises that effective child safe practice requires ongoing review, learning and improvement. Council will take reasonable steps to identify gaps, respond to emerging risks, and improve the effectiveness of its child safe systems, controls and communication over time.

18.3 This Policy will be reviewed at least every two years, or earlier if required due to legislative change, organisational change, service changes, identified risk, incident trends, or review findings.

18.4 Monitoring and review activities may also be informed by the Child Safety Risk Framework, related procedures, implementation guidance, incidents, complaints, feedback and other relevant review processes.

18.5 This policy is available on the council's website and internal intranet.

18.6 This policy is provided electronically (and available in hard copy as requested) to all families of all children and young people receiving services and/or who are registered with us.

18.7 This policy must be adhered to by all council personnel/workers and third parties and will be made available prior to engagement.

19. Related Legislation, Frameworks, Reporting & Documents

- Anti-Discrimination Act 1991 (Qld)
- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)
- Human Rights Act 2019 (Qld)
- Information Privacy Act 2009 (Qld)
- Public Records Act 2023 (Qld)
- Privacy Act 1988 (Cth)
- National Disability Insurance Scheme Act 2013 (Cth)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Blue Card Services (Queensland Government)
- Child Safe Standards and Universal Principle (Queensland)

- Mandatory Reporting QLD
- National Principles for Child Safe Organisations
- Queensland Police emergency and Policelink reporting information
QPS Policelink (131 444) for non-urgent reporting; Triple Zero (000) in emergencies.
- Queensland Child Safe Standards and Queensland Family and Child Commission guidance
- Reportable Conduct Scheme Guidance (QFCC)

- Council Child Safety and Wellbeing Statement of Commitment
- Council Child Safe Code of Conduct
- Council Child Safety Complaints and Reporting Process
- Council Child Safety Risk Framework
- Council Personnel/Workers Position Descriptions
- Council Supervision and Duty of Care Policy
- Council related child safe supporting resources

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14.4 Procurement – Communications Consultant Formal Engagement

Author: Director Corporate & Communications

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to seek Council approval to formally engage the long-term communications consultant via approved procurement processes.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Katherine Hollis (ABN:29 330 305 616) was initially engaged as a consultant in 2020 at the request of the CEO to assist with the MSC COVID response. This role was fluid and primarily centered around getting a permit system established (including online) and assisting with LDMG meetings (minutes etc) and creating marketing/engagement collateral for distribution to community members. The role then expanded to developing the Pandemic Plans (Stage 2 + 3 etc) and assisting the CEO when/where required.

The engagement has since continued on a retainer basis as a communications consultant for 10-15 hours a week. Duties include:

- Oversee and manage social media including monitoring of community engagement and regular posts as required.
- Review of relevant Council policies as requested (i.e. media, branding, social media policies).
- Development of program/service marketing collateral i.e. Vet Visist poster, Mayor's Community Meeting etc. and overall responsibilities for development of any marketing collateral requiring Council branding.
- Website administration.
- Creation of news stories/media releases on request and as required.

The services provided and local community experience gained by the existing communications consultant over a long period of time are vital to Council's ongoing communications strategy and remediation activities. It is considered that going to market for the engagement of a communications consultant will put the ongoing communications function at risk given the valuable local knowledge and stakeholder relationships that the existing communications consultant has acquired, along with the internal operations knowledge that support the function.

The current supplier is not a Local Buy supplier and is not on the approved supplier register, therefore an exemption is being requested under the QLD Local Government Regulation below:

235 (b). the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

FINANCIAL & RESOURCE IMPLICATIONS

Formal engagement of existing Communications Consultant is within 2026/27 Financial budget parameters.

RECOMMENDATION

That Council approves formal engagement of Katherine Hollis (ABN:29 330 305 616) in accordance with Qld Local Government Regulation 235 (b) and authorises the CEO to enter into a 12-month fixed term contractual arrangement with 2 x 12 month optional extensions.

15 HUMAN RESOURCES

15.1 Human Resources & Payroll Services Report - July 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 July 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Human Resources (HR) Issues and Proposed Actions

People, Culture and Performance

Staff Attendance

Following the issuing of show cause letters regarding excessive absenteeism levels of attendance have improved. Some operational areas such as the workshop are still presenting problems with staff absenting them self during work hours and not performing their tasks satisfactorily. Discussions will be held with staff which may result in poor performance discussions being held.

A concern still exists in relation to the potential falsification of timesheets by some employees which has necessitated further observation. If it is established that employees are fraudulently falsifying their time sheets that will face formal disciplinary action up to and including termination.

One employee was terminated due to Breach of the Code of Conduct – Sexual Harassment.

Recruitment

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 administration operations.

We currently have the following vacancies:

- 1 x Senior motor Mechanic (to be recruited from off island)
- 1 x Administration Officer Workshop (to be recruited – on and off island)
- 1 x Administration officer – Engineering (to be recruited – on island)
- 1 x Administration Officer – Community (to be recruited – on island)
- 2 x Maintenance / carriage officers
- 1 x Hospitality Assistant – Airport Café
- 1 x Try a trade Painter (to be recruited – on island)

- 6 x Landscape Gardeners (to be recruited – on island)
- 1 x Supervisor Gardening & landscape team (seeking internal appointment)

Traineeships

- 1 x Apprenticeship cancelled due to incarceration – July - confirmation received by mail in August.
- 1 x Traineeship cancelled due to Trainee not keen to continue and had fallen behind on study- July- confirmation expected by mail in August
- 4 x training units cancelled due to employee unable to attend

Funding for Positions

Mornington Shire Council Applies for and wins a National Indigenous Australians Agency (NIAA) Funding Grant totalling \$1.79 million resulting in jobs growth for our community.

For many years now the aged and disabled residents of our community have struggled to maintain their yards and gardens. To overcome this challenge Council supported by the CEO made a grant application to the NIAA which was founded on the need to support our elderly and disabled in maintaining their yards and gardens.

Council currently provides landscape and cleaning maintenance across the public grounds of our community including Council buildings however it is not funded or resourced to support the community with the landscaping and maintenance of the yards of the elderly and those with a disability.

The outcome of the grant will see the establishment of landscape and gardening team of 8 positions, consisting of six gardeners, one supervisor and one part-time administration officer for 3 years.

The team will provide yard maintenance services to elderly residents and those with disabilities who are unable to maintain their own yards. The crew will also provide maintenance of some community areas and cemetery grounds currently not maintained by Council. The outcome of this work will enable residents of the island to have a place of community pride, where we can show respect those who have passed and the conduct of sorry business.

Through the creation of the team and roles to we will be able to provide in partnership with RISE employment opportunities for unemployed people within the community and those returning from the justice system seeking opportunities for employment that do not exist today.

Grants applied for and received for the past 12 months now total \$4.89 million enabling the creation of 17 new positions within Council for members of the community.

HR Innovation and Continuous Improvement

The implementation of a new finance system by Readytech will impact Payroll services as we are required to migrate payroll activities from XERO to Readytech. The implementation will have considerable challenge for managers, supervisors, staff and payroll. A supervisors meeting is scheduled for Thursday 20 August to inform them of the change process and impact of Readytech from a payroll perspective.

Workforce Planning and Development

Staff qualifications and training

- An apprentice plumber was at TAFE for 3 weeks completing Stage 5 – Sanitary units
- Apprentice carpenter was at TAFE and completed his final TAFE units in August. His apprenticeship will now be complete in December 2026.
- Apprentice carpenter also attended Working from Heights training while in Cairns for TAFE and received his SOA.
- The supervisor Building Services also attended Working from Heights and received his SOA.
- One plumber is attending Installation of Solar and Heat Pump Water Systems. (Delay due to him needing to transfer plumbing licence to Qld)
- An Animal Control & Environmental Officer attended an Environmental Health Workshop of the Indigenous Environmental Health Cert 3 in Cairns in August
- Currently enrolling Administration Officer – Engineering in Cert IV Business Administration. The course will be online.
- Human Resources is researching Cert III Water Industry Operations for 2 of our water staff. We have been in contact with Qld Health identify where the workshops will be held and are awaiting confirmation.
- Community (youth hub) safe have been enrolled in Child Safe training and completed several modules over the past months.
- Major Training were on site at Workshop early August for the next round of Training for two workshop apprentices.
- Negotiations are being held with representatives of Rise to enrol several staff to be trained in Certificate II in Resources and Infrastructure Work Preparation. As part of this collaboration Council machines will be used to provide training.

HR policy and procedures

The following policies have been reviewed with minor changes being made.

- Employee Code of Conduct (added inclusions and comments) - Statutory - requires Council Resolution
- Performance Management Policy (see attached) -Administrative - CEO Approval
- Review of Recruitment & Selection Policy - strategic

New Policies:

- Anti-Discrimination, Sexual Harassment, Workplace Bullying & EEO - Statutory (Council Resolution)
- Attendance, Absenteeism and Abandonment of Employment - Administrative - CEO Approval
- Domestic & Family Violence - Administrative - CEO Approval
- Uniform - Administrative - CEO Approval

The new and revised policies will be submitted over the coming weeks for approval.

HR metrics and workforce analytics

The organisation's resourcing during the reporting period totals 143 employees consisting of 111 full time, 4 part time and 28 casual employees.

Organisation charts have been completed and submitted for approval.

Workplace Health and Safety

- Discussions to take place on Managing the risks of respirable crystalline silica in the workplace (batching plant).
- LGW arrived on Island 27th 31st July 2026. A WHS progress report will be submitted to the CEO on SAIR Audit findings on Mutual Risk Obligation.
- Mowing signs, traffic cones have arrived for Engineering and Infrastructure Services.
- Council's AED Units shock pads have arrived and been installed
- Assisting with payments for forklift license only one person remaining to complete
- Site inspections Lardil st Housing project
- Drug testing units ordered from Andratech
- Daily Alcohol testing still being undertaken.
- Breathalyzer Testing unit in Engineering has been finalised
- Drug and Alcohol Policy to be included in documentation required from Contractors working on Council projects.

5 Incidents reported

- 1 x minor manual handling back strain
- 1 x plant damage blown out tyres
- 1 x vehicle smashed windscreen rock thrown
- 1 x plant damage rear mudguard.
- 1 x MTI Hit in the lip by trailer ramp

FINANCIAL & RESOURCE IMPLICATIONS

Human Resources functions except for training are operating within 2026/27 operating budget parameters.

RECOMMENDATION

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

15.2 MSC-STAT-019 Employee Code of Conduct

Author: Director Human Resources and Payroll Services

Attachments: MSC-STAT-019 Employee Code of Conduct Policy (Draft 2026 V4) – 20 Pages

PURPOSE (EXECUTIVE SUMMARY)

The Local Government Act 2009 (Qld) states that all local government employees have a responsibility to comply with a Code of Conduct under the Public Sector Ethics Act 1994 (Qld). Mornington Shire Council's previous Code of Conduct was previously adopted by way of Council resolution in August 2022. The Code has been reviewed and update to include changes to the relevant legislations.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The purpose of Council's Code of Conduct is to reflect:

- the commitment of all workers to act with integrity;
- our workers' dedication to the Mornington Shire community;
- the four (4) core principles of the Public Sector Ethics Act 1994 (Qld); and
- the local government principles, as defined in the Local Government Act 2009 (Qld).

Public Sector Ethics Act 1994:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

Local Government Act 2009:

- Transparent and effective processes and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of Councillors and local government employees.

The above principles and Council's corporate values form the basis for Council's Code of Conduct.

The Employee Code of Conduct links to both the Mornington Shire Council's Corporate Plan and Annual Operational Plan

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RECOMMENDATION

That Council adopts the revised Employee Code of Conduct dated August 2026.



Employee Code of Conduct Policy

Policy Information			
Policy Name	Employee Code of Conduct		
Policy Number	MSC-STAT-019		
Type	Statutory		
Owner	CEO		
Responsible Officer	Director of Human Resources		
Decision No.		Approval Date	26 August 2026
Records No.		Next Review Date	31 August 2029

Document Version Control			
Version	Date	Resolution No.	Details
1	18/07/2018	TBA	New Issue
2	09/12/2019	TBA	Review
3	17/08/2022	2022/167	Review
4	26/08/2026		Full Review & Update

This is an official copy of the **Employee Code of Conduct** of **Mornington Shire Council**, (Council) made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies*.

Statutory Policies comply with a legislative requirement; the Employee Code of Conduct Policy is approved by the Mornington Shire Council for the operations and procedure of Council.

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1. Definitions

Code	refers to this Code of Conduct.
The Council or Council	refers to the Mornington Shire Council.
Community	refers to the Mornington Shire community.
CEO	refers to the Chief Executive Officer.
Employee/s	includes any Council employee (full time, part time and casual), contractor or volunteer.
Public	refers to the public at large not associated in any way with the Council.
Direct supervisor	refers to any employee that has other employees, contractors and volunteers reporting to them.
Direct reports	refer to any employee, contractor or volunteer who reports to another employee or contractor in a leadership position.
Leadership Team Member	refers to any employee that has management responsibilities or direct reports.
Fraud	involves any actual or potential financial loss. It is when someone dishonestly and deliberately attempts to obtain property, gain a benefit, or cause a loss. The benefit or loss can be tangible or intangible and can include, but not limited to: • physical assets such as money or property, • falsifying documents, • claiming for hours not worked or personal leave that is not the relevant leave type, • or non-physical assets such as reputation and intellectual property.
Corruption	is any dishonest conduct where an employee breaches public trust or abuses power for personal gain or other improper purposes. Examples include, but are not limited to: • Using a position to benefit a personal interest • Using a position to assist a friend acquire employment or; • Using a position to improperly influence a tender or grant decision. Furthermore, Corruption has the meaning given to that term by the <i>Crime and Corruption Act 2001</i>.
Reprisal	means any direct or indirect detrimental action, injury, loss, damage, harassment, intimidation, or workplace disadvantage taken against a person because they reported wrongdoing.

2. Purpose

2.1 The Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. Employees who act in

good faith and in keeping with the spirit of the Code, can expect to be supported by their colleagues, the Leadership Team and by the Council.

3. Commencement of the Employee Code of Conduct.

- 3.1 This Employee Code of Conduct will commence from 26th August 2026.

4. Application of the Code of Conduct

- 4.1 The Code is concerned with our conduct as public officials and as individuals at work and outside the workplace, where behaviour may be directly related to our employment and/or engagement with Council and Council activities. The Code also relates to the conduct of employees that may impact upon the reputation and activities of the Council.
- 4.2 Compliance with this Code is mandatory for all employees.
- 4.3 This Code does not form of any employee's employment or contract for service.

5. Scope

- 5.1 The Code applies to all employees of Council.

6. Council Statement

- 6.1 The Council requires all employees connected to the organisation to always conduct themselves with professionalism, integrity and respect. This Code always applies while representing the Council.
- 6.2 To support a safe, lawful and ethical workplace all employees must:
- Behave in a manner that upholds the Council's values, complies with all legal and legislative obligations and, and reflects positively on the Council.
 - Treat others with courtesy, dignity, fairness and respect.
 - Must not engage in bullying, discrimination, harassment, victimisation or other unlawful behaviour, as set out in the *'Anti-Discrimination, Sexual Harassment, Workplace Bullying and Equal Opportunity Policy'*.
 - Comply with all lawful and reasonable instructions, organisational policies and procedures, and work health and safety requirements.
 - Use organisational resources responsibly, for legitimate business purposes only and maintain and secure any technology or assets employees, contractors and volunteers are assigned.
 - Devote entire time, attention and skill during ordinary working hours and at other times as reasonably necessary to perform their duties.
 - Promptly disclose conflicts of interest, which must be managed appropriately and documented.
 - Not act in a manner outside of work that negatively affects the Council's reputation, business interests, clients, stakeholders or workplace relationships.
 - Be 'customer focused.'
 - Adapt to change, improve capabilities and contribute to the community, corporate and operational plans.

- k) Report any actual or suspected misconduct, unethical behaviour or breach of this code to the Human Resources Team, Direct Supervisor, Manager, Leadership Team member, CEO, Mayor or Crime and Corruption Commission.

7. Councils Guiding Principles

7.1 Council's guiding principles serve as the foundation for our organisational culture and guide daily interactions, decision-making and service delivery:

- Cultural safety guides all Council planning, governance and service delivery.
- Evidence, local knowledge and community engagement informs decisions.
- Prudent financial management supports sustainable service delivery.
- Strong partnerships improve outcomes for community.
- Intergenerational responsibility underpins planning for people and country.

7.2 These principles are practical commitments that shape the way the Council operates. To bring these principles to life, it is expected that employees demonstrate these principles in how they work together to serve community through:

- a) Responsive customer service.
- b) Respect for people.
- c) Making a difference.
- d) Working together.
- e) Getting things done.
- f) Value for money.

8. Legislative Principles

8.1 LOCAL GOVERNMENT ACT 2009 (Qld) (LG Act)

8.1.1 The LG Act sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The LG Act requires Council's actions be consistent with the Local Government Principles:

- a) Transparent and effective processes, and decision-making in the public interest.
- b) Sustainable development and management of assets and infrastructure, and delivery of effective services.
- c) Democratic representation, social inclusion and meaningful community engagement.
- d) Good governance of, and by, local government.
- e) Ethical and legal behaviour of Councillors and local government employees.

8.2 PUBLIC SECTOR ETHICS ACT 1994 (Qld)

8.2.1 The *Public Sector Ethics Act 1994 (Qld)* identifies four ethical principles fundamental to good public administration that guides our behaviour as public officials and form the basis for a local government code of conduct. The four principles are:

First Principle – Integrity and Impartiality

Public Sector Ethics Act 1994 (Qld), s6 states:

“In recognition that public office involves a public trust, public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and—

- a) are committed to the highest ethical standards; and*
- b) accept and value their duty to provide advice, which is objective, independent, apolitical and impartial; and*
- c) show respect towards all persons, including employees, clients and the general public; and*
- d) acknowledge the primacy of the public interest and undertake that any conflict-of-interest issue will be resolved or appropriately managed in favour of the public interest; and*
- e) are committed to honest, fair and respectful engagement with the community.”*

Second Principle – Prompting the public good

Public Sector Ethics Act 1994 (Qld), s7 states:

“In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public officials –

- a) Accept and value their duty to be responsive to both the requirements of government and to the public interest; and*
- b) Accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and*
- c) Accept and value their duty to manage public resources effectively, efficiently and economically; and*
- d) Value and seek to achieve excellence in service delivery; and*
- e) Value and seek to achieve enhanced integration of services to better service clients.”*

The Third Principle – Commitment to the system of government

The Public Sector Ethics Act 1994 (Qld), s8 states:

- 1) “In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public officials -*
 - i. Accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and*
 - ii. Are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and*
 - iii. Accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.*
- 2) Subsection (1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy or is a customary feature of the work of the agency, entity or official.”*

The Fourth Principle – Accountability and transparency

Public Sector Ethics Act 1994 (Qld) s9 states:

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials are committed to exercising proper diligence, care and attention; and:

- a) Are committed to using public resources in an effective and accountable way; and*

- b) *Are committed to managing information as openly as practicable within the legal framework; and*
- c) *Value and seek to achieve high standards of public administration; and*
- d) *Value and seek to innovate and continuously improve performance; and*
- e) *Value and seek to operate within a framework of mutual obligation and shared responsibility*
- f) *Between public services agencies, public sector entities and Public Officials.*

9. Child Safe Organisation – Working with Children and Young People

9.1 Council is committed to ensuring the safety, welfare and wellbeing of all children and young people who participate in Council services, programs and use of our facilities.

9.2 As such, all employees must commit to providing a child safe environment where children and young people feel valued, respected and protected. Employees also commit to promoting the cultural safety of our communities' children.

9.3 Under the Child Safe Organisation Act 2024 the Child Safe Standards and Reportable Conduct Scheme apply to Council. Council has a Child Safe Code of Conduct that all employees must comply with. The Child Safe Code of Conduct is a separate document to the Employee Code of Conduct.

10. Standards of Behaviour

The Standards of Behaviour set out in this Employee Code of Conduct constitute mandatory requirements for all employees. Compliance with these Standards is a condition of employment, and employees are expected to uphold them consistently and without exception in the performance of their duties and in all work-related conduct.

10.1 Customer Service

10.1.1 In accordance with the *Sector Ethics Act 1994 (Qld)*, s7, 'Promoting the Public Good,' employees are expected to provide excellent customer service. Members of the community and public at large must be treated equitably, with honesty, fairness, sensitivity and dignity. Employees are expected to:

- a) Receive complaints from customers or help them lodge a complaint if requested.
- b) Take complaints genuinely and respectfully.
- c) If feeling unsafe, threatened or intimidated when receiving a complaint, instead take measures to prioritise their safety.

10.2 Fairness to Suppliers

10.2.1 Council's contracting activities are regulated pursuant to the *Local Government Act 2009 (Qld)* s104. The Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles as defined pursuant to the *Local Government Act 2009 (Qld)* s104 (3). Employees must comply with Council's Procurement Policy when seeking suppliers for goods or services.

10.2.2 Employees involved in offering contracts or buying goods and services from external/third party providers must take reasonable, fair and consistent steps to allow all potential suppliers to bid for work.

10.2.3 Without formal authorisation, employees, contractors and volunteers must:

- a) Ensure they do not incur any liability personally or for the Council,
- b) Not enter any contract on behalf of Council,
- c) Alter the terms or conditions of any contract which Council has already entered.

10.3 Conflicts of Interest

10.3.1 Employees must perform their public duties in a fair and unbiased way and in the public interest, ensuring that decisions and actions are not impacted by their personal interests or the likelihood of gain or loss (whether financial or otherwise) for them or others that they may wish to benefit or disadvantage. This includes advantages to relatives and friends.

10.3.2 Conflicts of interest can include, but are not limited to an employee that:

- has a relationship with a related person, who will potentially benefit from a purchase or contract either through employment or as an owner or shareholder of the business;
- has feelings of ill-will towards, or prejudice against, any person, particular product or service which could unfairly bias the selection process;
- has a second job with a supplier who is interested in, or is already, doing business with Council;
- has property interests that will be positively or negatively affected by the activities of Council;
- has an interest in a sporting or cultural organisation, which could influence their decision-making; or
- has a relationship with a related person in which they directly or indirectly employ to work with Council, pressure the employing person to employ the related person, impacts the employment process to ensure the related person receives employment with Council, or behaves in a way which could reasonably be seen as a conflict of interest in relation to a related person and their prospective or current employment with Council.

10.3.3 Employees must:

- a) Comply with Council's *Conflict of Interest Policy*.
- b) Discharge their duties in a manner that serves the best interests of the Council and the community.
- c) Declare any Conflict of Interest that could impact their objectivity when making decisions as part of their duties.
- d) Make full and complete disclosure of the existence, nature and extent of any real, potential or perceived conflict of interest to their direct supervisor.
- e) Not attempt to solicit any material benefits or remuneration exceeding the agreed remuneration for the discharge of their duties.

10.3.4 When a Conflict of Interest has been identified, employees must abstain from decision making processes or other work-related activities involving the conflict of interest until the conflict of interest is resolved. The Conflict of Interest and management of the conflict of interest will be recorded in Council's Conflict of Interest Register.

10.4 Influences on decision making

10.4.1 Work-related decisions made by employees must be and appear fair, objective and transparent. All work-related decisions must in the best interest of the Council and in support of its obligations and purpose to the community.

10.4.2 Employees must therefore:

- a) Not influence any person in an improper way with the aim to obtain personal advantage or favours.
- b) Not in any way misrepresent their qualifications, experience or expertise in any recruitment and selection process.
- c) Ensure that any contact with lobbyists complies with any policy of the Council and the requirements of the *Integrity Act 2009 (Qld)*.

10.5 Accepting Gifts and Benefits

10.5.1 Occasionally employees may be given or offered gifts or benefits from people with whom they do business. Pursuant to the *Local Government Act 2009 (Qld)* s199, it is an offence for employees to ask for, or accept, a fee or other benefit for doing something as a local government employee. Employees must:

- a) Not request, seek, or accept any gift or benefit for themselves or others, from any person who may gain an advantage by influencing the individual.
- b) Not seek or accept a bribe or other improper inducement.
- c) Not use their official position to gain advantage, or to improperly influence others in the performance of their duties.
- d) Not give money or gifts to an executive, official or employee of any supplier, customer, or any other organisation, to influence or appear to be influencing the organisation's relationship with the Council.
- e) Politely refuse gifts or benefits which may bring their integrity or the Council's integrity or impartiality into question.

10.5.2 Employees must politely decline and report to their direct supervisor, any gift they are offered irrespective of its value, if any of the below criteria apply. The gift:

- a) Is intended to or will place them under some obligation.
- b) Has potential that the Council or the community will perceive the gift places them under some obligation.
- c) Is in lieu of payment for work in their remit.
- d) Relates to an event, activity, license, permit, lease etc., the Council has granted to an external organisation/third party. Free ticketed events permitted by the Council are exempted.

10.5.3 Details of gifts received must be recorded in the gifts register by the receiver and their direct supervisor. The register of gifts will be reviewed regularly. Employees may be directed to decline certain gifts from a donor, if there are concerns about the motivation for the giving the gift or because of the frequency gifts have been offered. Employees must comply with such directions.

10.6 Employment outside of the Council (Secondary Employment)

10.6.1 The Council permits employees, holding secondary employment outside their official duties as Council employees, provided the following conditions of the secondary employment are met:

- a) The nature of the secondary employment is declared in writing to the CEO.
- b) That no conflict of interest exists or develops, between private employment and the employees' official duties. This includes work hours for the alternative employment encroaching on the employees, contractors and volunteers work hours for the Council.
- c) That private employment has no effect on the performance of their official duties. This includes effects from a safety/fatigue management perspective.

- d) That private employment does not involve use of Council resources (physical, technological or intellectual).
- e) Pursuant to the *Local Government Act 2009 (Qld)* s198, whereby an employee is employed by more than one local government at the same time, approval of each of the local governments is required prior to being appointed to the second position.

10.6.2 If unsure, employees should discuss their circumstances with their direct supervisor.

10.7 Participation in non-Council entities and organisations

10.7.1 The Council supports and is committed to ensuring employees are free to engage in non-Council organisations (or entities) such as trade unions, political parties, professional associations, interest groups, sporting clubs or teams, religious groups, or charity/volunteer groups. However, employees must ensure that participating in such activities:

- a) Does not cause a real or perceived conflict of interest.
- b) Unduly restricts or encroaches upon the performance of their official duties with the Council. This includes the ability to provide sound advice to the Council that is objective, independent, apolitical and impartial.
- c) They do not use their position within the Council, any Council intellectual property or sensitive information, to advance their position/standing in an external organisation, or to benefit an external organisation.

10.8 Other Non-work Related Activities

10.8.1 The Council has no legal bearing on an employee's activities or personal life outside of work. However, outside of work, employees must avoid engaging in any behaviour that may compromise the integrity or public trust in the Council.

10.9 Participation in Political Activities

10.9.1 Employees are not permitted to partake in political affairs of the Council or other political organisation, in their capacity as a Council employee. Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for any political purposes.

10.10 Public Comments on Council Business

10.10.1 The Mayor and/or nominated Councillors, or CEO under delegation, comment publicly on Council business. Council business can be topical, sensitive and controversial. There is a process to be followed when making public comments about Council affairs. Employees must therefore:

- a) Not publicly comment on any Council matter via any media, social media or other public relations firms without written prior approval from the CEO.
- b) Clearly differentiate between official Council policies, procedures, decisions or resolutions and personal opinions, when making statements publicly on social media or via other media platforms.
- c) Not publicly misrepresent the views of other organisations or individuals, as those of the Council and vice-versa.

10.11 Appropriate Professional and Respectful Behaviour

10.11.1 Employees are expected to treat all other employees, Councillors, Council Associates and members of the community with trust, respect, honesty, fairness, sensitivity and dignity. Members of the Leadership Team are expected to model these values.

10.11.2 The Council values diversity. All employees are expected to respect differences of opinions and beliefs and manage interpersonal disagreements through respectful negotiation and compromise.

10.11.3 Employees are expected to work collaboratively and cooperatively when required to work with their coworkers.

10.11.4 The Council has a 'zero-tolerance' approach to any conduct that breaches Council policies, which regulate the behaviour of employees. Thus, employees must not behave in a manner that breaches conduct policy, which includes:

- a) All forms of discrimination.
- b) Harassment.
- c) Sexual Harassment.
- d) Bullying.
- e) Vilification.
- f) Victimisation.
- g) Violence or threats of violence.

10.11.5 Employees must avoid if possible, condoning, aiding or abetting any conduct committed by another coworker, which is inappropriate. Employees should report inappropriate behaviour they witness to their direct supervisor, Leadership Team member or Human Resources Division.

10.12 Confidentiality and Privacy

10.12.1 The Council maintains information about individuals, businesses and commercial issues which is private, sensitive and could be harmful to individuals if released. Employees must ensure that the collection, storage and use of personal information is done so in accordance with the privacy principles pursuant to the *Information Privacy Act 2009 (Qld)* and the *Local Government Act 2009 (Qld)* Section 200 – *Use of information by local government employees and councillor advisors* and Council's Information and Communications Technology Policy.

10.12.2 To maintain privacy employees must:

- a) Only access personal information and records they require to perform their official Council duties.
- b) Not disclose Council information to members of other groups, entities or the public, except where this information is publicly available.
- c) Not release information that is confidential to Council, and that Council wishes to keep confidential.
- d) Not use information acquired to gain (directly or indirectly) an advantage for the person or someone else; or cause detriment to the Council.
- e) Not discuss work matters with persons not entitled to know such information.
- f) Take responsibility to safeguard confidential files and information.
- g) Ensure collected information is only used in a manner consistent with the purpose for which it was originally collected.
- h) Not record other employees using a recording device without their written consent.

10.12.3 Unless publicly available, employees should assume automatically all information, intellectual property, reports, data, etc., whether physical or digital, is confidential and to be treated as such.

10.12.4 Personal and other information may on occasion be sought from the Council by internal or external Council stakeholders (e.g., members of the public), pursuant to the *Right to Information Act 2009 (Qld)*. If

such a request is made, employees must ensure they refer the requests to their direct supervisor and Leadership Team for proper consideration along with adherence to Council's Right to Information Policy.

10.13 Using Council Assets

10.13.1 Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off cuts). All employees share the responsibility for looking after them. Employees entrusted with Council property are required to:

- a) Take all reasonable steps to ensure they are not lost, damaged, destroyed or stolen.
- b) Report as soon as possible to their immediate supervisor incidents of assets being lost, stolen, damaged or destroyed.
- c) Use Council assets only for official Council business, unless written approval has been granted by their direct supervisor for alternate uses.
- d) Not store personal files on the Council's IT assets. The Council reserves the right to search or inspect any files stored on IT assets, or audit information accessed by the user at any time without notice.
- e) Use telephones on a limited basis for local calls that cannot be made conveniently outside working hours.
- f) Use Council vehicles or phones in accordance with the respective Council policies for these assets.

10.13.2 Limited Personal use of email and internet browsing, on personal devices or Council IT devices is permitted in accordance with Council policy. Limited personal use means use that is infrequent, brief and performed during non-paid time (e.g., during meal breaks).

10.13.3 On termination of employment, employees must return all Council property and physical work-related documents immediately to the Council.

10.14 Public Money

10.14.1 Employees are not permitted to borrow or spend the funds of the Council or community as administrated by the Council, for personal use.

10.14.2 Employees who incur expenses for work related purchases in the course of work, may seek reimbursement from the Council, by completing appropriate documentation.

10.14.3 Employees who do not ordinarily have authority to expend Council funds, must obtain written approval from their direct supervisor or another authorised officer before making any purchase on behalf of the Council for any purpose.

10.15 Intellectual Property

10.15.1 The Council expects employees to ensure that their actions do not breach or infringe the *Copyright Act 1968 (Cth)*, by unlawfully using the intellectual property of any individual or third party/external organisation. Employees must respect the copyrights, trademarks and patents of suppliers and other external/third party organisations and therefore:

- a) Not reproduce or quote the suppliers' material unless the Council holds a license specifically that allows it.
- b) Not store or copy audio, video or image files, printed media and software on Council assets without an appropriate license or approval.
- c) Not arrange to publish, disclose or reproduce any articles or materials without written approval.

10.15.2 Any original work, invention or product employees contribute to in association with their official duties remains the property of the Council.

10.15.3 Employees must not publish or disclose any matters to the public relating to Council's intellectual property without written authority. However, if unaware of whether such action may breach this Code, employees must first seek clarification from their direct supervisor, who will then refer the matter to their Executive Director.

10.16 Acting Lawfully

10.16.1 Employees are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws. Employees must comply with all lawful and reasonable directions from members of the Leadership Team. Employees must immediately report their circumstances to their direct supervisor if they are:

- a) Charged with an indictable offence.
- b) Subject to an indictable offence conviction.
- c) Subject to a summary conviction.

10.16.2 Such disclosures will be treated confidentially.

10.17 Fraud and Corruption

10.17.1 Fraud and corruption pose a serious risk to the Council. The potential damage extends well beyond any financial losses and threatens both the Council's and individual's integrity. The harm caused by fraud or corruption may be financial, psychological, physical, reputational or commercial. To prevent and address fraud and corruption, employees must:

- a) Take all necessary measures to avoid engaging in fraud or corruption.
- b) Report to the CEO or Crime and Corruption Commission any suspected fraud, corruption, criminal or unethical conduct by any other employee.
- c) Assist and cooperate as directed, in fraud or corruption investigations by providing or disclosing all relevant information in accordance with the *Public Interest Disclosure Act 2010*.

10.17.2 See Clause 10.19.6 for Reprisal.

10.18 Acting in accordance with Delegations and Signing Documents on behalf of Council

10.18.1 Employees may only undertake action on behalf of the Council that falls within the scope of their duties or the Council's Delegation Register. Employees may undertake action that is not within their remit or not delegated to their position as per the Delegation Register, if directed to by the CEO in writing.

10.18.2 Outside of the abovementioned (10.18.1) the following persons are the only persons who may sign a document on behalf of Council:

- a) Mayor;
- b) A Councillor delegated by Council; or
- c) The CEO or an employee with delegated authority from the CEO to sign the document.

10.19 Raising Concerns

10.19.1 Employees have the right to comment on or raise concerns with their direct supervisor about Council policies, practices or priorities impacting their employment/engagement.

10.19.2 When making a formal complaint or grievance, or raising concerns, employees must,

- a) Do this in a reasonable and constructive way that takes responsibility for their comments and views.
- b) Accept that the Council has the right to determine and enforce its policy, practices and priorities.
- c) Comply with all reasonable and lawful instructions, whether they personally agree with a given policy direction.
- d) Act with honesty and in good faith, i.e. the nature of the concerns must be factual, cannot be hearsay or opinions or be related to conduct that all else considered would be unreasonable or inappropriate in the circumstances.

10.19.3 Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with the Council's *Performance Management Policy*.

10.19.4 Clause 10.29 of this Code provides further details on reporting breaches of this code for employees should the issue relate to their direct supervisor.

10.19.5 Clause 10.17 and Clause 10.19.6 of this Code provides further details on reporting Fraud and Corruption and Reprisal.

10.19.6 Reprisal

10.19.6.1 Council is committed to an honest, transparent, and accountable workplace. You are expected and encouraged to report any suspect wrongdoing, maladministration, or danger to public health and safety. Council strictly prohibit any form of retaliation or reprisal against anyone who raises a concern or makes a disclosure in good faith.

10.19.6.2 Under the Public Interest Disclosure Act 2010 (Qld), committing an act of reprisal is a criminal offence. It carries severe legal penalties, including imprisonment.

10.19.6.3 Any employee who engages in, threatens, or encourages reprisal against a colleague will face immediate investigation. This will lead to serious disciplinary action, up to and including termination of employment.

10.19.6.4 Council will take all reasonable steps to protect the identity, ensure the safety and support the wellbeing of employees reporting any suspected actions (wrongdoing, maladministration or danger to public health and safety) throughout and after any investigation process.

10.20 Diligence, Care and Attention

10.20.1 The Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. All employees must therefore:

- a) Contribute to this aim by carrying out their duties honestly, responsibly, in a conscientious manner and to the best of their ability.
- b) Commence work on time and finish work at the rostered or agreed finishing time for each day or shift.
- c) Not conduct personal activities during work time.
- d) Help the Council achieve its mission and goals by acting to improve systems and practices.
- e) Behave in a manner that gains confidence and trust in the way Council does business.
- f) Not behave in a manner that distracts or prevents others from working.
- g) Not exposing the Council to legal damages because of negligence or breach of any law or policy.

10.21 Leadership Team Obligations

10.21.1 Members of the Leadership Team are responsible for ensuring their direct reports comply with this code of conduct, and their work performance meets the expected standards. Leadership Team members are therefore required to:

- a) Model the values and principles outlined in this code and ensure that their direct reports understand the code.
- b) Avoid entering into any financial obligation with their direct reports
- c) Ensure that the work of direct reports contributes to the achievement of the Council's goals.
- d) Monitor the performance of direct reports and give regular, constructive feedback and recognition, in line with the applicable performance management and development policies.
- e) Where practicable, provide training and career development opportunities.
- f) Provide direct reports with information that is vital for effective work performance.
- g) Respect and consider the opinions of direct reports.
- h) Fairly distribute the workload amongst their team/unit.
- i) Ensure resourcing is neither excessive nor inadequate for the work performed.
- j) Supervise direct reports who collect, handle or disburse public money when they perform such duties.
- k) Ensure work times, overtime, allowances and absences for direct reports are correctly recorded on time/flex sheets and pay summary reports.
- l) Take appropriate action in accordance with the *Performance Management Policy*, if breaches of this code occur.

10.22 Providing Advice to Elected Officials

10.22.1 Occasionally, Councillors may ask employees for advice to assist them carrying out their responsibilities under the *Local Government Act 2009 (Qld)*. Requests for advice from Councillors must be consistent with the 'Acceptable Requests Guidelines,' which have been adopted by resolution of the Council. Employees must:

- a) Provide such relevant advice as requested by Councillors.
- b) Ensure that the advice provided is thorough, responsive, objective, independent, apolitical and impartial.
- c) Not provide advice that is outside the scope of their expertise or remit.
- d) Not seek advice or information from Councillors regarding Council matters unless directed to do so by the authorised Leadership Team member.
- e) Employees should not approach or converse with Councillors in relation to any Council operational or Council human resource issue without the approval of the CEO.

10.23 Dress Standards and Appearance

10.23.1 The Council's image can be impacted by the presentation of employees. Employees who have been provided with Council uniforms, are required to appear neat and tidy at work and maintain a professional business standard of dress. This involves,

- a) Ensuring their uniform is kept and worn clean.
- b) Wearing all components of the uniform without alteration.

10.23.2 ELT members are expected to ensure that employees reporting to them are appropriately presented.

10.23.3 Employees unsure what constitutes appropriate dress should seek further advice from their direct supervisor or refer to the Council's Uniform Policy.

10.24 Concern for the Environment

10.24.1 All employees share responsibility to protect our natural environment, create healthy surroundings for our community and manage the impacts of air, water, land and noise pollution. Individual actions employees are responsible for include:

- a) Taking care in disposing of waste.
- b) Safely using and storing chemicals.
- c) Reducing energy consumption.
- d) Reducing waste in our workspaces where possible.
- e) Notify their direct supervisor of incidents of environmental harm, as per Chapter 7, Part 1 of the *Environmental Protection Act 1994 (Qld)*.

10.25 Attendance and Absenteeism

10.25.1 Employees are expected to follow Council policies, legislation, agreements and rulings on attendance at work and leave. The Council's operational efficiency depends on employees being punctual and attending work. In accordance with the '*Attendance, Absenteeism and Abandonment of Employment Policy*,' employees, contractors and volunteers must,

- a) Not be absent from without formal approval.
- b) Not leave work during work hours without formal approval.
- c) Accurately record leave request forms and timesheets.
- d) If unavoidably detained (e.g. running late), advise their direct supervisor as soon as reasonably possible before their expected start time.
- e) If unable to attend work (e.g. due to being unfit for work or other significant personal circumstances), notify their direct supervisor as soon as practicable, upon becoming aware that they are going to be absent from work.

10.26 Skills Development & Training

10.26.1 All employees must be proactive in maintaining and enhancing their skills and expertise, and keep up-to-date knowledge associated with their area of work as per *Local Government Act 2009 (Qld) s13*. Employees should aim to improve the performance of their work unit in customer service delivery where possible.

10.26.2 Council will assist employees in providing equitable access to training and development opportunities. This may include accessing the study assistance programs, on-the-job learning, participating in project work or undertaking internal or external training.

10.26.2 Council's Training & Development Policy is available on the Council Intranet.

10.27 Work Health and Safety

10.27.1 The Council is committed to zero harm in the way we conduct our business and Council activities. Council will endeavour to safeguard the safety and welfare of all employees in the workplace and during work hours.

10.27.2 Employees must take reasonable steps to ensure their own safety, health and welfare in the workplace. Employees also have a duty of care to their coworkers and members of the public. To comply with the Council's *Health & Safety Policy Statement* employees must:

- a) Comply with all workplace health and safety directions.

- b) Use personal protective equipment or other safety devices, in the manner they are supposed to be used.
- c) Not wilfully or recklessly interfere with safety procedures.
- d) Not wilfully place at risk the safety or wellbeing of any person at the workplace.
- e) Not wilfully injure themselves.
- f) Identify hazards in their work environment where possible.
- g) Report any incidents or hazards immediately.
- h) Perform all work safely by following safe work procedures.
- i) Support incident investigations.
- j) Take corrective action where possible, to 'make safe' the relevant workplace environment or work activities.
- k) Participate in rehabilitation and return to work programs if required.

10.28 Prohibition on Drugs, Alcohol, Other Illicit Substances and Gambling In The Workplace

10.28.1 All Council work premises must be drug and alcohol free so that Council can maintain the trust and confidence of the broader public and ensure the health and safety of all employees. Employees must:

- a) Not use, possess or be impaired by the effects of illegal drugs or alcohol whilst working.
- b) Not attend work impaired by the effects of alcohol or drugs.
- c) Not consume alcohol while on duty or in the workplace other than strictly in accordance with Council policy (e.g. at sanctioned social events).
- d) Not engage in gambling activities during work time or use Council assets (e.g. phones or computers) for such activities. Sanctioned tipping competitions or sweeps (e.g. Melbourne Cup) are exempted.
- e) Inform their direct supervisor if they take or must take prescribed medication that may impact their ability to perform their duties as required. Employees may be directed to provide medical evidence for more information on how they may be impacted by their medication.

10.28.2 Smoking is only permitted during designated meal or tea breaks. Smoking is not permitted in enclosed workspaces or within 4 metres of an entrance or window to an enclosed workspace.

10.28.3 Council retains the right to undertake random drug and alcohol testing on employees in accordance with its Drug and Alcohol Policy.

10.29 Breaches of the Employee Code of Conduct Policy

10.29.1 All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time. A breach of the Code of Conduct may damage business effectiveness, public perception of Council and effective work relationships.

10.29.2 The Council may take disciplinary action against an employee who contravenes this code, up to and including termination. All suspected breaches will be dealt with on a case-by-case basis. All disciplinary action will be in accordance with the Council's *Performance Management Policy* and obligations pursuant to Part 3, Chapter 8 of the *Local Government Regulation 2012 (Qld)*.

10.29.3 Employees may report suspected breaches of this code any time to their direct supervisor. If the breach concerns their direct supervisor, the complainant may report it to a member of the Leadership Team their direct supervisor reports to, or the CEO if their concerns also relate to the member of the Leadership Team. Reports will be treated with confidentiality. Except whereby allegations are found to be spurious,

frivolous or vexatious, retribution, adverse or disciplinary action of any kind will not be taken against the employee who made the report.

11. Review

11.1 This Code of Conduct will be reviewed in May 2029.

12. Publication

12.1 In accordance with the requirements of s20 of the *Public Sector Ethics Act 1994*, the CEO will keep a printed copy of the Code available for inspection in the Executive Office and Council will publish the Code on its Intranet site for all employees to access.

13. Training

13.1 Education and training about Public Sector Ethics will be offered at induction and as frequently as the CEO determines.

14. Further Assistance

14.1 Employees who have any questions about the Employee Code of Conduct Policy should seek advice from their direct supervisor, other member of the Leadership Team or the Human Resources Team.

15. Variations

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

16. Acknowledgement

I acknowledge:

- a) Receiving the Code of Conduct Policy.
- b) My requirement to comply with this policy.
- c) Disciplinary action resulting in possible termination of employment if I fail to comply with this policy.

Employee,
Contractor or
Volunteer Name:

Signature: _____

Date: _____

17. Related Documents

- a) Information Privacy Policy
- b) Anti-Discrimination, Sexual Harassment, Workplace Bullying and Equal Opportunity Policy
- c) Attendance, Absenteeism and Abandonment of Employment Policy
- d) Health & Safety Policy Statement
- e) Grievance Policy
- f) Performance Management Policy
- g) Fraud & Corruption Policy & Framework
- h) Uniform Policy
- i) Drug and Alcohol Policy
- j) Information & Communications Technology Policy
- k) Right To Information Policy
- l) Conflict of Interest Policy
- m) Council Child Safety & Well Being Statement of Commitment
- n) Child Safety and Well Being Policy
- o) Child Safe Code of Conduct
- p) Supervision and Duty of Care Child Safe Policy
- q) Child Safe Reporting Policy & Procedure
- r) Termination and Off Boarding Policy
- s) Training & Development Policy
- t) Relocation & Repatriation Policy
- u) Social Media Policy
- v) Work From Home Policy
- w) Travel Policy
- x) Leave Policy
- y) Health & Safety Policy Statement
- z) Rewards & Recognition Policy
- aa) Acceptable Request Guidelines Policy
- bb) Gifts and Benefits Policy

18. Related Legislation

- a) Local Government Act 2009 (Qld)
- b) Public Sector Ethics Act 1994 (Qld)
- c) Local Government Regulation 2012 (Qld)
- d) Copyright Act 1968 (Cth.)
- e) Environmental Protection Act 1994 (Qld)
- f) Information Privacy Act 2009 (Qld)
- g) Invasion of Privacy Act 1971 (Qld).
- h) Crime and Commission Act 2001 (Qld)
- i) Child Safe Organisation Act 2024 (Qld)
- j) Industrial Relations Act 2016 (Qld)
- k) Public Interest Disclosure Act 2019 (Qld).
- l) Public Records Act 2023 (Qld).
- m) Workplace Health & Safety Act 2011 (Qld)
- n) Anti-Discrimination Act 1991 (Qld)
- o) Integrity Act 2009 (Qld)

16 HOUSING AND FACILITIES

16.1 Housing and Facilities Report – July 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 July 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

July Figures

Customer	Invoiced	New Jobs	Open Jobs
Qbuild	54	117	166
Commercial	10	5	24
Facilities	15	33	77
PMO	0	0	1

Q Build Do & Charge Program for July

- 154 Open Jobs
- 117 Work orders received into portal
- 53 Invoiced to QBuild

2026 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
May	79	63	117
June	111	31	76
July	117	22	22

QBUILD

Do & Charge

- Responsive maintenance delivery continued across community housing and government facilities.

Qbuild Projects / Upgrades

- Community housing security upgrade program progressing.
- Multiple approved housing upgrade projects progressing through procurement.

- School upgrade works completed during July.

PROJECTS / QUOTED WORK

Barge Cool room / Freezer – Resilience Funding

- Final project works and warranty items progressing.

Salvation Army / Orange Sky

- Bathroom and amenity upgrade works nearing completion.

Commercial Works

- Ongoing maintenance and minor upgrade works progressing for commercial customers, including Mornington Island Hospital and Gununamanda Store facilities.

MAINTENANCE – COUNCIL ASSETS

Council Administration Building

- Defect rectification and contractor dispute resolution remain ongoing.

Warehouse

- Safety and access improvement works progressing.

Youth Hub

- Security repairs progressing following further break-in damage.

DEPARTMENT SUCCESSES

- Mornington Island State School ramp and associated upgrade works completed and invoiced.
- PCYC improvement works progressed, including auditorium painting, drinking trough installation and plumbing upgrades.
- QBuild bathroom rectification works completed and invoiced.

FINANCIAL & RESOURCE IMPLICATIONS

Housing and Facilities projects are being reviewed and prioritised in line with the 2026/27 operational budget, available resources and applicable funding program requirements.

RECOMMENDATION

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

17 ENGINEERING**17.1 Engineering and Infrastructure Report - July 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 activities for July 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS***Parks and Gardens***

The Parks & Gardens team maintained a high workload throughout the month, balancing internal and external jobs, town cleaning activities, community events, and ongoing sorry business commitments. Landscaping works at the motel continue to progress well, with a goal of completing beautification works during August and enhancing the ocean-view setting.

Roads & Civil and Batching Plant

- 65% completion of Sydney Island Rd heavy formation grading.
- Recommenced pothole and patching works in community with approximately 35% completed.
- Clean up activities continue at the batching plant to remove rubbish and old equipment out of the way for materials.
- Arrival of batching plant supplies for upcoming projects including premix and concrete powder.
- The road crew has also assisted in the clean-up of the Council workshop and yard area.
- Clean up around the Dog Pound in preparation for future projects on site.

Workshop

- New Workshop Manager has commenced (13 August).
- Workshop has been cleaned up and in the next few weeks we have a contractor to go through all parts etc for the workshop and list inventory.

Water & Waste

- Water testing continues daily with systematic checking and noted maintenance issues brought to attention and put into place for actioning.
- Sewer pond clean up to prepare for the new aerators to be installed.

Health & Animal Management

Responded to a total of 23 service requests, including:

- Managing surrendered animals
- Requests for anti-parasitic treatments
- Treatment of injured and unwell pets / Euthanasia
- Follow up with owners regarding reported/sighted animal welfare concerns

Increase in pregnant dogs, and puppies around the community currently. By the end of July there were: 78 puppies aged 3 months and under, 3 x pregnant females and 2 x females on heat.

Additional activities included:

- 3 x landfill patrols conducted for roaming dogs (no dogs observed)
- 17 x services provided relating to puppies and kittens, including;
- Treating puppies and kittens with flea, tick & worming treatment
- Monitoring female dogs on heat & pregnant dogs
- 6 x puppies surrendered
- 3 x juvenile/adult cats surrendered in June were transported off the island in July.
- 1 x dog attack. Information gathering commenced to support further investigation.

Vet Visit

- Vet team and animal management team worked late Monday to make up for lost time from the flight delays.
- A briefing was conducted covering scheduling, expectations, and record keeping.
- The vet team provided desexing consent form templates.
- Townsville PHU assisted with data entry and record keeping on Tuesday, which greatly reduced workload pressures. For future visits, having a third person available for animal transport would the Environmental Health team to remain at the clinic to manage records, calls/messages, and walk ins.

Stats from vet week is below. Strong number of surgeries for the time allocated to do them.

Task/Treatment administers	# of treatments
Microchipping	0
Anesthetic	Dogs: 1
Antibiotics	Dogs: 2
Anti-inflammatories	Dogs: 4
Anti-parasitics	Dogs: 46; Cats: 7
Topical	0
Vaccinations	0
Other	Dogs: 1
Euthanasias	Dogs: 2

Upcoming Projects (Pending Approval and Funding)

- Water plant upgrades
- Dump upgrades
- Drainage and oval (football field) upgrades
- Cemetery upgrade
- Splash Park

FINANCIAL & RESOURCE IMPLICATIONS

Engineering division activities are occurring within adopted 2026/27 operational budget parameters.

RECOMMENDATION

That Council receive and note the Engineering and Infrastructure report for July 2026.

18 Hospitality and Accommodation

18.1 Hospitality and Accommodation Report – July 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 July 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Carriage Limit Performance

Carriage Limit

For the month ended	30/06/2026	31/07/2026
Total People (# Sales)	1,532	2,401
Total Gross Sales \$	123,655	194,804
Trading days	30	31
Average Price Per Person	81	81

In July, the Carriage recorded a notable incline in both customer numbers and sales revenue compared to July, however a notable decrease to same time last year. Licensing has also sent through the consultation for the amended changes as discussed in the July Community Safety Meeting so we look forward to this amendment being finalised which will allow the holding of suitable stock in case of delays etc.

Laundry Upgrade

We have had the final software updates to the machines and some further training done with the team around the machines, usage and products in the Laundry etc. We will continue to monitor these machines and iron out any further problems as they arise.

VAC 1

We are in the final stages of VAC 1 upgrade scope being issued so that the costings and tender documentation phase can then begin. It is our highest priority to get these rooms renovated and back into circulation ahead of any new projects starting.

Accommodation**Mornington Shire Council****Projected Forecast**

For the Month: Aug 2026

Booking Month	Occupancy		Accomm Revenue	
	Night	%	Gross	Nett
August	874	47.79	197,436.68	179,487.58
September	622	35.14	140,817.03	128,014.43
October	502	27.45	112,975.46	102,704.21
November	434	24.52	94,676.16	86,068.39
December	350	19.12	68,525.00	62,294.49
January	110	5.82	21,450.00	19,499.70
February	0	0.00	0.00	0.00
Grand Total:	2892	22.90	635,880.33	578,068.80
Current Projected for all of August:	874	47.79	197,436.68	179,487.58

Accommodation bookings have shown strong pickup since the July forecast. August room nights have increased from 588 to 874 nights, an increase of 286 nights (48.6%), with projected occupancy increasing from 35.79% to 47.79%.

This additional occupancy has increased projected August gross accommodation revenue from \$134,000 to \$197,436.68, an increase of approximately \$63,437 (47.3%). Projected net revenue has similarly increased from \$121,817.10 to \$179,487.58, representing an uplift of approximately \$57,670 (47.3%).

The strong August pickup reflects continued demand for accommodation and provides a positive outlook for the month. While future months remain subject to further bookings and movement, the current forward forecast indicates that accommodation demand is continuing to build and with new projects underway will be critical to have as many rooms online as possible.

Motel

The new motel cabin project is progressing at pace, with the remaining items scheduled for delivery next week. We are working towards the cabins being operational by the end of August.

A significant amount of work has gone into the furnishing, styling and fit-out of the cabins. The team has put considerable time and effort into selecting and coordinating the furnishings, finishes and amenities to create a calm, comfortable and welcoming environment for guests. The results will speak for themselves and would like to acknowledge everyone involved in the project for the fantastic work they have done to bring the cabins together. The internal fit out of the furnishings has been done by the accommodation team and the end results are looking fantastic.

Once the new cabins are operational, we will commence planning for the refurbishment of the original motel cabins. This will include addressing flooring and other identified maintenance and presentation issues to ensure the existing cabins continue to meet an appropriate standard.

Significant progress has also been made with the surrounding grounds. We are awaiting delivery of the grass seed, with planting to commence once received. Burning off has also commenced to assist in managing the sap issue caused by the nearby bean trees. This will help

reduce the impact on the new cabin decks and minimise ongoing maintenance requirements. At present, maintaining the decks and surrounding areas from the sap is a daily task.

Overall, the project is progressing very well. The new cabins will provide a significant improvement to the accommodation offering, and the work undertaken by the team to deliver the project is something they should be very proud of.

Events

The Tavern night was a hit once again in July as the community came together to watch the State of Origin Game 3. Maroons and Blues supporters turned out in force, and it was another fun night filled with friendly rivalry, plenty of cheers, and great community spirit despite the QLD loss.

We again had just over 100 people turn up for the event which was a great turn out with at least 90% being community members. The team tried some new burger options and overall had another fantastic event. The next event to prepare for will be the AFL and Rugby League grand final.

FINANCIAL & RESOURCE IMPLICATIONS

Hospitality and Accommodation activities are occurring within the parameters of the adopted 2026/27 operational budgets.

RECOMMENDATION

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

19 CORRESPONDENCE

- The Honourable Deb Frecklington AG and Minister for Justice and Minister for Integrity, – Response to Urgent Assistance Request for State Engagement and First Principles Review of Native Title and Infrastructure Delivery Arrangement on Mornington Island.
- Director-General Department of Transport and Main Roads – Update on the Continued Delivery of Regional Aviation Services.

20 GENERAL BUSINESS

Department of Local Government, Water and Volunteers continuation training for elected members – Potential dates.

21 CONFIDENTIAL REPORTS

21.1 TENDER RECOMMENDATION – MORNINGTON ISLAND FORESHORE, BARGE LANDING AND SEAWALL PROJECT – DESIGN & TENDER SERVICE

Section under the Regulation:	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 254J of the Local Government Regulations 2012.
Sub-clause and Reason:	Section 254J(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

22 NEXT MEETING

The next scheduled ordinary council meeting will be held on 30 September 2026.

23 CLOSURE