

MORNINGTON SHIRE COUNCIL

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

Date: Wednesday 29 July 2026
Time: 9:00 am
Location: Corner Jinkiya & Lardil Street Gununa

MORNINGTON SHIRE COUNCIL

Ordinary Council Meeting Wednesday 29 July 2026

Gary Uhlmann
Chief Executive Officer

To empower our Community – Our people

To feel solid and strong like the rock in Mundalbe To taste and hear the breaking waves of change

To establish clean, safe, healthy lifestyles togetherness

Pride and respect for each other in our culture, achievements and successes

To see and smell the compassion and peacefulness of our community

ORDER OF BUSINESS

1	OPENING OF MEETING	5
2	ACKNOWLEDGEMENT OF COUNTRY	5
3	PRESENT	5
4	LEAVE OF ABSENCE.....	5
5	DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF	5
6	CONDOLENCES AND MEMORIALS.....	5
7	CONFIRMATION OF MINUTES	5
7.1	Minutes of the Ordinary Council Meeting – 24 June 2026.....	5
8	DEPUTATIONS	16
9	ACTION SCHEDULE.....	17
9.1	Open Action Items.....	17
10	MAYOR AND COUNCILLOR REPORTS.....	17
10.1	Mayor and Councillor Verbal Reports.....	17
11	CHIEF EXECUTIVE OFFICER REPORT.....	17
11.1	Chief Executive Officer Report - June 2026	17
12	FINANCE	19
12.1	Financial Report – June 2026	19
12.2	Projects Office - Masterplan Monthly Update June 2026	27
12.3	Projects Office – Department of Housing Updates.....	29
12.4	Write-Off of Invalid Fees	30
13	COMMUNITY.....	32
13.1	Community Report – June 2026	32
14	CORPORATE AND COMMUNICATIONS.....	35
14.1	Corporate & Communications Report – June 2026	35
14.2	Development Application Reconfiguring a Lot (Boundary Realignment) - Lots 11-12SP241297	37
14.3	Department of Housing and Public Works – Tenancy Services Update	49
14.4	Public Interest Disclosure (PID) Policy and Procedure.....	53
14.5	Administrative Action Complaints Management Policy.....	69
14.6	Advertising Spending Policy	75
14.7	Councillor Code of Conduct.....	80
14.8	Model Meeting Procedures and Best Practice Example Standing Orders	86

14.9	S48A Complaints about the Chief Executive Officer Policy	113
14.10	Chief Executive Officer Appointment and Performance Policy.....	119
14.11	Recreational Master Plan.....	127
15	<i>HUMAN RESOURCES</i>	158
15.1	Human Resources & Payroll Services Report - June 2026	158
16	<i>HOUSING AND FACILITIES</i>	161
16.1	Housing and Facilities Report – June 2026.....	161
17	<i>ENGINEERING</i>	163
17.1	Engineering and Infrastructure Report - June 2026	163
18	<i>Hospitality and Accommodation</i>	166
18.1	Hospitality and Accommodation Report – June 2026	166
19	<i>CORRESPONDENCE</i>	170
20	<i>GENERAL BUSINESS</i>	170
21	<i>CONFIDENTIAL REPORTS</i>	170
22	<i>NEXT MEETING</i>	170
23	<i>CLOSURE</i>.....	170

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.

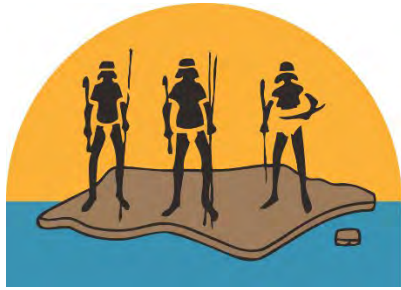
3 PRESENT**4 LEAVE OF ABSENCE****5 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF****6 CONDOLENCES AND MEMORIALS****7 CONFIRMATION OF MINUTES****7.1 Minutes of the Ordinary Council Meeting – 24 June 2026**

Author: Director Corporate & Communications

Attachments: Mornington Shire Council - Unconfirmed minutes – 24 June 2026 – 10 pages.

RECOMMENDATION

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



**MORNINGTON
SHIRE COUNCIL**

Minutes of Meeting

**Ordinary Council Meeting
Wednesday 24 June 2026**

1 OPENING OF MEETING

Meeting opened by Deputy Mayor Robert “Bobby” Thompson at 9:17am

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

Deputy Mayor Robert ‘Bobby’ Thompson, Cr Farrah Linden, Cr Renee Wilson (left meeting at 3.35pm) and Cr Jane Ah Kit.

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

4 LEAVE OF ABSENCE

Mayor Richard Sewter attending First Nations Delegation meeting with Minister for Indigenous Australians, Senator Malarndirri McCarthy.

RESOLUTION 2026/90

Moved: Cr Robert “Bobby” Thompson

Seconded: Cr Renee Wilson

That Council accept apology for Mayor Richard Sewter who is attending official business on behalf of council and nominate Cr Farrah Linden as Chair of the ordinary council meeting as requested by Deputy Mayor Robert “Bobby” Thompson.

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 - 27 May 2026

RESOLUTION 2026/91

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

That the Minutes of the Ordinary Council Meeting – 27 May 2026 be received and the recommendations therein be adopted.

CARRIED 3 / 0

(Cr Renee Wilson was not present for vote)

8 DEPUTATIONS

- Peddlethorpe – Presentation of Recreational Master Plan 10.30AM
(commenced 10.31am – 11.13am)
- RISE Ventures – Update on Services and Activities – 1.30PM
(commenced 1.37pm – 2.13pm)

Cr Farrah Linden left meeting at 2.13pm and returned at 2.18pm.

Cr Jane Ah Kit left meeting at 2.13pm and returned at 2.15pm.

9 ACTION SCHEDULE

The action schedule was tabled at the meeting.

10 Mayor & Councillor Reports

10.1 Mayor and Councillor Verbal Reports

Cr Renee left the meeting at 9.53am and returned 9.56am

RESOLUTION 2026/92

Moved: Cr Robert “Bobby” Thompson

Seconded: Cr Renee Wilson

That Council receive and note the Mayor and Councillors verbal report for May 2026.

CARRIED 4 / 0

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive Officer Report - May 2026

RESOLUTION 2026/93

Moved: Cr Farrah Linden

Seconded: Cr Renee Wilson

That Council receive and note the Chief Executive Officer’s report for May 2026.

CARRIED 4 / 0

Meeting recessed for morning tea at 10.12am and recommenced at 10.31am.

12 FINANCE

12.1 Financial Report – May 2026

RESOLUTION 2026/94

Moved: Cr Robert “Bobby” Thompson

Seconded: Cr Jane Ah Kit

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

CARRIED 4 / 0

12.2 Projects Office - Masterplan Monthly Update May

RESOLUTION 2026/95

Moved: Cr Robert “Bobby” Thompson

Seconded: Cr Jane Ah Kit

That Council receive and note the periodic Capital Projects Office Masterplan overview for May 2026 and that council note the Variation related to Lot 926 to the value of \$303,238 + GST.

CARRIED 4 / 0

12.3 Procurement – Consultants Contracts over \$200,000

RESOLUTION 2026/96

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

That the consultants engaged as per the Procurement Process (in below table) and with the term (in table) noted in Council’s records.

Supplier	Procurement Process	Contract Type	Term	Justification
A-Z Project Management	Local Buy	LB343 Project Management & Superintendency Services	3 Years +2 one-year extensions	Has consistently delivered project management, including QRA reporting and event submissions since 2024. Has local knowledge and TO relationships that assist with the delivery of road works program.
ERSCON	Local Buy	Local Buy LB312 Engineering & Environmental Consultancy Svcs	3 Years +2 one-year extensions	Consistency with works undertaken since 2022. Knowledge of the technicalities / design influences of the Island
Brett Langtree	Local Buy	Local Buy LB312 Engineering &	12 months	Consistency with works undertaken since 2022. Knowledge of the technicalities / design

		Environmental Consultancy Svcs		influences of the Island
Ray Stodart	Local Buy	LB343 Project Management & Superintendency Services	12 months	Currently project managing capital works projects inc. Sea Wall
Brad Pinches	Sole Supplier Exception (MSC Approval)	Ochre Legal Goods and Services Contract	12 months	Has extensive catalogue of surveys undertaken, local knowledge and TO relationships that assist with the delivery of water and sewer projects.

Further that Brad Pinches is approved as a Sole Supplier of Water, Sewerage and Waste consultancy expertise under Local Government Regulation *Qld* Section 235 (b).

CARRIED 3 / 1

(Cr Jane Ah Kit – abstained from vote)

Cr Jane Ah Kit left meeting at 12.31pm and returned 1.39pm.

Cr Renee Wilson left meeting at 12.35pm and returned 12.37pm.

Meeting recessed for lunch at 12.38pm – and recommenced at 1.37pm.

13 COMMUNITY

13.1 Community Report – May 2026

RESOLUTION 2026/97

Moved: Cr Bobby Thompson

Seconded: Cr Farrah Linden

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

CARRIED 4 / 0

Cr Renee Wilson left the meeting at 11.15am and returned 11.17am

- Councillors would like locals to make the benches / seats for community.
- Mindful of monitoring the jetty – erosion can cause issues.
- Laundry has become a popular meeting place for locals – food now getting handed out from there as well.
- Funding applied for showers at Salvation Army – as they have not been finished.
- Gardening will be introduced – vegetable, herbs, fruit etc.

13.2 Community Strategic Vision

RESOLUTION 2026/98

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

That Council receive and note the Community Strategic Update Report for its key service areas.

CARRIED 4 / 0

14 CORPORATE AND COMMUNICATIONS**14.1 Corporate & Communications Report – May 2026****RESOLUTION 2026/99**

Moved: Cr Farrah Linden

Seconded: Cr Jane Ah Kit

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

CARRIED 4 / 0**14.2 Entertainment & Hospitality Policy****RESOLUTION 2026/100**

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

That Council adopts the Entertainment & Hospitality policy as tabled.

CARRIED 4 / 0**14.3 Local Law-Making Policy****RESOLUTION 2026/101**

Moved: Cr Bobby Thompson

Seconded: Cr Jane Ah Kit

That Council adopts the Local Law-Making policy as tabled.

CARRIED 4 / 0**14.4 Enforcement Policy****RESOLUTION 2026/102**

Moved: Cr Jane Ah Kit

Seconded: Cr Bobby Thompson

That Council adopts the Enforcement policy as tabled.

CARRIED 4 / 0**14.5 Council to CEO Delegations Register Update****RESOLUTION 2026/103**

Moved: Cr Bobby Thompson

Seconded: Cr Renee Wilson

Pursuant to sections 257 and 260 of the *Local Government Act 2009* (Qld), Council resolves to adopt the updated Delegations Register – Council to CEO, as presented.

CARRIED 4 / 0

14.6 Mornington Shire Special Holidays 2027**RESOLUTION 2026/104**

Moved: Cr Jane Ah Kit
Seconded: Cr Renee Wilson

That Council approve the suggested special holidays for 2027 to enable submission of formal request to the Office of Industrial Relations for Ministerial approval and to be published in the Queensland Government Gazette.

CARRIED 4 / 0**14.7 Child Safety and Wellbeing Statement of Commitment****RESOLUTION 2026/105**

Moved: Cr Farrah Linden
Seconded: Cr Jane Ah Kit

That Council:

- (1) Endorse the Child Safety and Wellbeing Statement of Commitment attached to this report.
- (2) Authorise the Chief Executive Officer to publish the Child Safety and Wellbeing Statement of Commitment on Council's website and through other appropriate communication channels.
- (3) Note that Council is progressively implementing the Child Safe Standards and Reportable Conduct Scheme in accordance with the Child Safe Organisations Act 2024 (Qld).

CARRIED 4 / 0

Cr Bobby Thompson left the meeting at 2.57pm and returned 2.58pm

Cr Farrah Linden left meeting room at 3.04pm and returned 3.08pm

15 HUMAN RESOURCES**15.1 Human Resources & Payroll Services Report - May 2026****RESOLUTION 2026/106**

Moved: Cr Bobby Thompson
Seconded: Cr Renee Wilson

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

CARRIED 4 / 0

16 HOUSING AND FACILITIES

16.1 Housing and Facilities Report – May 2026

Cr Renee Wilson left meeting room at 3.22pm and returned at 3.24pm

Cr Renee Wilson left the meeting at 3.35pm

RESOLUTION 2026/107

Moved: Cr Farrah Linden

Seconded: Cr Bobby Thompson

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

CARRIED 3 / 0

17 ENGINEERING

17.1 Engineering and Infrastructure Report - May 2026

RESOLUTION 2026/108

Moved: Cr Bobby Thompson

Seconded: Cr Jane Ah Kit

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

CARRIED 3 / 0

18 Hospitality and Accommodation

18.1 Hospitality and Accommodation Report – May 2026

RESOLUTION 2026/109

Moved: Cr Jane Ah Kit

Seconded: Cr Farrah Linden

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

CARRIED 3 / 0

19 CORRESPONDENCE

- Correspondence from the Minister for Local Government and Water and Fire Disaster Recovery and Volunteers – RE: Stop Canberra's Disaster Recovery Funding Cuts – 1 Page.

20 GENERAL BUSINESS

20.1 Minutes of the Special Council Meeting – 17 June 2026

RESOLUTION 2026/

Moved: Cr Jane Ah Kit
Seconded: Cr Bobby Thompson

That the Minutes of the Special Council Meeting – 17 June 2026 be received and the recommendations therein be adopted.

CARRIED 3 / 0

(Cr Renee Wilson was not present for vote)

21 CONFIDENTIAL REPORTS

21.1 Finance Write Offs over \$1000

RESOLUTION 2026/110

Moved: Cr Bobby Thompson
Seconded: Cr Jane Ah Kit

CARRIED 4 / 0

In accordance with Local Government Regulation 2012 (Qld) Section 254J, (3) (i) it is recommended that this report be presented in closed session as it contains personal information.

(Closed - 2.18pm - Reopened - 2.35pm)

Cr Jane Ah Kit declared a conflict of interest in accordance with Local Government ACT 2009 150EN and left the meeting at 2.22pm.

RESOLUTION 2026/111

Moved: Cr Farrah Linden
Seconded: Cr Renee Wilson

That Council receive and resolve to Write off the Bad Debts over \$1,000 as tabled with the exception of bad debts relating to invoices; 4604, 2682, 501, 217940, 217939 as tabled.

Total value of Bad Debts write off is \$209,366.71.

CARRIED 3 / 0

Cr Jane Ah Kit returned to meeting 2.35pm.

22 NEXT MEETING

The next scheduled ordinary council meeting will be held on 22 July 2026.

23 CLOSURE

Meeting closed at 4.05pm.

UNCONFIRMED

8 DEPUTATIONS

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

9 ACTION SCHEDULE

9.1 Open Action Items

 ACTION SCHEDULE				
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
27/05/2026	CEO	To organise Department of Housing to attend next Council meeting to discuss tenancy for new builds.		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 June 2026.

11 CHIEF EXECUTIVE OFFICER REPORT

11.1 Chief Executive Officer Report - June 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 June 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council continues to progress extremely well with our building and infrastructure programs which is now highly visible to those in community. Our ongoing success in obtaining government grants has put the Council in a position where the key initiatives included in our Operational Plan are now funded.

These include:

- The building of a state of the art water treatment plant
- Upgrade of waste facility and recycling centre
- Upgrading of the water and sewerage infrastructure
- Increased Local Roads Program funding
- New Splash Park
- Social housing building program including

- o 4x2 bedroom accommodation on Lardil Street
- o 5 new houses
- o 8 new plugins
- o 13 dwelling development opposite the airport
- Additional building and infrastructure works include:
 - o Upgrade of the barge, boat ramp and future erosion protection sea wall area
 - o Installation of 4 new accommodation units in the motel
 - o Upgrade of VAC 1 accommodation dongas
 - o Design and build of a commercial tavern kitchen
 - o Upgrade of the motel laundry
 - o Upgrade of the Salvation Army, Orange Sky Community Meeting Place
 - o Expansion of the township footpath program
 - o New freezer and cold room complex in the barge area

Council has now completed a 10-year Recreation Master Plan for the community which involved extensive community consultation. 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 initiatives to assist community to meet its current and future needs and challenges.

The biggest challenge for Council in the future is the ongoing reduction in Local Government funding and cost shifting by both Federal and State governments which will impact on all Local Government Councils.

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.

Despite these potential future financial challenges 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 2025/26 allocated budget parameters.

RECOMMENDATION

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

12 FINANCE

12.1 Financial Report – June 2026

Author: Chief Financial Officer

Attachments: June 2026 Financial report – 7 Pages

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

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

Key items to note for the month of June:

- 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

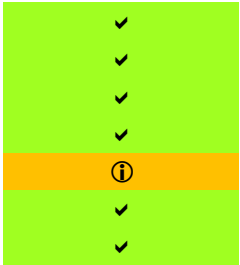
Council is mostly operating within 2025/26 budget allocations.

RECOMMENDATION

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

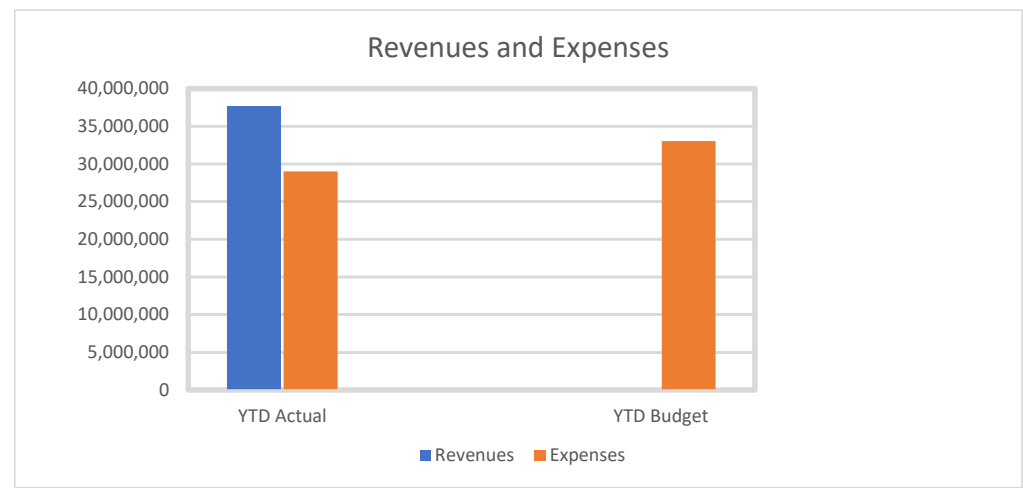
This Month Story

Council has \$25m 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 with some older invoices (Qbuild) were paid

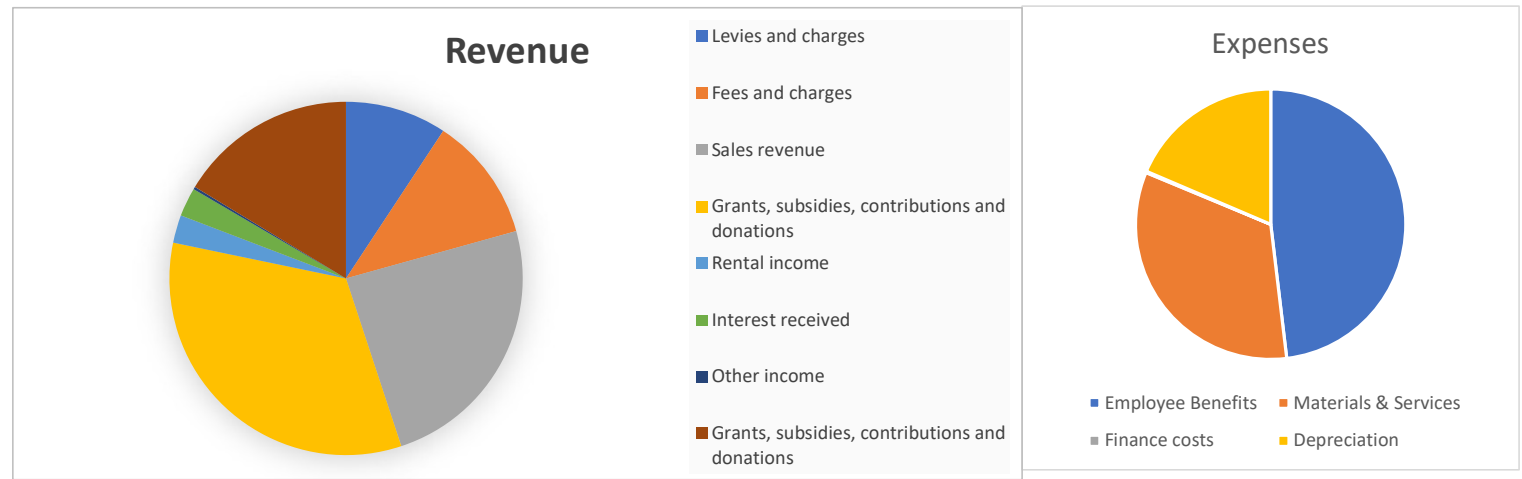


Revenues and Expenses

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



Where did the Money come from?



Details in the numbers

Interim Statement of Comprehensive Income Year to date up to		30-June-2026			
Income	Actual	Budget	Variance	Year to Date Last Year	
Revenue	\$	\$	\$	\$	
Recurrent Revenue					
Levies and charges	3,493,544	3,215,377	278,168 ✓	3,093,259	✓
Fees and charges	4,296,702	4,723,400	-426,698 ✗	4,179,523	✗
Sales revenue	9,136,014	11,473,453	-2,337,439 ✗	9,473,687	✗
Grants, subsidies, contributions and donations	12,551,276	15,477,884	-2,926,608 ✗	11,681,918	✓
Total Recurrent Revenue	<u>29,477,537</u>	<u>34,890,114</u>	<u>-5,412,577 ✗</u>	<u>28,428,387</u>	<u>✗</u>
Rental income	956,037	810,000	146,037 ✓	911,844	✓
Interest received	989,136	360,000	629,136 ✓	552,605	✓
Other income	95,437	0	95,437 ✓	379,953	✗
		In progress			
Total operating revenue	<u>31,518,146</u>	<u>In progress</u>	<u>#VALUE! ✗</u>	<u>30,272,789</u>	<u>✗</u>
Capital Income					
Grants, subsidies, contributions and donations	6,154,846	13,825,808	-7,670,962 ✗	7,035,755	✗
Total capital income	<u>6,154,846</u>	<u>13,825,808</u>	<u>-7,670,962</u>	<u>7,035,755</u>	
Total income	<u>37,672,992</u>	<u>#VALUE!</u>	<u>#VALUE! ✗</u>	<u>37,308,544</u>	<u>✗</u>
Expenses					
Recurrent Expenses					
Employee Benefits	13,950,055	13,116,449	-833,606 ✗	12,675,488	✗
Materials & Services	9,604,317	14,616,496	5,012,179 ✓	13,848,966	✓
Finance costs	49,412	38,400	-11,012 ✓	31,023	✗
Depreciation	5,387,927	5,283,749	-104,178 ✗	5,375,780	✗
	<u>28,991,711</u>	<u>33,055,094</u>	<u>-4,063,383 ✗</u>	<u>31,931,257</u>	<u>✓</u>
Capital expenses	0	0	0	0	
Total expenses	<u>28,991,711</u>	<u>33,055,094</u>	<u>-4,063,383 ✗</u>	<u>31,931,257</u>	<u>✓</u>
Net result	<u>8,681,282</u>	<u>#VALUE!</u>	<u>#VALUE! ✗</u>	<u>5,377,287</u>	<u>✓</u>
Net operating result	<u>2,526,436</u>	<u>#VALUE!</u>	<u>#VALUE! ✗</u>	<u>-1,658,468</u>	<u>✓</u>

Details in the numbers

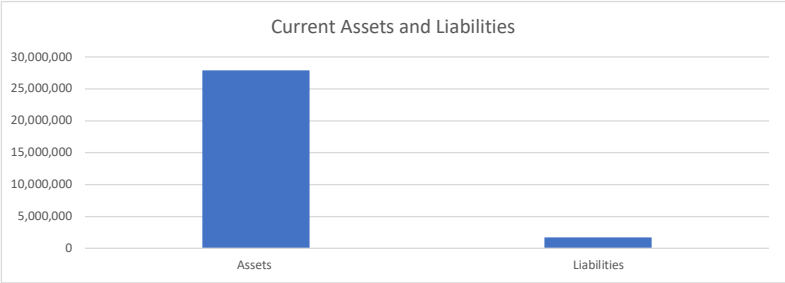


Statement of Financial Position

	30-June-2026 Unaudited	30-June-2025	30-June-2024	30-June-2023	
	2026 \$	2025	2024 \$	2023 \$	2022 \$
Current assets					
Cash and cash equivalents Unrestricted	6,234,330	4,452,987	1,078,595	4,178,129	1,023,954
Cash and cash equivalents Restricted	19,270,767	10,869,656	4,656,687	8,566,408	7,612,193
Receivables	1,133,523	2,764,661	3,893,009	3,783,665	3,375,253
Inventories	1,423,512	1,423,085	1,155,677	1,022,378	563,998
Contract assets	689,346	1,055,487	2,558,710	2,059,882	1,046,819
Lease receivable	0	275,371	267,079	252,355	235,948
Total current assets	28,751,478	20,841,247	13,609,757	19,862,817	13,858,165
Non-current assets					
Lease receivable	5,663,952	5,663,952	5,653,371	6,127,168	In progress
Property, plant and equipment	204,273,985	195,217,283	179,642,405	162,049,859	In progress
Total non-current assets	209,937,937	200,881,236	185,295,776	168,177,027	0
Total assets	238,689,416	221,722,482	198,905,533	188,039,844	13,858,165
Current liabilities					
Payables	1,751,039	4,455,418	8,018,553	4,995,172	3,927,004
Contract liabilities	21,859,686	10,869,656	4,656,687	8,566,408	4,906,589
Provisions	98,625	98,625	90,432	60,860	46,125
Total current liabilities	23,709,350	15,423,699	12,765,672	13,622,439	8,879,718
Non-current liabilities					
Provisions	1,725,012	1,725,012	1,667,518	1,611,620	1,545,187
Total non-current liabilities	1,725,012	1,725,012	1,667,518	1,611,620	1,545,187
Total liabilities	25,434,362	17,148,711	14,433,190	15,234,059	10,424,905
Net community assets	213,255,053	204,573,771	184,472,343	172,805,785	3,433,260
Community equity					
Asset revaluation surplus	171,899,726	171,899,726	158,459,155	149,526,017	105,443,563
Retained surplus	41,355,327	32,674,045	26,013,188	23,279,768	19,443,211
Total community equity	213,255,053	204,573,771	184,472,343	172,805,785	124,886,774

Cash Position

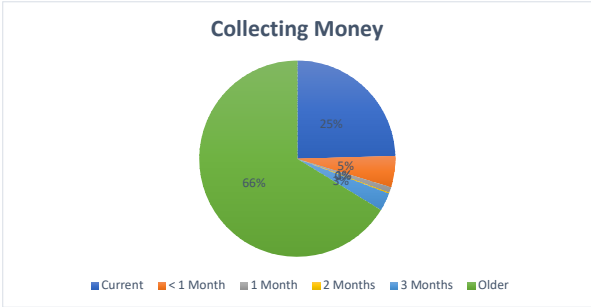
All numbers are year to date up until 30-June-2026



Assets		Liabilities	
Cash at bank Unrestricted	6,234,330	Creditors	1,019,729
Cash at bank Restricted	19,270,767	GST	In progress
Debtors	2,405,288	PAYG	In progress
	<u>27,910,385</u>	Employee entitlements	<u>708,584</u>
			<u>1,728,313</u>

Receivables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
504,388.86	106,817.83	18,850.78	3,563.90	61,072.77	1,362,566.32	2,057,260.46
30%	8%	2%	2%	2%	56%	100%

Payables						
Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
506,979.54	64,506.56	17,351.95	43,781.80	6,627.54	100,768.52	740,015.91
69%	9%	2%	6%	1%	14%	100%

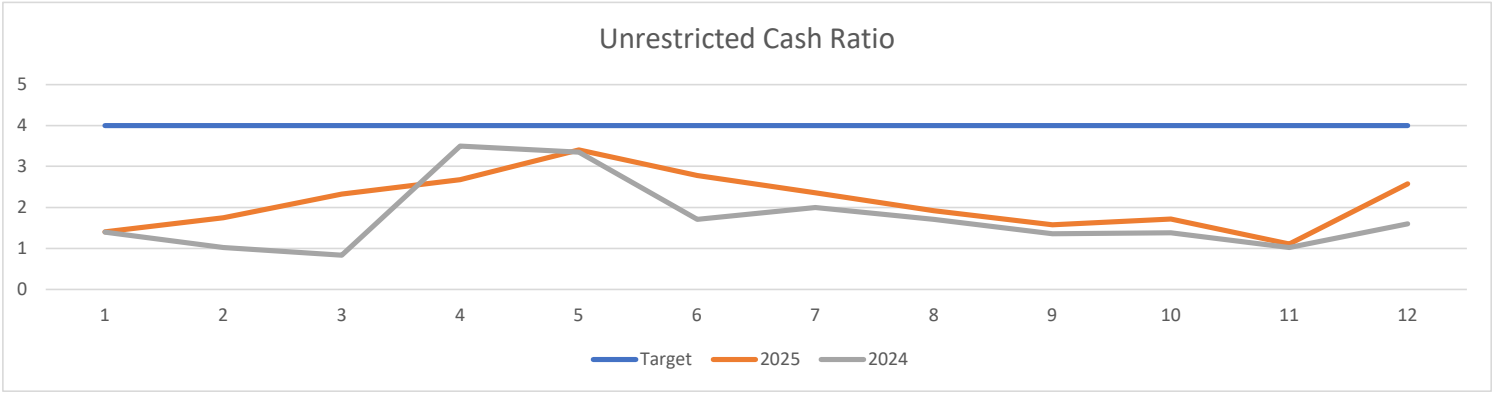


Who owes us money (Debtors)	Over 90 days	Total	Comments
But hasn't paid soon enough			
GRAC (Gulf Regional Aboriginal Corporation)	224,340	224,340	Referred
GUNUNAMANDA LIMITED T/A Gununamanda Store	373,376	425,193	
HC Building and Construction	141,977	141,977	
James Construction Queensland Pty Ltd	505,226	506,852	
Total of above and others	<u>\$1,362,566</u>	<u>\$2,057,260</u>	

Cashflow

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

Account	Sept 2025	Dec 2025	Mar 2026	June 2026
Normal Business				
Money in	2,652,788.74	2,126,026.93	1,569,335.24	6,598,162.33
Money Out	(2,550,933.29)	(3,917,848.37)	(2,559,655.66)	(2,037,653.03)
Difference	101,855.45	(1,791,821.44)	(990,320.42)	4,560,509.30
Capital Grants				
Money in	1,448,753.00	1,474,929.17	0.00	1,509,406.81
Money Out	(791,907.88)	(728,883.48)	(113,517.65)	(2,936,508.27)
Difference	656,845.12	746,045.69	(113,517.65)	(1,427,101.46)
Other (Super BAS)	(850,163.00)	(23,892.38)	(324,734.23)	(20,702.97)
	(850,163.00)	(23,892.38)	(324,734.23)	(20,702.97)
	(91,462.43)	(1,069,668.13)	(1,428,572.30)	3,112,704.87
				In progress
				In progress
Bank				
Start	5,103,067.96	7,980,530.89	5,324,015.74	3,121,624.74
Difference	(91,462.43)	(1,069,668.13)	(1,428,572.30)	3,112,704.87
End	5,011,605.53	6,910,862.76	3,895,443.44	6,234,329.61



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

Task	Traffic Light	Due	Due next	Notes
ATO Reporting	✗		21/07/2026	FBT return due in Will t
Workcover	✓		15/09/2026	
Audit 2026	✓		31/010/2026	
Grant reporting	✓		11/07/2026	On target
Paying Invoices	✓	Ongoing		Up-to-date and cleaned
5 Year Plan	✓	Ongoing		
QTC 10 Year forecast	–	Ongoing		Progressing met with th
Policies	–	Over		To be reviewed and ad
Budget 2027	✓		1/06/2027	
Debt Recovery	–			Solid improvement; Wri
Contracts Register \$200k+	✗			In progress
Contracts Register All	✗			In progress

Measures of Financial Sustainability

Operating Surplus Ratio

Target: 0%

-15%

Net operating result divided by total operating revenue

Operating Cash Ratio

Target: Greater than 0%

6%

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

12.2 Projects Office - Masterplan Monthly Update June 2026

Author: Chief Financial Officer

Attachments: PMO Report to Council – June 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. Security and Police have been notified.
- Motel units- these were delivered by the 30/6/2026 funding deadline. They look amazing and are already well booked for the months ahead.
- Plug Ins sites are to be cleared ready for survey of services to sites. Then will progress to going out to tender for the buildings. Ten buildings will be needed.
- Tavern – Costings of works to be done is being undertaken so as to finalise what can be afforded prior to going to Tender.
- Seawall – Tender is in final negotiations.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

PMO PROJECTS

30/06/2026

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.
Motel Expansion - 4 units	 Works Completed	 Within Timeframe	10/02/2025	30/06/2026	All 4 Motel units in place. Concrete paths being undertaken
Seawall & Foreshore Project	 Planning	 Future	1/09/2025	23/11/2027	Tender complete, final negotiations being undertaken. Stakeholder engagement already undertaken; however formal discussions with GRAC to be finalised.
Plug In 286a Mukakiya St - 3 bed	 Planning (F)	 Future	19/01/2026	18/12/2026	
Plug In 323A Mukakiya St- 3 bed	 Planning (F)	 Future	19/01/2026	18/12/2026	
Plug in 126B Wengka St- 2 bed	 Planning (F)	 Future	19/01/2026	18/12/2026	
Plug in 254 Warddirrkan Street - 4 bed	 Planning (F)	 Future	19/01/2026	18/12/2026	
Plug in 205 Lardil - 2 Bed	 Planning (F)	 Future	1/06/2026	25/06/2027	
Plug in 192 Yarrabarkan Street - 2 Bed	 Planning (F)	 Future	1/06/2026	25/06/2027	
Plug in 9 Lardil St - 2 Bed	 Planning (F)	 Future	1/06/2026	25/06/2027	Sites confirmed and have been measured up to ensure feasibility before going to tender. Next steps are to clear the sites ready for services survey 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 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 to be completed in the next few weeks. Exterior of buildings to be addressed first and then rebuild of existing internals to be undertaken. RFQ to be prepared once scope complete.

12.3 Projects Office – Department of Housing Updates

Author: Chief Financial Officer

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This report summarises discussions with the Department of Housing during the month that are notable for the Councillors and community.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council was approached by Qbuild to provide quotes for the refurbishment of the following addresses, notably due to the extensive damage made by termites to each of the sites.

- 11 Lardil Street
- 55 Gunkarra Street
- 95 Wurrurku Street
- 62 Wardirrkkan Street

Council went to tender for these projects and then advised Qbuild of the outcome. Further, Council advised Qbuild that it would be more economical to replace these buildings rather than refurbish, based on recent costings at Lot 926.

Qbuild has revised and notified us of their intention to replace these houses. There are logistics to be undertaken, as three are currently tenanted and will require those families to temporarily relocate. Qbuild will work to finalise the logistics as the planning occurs. It is anticipated, due to Council's current program of Capital works to be undertaken for the department, together with the expediency required to ensure that the effected families are back in permanent homes as soon as practical, that the Capital works will be undertaken by Qbuild.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications.

RECOMMENDATION

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

12.4 Write-Off of Invalid Fees

Author: Chief Financial Officer

Attachments: Activity Statement for GRAC (Gulf Regional Aboriginal Corporation) – 1 Page.

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to request the write-off of charges that were incorrectly incurred for the Ranger Shed/ GRAC office located at Lot 18 on SP270889 (Mission Road).

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

During recent renegotiations of lease arrangements with GRAC for Lot 18 on SP270889 it was noted that the last lease was signed in 2018. In this lease, the utilities, rates and charges were to be excluded from being charged. There has not been another licence since.

In 2019 until last year, Council has charged rates and utility charges for the years that it should not have, resulting in a total of \$224,340 said to be payable; however these invoices were not validly raised.

This has resulted in the Council accounts receivable balance being overstated and needing to be rectified via a write-off.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications as the debt was not valid or recoverable. It is important that we rectify our accounts to reflect the true position of Council.

RECOMMENDATION

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



MORNINGTON SHIRE COUNCIL

We acknowledge the traditional owners of the land, the Lardil people of Mornington Island. We pay respect to the historical people from surrounding islands and areas including the Kaiadilt, Yangkal and Gangalidda peoples. We pay respect to our elders both past and present and acknowledge the many leaders in the community.

Address: 1 Mission Road
Gununa QLD 4892

Postal: PO Box 90
Mornington Island QLD 4892

Phone: 07 4745 7800
Fax: 07 4745 7275
Email: finance@mornington.qld.gov.au
ABN: 42 971 949 286

STATEMENT

GRAC (Gulf Regional Aboriginal Corporation)
PO BOX 6662
CAIRNS QLD 4870
AUSTRALIA

Statement Date
30 Jun 2026

Account Number
GRAC

Balance due in AUD, Australian Dollar

Date	Activity	Reference	Due Date	Invoice Amount	Payments	Balance AUD
01 Jun 26	Opening Balance					224,340.00

BALANCE DUE 224,340.00

Payment Should Be Made to:

PLEASE NOTE NEW BANK DETAILS

Account Name: Mornington Shire Council | BSB: 062-000 | Account #: 2142 8950 | Please Use Invoice Number as Reference

13 COMMUNITY

13.1 Community Report – June 2026

Author: Manager Community

Attachments: Nil.

PURPOSE (EXECUTIVE SUMMARY)

This report provides an overview of Community activities for the period of 1 – 30 June 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

With this month encompassing the end of financial year, there was a lot of scurries across community finalising projects, and it was great to see.

More equipment was installed at the community gym, the Gulf Trust Public Seating project was rolled out, and additional service providers started using the Community Laundry as a distribution point.

Community Laundry

June saw the installation of a new shade structure and seating area at the rear of the Community Laundry, creating a welcoming space that has quickly become an important yarnning place for the women who regularly visit the facility.

Further improvements are planned to continue enhancing the space, including upgrading the shower facilities, installing a bench seat beside the laundry trailer, and establishing herb and vegetable gardens for community members to tend and enjoy. These additions will not only improve the amenity of the facility but also encourage community connection and shared ownership of the space.

Rise has also been engaged to install a clothesline alongside the verandah, providing additional space for air-drying larger items such as sheets and blankets.

The Community Laundry's partnership with Foodbank continues to make a positive impact, with approximately six boxes of pantry staples being donated each week for distribution to community members experiencing hardship. The support has been warmly received and is greatly appreciated by those accessing the service.

To further improve the shower facilities, contact has also been made with Palmolive and Rexona to explore opportunities for donations of personal hygiene products for community use.

Goobalathaldin Knowledge Centre (GKC)

The Indigenous Knowledge Centre (IKC) has continued to be a popular destination for young people, with many regularly accessing the facility to utilise its digital resources, technology and learning opportunities.

During June, Council worked closely with the State Library of Queensland to develop a new Service Level Agreement (SLA) and Activity Plan in preparation for the conclusion of the current Digital Literacy funding on 30 June. The new agreement will ensure the IKC continues to deliver meaningful programs that support literacy, digital inclusion and lifelong learning across the community.

The proposed Activity Plan includes a diverse range of initiatives designed to engage community members of all ages, including:

- Monthly First 5 Forever sessions, delivered in partnership with 54 Reasons and the Mornington Island Arts Centre (MGAC), to encourage early literacy and support young families.
- Monthly Book Club, aimed at building literacy among the broader community by providing access to books through Samsung tablets, allowing participants to either read or listen to stories in a relaxed and inclusive environment.
- Fortnightly Digital Yarning for Elders: Yarn, Learn, Connect, a drop-in program designed to support Elders in developing digital skills while providing a welcoming space to connect, share stories and build confidence with technology.
- Monthly Deadly Designs: Digital Art Workshops, using Procreate to further develop digital art skills. Building on the popularity of previous workshops, particularly when combined with T-shirt printing, these sessions will encourage creativity while expanding participants' knowledge of digital design.
- Monthly Garage Beats workshops, using GarageBand to introduce community members to digital music production, songwriting and recording, providing a creative outlet while building valuable digital skills.

These initiatives reflect Council's commitment to ensuring the IKC remains a vibrant community learning hub that supports literacy, creativity, digital capability and community connection for people of all ages.

Sport and Recreation

Equipment continued to arrive and be installed throughout June as part of the Community Gymnasium upgrade, with memberships continuing to grow as more community members make use of the improved facility.

The ongoing upgrades are creating a more modern, inclusive and accessible fitness space, providing opportunities for people of all ages and abilities to improve their health and wellbeing in a safe and welcoming environment.

Equipment to support the introduction of a structured sport and recreation program has also been ordered and is expected to arrive in early July. This investment will enable Council to expand its recreation offerings beyond general gym use, providing opportunities for organised activities and skill development that encourage greater participation in sport, active lifestyles and community wellbeing.

Community Events

While there were no community events held during June, significant planning and preparation took place to ensure the successful delivery of the community's NAIDOC Week celebrations. This included coordinating event logistics, engaging with community groups and stakeholders, and finalising and promoting a diverse program of activities to celebrate culture, connection and community.

Planning has also commenced for two major community events. Preparations are underway for the Halloween Colour Run, scheduled for Saturday, 31 October, and the Community Christmas Celebration, to be held on Friday, 4 December.

Early planning for these events allows Council to work collaboratively with community organisations, volunteers and stakeholders to deliver safe, inclusive and engaging celebrations that encourage community participation and strengthen community connections.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

14 CORPORATE AND COMMUNICATIONS

14.1 Corporate & Communications Report – June 2026

Author: Director Corporate & Communications

Attachments: Nil

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Information and Communications Technology

- 3 new employees onboarded for the month of June.
- 4 employees were offboarded in the month of June.
- Records Management & SharePoint training was facilitated to employees.
- Continued records management system remediation and upgrade activities.
- Conducted end-user and mobile phone services audit to safeguard Council resources and identify cost savings on unused services.

Governance

Child Safe Organisation implementation work has continued with focus shifted to HR policies to ensure a holistic and coordinated implementation of requirements.

Authorised Persons and Enforcement of Local Laws training was facilitated to the MSC Authorised Persons, Governance and relevant Directors. Enforcement framework is now in place to enable better guidance to authorised persons on the application of local laws and other statutory requirements.

Policies implemented during the month of June:

- Child Safety Wellbeing Statement of Commitment
- Entertainment & Hospitality Policy
- Local Law-Making Policy
- Enforcement Policy
- Council to CEO Delegations Register
- CEO to Employee Delegations Register
- Credit Card Policy
- Data Breach Policy

Communications

- Annual Report 2024/25 work is being finalised with final draft template in the approval process.
- Work has commenced on Annual Report 2025/26.
- MSC newsletters have been published throughout the month of June.
- Website compliance remediation has continued.

FINANCIAL & RESOURCE IMPLICATIONS

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

RECOMMENDATION

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

14.2 Development Application Reconfiguring a Lot (Boundary Realignment) - Lots 11-12SP241297

Author: Director Corporate & Communications

Attachments: Development Application for Proposed Reconfiguring a Lot – 11 Pages

PURPOSE (EXECUTIVE SUMMARY)

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The proposal is administrative to fix an encroachment issue. The proposal involves the re-alignment of the property boundaries to Lot 11 (existing QBuild depot) and part of Lot 12SP214287 (adjoining residential uses).

The existing QBuild depot currently encroaches into Lot 12, and it is intended to reconfigure the lot so that this aligns with the existing fence line as documented in Figure 2.

The resultant size of Lot 12 will reduce from 3,547m² to 2999sqm while Lot 11 will increase in area from 653m² to 1,201m².

It is considered that approving (with conditions) the Reconfiguring a Lot (Boundary Realignment) at Lardil Street (Lots 11-12 SP241297) is of benefit to, and representative of, the aspirations of the community.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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

DEVELOPMENT APPLICATION (SECTION 51 OF THE PLANNING ACT 2016) FOR PROPOSED RECONFIGURING A LOT (BOUNDARY REALIGNMENT) LOCATED AT, GUNUNA, MORNINGTON ISLAND

SECTION 63 OF THE PLANNING ACT 2016, DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (BOUNDARY REALIGNMENT) LOCATED AT LARDIL STREET GUNUNA, MORNINGTON ISLAND LOTS 11-12 SP241297

Strategic Considerations

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

Corporate Plan 2026-2031
https://www.mornington.qld.gov.au/wp-content/uploads/2026/02/Corporate-Plan-2026-2031-2.pdf

Budget, Financial and Resource Implications

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

Asset Management

The application does not impact on the councils Asset Management.

Executive Summary

Council is in receipt of a development application for:

- i) Reconfiguring a Lot (Boundary Realignment)

(Attachment B, Locality Plan)

The proposed development is zoned Community Facilities Zone in the Mornington Shire Planning Scheme, 2014 (alignment amendment 2018). The Reconfiguring a Lot application is subject to Code Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

Application & Site Details Summary	
Applicant:	QBuild
Proposed Development:	Reconfiguring a Lot (Boundary Realignment)
Type of Approval sought:	Development Permit
Street Address:	Lardil Street Gununa, Mornington Island
RP Description:	Lots 11-12 SP241297
Land Area:	653m ² & 3,547m ²
Existing Use of Land:	QBuild, DHPW Facility and Employee Housing
Encumbrance:	Lease 718714053 DHPW
Local Plan Summary	
Local Plan:	Mornington Shire Planning Scheme, 2014 (alignment amendment 2017).
Zoning:	General Residential
Codes	General Residential
Overlays:	Nil
Level of Assessment:	Code Assessable

Master Plan Summary	
Master Plan:	Mornington Master Plan 2020
Land Use:	The Master Plan does not impact on the subject property,
Assessment:	n/a

State Requirements Summary	
DA Mapping:	n/a

State Requirements Summary	
Pre-lodgement:	n/a
Referral:	n/a

IMPACT ASSESSMENT CONSULTATION	
Impact Application:	n/a
Consultation Period:	n/a
Submissions:	n/a
Assessment:	n/a

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

Development

The proposed development is reflected hereunder:

Proposal: Boundary Realignment

The proposal involves the re-alignment of the property boundaries to Lot 11 (existing QBuild depot) and part of Lot 12SP214287 (adjoining residential uses).

The existing QBuild depot currently encroaches into Lot 12, and it is intended to reconfigure the lot so that this aligns with the existing fence line as documented in Figure 2.

The resultant size of Lot 12 will reduce from 3,547m² to 2999sqm while Lot 11 will increase in area from 653m² to 1,201m².

Plans



Reconfiguring a Lot

Description of Subject Sites: Lots 11-12 SP241297

Zone and Precinct: General Residential Zone

Proposal: The proposal seeks to obtain development approvals and permits to enable the realignment of boundaries

The proposal is administrative to fix an encroachment issue.

- is unlikely to have any significant impacts on the infrastructure, environment or the community of the surrounding area.

For Council Decision – Recommendation

That Council approve:

- i) Reconfiguring a Lot (Boundary Realignment)

Subject to the below conditions:

CONDITIONS OF APPROVAL	TIMING								
1. Administration 1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with: 1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; 1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual; 1.1.3. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering. 1.1.4. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.	At all times								
2. Currency Period 2.1. The applicable currency period is: 2.1.1. Reconfiguring a Lot – 4 Years	As per condition								
3. Approved Site Drawings/Plans 3.1. The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval: <table><tr><th>Plan / Document Nam</th><th>Drawing Number</th><th>Rev.</th><th>Date/DWG</th></tr><tr><td>Survey Plan, Plan of 11 & 12</td><td>SP364076</td><td></td><td>22/06/2026</td></tr></table> 3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail. 3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.	Plan / Document Nam	Drawing Number	Rev.	Date/DWG	Survey Plan, Plan of 11 & 12	SP364076		22/06/2026	At all times
Plan / Document Nam	Drawing Number	Rev.	Date/DWG						
Survey Plan, Plan of 11 & 12	SP364076		22/06/2026						
4. Landscaping and Fencing 4.1. Landscaping and fencing (where applicable) to be erected to enhance the appearance of the development to residential uses and street frontage. 4.2. The landscaping and fencing must be maintained to an appropriate standard.	As per condition								

Reasons for Decision:

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

- The proposal is administrative to fix an encroachment issue.
- is unlikely to have any significant impacts on the infrastructure, environment or the community of the surrounding area.

Summary

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

Historical Information

Nil

Policy Implications

Nil

Risk Management Implications

Nil

Statutory Environment

Planning Act 2016

Planning Regulation 2017

Development Assessment Rules – version 3.0

State Planning Policy – July 2017

Mornington Shire Planning Scheme, 2014 (alignment amendment 2018)

Mornington Master Plan 2020

Consultation

- Mornington Shire Council

Decision Making Period

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

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

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

PLEASE NOTE

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

IDAS item	Date
Application lodged with Council	25/06/2026
Action Notice Issued	n/a
Confirmation Notice Issued	n/a
Referrals Information Received	n/a
Impact Consultation period	n/a
<i>Planning Act 2016</i> - Decision Making Period Concludes	31/07/2026
Applicant agreed Decision Making Period Extension Concludes	n/a
Council Meeting	22/07/2026

Decision Notice preparation and mail-out Period Concludes	29/07/2026
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Assessment against relevant legislation.

The development proposal is determined to be Assessable Development.

Legislation	Assessment Trigger	Assessment
Shire Council Planning Scheme 2014	✓	The Assessment Manager is the Council as determined by Schedule 8 of the <i>Planning Regulation 2017</i> . Under the <i>Planning Act 2016</i> .
Code Assessment	✓	Council as the Assessment Manager will undertake assessment of the application against the relevant codes making the decision pursuant to section 60 of the Planning Act 2016, are outlined in 45(3) and s26 to 28 of the Planning Regulations 2017.
Public Notification	✗	15 business days
Master Plan	✗	The development site is not impacted by the Master Plan
State Interests		
State Assessment and Referral Agency (SARA)	✗	The development does not trigger SARA referral.
State Development Assessment Provisions (SDAP)	✗	The State Development Assessment Provisions (SDAP) provide assessment benchmarks for the assessment of development applications involving the State Assessment and Referral Agency (SARA).
State Planning Policy (SPP)	✗	The SPP have been integrated into the planning scheme. Hence, for the purposes of this development, it is considered that assessment of the proposal against the provisions of the SPP is not required, and all relevant matters will be dealt with under the provisions of the planning scheme.
Regional Plan	✗	The proposed development does not impact on the Gulf Regional Development Plan 2000.
State Development Assessment Provisions (SDAP)	✗	In accordance with section 2.1 – State Planning Policy of the planning scheme, the Minister has identified that all aspects of the SPP have been integrated into the planning scheme. Nil State Codes are triggered to be assessed.

Attachments	
Attachment A:	Application Assessment
Attachment B	Locality Plan
Attachment C:	Encroachment Plan
Attachment D:	Development Plan
Attachment E:	Survey Plan

Assessment against Mornington Shire Planning Scheme

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

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

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

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

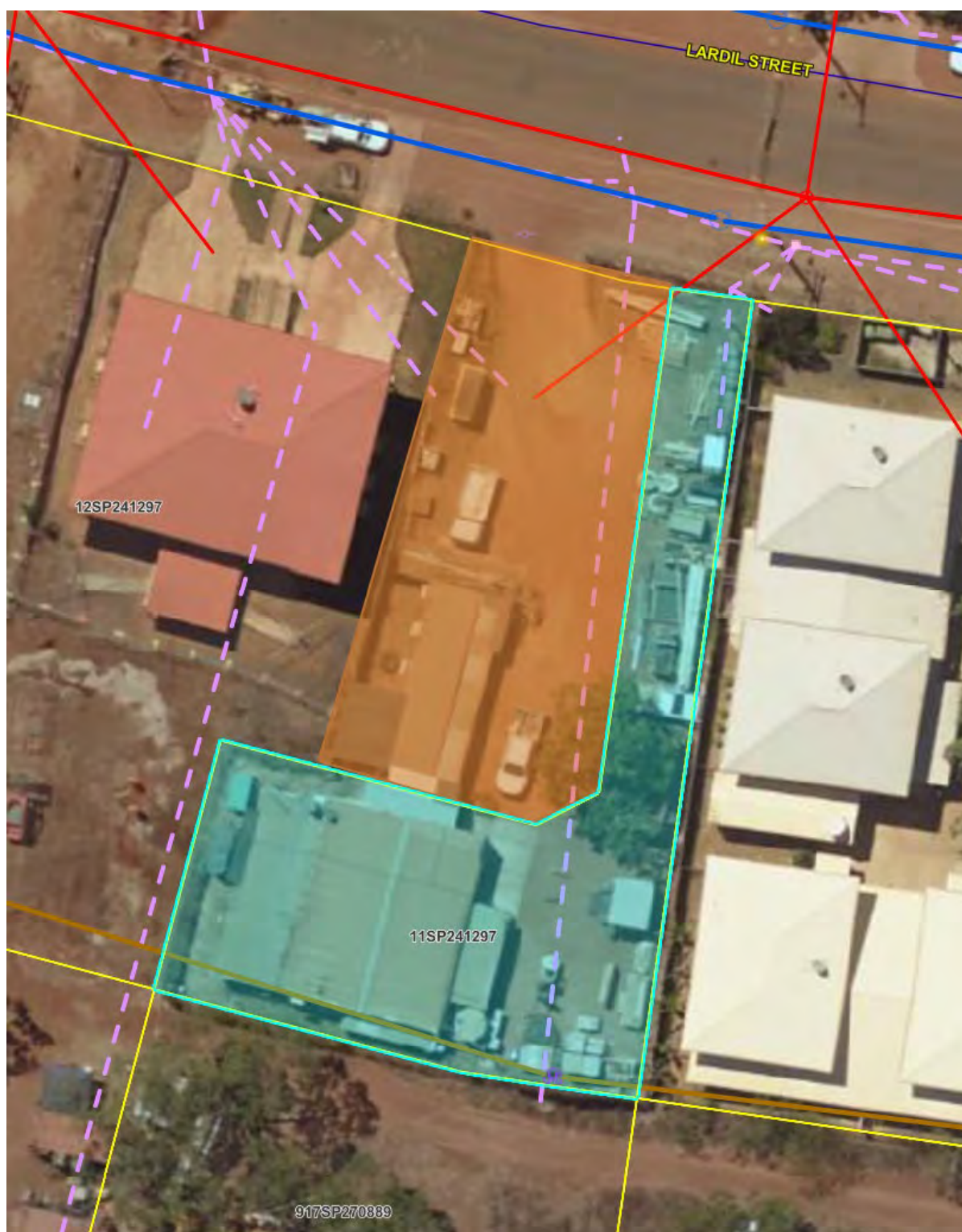
Proposed Use	Zoning	Zone Codes	Overlay Maps
Realignment of Boundaries	General Residential Zone	General Residential	Nil

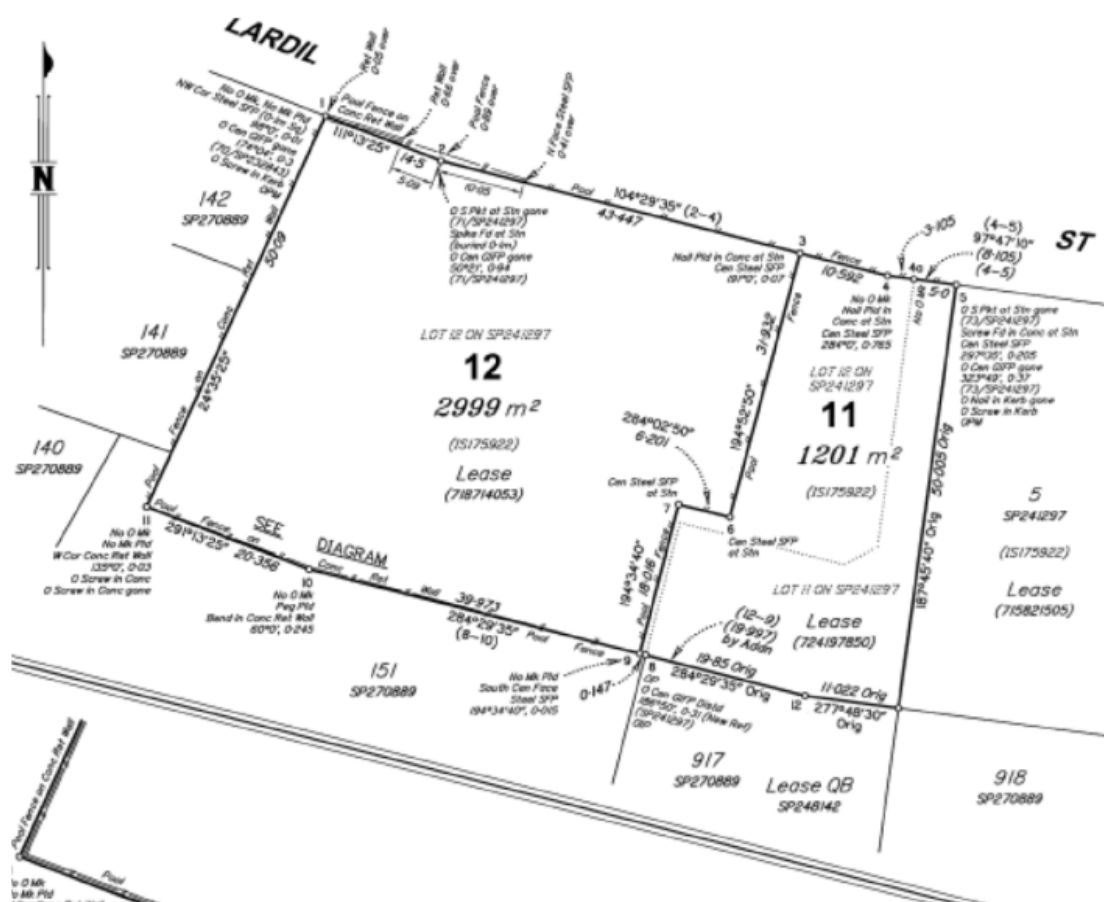
An assessment against the applicable provisions of the Mornington Shire Planning Scheme, 2014 (alignment amendment 2017) has been undertaken as reflected hereunder:

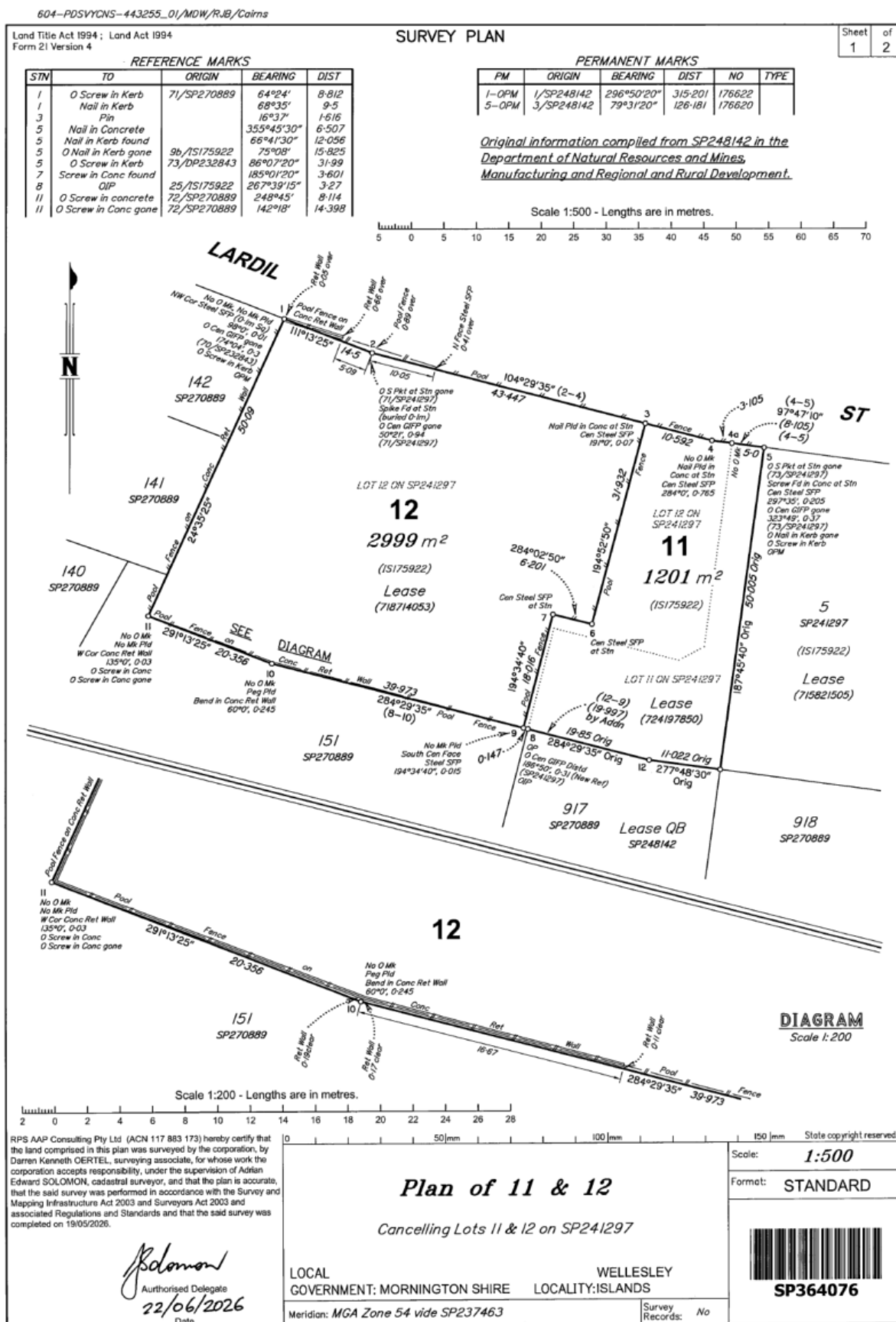
Framework	Purpose	Assessment
Strategic Framework	The framework sets the policy direction for the planning scheme and forms the basis for ensuring appropriate development occurs in the planning scheme area.	The development is within the General Residential zone. The proposal involves the re-alignment of the property boundaries to Lot 11 (existing QBuild depot) and part of Lot 12SP214287 (adjoining residential uses). The existing QBuild depot currently encroaches into Lot 12, and it is intended to reconfigure the lot so that this aligns with the existing fence line as documented in Figure 2. The resultant size of Lot 12 will reduce from 3,547m² to 2999sqm while Lot 11 will increase in area from 653m² to 1,201m².

General Residential Zone Code		
Purpose	Overall Outcomes	Assessment
The purpose of the of the zone is to provide for residential activities supported by a range of community uses and small-scale services and facilities that cater for local residents.	A range of residential uses such as dwelling houses, dual occupancies, multiple dwellings, community residences and residential care facilities that provide housing choice and meet the needs of the community and are consistent with the amenity of the residential areas of Gununa.	The development although inconsistent with the code is an existing development with relevant approval. The proposal involves the re-alignment of the property boundaries to Lot 11 (existing QBuild depot) and part of Lot 12SP214287 (adjoining residential uses). The existing QBuild depot currently encroaches into Lot 12, and it is intended to reconfigure the lot so that this aligns with the existing fence line. The resultant size of Lot 12 will reduce from 3,547m² to 2999sqm while Lot 11 will increase in area from 653m² to 1,201m².









Land Title Act 1994 ; Land Act 1994 Form 2B Version 2		WARNING : Folded or Mutilated Plans will not be accepted. Plans may be rolled. Information may not be placed in the outer margins.							
(Deeding No.)		4. Lodged by (Include address, phone number, email, reference, and Lodger Code)							
I. Existing		Created							
Title Reference	Description	New Lots	Road Secondary Interests						
51039150 51039151	Lot 11 on SP241297 Lot 12 on SP241297	11 11 & 12	_____						
LEASE ALLOCATIONS <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th style="width: 50%;">Lease</th> <th style="width: 50%;">Lots Encumbered</th> </tr> <tr> <td>718714053</td> <td>11 & 12</td> </tr> <tr> <td>724197850</td> <td>11</td> </tr> </table>				Lease	Lots Encumbered	718714053	11 & 12	724197850	11
Lease	Lots Encumbered								
718714053	11 & 12								
724197850	11								
<i>Notification issued to the owner(s) of Lot 12 on SP241297 and Lardil St on 22/06/2026, in accordance with the Survey and Mapping Infrastructure Regulation 2024.</i> <u>Reinstatement Report</u> - Plans Searched: DP232843, IS175922, SP241297, SP248142 & SP270889. - Stations 1, 5, 8 & 11 fixed by original monuments as shown with agreement observed against previous surveys. - Intermediate corners fixed by deed angles and distances. - New corners 6 & 7 are centre of 0.1m square steel fence posts. - Station 9 could not be marked as it fell inside of the steel SFP. The southern central face has instead been referenced. - No marks placed at Stns 1 & 11 due to very close proximity of occupation. - Previous occupation now gone at multiple corners where new occupation has been located.									
11 12 Lots	Lot 11 on SP241297 & Lot 12 on SP241297 Lot 12 on SP241297 Orig	6. Building Format Plans only. I certify that : * As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road. * Part of the building shown on this plan encroaches onto adjoining * lots and road _____ Cadastrol Surveyor/Director * Date * delete words not required 7. Lodgement Fees : Survey Deposit \$ _____ Lodgement \$ _____ New Titles \$ _____ Photocopy \$ _____ Postage \$ _____ TOTAL \$ _____							
2. Orig Grant Allocation : 3. References : Dept File : Local Govt : Surveyor : 604-PDSVYCNS-443255		5. Passed & Endorsed : By : RPS AAP Consulting Pty Ltd Date : 22/06/2026 Signed : <i>Poloman</i> Designation : Cadastrol Surveyor							
		8. Insert Plan Number SP364076							

14.3 Department of Housing and Public Works – Tenancy Services Update

Author: Director Corporate & Communications

Attachments: Mornington Shire Council Deliver Update - July 2026 (3 Pages).

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to provide elected members with an update related to the two hundred and twenty-nine (229) social housing properties in Gununa, Mornington Island.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Written and verbal reports from the Queensland Government Department of Housing and Public Works - Tenancy Services provide advice related to accounts in arrears, temporary absences and subsequent investigations, vacancies, transitional properties and a register of need. The Department of Housing team also provide regular reports related to housing allocations and any housing tenancy matters.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial impacts for Council regarding Queensland Government Department of Housing and Public Works - Tenancy Services.

RECOMMENDATION

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

Social Housing Properties

- 229 in total Social Housing Properties
 - o 1 under an Agency Appointment (Dept. acting as an agent for Council)
 - o 229 under a 40yr lease arrangement

Arrears – 0 weeks and higher

- 70 accounts in arrears
- 70 Tenancies are currently in rent arrears.
- The Tenancy Management Team is issuing breach notices to tenants with outstanding arrears and actively working with tenancy to establish payment plans.
- Positive progress: Several tenants have successfully reduced their arrears through payment plans.

Temporary Absences being investigated/reviewed – ongoing

VACANCIES (not including transitional housing)		
69A Wardirrkkan St	1	Under maintenance

Transitional Properties / upgrades

44 Wardirrkkan St – Tenanted

200 Lardil St – Available

Approved Application:

- 15 applications approved, broken down as follows:

Bedroom	#
1	10
2	2
3	2
4	1
5	0
6	0

Applications In Progress - 26

- The team is prioritising updates to applications for Mornington Island. Approval has been granted for the team to trial a community pop-up hub outside the shop. This initiative aims to make it easier for community members to ask questions, submit new applications and update their existing documents in a convenient location.

Tenancy Management News

- Addressing cases where tenants are not residing in their allocated properties and taking appropriate action.
- Issuing warning letters and breach notices for untidy yards
- Planning community visits, subject to flight availability, staffing, and weather conditions. Next trips scheduled and confirmed to Mornington Island below:

Next Schedules Visits - 2026

The below trips have been booked and scheduled:

- 20-24 July - CSM Lexie Kelso and SHO Angelique Scott
- 10-14 August - SHO Sanita Nuku and SHO Angelique Scott
- 24 – 28 August- SHO Sanita Nuku and SHO Angelique Scott

Tenancy Team

- Alexia Kelso Client Service Manager – 0459 864 881
- Mary Jo Craigie Senior Housing Officer - 0436 632 037
- Sanit Nuku Senior Housing Officer – 0436 632 074
- Angelique Scott Senior Housing Officer – 0436 632 036
- Jodie Zantiotis Senior Housing Officer – 0408 937 403

Tenancy Team Movements

- Office will be closed when the team is not on the island.
- Tenancy Management will continue to provide a housing service to the community. The team will be available by phone in the hours between 8:30 – 4:30 Monday to Friday.

Contact Details

Alexia Kelso Customer Service Manager

Ph: 07 44 372 719

M: 0459 864 881

Department of Housing and Public Works

19 West St Mount Isa Qld 4825

14.4 Public Interest Disclosure (PID) Policy and Procedure

Author: Director Corporate & Communications

Attachments: Public Interest Disclosure Policy & Procedure (Draft) – 15 Pages

PURPOSE (EXECUTIVE SUMMARY)

To present to Council the updated Public Interest Disclosure (PID) Policy and Procedure to Council for formal adoption, ensuring alignment with the requirements of the *Public Interest Disclosure Act 2010* (Qld) and the Public Interest Disclosure standards issued by the Queensland Ombudsman.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

The Public Interest Disclosure Act 2010 (Qld) requires all Queensland Local Governments to establish internal frameworks for handling public interest disclosures. Accordingly, the attached Policy and Procedure establishes the formal mechanisms through which Council will receive, manage, and investigate disclosures while ensuring mandatory compliance with Queensland Ombudsman standards and protections for disclosers.

The template for this policy is as per the published template on the Ombudsman's website March 2026. This policy is a statutory policy.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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.

Public Interest Disclosure Policy & Procedure

Policy Information			
Policy Name	Public Interest Disclosure Policy & Procedure		
Policy Number	MSC-STAT-024		
Type	Statutory		
Owner	CEO		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	July 2026
Records No.		Next Review Date	

Document Version Control			
Version	Date	Resolution No.	Details
1	17/09/2014	147/2014	New Issue
2	19/08/2015	220/2015	Updated
3	17/02/2021	2021-02/25	Review and Update
4			Review and Update

1. Statement

1.1 Mornington Shire Council (Council) is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing so that it can be properly assessed and, if necessary, appropriately investigated.

1.2 Council will provide support to an employee or others who make disclosures about matters in the public interest.

1.3 This Policy and Procedure demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the *Public Interest Disclosure Act 2010* (PID Act).

2. Purpose and Principles

2.1 By complying with the Public Interest Disclosure Act 2010 (the Act), Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- provide support to an employee who makes disclosures about matters in the public interest

- ensure protection from reprisal is afforded to persons making PIDs.

2.2 As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to Council consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

2.3 Councils Public Interest Disclosure Procedure is available for public viewing on its website. The Public Interest Disclosure Procedure will be reviewed every two years and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

3. Human Rights Commitment

3.1 Council has considered the human rights protected under the Human Rights Act 2019 (Qld) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Human Rights Act 2019.

4. Definitions

Term	Definition
Administrative action	(a) means any action about a matter of administration, including, for example: (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and (b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.
Appropriate disclosure	An appropriate disclosure is where: • the discloser honestly and reasonably believes the information provided tends to show the conduct or danger • the information tends to show the conduct or danger regardless of the discloser's belief. Information that 'tends to show' wrongdoing or danger must be more than a mere suspicion. There must be information that indicates or supports a view that the wrongdoing or danger has or will occur. The discloser is not required to undertake any investigative action before making a PID. Information that 'tends to show' wrongdoing or danger must be more than a mere suspicion.

Confidential information	(a) includes — (i) information about the identity, occupation, residential or work address or whereabouts of a person — (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and (b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.
Corrupt conduct	As defined in section 15 of the <i>Crime and Corruption Act 2001</i> (1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) a person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. (2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following— (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)— (A) protecting health or safety of persons; (B) protecting the environment; (C) protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;

	(iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; (v) fraudulently obtaining or retaining an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Detriment	includes – (a) personal injury or prejudice to safety; and (b) property damage or loss; and (c) intimidation or harassment; and (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and (e) financial loss; and (f) damage to reputation, including, for example, personal, professional or business reputation.
Disability	As defined in section 11 of the <i>Disability Services Act 2006</i>, for the purposes of this procedure: (1) A disability is a person's condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	Includes employees, volunteers and contractors.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i>, maladministration is administrative action that— (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory;

	or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.
Natural justice	Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected. The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence. •
Organisational support	For the purposes of this procedure, organisational support means actions such as, but not limited to: • providing moral and emotional support • advising disclosers about Council resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the Council’s Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.

Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager— (a) a reasonable appraisal of the employee’s work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee’s employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee’s failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee’s employment.
Reprisal	The term ‘reprisal’ is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else: • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Service.
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance. Specific means “precise or particular”. This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.

4. PID Procedure

4.1 Under Section 28 of the Public Interest Disclosure act Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. The Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Council’s PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs

- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

4.2 The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibilities	Officer/s
PID Coordinator	• principal contact for PID issues within Council • review and update PID policies and procedures • maintain and update internal records of PIDs received • report data on PIDs to the Office of the Queensland Ombudsman • assess PIDs received • provide acknowledgment of receipt of PID to discloser • undertake risk assessments in consultation with disclosers and other relevant officers • liaise with other agencies about referral of PIDs • allocate support officer to discloser as required • co-ordinate tailored support for subject officer as required • provide advice and information to discloser on Council's PID Policy • provide personal support and referral to other sources of advice or support as required • provide assistance to the internal investigator if required • facilitate updates on progress of investigation • undertake annual PID training.	Director Corporate & Communications/Manager Governance & Risk
PID Support Officer	• provide advice, information and support to discloser, subject officer or witnesses • provide personal support and referral to other sources of advice or support as required • facilitate updates on progress of investigation • proactively contact discloser throughout PID management process. • undertake PID support officer training to stay informed about best practices and effective strategies for supporting individuals who make disclosures.	Governance Officer
Investigator	• impartially investigate the information contained in the disclosure • prepare report for delegated decisionmaker	An appropriate internal or external investigator will be appointed for each PID

		investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	•review investigation report and determine whether alleged wrongdoing is substantiated.	An appropriate decision-maker will be appointed for each PID investigated.

5. Why make a PID

5.1 Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

5.2 When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

6. What is a PID?

6.1 Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- reprisal because of a belief that a person has made or intends to make a disclosure.

6.2 In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way

- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

6.3 A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred.

6.4 A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

7. Who can a PID be disclosed to?

7.1 A PID must be made to the 'proper authority' to receive disclosures of the type being made.

7.2 Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate Council.

Who to contact within Council	Other agencies that can receive PIDs:
Any person (including employees) can make a disclosure to: • the Chief Executive Officer • any member of the Executive Leadership Team	Disclosures can be made to a Council that has a responsibility for investigating the information disclosed: • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal • Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Families, Seniors, Disability Services and Child Safety for disclosures about danger to the health and safety of a child or young person with a disability or for disclosures about danger to the health and safety of a person with a disability • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of the Environment, Tourism, Science and Innovation for disclosures about danger to the environment • A Member of the Legislative Assembly (MP) for any wrongdoing or danger

	• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer. • Also, a person may make a complaint under the <i>Anti-Discrimination Act 1991</i> about a reprisal in accordance with section 44 of the PID Act. A complaint can be lodged with the Queensland Human Rights Commission.
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7.3 A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

7.4 A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

8. How to make a PID

8.1 A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are
 - any evidence that supports the PID, and where the evidence is located
 - any further information that could help investigate the PID
- provide this information in writing.

9. Deciding whether a matter is a PID

9.1 If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

9.2 Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

9.3 It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

9.4 Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action Council proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

10. Assessing a PID

10.1 The disclosure will be assessed in accordance with the PID Act, the PID standards, Councils Public Interest Disclosure Procedure and any other relevant procedure(s).

10.2 Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external Council, or investigating
- the likely timeframe involved
- the name and contact details of the Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the Council Employee Assistance Program.

10.3 If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

11. Referring a PID

11.1 If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that Council. This may be because:

- the PID concerns wrongdoing by that Council or an employee of that Council
- that Council has the power to investigate or remedy the matter.

11.2 Before referring the PID to another Council, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

11.3 It may also be necessary to refer the PID to another Council because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

11.4 The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another Council about the referral of a PID. Officers will exercise discretion in their contacts with any other Council.

11.5 The discloser will be advised of the action taken by Council.

12. Risk assessment and protection from reprisal

12.1 Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment and will include consultation with the discloser.

12.2 A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

12.3 Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

12.4 Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

12.5 In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

13. Declining to take action on a PID

13.1 Under the PID Act, the Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate

- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council the performance of its functions
- another Council with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

13.2 If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

13.3 If the discloser is dissatisfied with the decision, they can request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written reasons for decision.

14. Communication with Disclosers

14.1 Under the PID Act, the Council name must give reasonable information to a discloser.

14.2 Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act, and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the Council name
- support arrangements.

14.3 Council will maintain contact with the discloser and provide regular updates during the management of the PID.

14.4 In accordance with the PID Act, after finalising action in response to the PID, the [Council name] will advise the discloser in writing of the action taken and the results of the action.

15. Confidentiality

15.1 While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

15.2 Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

15.3 Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

16. Support for Disclosers

16.1 Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

16.2 An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

16.3 Information and support will be provided to the discloser until the matter is finalised.

16.4 Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

17. Investigating a PID

17.1 If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the PID Act to protect confidential information
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

17.2 If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

17.3 Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

18. Rights of Subject Officers

18.1 Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

18.2 Information and support will be provided to a subject officer until the matter is finalised.

19. Recordkeeping

19.1 In accordance with its obligations under the PID Act and the *Public Records Act 2023* Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight Council, through the PID reporting database.

19.2 Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

20. Related Legislation, Procedures and Documents

- Crime and Corruption Act 2001 (Qld)
- Information Privacy Act 2009 (Qld)
- Human Rights Act 2019 (Qld)
- Local Government Act 2009 (Qld)
- Ombudsman Act 2001 (Qld)
- Public Interest Disclosure Act 2010 (Qld)
- Public Sector Ethics Act 1994 (Qld)
- Public Records Act 2023 (Qld)

- Public Interest Disclosure Standard No. 1/2019
- Public Interest Disclosure Standard No. 2/2019
- Public Interest Disclosure Standard No. 3/2019
- Disclosure Fact sheet 1: What is a disclosure
- Disclosure Fact sheet 2: Checklist for making a disclosure
- Disclosure Fact sheet 3: Discloser information and support

- Administrative Action Complaints/Complaints Management Policy & Procedure
- Employee Code of Conduct
- Councillor Code of Conduct
- Risk Management Policy & Framework

14.5 Administrative Action Complaints Management Policy

Author: Director Corporate & Communications

Attachments: Administrative Action Complaints Management Policy (Draft) – 5 Pages

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this report is to seek Council's formal adoption of the updated **Administrative Action Complaints Management Policy**. Adopting this policy ensures Council meets its statutory obligations under the *Local Government Act 2009* and *Local Government Regulation 2012*, promotes transparent governance, and aligns with best-practice guidelines.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Local governments in Queensland must establish a fair, transparent, and accessible process for resolving customer complaints regarding administrative decisions. This policy directly satisfies the following statutory mandates:

- Local Government Act 2009, s268: Mandates that a local government must adopt a formal process for resolving administrative action complaints.
- Local Government Regulation 2012 states that:
 - o S187 councils must track, analyse, and publicly report complaint statistics and trends in their Annual Reports and
 - o s368 have a process for resolving administrative action complaints with reference to s268 of the Local Government Act 2009

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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



Administrative Action Complaints Management Policy

Policy Information			
Policy Name	Administrative Action Complaints Management Policy		
Policy Number	MSC-STAT-022		
Type	Statutory		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	July 2026
Records No.		Next Review Date	July 2028

Document Version Control			
Version	Date	Resolution No.	Details
1		N/A	New Issue

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

The Administrative Action Complaints Management Policy is a Statutory Policy. Statutory policies are prepared in response to legislative requirements and mandate employee behaviour.

This Policy is approved by the Mornington Shire Council for the guidance of Council and Council staff.

1. Purpose

1.1 This policy is established with the following objectives:

(i) to prescribe a process for resolving administrative actions complaints in accordance with section 268 of the Local Government Act 2009 ("the LG Act") and section 306 of the Local Government Regulation 2012 ("the Regulation").

(ii) to contain Mornington Shire Council's ("Council") complaints management process that effectively manages complaints from their receipt to their resolution, in accordance with section 306(2)(a) and 306(3) of the Regulation.

2. Scope

2.1 Under the LG Act, local governments must operate in an open, transparent and accountable manner. This Policy sets out the process Mornington Shire Council ("Council") has implemented to deal



effectively and efficiently with complaints about Councils' administrative actions and address systemic and service-related problems.

3. Applicable Legislation

3.1 Section 268 of the LG Act requires Council to establish a process for receiving and resolving administrative action complaints.

3.2 Section 306 of the Regulation requires Council to establish a complaints management process.

4. Other Legislation & Mornington Shire Council Policies

4.1 The *Human Rights Act 2019* ("the HR Act"), section 58, places obligations on Council, as a 'public entity', subject to the exceptions and limitations that are reasonable and justifiable outlined in the HR Act, to:

(a) act and make decisions in a way that is compatible with human rights; and

(b) to properly consider relevant human rights when making decisions.

4.2 *Crime and Corruption Act 2001*
Information Privacy Act 2009
Integrity Regulation 2011
Ombudsman Act 2001
Public Interest Disclosure Act 2010
Right to Information Act 2009

4.3 Mornington Shire Council Policies:
s48A Crime & Corruption Act 2001- Complaints about the Chief Executive Officer
Complaints Management Policy & Procedure

5. Definitions

Administrative Action Complaint or AAC	Is a complaint that is about an administrative action of a local government, including the following, for example: (i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision; (ii) an act, or a failure to do an act; (iii) the formulation of a proposal or intention; (iv) the making of a recommendation; and (v) is made by the affected person.
Affected person	Refers to a person who is apparently directly affected by an administrative action of Council.
Assessor	Refers to the person investigating the complaint.
CEO	Refers to the Chief Executive Officer of the Mornington Shire Council appointed in accordance with the Local Government Act 2009.
Councillor	Refers to a Councillor or Mayor for the Mornington Shire Council.
Complainant	Refers to the affected person or organisation making a complaint.
Complaint	Refers to an expression of dissatisfaction by a person regarding a decision or other action of the Mornington Shire Council.



Council	Refers to the Mornington Shire Council.
CCA	Refers to the <i>Crime and Corruption Act 2001 (Qld)</i> .
Employee	Refers to any employee, contractor, volunteer of the Mornington Shire Council.
Human Rights	Are those human rights listed in sections 15 to 37 of the Human Rights Act 2019.
HR Act	Refers to the <i>Human Rights Act 2019 (Qld)</i> .
LG Act	Refers to the <i>Local Government Act 2009 (Qld)</i> .
QCAT	Refers to the <i>Queensland Civil and Administrative Tribunal</i> .
Regulation	Refers to the <i>Local Government Regulation 2012 (Qld.)</i>

6. Policy Statement

6.1 Council intends to provide a level of customer service that does not attract complaints, but acknowledges the right of persons to provide feedback, both positive and negative on its services and/or to lodge a complaint about an administrative decision or other action it takes.

6.2 Council must deal with any administrative action complaint quickly and efficiently, and in a fair and objective way.

6.3 Council in its development of this Policy has considered the application of the HR Act with respect to AAC Reviews and considers that, to the extent applicable, any limitations imposed are reasonable demonstrably justifiable.

6.4 Anyone who is dissatisfied about an administrative decision or other action of Council or a Council employee, can lodge a complaint easily and simply by:

- emailing their complaint, to ceo@mornington.qld.gov.au
- hand-delivering their complaint to Council's Office – Cnr Lardil & Jinkiya Street, Gununa, 4892;
- posting their complaint to Council – Cnr Lardil & Jinkiya Street, Gununa, 4892;
- telephoning Council's Customer Service Desk on 07 4745 7800.

7. Procedure

7.1 Where a complainant's behaviour or conduct is identified as unreasonable, Council employees and/or Councillors will implement suitable strategies based on the Queensland Ombudsman's guidance about managing unreasonable complainant conduct.

7.2 Council will provide complainants with information on this policy and, if necessary, assistance to make their complaint.

7.3 Upon receipt of a complaint, Council will perform an initial assessment of each complaint in terms of its seriousness, safety implications, complexity and degree of urgency to determine the timing of its response.

7.4 Pursuant to section 306(3)(c) of the Regulation, the criteria considered when assessing whether to investigate a complaint are:

- (a) generally, every complaint will be assessed and investigated;



(b) the assessor may in their discretion determine not to investigate the complaint if:

- i. the assessor considers the complaint to be trivial, frivolous or vexatious, lacking in substance or credibility, an abuse of process, or not made in good faith;
- ii. the subject matter of the complaint has already been considered, and the complainant is attempting to reopen the same or similar issues such that an investigation would be unnecessary, unjustifiable or an inappropriate use of resources;
- iii. the complaint is made using rude or intemperate language or the complainant is, in the reasonable opinion of the assessor, harassing or stalking a Council officer. These complaints may not be responded to, or may be returned;
- iv. the complaint is made 12 months after the matter arose unless there was a relevant fact which was not within the means of knowledge of the complainant within 12 months of the matter arising;
- v. the complaint is made anonymously, and the assessor considers there is insufficient information to investigate;
- vi. the assessor determines the complaint is complex and the complainant refuses to put it in writing;
- vii. the complainant is pursuing the complaint through an alternative review process, or it has already been reviewed through an alternative review process (for example, through QCAT, or the Ombudsman's Office);
- viii. the complaint is a request for a review of an administrative action which is subject to legislative or adopted policy timeframes or is subject to an agreed service level framework and the legislative or adopted policy timeframes have not expired or all actions within the agreed service level framework have not been exhausted.
- ix. the assessor determines that an investigation be discontinued because the complainant fails to provide sufficient information or in some way inhibits the investigation (for example, fails to provide information within a reasonable time period).

7.5 Any administrative action complaints received that raise a suspicion of corrupt conduct, as defined under the CCA, will be immediately referred to the CEO for consideration and handling in line with Council's obligations under the CCA and the LG Act. For matters relating to suspicion of corrupt conduct by the CEO the Mayor will refer to the Council's s48A Crime & Corruption Act 2001 Complaints about the Chief Executive Officer Policy with the nominated person as noted in the policy.

7.6 A Council employee who investigates a complaint must be senior to the Council employee who performed the administrative action that is the subject of the complaint. For a complaint made about the Chief Executive Officer, or if the Chief Executive Officer has a conflict of interest, the Mayor shall have the responsibility of investigating or resolving the complaint with the assistance of the Deputy Mayor and/or a Senior Executive Employee.

7.7 Council employees will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of Council's administrative practices.



7.8 Council assessor will inform the subject of the complaint that there has been a complaint made against them and that it is Council's policy to disclose information about the progress of the investigation and its outcome to the complainant.

7.9 A Council employee reviewing a complaint in accordance with this Policy will consider:

- (a) any relevant Human Rights that might apply;
- (b) whether those rights are limited or have been limited by the decision (the subject of the complaint);
- (c) if so, whether this is reasonable and justifiable;
- (d) whether any exceptions under section 58 of the HR Act or limitations under section 13 may apply; and
- (e) justify the decision by weighing up any competing interests or obligations.

7.10 The CEO will ensure that complaints are responded to as quickly as possible.

7.11 Complainants will not suffer any reprisal from Council or its employees for making a complaint.

7.12 The CEO or delegated Council employee will monitor complaints with a view to continuous improvement of Council's business policies.

7.13 Council will issue a written notification to the complainant of Council's decision regarding the complaint and reasons for the decision, unless the complaint is made anonymously. Council will also provide options for the complainant if they are not satisfied with Council's response.

7.14 Council will issue a written notification to the complainant of Council's decision regarding the complaint and reasons for the decision, unless the complaint is made anonymously. Council will also provide options for the complainant if they are not satisfied with Council's response.

7.15 Council will co-operate fully with any investigating authority charged with dealing with a complaint (for example, the Queensland Ombudsman).

7.16 This policy is not a tool to bring Council business to a halt nor to delay or prevent Council making decisions.

7.17 If there is any conflict between this policy or the associated process and the requirements of the LG Act, Regulation or any other relevant legislation, the legislative requirements prevail.

7.18 Councillors lodging a complaint as an independent member of the community will be treated in accordance with this policy. Where a Councillor is requesting information from a Council employee rather than lodging a complaint themselves, Council's Acceptable Request Guidelines will be followed.

8. Effective Date

On and from the date this Policy is adopted.

14.6 Advertising Spending Policy

Author: Director Corporate & Communications

Attachments: Advertising Spending Policy (Draft) – 4 Pages

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this Council document is to present to the Elected Members a copy of the reviewed Advertising Spending Policy July 2026. Adopting this policy ensures Council meets its statutory obligations under section 197(1) of the *Local Government Regulation 2012*

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Under section 197(1) of the *Local Government Regulation 2012* ("LG Reg"), Council must prepare and adopt an advertising spending policy about Council's spending on advertising ensuring that is only done to:

- (a) provide information or education to the public; and
- (b) that the information or education is provided in the public interest.

A draft Advertising Spending Policy is attached to this Report. It has been reviewed to confirm compliance with s197 of the LG Reg.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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



Advertising Spending Policy

Policy Information			
Policy Name	Advertising Spending Policy		
Policy Number	MSC-STAT-004		
Type	Statutory		
Owner	CEO		
Responsible Officer	Chief Financial Officer		
Decision No.		Approval Date	July 2026
Records No.		Next Review Date	July 2028

Document Version Control			
Version	Date	Resolution No.	Details
1	30/7/2014	98/2014	Review
2	29/6/2016	2016/112	Review
3	21/6/2017	2017/110	Review
4	27/6/2018	2018/126	Review
5	21/7/2021	2021/07-23	Review
6			Review & Update

1. Purpose

1.1 The objective of this policy is to ensure Mornington Shire Council (“Council”) staff and councillors have a clear directive when engaging in advertising for the benefit of the local community. This policy provides for the control of expenditure on advertisements placed by Council in various media platforms. The Local Government Regulation 2012, part 6 section 197 states:

(1) A local government must prepare and adopt a policy about the local government’s spending on advertising (an advertising spending policy).

(2) A local government may spend money on advertising only—

(a) if—

(i) the advertising is to provide information or education to the public; and

(ii) the information or education is provided in the public interest; and (b) in a way that is consistent with the local government’s advertising spending policy

(3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.



2. Commencement

This policy will commence on and from 17 July 2026. It replaces all other policies or arrangements governing Advertising Spending (whether written or not).

3. Application

3.1 The policy applies to any paid advertisement or notice on any media platform to promote goods or service (including facilities) provided by the Council. The policy also applies to electronic advertising including the use of the internet. Examples of mediums commonly used for promoting ideas, goods or services include but are not limited to “magazines, newsletters, newspaper, radio, television and social media”.

3.2 The policy does not apply to reports published in the media where no payment is made for the report.

3.3 Council advertises on various media platforms to inform, involve, and educate the community about matters affecting them. The following regulates the way in which Council uses advertising for this purpose:

a) Council may incur expenditure for the purpose of advertising providing:

- i. the basis of the advertising is to educate and/or inform the public of Council matters
- ii. the informative and/or educational material is seen to be in the best interest of the local community
- iii. advertising is provided in a manner consistent and compliant with this policy document

b) Council may engage in advertising to:

- i. maximise compliance and/or awareness of new or amended laws
- ii. promote and/or encourage feedback on Council plan's, goals and/or objectives
- iii. raise awareness of a Council-led initiative or activities
- iv. assist Council to preserve and maintain law and order during an emergency or crisis
- v. advise the community of a time and/or location of a scheduled Council meetings and outcomes.
- vi. report on Council's performance
- vii. advise on new or existing services, programs, facilities, and venues provided by the Council.
- viii. advise on the changes to existing services, programs, facilities, and venues provided by the Council.
- ix. recruit staff, acquire or dispose of property, plant, and equipment, promote tenders and expression of interest.
- x. ensure public safety, personal security and/or encouraging responsible behaviour and a sense of civic pride in order to obtain social cohesion
- xi. promote key initiatives and/or activities deemed to be in the best interest of the community

c) Council may not engage in advertising where:

- i. it would be commonly determined that the message may be misinterpreted as being on behalf of a political party or local group
- ii. a political party or local group or individual is being disparaged or held to ridicule
- iii. members and/or staff of Council are named, depicted, or otherwise promoted in a way that would be commonly deemed as being excessive or gratuitous
- iv. the method or medium of advertising could be perceived as being manifestly excessive or extravagant in relation to the objective being pursued



d) Council must not, during the three-month period preceding an election of Local Government (caretaker period), other than a by-election; or during the period after the date of a by-election is advertised until the day of the election:

- i. place advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by Council
- ii. advertise the activities of Council other than in the manner and form it is customary for the Council to advertise its activities
- iii. place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in an election
- iv. must not bear the cost of advertisements featuring one or more councillors or containing quotations attributed to individual councillors

Note: This does not preclude councillors from appearing in unpaid publicity or other publicity where the cost is not borne by Council.

4. Responsibilities

4.1 This policy applies to all councillors, Local Government employees, agents and contractors (including temporary contractors) of Council, collectively referred to in this policy as “employees”.

4.2 All advertising undertaken by and/or on behalf on Council must be approved by the Chief Executive Officer or their delegate.

4.3 When approving advertising expenditure, Council must ensure there is a clear line of accountability for content and expenditure and that Council’s Advertising Spending Policy is strictly adhered to.

4.4 Council must ensure audit and Procurement Policy is adhered throughout the advertising process are in accordance with the Local Government Act 2009 and associated Local Government Regulations 2012.

5. Variations

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

6. Breach of Policy

6.1 Where Council reasonably believes a councillor has breached this policy the matter will be dealt with in accordance with Council’s Code of Conduct for Councillors and the Councillor Investigation Policy.

6.2 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

7. Communication and Distribution

7.1 Council will make available to the public, the Advertising Spending Policy on the Council Website

7.2 Council will make available to staff, the Advertising Spending Policy on the Council Intranet.



8. Associated Legislation and Policies

- Local Government Act 2009
- Local Government Regulation 2012 (Chapter 5 -Financial planning and accountability)
- Procurement Policy
- Code of Conduct for Councillors
- Performance and Misconduct Policy
- Investigation Policy

14.7 Councillor Code of Conduct

Author: Director Corporate & Communications

Attachments: Councillor Code of Conduct (Draft) – 4 Pages

PURPOSE (EXECUTIVE SUMMARY)

The updated Councillor Code of Conduct, effective July 1, 2026, as legislated by the Queensland Parliament under the Local Government (Empowering Councils) and Other Legislation Amendment Act 2026, for formal adoption by Council.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

On June 11, 2026, the Minister for Local Government approved amendments to the State's Code of Conduct for Councillors. These legislative reforms are designed to re-empower local governments, streamline regulatory frameworks, and simplify conflict-of-interest procedures. Consequently, all Queensland councils are required to ensure their local Councillor Code of Conduct aligns with the updated statutory requirements.

KEY UPDATES TO THE CODE

The updated code aligns with the state-mandated principles, centering on three primary behavioural standards:

Responsibilities: Councillors must carry out their responsibilities conscientiously and in the best interests of the Mornington Shire Council and its community.

Respect: Councillors must treat fellow councillors, council employees, and members of the public with courtesy, honesty, and fairness.

Reputation: Councillors must ensure their conduct does not reflect adversely on the reputation of the local government.

Additionally, the revised framework updates the integrity and conflicts of interest processes, clarifying the rules surrounding material personal interests and ensuring they are dealt with as matters of misconduct.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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

Councillor Code of Conduct

Policy Information			
Policy Name	Councillor Code of Conduct		
Policy Number	MSC-STAT-010		
Type	Statutory		
Owner	CEO		
Responsible Officer	Director of Corporate & Communications		
Decision No.		Approval Date	July 2026
Records No.		Next Review Date	July 2028

Document Version Control			
Version	Date	Resolution No.	Details
1	25/09/2024	2024/131	New Issue
2			Revised Issue from DLGWV

1. Application

1.1 Code of Conduct for Councillors in Queensland (the Code), made by the Minister for Local Government (the Minister) under the *Local Government Act 2009*, is to be read as a values-based statement of the standards expected of councillors in the exercise of public office.

1.2 It does not replace legislative obligations, limit lawful expression, or displace the statutory frameworks established under Queensland law. This Code applies to Queensland local government elected and appointed councillors at all times when councillors are performing official duties including when they are representing their local government at meetings, conferences, training events, on business trips and attending work related events.

2. Purpose

2.1 Under section 150D of the *Local Government Act 2009*, the Minister must make a Code of Conduct stating the standards of behaviour expected of councillors in the performance of their official responsibilities as elected representatives. The Code may also include any matters the Minister considers necessary to support, give effect to, or clarify those standards.

Before assuming public office, councillors are required to make a declaration of office and to commit to upholding the local government principles and the obligations of councillors under section 169 of the *Local Government Act 2009* and section 169 of the *City of Brisbane Act 2010*, as well as the standards set out in this Code.

This Code sets out the principles and standards of behaviour required of councillors when carrying out their roles, responsibilities and obligations as elected representatives. Elected members are expected to act within, and abide by, council's adopted policies, procedures and resolutions.

This Code supports effective governance by setting clear standards of behaviour that promote public trust and uphold the honour of elected office, this includes treating people in a reasonable, just, respectful and non-discriminatory way. Failure to meet these standards risks undermining public confidence and the reputation of local government.

3. Human Rights and Democratic Freedoms

3.1 This Code must be interpreted consistently with the *Queensland Human Rights Act 2019* and Australia's system of representative and responsible government, including the implied freedom of political communication recognised by the Australian Constitution. Nothing in this Code is intended to restrict lawful political expression, robust debate, criticism or dissent. This Code regulates conduct in the exercise of public power, not the content of political opinion.

4. The Local Government Principles and Standards of Behaviour

4.1 Councillors are entrusted with public authority by local government elections. In exercising that authority, councillors are required to act in a manner consistent with the local government principles that underpin Queensland's system of local government.

4.2 This Code reinforces the standard of behaviour expected of councillors and provides clear, consistent guidance to support ethical conduct, while clearly distinguishing specific behavioural standards from the local government principles that guide elected representatives in performing their official roles.

4.3 These principles are:

1. Transparent and effective processes, and decision making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful local government community engagement
4. Good governance of, and by, local government
5. Ethical and legal behaviour of councillors, local government employees and councillor advisors.

4.4 For each principle, this Code sets out examples of behaviours that demonstrate how the principles may be applied in practice.

4.5 Make accountable and transparent decisions

4.5.1 Councillors are expected to accept responsibility for decisions and actions, support open and transparent decision making, in the public interest. For example:

- Participate in local government meetings in person or take part by audio link or audio-visual link under circumstances permitted by the local government.
- Review reports and previous meeting minutes before local government meetings.
- Partake in decision making and support decisions being made in a meeting open to the public except where closing the meeting is permitted by law.
- Act in accordance with the law and the local government policies and decisions.
- Manage material personal interests and conflict of interests in the public interest as required by law.
- Maintain an accurate register of interest for councillors and their related persons through timely updates and appropriate declarations.

- Make decisions in the public interest.

4.6 Support sustainable development, infrastructure and services

4.6.1 Councillors are expected to make decisions for the wellbeing of the whole local government area, having regard to long term planning and the responsible use of public resources. For example:

- Manage local government resources effectively, efficiently and economically.
- Support sustainable management strategies and corporate planning.
- Exercise leadership in service delivery through local government community planning.
- Adopt a strategic, long-term view when planning and considering the impacts on the future.

4.7 Provide fair representation, social inclusion and local government community involvement

4.7.1 Councillors are expected to exercise public authority in a manner that is fair, inclusive and consistent with relevant legislation, recognising the diverse views and experiences within the local government community. For example:

- Treat councillors, local government employees and members of the public with fairness and respect.
- Engage in respectful debate and disagreement in a way that does not involve harassment, intimidation or discrimination.
- Consider other people's rights, obligations, cultural differences, safety, health and welfare.
- Accept and value differences of opinion.

4.8 Practice good governance

4.8.1 Councillors are expected to respect democratic processes, collective decision making and the lawful operation of local government within Queensland. For example:

- Respect fellow councillors and the outcomes of lawful council decisions.
- Maintain a clear separation of boundaries between the elected arm and administrative arm of local government.
- Support procedures for keeping accurate, concise and accessible records about local government decisions.
- Respect different views in democratic decision making.

4.9 Behave ethically and legally

4.9.1 Councillors are expected to exercise public authority honestly, lawfully and ethically, placing the public interest above personal interests. For example:

- Commit to the highest ethical standards while undertaking official duties.
- Act in good faith and in a fair and honest way.
- Do not direct local government employees except where it is allowed by law.
- Use information obtained as a councillor responsibly, ensuring confidentiality is maintained and information is not used to gain an advantage for the councillor or someone else or cause detriment to the local government.
- Use inside information with integrity and ensure it is not used for personal gain or to cause detriment to others, including not using it to influence the purchase or sale of assets.
- Treat others with respect and maintain a workplace free from sexual harassment, including avoiding unwelcome behaviour or remarks of a sexual nature.
- Maintain respectful and professional conduct.

5. Councillors' responsibility for raising complaints about conduct matters

5.1 This Code exists to support councillors to lead in an honest, fair and responsible way and maintain Queensland's system of local government. Where those standards are not met, the law provides clear procedures to protect public confidence in the lawful functioning of local government.

5.2 Non-compliance with this Code may give rise to a complaint against a councillor's conduct that may lead to investigation and possible disciplinary action, if found to have engaged in unsuitable meeting conduct, misconduct or corrupt conduct. The definition for these types of conducts is set out in the *Local Government Act 2009*.

5.3 Unsuitable meeting conduct

5.3.1 Unsuitable meeting conduct by a councillor is managed in the council meeting by the chairperson who may impose disciplinary action. Unsuitable meeting conduct by the chairperson is managed by the other councillors present at the meeting who may impose a reprimand order by resolution.

5.4 Misconduct

5.4.1 If a local government official (mayor, councillor or chief executive officer) becomes aware of information indicating a councillor may have engaged in misconduct they must notify the Independent Assessor (the Assessor) as required by law.

5.4.2 A complaint about the conduct of a councillor must be reported to the Assessor within one year from when the conduct occurred, or within six months after the conduct comes to the knowledge of the complainant but within two years after the conduct occurred. These time limitations do not reflect the fact that the Assessor can look at a matter received late due to exceptional circumstances.

5.5 Corrupt Conduct

5.5.1 If a person becomes aware of suspected corrupt conduct by a councillor, it should be reported to the Queensland Crime and Corruption Commission or the Queensland Police Service. There is no time limit for reporting of corrupt conduct under the law.

5.5.2 It is important for councillors to understand that serious, repeated or systemic failures to meet the standards of the local government principles and this Code may lead to ministerial intervention under the law.

6. More Information

6.1 Further resources about the Councillor Conduct Framework can be found on the Department of Local Government Water & Volunteers website or on LG Central.

6.2 For any further enquiries regarding the Councillor Code of Conduct please contact the department via email: lgdcapability@dlgww.qld.gov.au

14.8 Model Meeting Procedures and Best Practice Example Standing Orders

Author: Director Corporate & Communications

Attachments: Model Meeting Procedures & Best Practice Example Standing Orders (Draft) – 15 Pages

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this Council document is to provide Elected Members with a copy of the Model Meeting Procedures & Best Practice Example Standing Orders revised July 2026 by the Department of Local Government Water and Volunteers.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

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

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

Council may also adopt standing orders to govern the conduct of meetings. The Department has adopted Best Practice Example Standing Orders for Local Government and Standing Committee Meetings that are consistent with the Model Meeting Procedures under the Local Government Regulation 2012 Part 2 Local government meetings and committees.

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

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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.

Model Meeting Procedures and Best Practice Example Standing Orders Local Government

Policy Information			
Policy Name	Model Meeting Procedures and Best Practice Example Standing Orders Local Government		
Policy Number	MSC-STAT-002		
Type	Statutory		
Owner	CEO		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	
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Version	Date	Resolution No.	Details
1	23/04/2026	2026/53	New Issue DLGWV March 2026
2	17/07/2026		New Issue DLGWV July 2026

1. Model Meeting Procedures

Under s150G Local Government Act 2009 (Qld) ("LG Act), Council must either -

- Adopt the Model Procedures developed by the Department of Local Government, Water & Volunteers ("Department"); or
- Adopt other procedures for the conduct of its meetings.

2. Best Practice Example Standing Orders Local Government

Council may also adopt standing orders to govern the conduct of meetings. The Department has developed Best Practice Example Standing Orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the model meetings procedures that deal with matters during local government meetings that must be followed under the LG Act and the meeting provisions in the Local Government Regulation 2012 (LGR) Part 2 Local government meetings and committees.

Model Meeting Procedures

Conduct of local government and committee meetings

July 2026

Date	Version Number	Name	Approved
13 March 2024	005	P Cameron	M Cridland (DG)
23 August 2024	006	P Cameron	M Cridland (DG)
10 December 2024	007	P Cameron	M Nye (A/DG)
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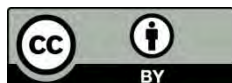
Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

This publication has been compiled by the Department of Local Government, Water and Volunteers.

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Contents

Purpose of the Model Meeting Procedures	4
Principles Applied to Meetings	4
Background	4
Application	5
Procedures	5
1. Procedures for the Chairperson	5
2. Procedure for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting	6
3. Procedure for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting	7
4. Procedure for Managing Material Personal Interest	8
5. Procedure for Managing Conflict of Interest	8
6. Procedure for loss of Quorum	10
7. Procedures for Closed Meetings	10

Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), *City of Brisbane Act 2010* (COBA) and *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of a local government's audit committee.

It is not intended that the model meeting procedures deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government.

Principles Applied to Meetings

Local government meetings must adhere to the following local government principles:

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

Background

Under section 150F of the LGA, the chief executive of the department of local government (the Department) must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must be consistent with the model meeting procedures.

The model meeting procedures include the following:

- the procedure for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson, except Brisbane City Council who have an elected chair of council who presides over their meetings.
- the procedure for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor, including contravening an order to leave the meeting.
- the procedure for how the councillors at a local government meeting may deal with unsuitable meeting conduct by the chairperson
- the procedure for managing a material personal interest during a local government meeting and recording the details of the material personal interest, as provided by the councillor, in the meeting minutes.
- the procedure for managing a conflict of interest (real or perceived) arising during a local government meeting and recording details of the conflict of interest as provided by the councillor in the meeting minutes.
- the procedure for dealing with a loss of quorum.
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that incorporate the model meeting procedures which local governments can choose to adopt. These are published on the Department's website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with these model meeting procedures.

Procedures

1. Procedures for the Chairperson

This clause applies to ordinary and special local government meetings, and local government committee meetings under the LGA. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each Brisbane City Council meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have, this includes being the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson. This involves leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

- 1.1. The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, including managing the conduct of the meeting participants, provided the mayor is present at the meeting.
- 1.2. If the mayor is absent or unavailable to chair a meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility.
- 1.3. If the mayor is absent or unavailable to chair a meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 1.5. If the mayor and the deputy mayor are both absent or unavailable to chair a meeting, and no other councillor has been delegated the responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 1.6. If the chairperson of a committee is absent or unavailable to chair a meeting, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting for the duration of the meeting.

***Note:** Section 12 of the LGA prescribes that other councillors cannot assume the chairperson role. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of some or all of a particular local government meeting because the mayor has, for example, a conflict of interest or a material personal interest in a matter requiring them to leave the meeting, or will be absent or unavailable for that meeting.*

2. Procedure for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors** in Queensland. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the seriousness of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued.
- 2.3. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.8 below.
- 2.4. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 2.4.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 2.4.2. Apologising for their conduct
 - 2.4.3. Withdrawing their comments.
- 2.5. If the councillor complies with the chairperson's request for remedial action, the Chairperson may take no further action.
- 2.6. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.7. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.8. If the councillor fails to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.6, the chairperson may make one or more of the orders below:
 - 2.8.1. An order reprimanding the councillor for the conduct
 - 2.8.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.9. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting

2.10. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent.

Note: Contravention of an order to leave the meeting is misconduct and a notice must be given to the Independent Assessor (the Assessor) by a local government official (councillor/mayor or chief executive officer) providing all the information about the matter for a preliminary assessment to be undertaken. This may attract disciplinary action under 150L(1)(c)(v) of the LGA. Following the completion of the meeting the chairperson must ensure the minutes of the meeting record the information about the unsuitable meeting conduct and be recorded in the councillor conduct register with any order made against the councillor including the name of the councillor.

3. Procedure for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

The conduct of the chairperson is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors in Queensland.

When dealing with an instance of unsuitable meeting conduct by the chairperson, the following procedures must be followed:

- 3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 3.2. The chairperson may take remedial action such as:
 - 3.2.1. ceasing and refraining from exhibiting unsuitable meeting conduct, or
 - 3.2.2. apologising for their conduct, or
 - 3.2.3. withdrawing their comments.
- 3.3. If the chairperson does not take remedial action, the councillor may move a procedural motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is not required).
- 3.4. The councillors present at the meeting, excluding the chairperson, must decide by voting on the resolution if the conduct is unsuitable meeting conduct.
- 3.5. The chairperson may remain at the meeting as chairperson but must not vote on the motion as prescribed in section 150IA the LGA. If the votes are equal, the motion is resolved in the negative.
- 3.6. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors will make an order reprimanding the chairperson for the unsuitable meeting conduct.
- 3.7. Following an order being made the chairperson returns to the business in the agenda and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer is responsible to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.

4. Procedure for Managing Material Personal Interest

Councillors are ultimately responsible for managing and declaring any material personal interest in matters to be discussed at a local government meeting, standing or advisory committee meeting.

A councillor or their associate has a material personal interest if they stand to gain a benefit or suffer a loss, either directly or indirectly depending on the outcome of a consideration of a matter at a meeting, Section 150ED of the LGA and 177A of the COBA outline several exceptions in relation to which personal interests of councillors do not apply.

- 4.1. If a councillor has a material personal interest in a matter to be discussed at a meeting the councillor must:
 - 4.1.1. inform the meeting of the details of the material personal interest.
 - 4.1.2. leave the place where the meeting is being held, including any area set aside for the public to view the meeting, and stay away from the place while the matter is discussed and voted on
- 4.2. A councillor who has a material personal interest in a matter may ask the chairperson to defer the matter to allow the councillor the opportunity to apply for ministerial approval to participate in deciding the matter.
- 4.3. In these circumstances, the matter may be deferred by resolution to a later meeting date.
- 4.4. The following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting, in another way prescribed by Regulation:
 - 4.4.1. the name of the councillor who has the material personal interest in a matter
 - 4.4.2. the nature of the material personal interest, as described by the councillor
 - 4.4.3. whether the councillor took part in the meeting, or was at the place during the meeting, under ministerial approval.

Note: *Contravention of the requirements at 4.1 is misconduct that could result in disciplinary action being taken against a councillor—see section 150L(1)(c)(iii) LGA. In addition, contravention of these requirements, including voting on a matter, with an intention to gain a benefit or avoid a loss for the councillor or someone else is an offence attracting a maximum penalty of 200 penalty units or 2 years imprisonment.*

If a councillor becomes aware that another councillor is engaging in possible misconduct e.g. has a material personal interest in a matter and is participating in a decision at a meeting about that matter, the councillor or chief executive officer, must notify the Assessor of the information about the councillor's conduct. —see section 150R LGA.

5. Procedure for Managing Conflict of Interest

Councillors are ultimately responsible for informing of any conflict of interest (real or perceived), on matters to be discussed at local government meetings and standing or advisory committee meetings.

A councillor has a conflict of interest (real or perceived) where a councillor or their related party's interests might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150ED and section 150EF(2) of the LGA and section 177A and 177C(2) of the COBA).

- 5.1 If a councillor has a conflict of interest (real or perceived) in a matter to be discussed at a meeting, the councillor must deal with the conflict of interest in a transparent and accountable way. The councillor must:
 - 5.1.1 inform the meeting of the councillor's personal interests in the matter, and
 - 5.1.2 if the councillor participates in the meeting in relation to the matter, advise how the councillor intends to deal with the real or perceived conflict.
- 5.2 If a quorum at the meeting cannot be formed because the councillor proposes to exclude themselves from the meeting to manage their conflict of interest, the councillor does not contravene these provisions merely by participating and voting in the meeting in relation to the matter.
- 5.3 If a councillor has a conflict of interest in a matter, and proposes to exclude themselves from the meeting, the chairperson may ask the councillor if the councillor has considered another way to manage their conflict of interest.
- 5.4 If the councillor who was proposing to be excluded from the meeting is reconsidering their decision on whether to remain in the meeting, the councillor may consider the following in determining how they will manage the conflict of interest:
 - 5.4.1 how their participation in the meeting may affect the public trust?
 - 5.4.2 how close is their relationship to the related party if the conflict arises because of a related party?
 - 5.4.3 how will the benefit or loss, the councillor or the related party stand to receive from the decision compare to that of others in the community?
 - 5.4.4 does the councillor have skills, knowledge or expertise that might help make the best decision in the public interest?
- 5.5 If the councillor decides to participate in the discussion, the councillor must comply with 5.1 by informing the meeting of their personal interests and the steps they will take in managing the conflict of interest in the public interest.
- 5.6 The following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting, in another way prescribed by Regulation:
 - 5.6.1 the name of the councillor who has the real or perceived conflict of interest in a matter
 - 5.6.2 the nature of personal interests as described by the councillor
 - 5.6.3 how the councillor dealt with the real or perceived conflict of interest
 - 5.6.4 if the councillor voted on the matter, how the councillor voted
 - 5.6.5 how the majority of councillors at the meeting voted on the matter.

Note: *Non-participation in a meeting is not the only way to appropriately deal with a real or perceived conflict of interest in a transparent and accountable way.*

Contravention of this section is misconduct that could result in disciplinary action being taken against a councillor, see section 150L(1)(c)(iii) of the LGA and section 150L(1)(c)(iv) of the COBA.

If a councillor becomes aware of information that another councillor has a conflict of interest in a matter and that councillor is participating in a decision at a meeting on the matter, the councillor or the chief executive officer must notify the Assessor of the information about the councillor's conduct—see section 150R LGA.

6. Procedure for loss of Quorum

- 6.1. In the event where one or more councillors leave a meeting that results in a loss of a quorum for deciding the matter, councillors may resolve to deal with the matter in the following ways:
 - 6.1.1. delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
 - 6.1.2. defer the matter to a later meeting when a quorum can be formed
 - 6.1.3. not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 6.2. The local government may by resolution delegate a power to:
 - 6.2.1. the mayor or chief executive officer, or
 - 6.2.2. a standing committee, or joint committee of the local government, or
 - 6.2.3. the chairperson of a standing committee or joint standing committee of the local government or the Establishment and Coordination Committee of the Brisbane City Council
 - 6.2.4. another local government for a joint government activity.

7. Procedures for Closed Meetings

- 7.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that all, or part, of a meeting be closed to the public if it considers it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:
 - 7.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees and the appointment of a senior contract employee
 - 7.1.2. Industrial matters affecting employees
 - 7.1.3. The local government's budget, which does not include the monthly financial statements
 - 7.1.4. Rating concessions
 - 7.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

- 7.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
- 7.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
- 7.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
- 7.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 7.2. A resolution to close the meeting to the public cannot be made if a quorum is lost.
- 7.3. If a closed session includes attendance by audio or audio visual link, the councillor/s attending must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 7.4. To take a matter into a closed session the local government must abide by the following:
 - 7.4.1. Pass a resolution to close all or part of the meeting
 - 7.4.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
 - 7.4.3. Not make a resolution while in a closed meeting (other than a procedural resolution).
 - 7.4.4. Provide Brisbane City Council's Establishment and Coordination Committee (Civic Cabinet) with confidentiality provisions to promote sound deliberative and decision-making processes.

Best practice example standing orders for council and standing committee meetings

July 2026



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25 June 2026	012	P Cameron Review Bill Amendments Assent	Director G&C
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Table of Contents

Intent	3
1. Standing orders	3
Procedures for meetings of local government	3
2. Procedure for the Chairperson	3
3. Order of business	4
4. Agendas	4
5. Quorum	5
6. Petitions	5
7. Deputations	5
8. Public participation at meetings	6
9. Material Personal Interest	6
10. Conflict of Interest	7
11. Loss of quorum	8
12. Motion to be moved	8
13. Absence of mover of motion	9
14. Motion to be seconded	9
15. Amendment of motion	9
16. Speaking to motions and amendments	9
17. Method of taking vote	10
18. Withdrawing a motion	10
19. Repealing or amending previous resolutions	10
20. Procedural motions	10
21. Questions	12
Meeting Conduct	12
22. Process for dealing with Unsuitable Meeting Conduct	12
23. Process for dealing with Unsuitable Meeting Conduct by a Chairperson	13
24. General conduct during meetings	13
25. Disorder	14
Attendance and non-attendance	14
26. Attendance of public and the media at a council meeting	14
27. Closed session	14
28. Teleconferencing of meetings	15

Intent

To help local governments, the Department of Local Government, Water and Volunteers (DLGWV) provides best practice standing orders that local governments may adopt to provide written rules for the orderly conduct of council meetings.

These best practice standing orders incorporate the **model meeting procedures** (MMP) that deal with matters during council meetings that must be followed under the *Local Government Act 2009* (LGA), including the DLGWV MMP and the meeting provisions in the Local Government Regulation 2012 (LGR). Local governments can revise their standing orders to incorporate the MMP or adopt the MMP.

The text in blue offers instructional and contextual information to assist with the use of this document. It is not necessary for this to be included in the standing orders.

1. Standing orders

- 1.1. These standing orders apply to council meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A section of these standing orders may be suspended by a vote at any meeting of the local government except those sections that are mandatory under the MMP. A separate vote is required for each suspension and must describe the application and duration of each suspension.
- 1.3. Where a matter arises at the council meeting that is not provided for in these standing orders, the matter will be determined by vote of the council on a motion which may be put to the meeting without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Procedure for the Chairperson

This section applies to council meetings, and local government standing committee meetings. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each Brisbane City Council meeting.

Section 12(4) of the LGA provides that the mayor is the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson, with responsibility for leading and managing council meetings.

The mayor may delegate this responsibility to another councillor to perform, section 12(5) of the LGA including when the mayor is absent or temporarily incapacitated. Section 165 of the LGA provides that, the deputy mayor acts for the mayor during any absence or temporary incapacity or when the office of mayor is vacant.

- 2.1. The mayor is the chairperson of council meetings and any committee meetings for which the mayor has been appointed as chairperson.
- 2.2. If the mayor is absent from a council meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 2.3. If the mayor is absent or unavailable to chair a council meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 2.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the council meetings
- 2.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility, the council may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

- 2.6. The local government may appoint the chairperson for a standing committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily the chairperson unless the mayor has been appointed as chairperson of the committee.
- 2.7. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.
- 2.8. Before proceeding with the business of the council meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

***Note:** The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular council meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting. Upon the mayor's return to the meeting the mayor or deputy mayor (whichever is relevant) can resume their role as chairperson.*

3. Order of business

- 3.1. The order of business will be determined by resolution of the council from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
 - attendance
 - apologies and granting of leaves of absence
 - confirmation of previous minutes
 - business arising out of previous meeting reports, financial statements reports
 - officers' reports.

***Note:** The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, so that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the minutes are confirmed by resolution of the meeting they cannot be changed. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest or a material personal interest at the previous meeting. If the council needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.*

4. Agendas

- 4.1 The agenda may contain:
 - notice of meeting
 - proposed corrections to draft minutes of the previous meeting (if relevant)
 - adoption of the minutes of the previous meeting
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - deputations and delegations from the community that are approved to attend
- 4.2 Business not on the agenda, or not arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the councillors at the meeting. Business must follow the adopted terms of reference for each committee.

- 4.3 The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.
- 4.4 The agenda for the council must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, for the council meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

5. Quorum

- 5.1 A quorum of a local government is a majority of its councillors. However, if the number of councillors is an even number one half of the number is a quorum.
- 5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

6. Petitions

- 6.1 Any petition presented to a meeting of the local government will:
 - be in legible writing or typewritten and contain a minimum of 10 signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
 - that the petition be received, and
 - referred to a committee or officer for consideration and a report to the council, or
 - not be received because it is deemed invalid.
- 6.3 The council will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government will apply in writing to the CEO not less than seven business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, will notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by a vote. A deputation will be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers attempts to address the council meeting, the chairperson may end the deputation.
- 7.5. The chairperson may end an address by a person in a deputation at any time where:
 - the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
 - the time period allowed for a deputation has expired, or

- the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. Any person who is considered by the council or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.
- 7.7. The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 In each council meeting, time may be required to permit members of the public to address the council on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the council during this period will be at the absolute discretion of the council meeting chairperson.
- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to stop making the submission or comment.
- 8.4 For any matter arising from such an address, the council may take the following actions:
 - refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 8.5 Any person addressing the council will stand, act, and speak and make any remarks in respectful and courteous language.
- 8.6 Any person who is considered by the council or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Material Personal Interest

Councillors are ultimately responsible for informing a meeting of any material personal interest in matters to be discussed at a council or committee meeting, other than the matters in relation to which chapter 5B of the LGA or 5A of the COBA do not apply (as prescribed under section 150ED of the LGA or section 177A of the COBA).

- 9.1 A material personal interest is defined in section 150EE of the LGA and section 177B of the COBA.
- 9.2 Managing a material personal interest at a meeting — if a matter is to be discussed at a council meeting in which the councillor has a material personal interest; the councillor must—
 - inform the meeting of the councillor's material personal interest in the matter; and
 - leave the place where the meeting is being held, including any area set aside for the public, and stay away from the place while the matter is discussed and voted on, or
 - ask the chairperson to defer the matter to allow the councillor the opportunity to apply to the Minister for local government for approval to participate in deciding the matter.
 - In these circumstances, the matter may be deferred by resolution to a later meeting date.

Note: Contravention of the requirements at subsection 9.2 is misconduct that could result in disciplinary action being taken against a councillor—see section 150L(1)(c)(iii) of the LGA.
 The councillor must not contravene subsection 9.2, including by voting on the matter, with an intention to gain a benefit or avoid a loss for the councillor or someone else – maximum penalty is 200 penalty units or 2 years imprisonment. If a councillor becomes aware that another councillor is engaging in

possible misconduct e.g. has a material personal interest in a matter and is participating in a decision at a meeting on that matter without the Minister's approval, the councillor or chief executive officer, must notify the Assessor of the information about the councillor's conduct. —see section 150R LGA.

However, the councillor does not contravene subsection 9.2 by taking part in the meeting, or being at the place where the meeting is being held, if the councillor is a person to whom approval is given in a signed notice by the Minister and the councillor complies with all conditions on which the approval is given. Section 150EI (4)-(6) LGA provides that the Minister for Local Government may, by signed notice give approval for a councillor who has a material personal interest in a matter, to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter. The Minister may issue such an approval because the holding of the meeting would be obstructed without the approval or it appears to be in the interests of the local government area that approval be given; and the councillor complies with all conditions on which the approval is given.

The following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting, in another way prescribed by regulation—

- *the name of the councillor who has the material personal interest in a matter*
- *the nature of the material personal interest as described by the councillor*
- *whether the councillor took part in the meeting, or was at the place during the meeting, under an approval from the Minister.*

10. Conflict of Interest

Councillors are ultimately responsible for informing a meeting of any conflict of interest (real or perceived) in a matter to be discussed at a council or committee meeting. other than the matters to which chapter 5B of the LGA or 5A of the COBA do not apply (as prescribed under section 150ED of the LGA or section 177A of the COBA).

- 10.1 A conflict of interest is defined in section 150EF of the LGA and section 177C of the COBA. When managing a real or perceived conflict of interest, councillors must do so in a transparent and accountable way.
- 10.2 Managing a councillor's conflict of interest at a meeting —The councillor must:
 - inform the meeting of the personal interests in the matter, and leave the meeting including any area for the public to view the meeting, or
 - if the councillor participates in the meeting in relation to the matter, advise the meeting how the councillor intends to manage the real or perceived conflict.
- 10.3 If a quorum at the meeting cannot be formed because the councillor proposes to exclude themselves from the meeting to manage their conflict of interest, the councillor does not contravene the above provisions merely by participating and voting in the meeting in relation to the matter, if their attendance is required to form a quorum. However, the councillor must still advise the meeting how they intend to manage the conflict.
- 10.4 If a councillor has a conflict of interest in a matter, and proposes to exclude themselves from the meeting, the chairperson may ask a councillor, if the councillor has considered another way to manage their conflict of interest.
- 10.5 If the councillor who was proposing to be excluded from the meeting is reconsidering their decision on whether to participate in the meeting, the councillor may consider the following in determining how they will manage the conflict of interest:
 - 10.5.1 how their participation in the meeting may affect the public trust?
 - 10.5.2 how close is their relationship to the related party if the conflict arises because of a related party?
 - 10.5.3 how will the benefit or loss, the councillor or the related party stand to receive from the decision compared to others in the community?
 - 10.5.4 does the councillor have skills, knowledge or expertise that might help make the best decision in the public interest?

***Note:** Contravention of subsection 10.2 is misconduct that could result in disciplinary action being taken against a councillor—see section 150L(1)(c)(iii) of the LGA.*

To remove any doubt, non-participation in the meeting is not the only way the councillor may appropriately deal with the real conflict or perceived conflict in a transparent and accountable way.

If the councillor participates in the meeting; the following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting in another way prescribed by regulation:

- *the name of the councillor who has the real or perceived conflict*
- *the nature of the personal interests, as described by the councillor*
- *how the councillor dealt with the real conflict or perceived conflict*
- *if the councillor voted on the matter—how the councillor voted on the matter*
- *how the majority of councillors who voted at the meeting voted on the matter.*

11. Loss of quorum

- 11.1 There are several ways that councils and councillors may deal with a potential loss of quorum.
- 11.2 If a quorum is lost due to a majority of councillors present having advised of a conflict of interest or a material personal interest and leaving the place of the meeting, this will be managed as above in clauses 9 and 10.
- 11.3 Alternatively, the council may delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections, because an Act says it must be decided by resolution of the council. If the matter cannot be delegated, the council can:
 - decide by resolution to defer the matter to a later meeting
 - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the council must decide the matter.
- 11.4 The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
 - the mayor or CEO
 - a standing committee, or joint committee of the local government
 - the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
 - another local government for a joint government activity
 - the Establishment and Coordination Committee (only applies to Brisbane City Council).
- 11.5 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12. Motion to be moved

- 12.1. A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 12.2. When a motion has been moved and seconded, the chairperson will decide whether or not to accept the motion and then it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 12.3. Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
 - a motion brought before a meeting of the council in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.

- the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 12.4. The chairperson may call the motions in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 12.5. No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

13. Absence of mover of motion

- 13.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting or
 - deferred to the next meeting.

14. Motion to be seconded

- 14.1 A motion or an amendment to a motion will not be debated at a meeting of the local government until the motion or the amendment is seconded.
- 14.2 If the motion does not receive a seconder, it becomes a failed motion and cannot be debated or voted on.
- 14.3 Procedural motions are an exception to this rule and do not need to be seconded.

15. Amendment of motion

- 15.1 An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 15.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until the first amendment has been voted on.
- 15.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

16. Speaking to motions and amendments

- 16.1 The mover of a motion or amendment will read it and state that it is moved and can speak to the motion before it is seconded.
- 16.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 16.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 16.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 16.5 Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.

- 16.6 Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 16.7 In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

***Note:** If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is against a recommendation in a report the minutes must give the reasons for the decision.*

17. Method of taking vote

- 17.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
 - 17.1.1 A councillor abstaining from the vote, will be recorded as voting against the motion.
 - 17.1.2 The chairperson will declare the result of the vote.
- 17.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 17.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 17.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

18. Withdrawing a motion

- 18.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

19. Repealing or amending previous resolutions

- 19.1 A resolution of the council may not be amended or repealed unless notice of intention to propose the repeal or amendment of the resolution is given in accordance with the requirements of the legislation (five business days).
- 19.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is moved may defer consideration of that motion. The deferral may not be longer than three months.

20. Procedural motions

- 20.1 A councillor at a meeting of the local government may during the debate on a matter at the meeting may move the following motions, as a procedural motion without the need for a seconder:
 - that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that [insert requirement]

- that the meeting stands adjourned.
- 20.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 20.3 A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
 - a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.
- 20.4 Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the council on the giving of notice in accordance with the standing orders.
- 20.5 A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the agenda.
- 20.6 A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 20.7 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
 - has failed to comply with proper procedures
 - is in contravention of the legislation; or
 - is beyond the jurisdiction of the council meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

- 20.8 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 20.9 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 20.10 The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 20.11 A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 20.12 A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

21. Questions

- 21.1 At a council meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting. The question is asked 'with permission of the chairperson' or 'a question put through the chair to. The chair who may or may not allow the question.
- 21.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 21.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 21.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

Meeting Conduct

22. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed by the chairperson of the council meeting:

- 22.1 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 22.7 below.
- 22.2 If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
 - ceasing and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 22.3 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 22.4 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.
- 22.5 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 22.6 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 22.2, the chairperson may make one or more of the orders below:
 - an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 22.7 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 22.8 Contravention of an order to leave the meeting is misconduct under section 150L LGA.
- 22.9 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

***Note:** Details of any order issued must be recorded in the minutes of the meeting. If the councillor has refused to comply with an order issued to leave the meeting, these matters are misconduct, the council is required to notify the independent assessor (the Assessor) about the conduct. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register including the name of the councillor who engaged in unsuitable meeting conduct. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent.*

23. Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 23.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 23.2 The chairperson may take remedial action such as:
 - 23.2.1 ceasing and refraining from exhibiting unsuitable meeting conduct, or
 - 23.2.2 apologising for their conduct, or
 - 23.2.3 withdrawing their comments.
- 23.3 If the chairperson does not take remedial action, the councillor may move a procedural motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is not required and there will be no debate).
- 23.4 The councillors present at the meeting, excluding the chairperson, must decide by voting on the resolution if the conduct is unsuitable meeting conduct.
- 23.5 The chairperson may remain at the meeting as chairperson but must not vote on the motion as prescribed in section 150IA the LGA. If the votes are equal, the motion is resolved in the negative.
- 23.6 If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors will make an order reprimanding the chairperson for the unsuitable meeting conduct.
- 23.7 Following an order being made the chairperson returns to the business in the agenda and the meeting continues.

***Note:** Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer is responsible to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.*

24. General conduct during meetings

- 24.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 Councillors will speak to each other or about each other during the council meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

25. Disorder

- 25.1 The chairperson may adjourn the meeting of the council, where disorder arises at a meeting other than by a councillor. For example, as a result of behaviour as described in 7.5 or 8.6.
- 25.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

Attendance and non-attendance

26. Attendance of public and the media at a council meeting

- 26.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 26.2 When the council is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

27. Closed session

- 27.1 A council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
 - appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
 - industrial matters affecting employees
 - the local government's budget (which does not include the monthly financial statements)
 - rating concessions
 - legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
 - matters that may directly affect the health and safety of an individual or a group of individuals
 - negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
 - negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*
 - a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- 27.2 The meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The council may instead:
 - delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
 - decide by resolution to defer the matter to a later meeting when a quorum may be formed
 - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the council must decide the matter.
 - Councillors who have a personal interest in the matter can vote on the resolution.

- 27.3 None of the above will be considered, discussed, voted on or made during a closed session.
- 27.4 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 27.5 To take a matter into a closed session the council must abide by the following process:
- pass a resolution to close the meeting
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
 - no resolution can be made while in a closed meeting (other than a procedural resolution).

28. Teleconferencing of meetings

- 28.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the council to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The council may allow a councillor to participate in a council or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by a council to allow a councillor to participate by audio link or audio-visual link. This means the council may delegate the matter. For example, the council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

- 28.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

14.9 S48A Complaints about the Chief Executive Officer Policy

Author: Director Corporate & Communications

Attachments: s48A Complaints about the Chief Executive Officer Policy (Draft) – 5 Pages.

PURPOSE (EXECUTIVE SUMMARY)

The purpose of this Council document is to provide Elected Members with a copy of the reviewed s48a Complaints about the Chief Executive Officer Policy for consideration and adoption. This policy is a statutory policy.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Council must adopt a policy to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its Chief Executive Officer as defined in the Crime and Corruption Act 2001.

The template for this policy is as per published template on the Crime and Corruption Commission Queensland's website.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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

s.48A Crime & Corruption Act 2001 - Complaints about the Chief Executive Officer

Policy Information			
Policy Name	s.48A Crime & Corruption Act 2001 - Complaints about the Chief Executive Officer		
Policy Number	MSC-STAT-015		
Type	Statutory		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate & Communications		
Decision No.		Approval Date	
Records No.		Next Review Date	

Document Version Control			
Version	Date	Resolution No.	Details
1		N/A	New Issue

1. Purpose

1.1 Council must adopt a policy to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its Chief Executive Officer as defined in the Crime and Corruption Act 2001.

2. Objective

1.1 The Chief Executive Officer (CEO) is the public official of the Mornington Shire Council (MSC) for the purposes of the Crime & Corruption Action 2001 (CC Act).

1.2 The objective of this policy is to set out how the MSC will deal with a complaint ¹(or information or matter) that involves or may involve corrupt conduct, as defined in the CC Act by the CEO.

3. Scope

This policy is designed to assist the MSC to:

3.1 Comply with s.48A of the CC Act.

3.2 Promote public confidence in the way suspected corrupt conduct by the CEO of the MSC is dealt with (s.34(c) CC Act).

3.3 Promote accountability, integrity and transparency in the way the MSC deals with a complaint that is reasonably suspected to involve, or may involve, corrupt conduct by the CEO.

4. Definitions

Crime and Corruption Commission (CCC)	the Commission continued in existence under the CC Act
CC Act	Crime and Corruption Act 2001
Complaint	includes information or matter: see the definition in s. 48A(4) of the CC Act
Contact details for Nominated person	Matthew Fox Director Corporate & Communications Ph: 07 4745 7888 Matthew.Fox@mornington.qld.gov.au
Corrupt conduct	see s. 15 of the CC Act
<i>Corruption in Focus</i>	www.ccc.qld.gov.au/publications/corruption-focus ; see chapter 2, page 26
Deal with	see Schedule 2 (Dictionary) of the CC Act
Nominated person	see item 5 of this policy
Public official	see s. 48A & Schedule 2 (Dictionary) of the CC Act
Unit of public administration (UPA)	see s. 20 of the CC Act

¹ See s.48A(4) CC Act and definitions in clause 3

5. Application

5.1 This policy applies:

- If there are grounds to suspect that a complaint may involve corrupt conduct by the CEO of MSC;
and
- To all persons who hold an appointment in, or are employees of the MSC.

5.2 For the purpose of this policy a complaint includes information or matter.²

6. Nominated Person

5.1 Having regard to s.48A (2) and (3) of the CC Act, this policy nominates:

- Director Corporate & Communications as the nominated person to notify³ the CCC of the complaint and to deal with the complaint under the CC Act⁴.

5.2 The provisions of the CC Act that regulate how the CEO as the public official of the MSC is to notify or deal with a complaint also apply to the nominated person.

7. Complaints about the CEO

6.1 If a complaint may involve an allegation of corrupt conduct by the CEO of the MSC, the complaint may be reported to:

- The nominated person; or
- The CCC directly, via the CCC's website; or
- A person to whom there is an obligation to report under an Act⁵ (this does not include an obligation imposed by ss. 38 or 39 (1) of the CC Act).

6.2 If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

Complaints received by the nominated person.

6.3 If the nominated person reasonably suspects that a complaint involves or may involve corrupt conduct by the CEO they are to:

² See s.48a (4) of the CC

³ Pursuant to s.38 of the CC Act

⁴ Under Chapter 2, Part 3, Division 4, Subdivision 2 of the CC Act.

⁵ See s.39(2) of the CC Act

1. Notify the CCC of the complaint⁶; and
2. Deal with the complaint, subject to the CCC's monitoring role, when directions issued under s.40 of the CC Act apply to the complaint; or
3. Pursuant to s.46 of the CC Act, the CCC refers the complaint to the nominated person to deal with⁷.

Complaints received by the CEO.

- 6.4 If the CEO receives a complaint that may involve corrupt conduct on their part, they must:
- Report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
 - Take no further action to deal with the complaint unless requested to do so by the nominated person.

8. Recordkeeping Requirements

7.2 Should the nominated person decide that a complaint, or information or matter, about alleged corrupt conduct by the CEO is not required to be notified to the CCC under s.38 of the CC Act, the nominated person must make a record of the decision that complies with s.40A of the CC Act.

9. Resourcing the Nominated Person

- 8.1 If pursuant to ss. 40 or 46 of the CC Act, the nominated person has responsibility to deal with the complaint:
- The MSC will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately⁸.
 - The nominated person is to ensure that any consultations for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - o Authorisation under a law of the Commonwealth or the State; or
 - o The consent of the nominated person.
 - The nominated person must, at all times, use their best endeavours to act independently, impartially, and fairly having regard to the:
 - o Purposes of the CC Act⁹

⁶ Pursuant to s.38 of the CC Act

⁷ Under ss.43 and 44 of the CC Act.

⁸ See the CCC's corruption purposes and functions set out in ss.4(a)(b), 33, 34 and 35 of the CC Act and the MSC relevant statutory, policy and procedural framework which help inform the decision making about the appropriate way to deal with the complaint.

⁹ See s.57 of the CC Act and the CCC's corruption purposes and functions set out in ss.4(1)(b), 33, 34 and 35 of the CC Act.

- o The importance of promoting public confidence in the way suspected corrupt conduct in the MSC is dealt with;¹⁰ and
- o The MSC's statutory, policy and procedural framework.

8.2 If the nominated person has responsibility to deal with the complaint, they are delegated the same authority, functions, and powers as the CEO to direct and control staff of the MSC as if the nominated person is the CEO for the purpose of dealing with the complaint only.

10. Liaising with the CCC

9.1 The CEO is to keep the CCC and the nominated person informed of:

- The contact details for the CEO and the nominated person; and
- Any proposed changes to this policy.

11. Liaising with the CCC

10.1 The CEO will consult with the CCC when preparing any policy about how the MSC will deal with a complaint that involves or may involve corrupt conduct by the CEO.

12. Statutory References

11.1 Unless otherwise state, all statutory references are to the *Crime and Corruption Act 2001*.

13. Approval

12.1 This policy has been endorsed by the MSC and is approved.

¹⁰ See s.34(3) of the CC Act.

14.10 Chief Executive Officer Appointment and Performance Policy

Author: Director Corporate & Communications

Attachments: Chief Executive Officer Appointment and Performance Policy (Draft) – 7 Pages.

PURPOSE (EXECUTIVE SUMMARY)

The Chief Executive Officer Appointment and Performance Strategic Policy provides a clear and transparent framework for the appointment and performance of the Chief Executive Officer, with decisions reserved to Council. As it relates to the position of Chief Executive Officer, it is deemed as a Strategic policy and therefore is presented to Council for adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

In accordance with the Local Government Act 2009 (Qld), matters relating to the Chief Executive Officer's role sit outside the Performance Management Administrative Policy, as the Chief Executive Officer is appointed by, and accountable to Council. The Chief Executive Officer Appointment and Performance Strategic Policy has accordingly been prepared.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

That Council adopts the Chief Executive Officer Appointment and Performance Strategic Policy as tabled.



Chief Executive Officer Appointment and Performance Policy

Policy Information			
Policy Name	Chief Executive Officer Appointment and Performance		
Policy Number	MSC-STRAT-901		
Type	Strategic Policy		
Owner	Chief Executive Officer		
Responsible Officer	Mayor		
Decision No.		Approval Date	
Records No.		Next Review Date	July 2029

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

1. Purpose

- 1.1. This policy sets out the principles and process by which Council appoints, manages the performance of, and manages the contract and separation of, the Chief Executive Officer. The Chief Executive Officer is the only employee appointed directly by, and accountable to, Council, and this policy ensures that Council exercises that responsibility lawfully, transparently, and consistently. As this policy impacts the Chief Executive Officer, it is required to be endorsed by Council and is therefore classed as a Strategic Policy.

2. Commencement

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

3. Scope

- 3.1. This policy applies to Council, the Mayor and all Councillors in performing functions relating to the appointment, performance management, contract management and separation of the Chief Executive Officer.
- 3.2. This policy applies to the position of Chief Executive Officer only. The recruitment, appointment, performance management and discipline of all other employees of Council are dealt with by the Chief Executive Officer under legislation and separate policies and, are outside the scope of this policy.
- 3.3. The Chief Executive Officer is a local government employee for the purposes of the *Local Government Act 2009* (Qld). Because the Chief Executive Officer is appointed by, and



accountable to Council the performance and conduct of the Chief Executive Officer is managed by Council under legislation, this policy and the Chief Executive Officer's contract of employment.

4. Terms and Definitions

Term	Definition
Caretaker Period	The caretaker period for Council, within the meaning of section 90A of the <i>Local Government Act 2009</i> (Qld).
Chief Executive Officer	The person appointed by Council to be its chief executive officer under section 194 of the <i>Local Government Act 2009</i> (Qld).
Council	Mornington Shire Council.
Councillor	A person who holds the office of councillor of Council, including the Mayor.
Elected Members	The Mayor and Councillors of Council.
Major Policy Decision	A decision of the kind described in the <i>Local Government Act 2009</i> (Qld), including a decision about the appointment, remuneration or termination of the employment of the Chief Executive Officer.
Mayor	The Councillor who holds the office of mayor of Council.
Performance Review	The process by which Council establishes, monitors and reviews the Chief Executive Officer's performance against agreed performance standards and criteria.
Personnel	All Elected Members, employees, contractors, volunteers, consultants, and agents of Council.

5. Roles and Responsibilities

Role	Responsibilities
Council	Appoints the Chief Executive Officer under section 194 of the <i>Local Government Act 2009</i> (Qld) and approves the written contract of employment. Acting as a whole, by resolution, Council is responsible for: • approving the terms of the Chief Executive Officer's contract of employment, including remuneration and conditions of employment;



Role	Responsibilities
	• setting the performance standards the Chief Executive Officer is required to meet; • reviewing the Chief Executive Officer's performance; and • deciding any matter relating to the renewal, variation or termination of the Chief Executive Officer's contract of employment.
Mayor	Leads and provides day-to-day direction to the Chief Executive Officer in accordance with the Mayor's responsibilities under the <i>Local Government Act 2009</i> (Qld), and typically chairs or coordinates the performance review process. The Mayor does not have authority to appoint, discipline or terminate the Chief Executive Officer; those decisions are reserved to Council.
Councillors	Direct any concerns about the Chief Executive Officer's performance or conduct to Council or the Mayor through the appropriate process. Councillors must not seek to direct or manage the Chief Executive Officer individually.

6. Policy

6.1. Council's Commitment

- 6.1.1. Council is committed to exercising its responsibility for the Chief Executive Officer lawfully, fairly and transparently, and to maintaining a clear separation between the role of Council as employer of the Chief Executive Officer and the role of the Chief Executive Officer in managing the administration of Council.
- 6.1.2. Council is committed to a fair, merit-based and transparent appointment process, to a structured and documented performance review, and to making all decisions about the Chief Executive Officer's employment as a whole in accordance with the *Local Government Act 2009* (Qld).
- 6.1.3. Council is committed to supporting effective, stable and accountable leadership of its administration through this policy.

6.2. Principles

- 6.2.1. The appointment and performance management of the Chief Executive Officer must be consistent with the following principles:
 - a) **Decisions reserved to Council.** All decisions about the appointment, remuneration, performance, contract renewal, variation, discipline, separation or termination of the Chief Executive Officer are reserved to Council acting as a whole and must be made by resolution.
 - b) **Merit and transparency.** The appointment of the Chief Executive Officer is made on merit through a fair and transparent process.
 - c) **Documented performance management.** The performance standards, performance criteria and review process are agreed between Council and the Chief Executive Officer, documented, and applied consistently.



- d) **Procedural fairness.** Before making any decision that affects the Chief Executive Officer's employment, Council gives the Chief Executive Officer a fair opportunity to respond, consistent with natural justice.
- e) **Separation of roles.** The functions of employing, managing the performance of, disciplining and terminating the Chief Executive Officer rest with Council acting as a whole. The Mayor leads and directs the Chief Executive Officer in accordance with the Mayor's responsibilities under the *Local Government Act 2009* (Qld), but individual Councillors do not direct or manage the Chief Executive Officer in their personal capacity.
- f) **Confidentiality.** All parties respect the confidentiality of the performance review process and of all matters relating to the Chief Executive Officer's contract of employment.

6.3. Appointment

- 6.3.1. Council must appoint a qualified person to be its Chief Executive Officer. A person is qualified to be the Chief Executive Officer if the person has the ability, experience, knowledge and skills that Council considers appropriate, having regard to the responsibilities of the position. The appointment must be made by resolution of Council.
- 6.3.2. The appointed person must enter into a written contract of employment with Council before commencing in the role. In accordance with section 194 of the *Local Government Act 2009* (Qld), the contract must provide for:
 - a) the Chief Executive Officer to meet the performance standards set by Council; and
 - b) the Chief Executive Officer's conditions of employment, including remuneration.
- 6.3.3. Council may appoint a qualified person to act as the Chief Executive Officer during a vacancy in the position, or during any period when the Chief Executive Officer is absent or unable to perform the responsibilities of the role, in accordance with section 195 of the *Local Government Act 2009* (Qld).

6.4. Performance Management

- 6.4.1. The performance standards the Chief Executive Officer must meet are set by Council and recorded in the Chief Executive Officer's contract of employment in accordance with section 194 of the *Local Government Act 2009* (Qld). Council reviews the Chief Executive Officer's performance against those standards.
- 6.4.2. Council and the Chief Executive Officer must agree on the performance criteria and the process by which the Chief Executive Officer's performance will be reviewed. The performance criteria and the review process must be documented and agreed by both parties.
- 6.4.3. The Chief Executive Officer's performance will be formally reviewed at least annually.
- 6.4.4. The performance review will assess the Chief Executive Officer's performance against:
 - a) the performance standards set out in the contract of employment;
 - b) the agreed performance criteria for the review period;
 - c) the delivery of Council's corporate and operational plans; and
 - d) any other matters agreed between Council and the Chief Executive Officer.
- 6.4.5. Council may establish a performance review panel or committee to conduct or coordinate the review and to make recommendations to Council. Any decision arising from the review that affects the Chief Executive Officer's contract or remuneration is reserved to Council acting as a whole.



- 6.4.6. Council may engage an independent facilitator to assist with the performance review process, particularly where Council does not have the resources or expertise to conduct the review to the expected standard. The facilitator may provide an objective view and facilitate the process but must not undertake any function reserved to Council.
- 6.4.7. The outcome of each performance review must be documented and provided to the Chief Executive Officer. All parties must respect the confidentiality of the performance review process and all matters relating to the Chief Executive Officer's contract of employment.

6.5. Conduct and Contract Management

- 6.5.1. The Chief Executive Officer remains bound by the Employee Code of Conduct, the ethics principles and obligations under the *Public Sector Ethics Act 1994* (Qld), and all other obligations, policies and procedures applying to employees of Council.
- 6.5.2. Where a concern arises about the conduct or performance of the Chief Executive Officer, the matter is to be dealt with by Council through the Chief Executive Officer's contract of employment and the principles of procedural fairness and natural justice. Council must give the Chief Executive Officer a fair opportunity to respond before making any decision that affects the Chief Executive Officer's employment.
- 6.5.3. Suspected corrupt conduct involving the Chief Executive Officer must be notified to the Crime and Corruption Commission in accordance with the *Crime and Corruption Act 2001* (Qld). Where the Chief Executive Officer is the subject of the suspicion, the obligation to notify rests with the Mayor or Council.
- 6.5.4. Any decision to renew, vary or terminate the Chief Executive Officer's contract of employment is reserved to Council and must be made by resolution. Council must comply with the Chief Executive Officer's contract of employment and all applicable legislation when making any such decision.

6.6. Caretaker Period

- 6.6.1. Under section 90B of the *Local Government Act 2009* (Qld), Council must not make a major policy decision during a caretaker period. A major policy decision includes a decision about the appointment of the Chief Executive Officer, a decision about the remuneration of the Chief Executive Officer, and a decision to terminate the employment of the Chief Executive Officer.
- 6.6.2. Council must plan the timing of any decision about the Chief Executive Officer's appointment, remuneration, contract renewal or termination so that the decision is made outside the caretaker period, unless an approval to make the decision during the caretaker period has been obtained under section 90BA or section 90BB of the *Local Government Act 2009* (Qld).

7. Recordkeeping

- 7.1. All records relating to the appointment, performance review, contract and separation of the Chief Executive Officer must be made and kept in accordance with the *Public Records Act 2023* (Qld) and Council's records management requirements.
- 7.2. Records relating to the Chief Executive Officer's performance review and contract of employment are to be treated as confidential and managed in accordance with the *Information Privacy Act 2009* (Qld) and Council's information privacy obligations.

8. Training and Awareness



- 8.1. Councillors will be made aware of their responsibilities under this policy, including the requirement that decisions about the Chief Executive Officer are reserved to Council acting as a whole, as part of councillor induction and at the commencement of each performance review cycle.

9. Human Rights Consideration

- 9.1. Council is a public entity under the *Human Rights Act 2019* (Qld) and must act and make decisions in a way that is compatible with human rights.
- 9.2. This policy has been assessed for compatibility with the human rights protected under the *Human Rights Act 2019* (Qld). All decisions made under this policy must be compatible with human rights, and any limitation of a human right must be reasonable and demonstrably justifiable.

10. Evaluation of Policy

- 10.1. The success of this policy will be measured by:
 - a) the appointment and performance management of the Chief Executive Officer being conducted in accordance with the *Local Government Act 2009* (Qld) and this policy;
 - b) the completion of a documented performance review at least annually;
 - c) all decisions reserved to Council being made by resolution; and
 - d) the maintenance of a clear separation between the role of Council as employer and the role of the Chief Executive Officer in managing the administration.

11. Related Legislation and Policies

- a) *Local Government Act 2009* (Qld)
- b) *Local Government Regulation 2012* (Qld)
- c) *Public Sector Ethics Act 1994* (Qld)
- d) *Crime and Corruption Act 2001* (Qld)
- e) *Information Privacy Act 2009* (Qld)
- f) *Public Records Act 2023* (Qld)
- g) *Human Rights Act 2019* (Qld)
- h) Performance Management Administrative Policy
- i) Employee Code of Conduct
- j) Councillor Code of Conduct
- k) Governance Framework
- l) Information Privacy Policy
- m) Records Management Policy
- n) Complaints about the Public Official Policy



12. Publication

- 12.1. As a Strategic Policy, this policy will be published on Council's website in accordance with Council's Governance Framework.

13. Policy Breaches

- 13.1. Failure by Personnel to comply with this policy may result in disciplinary action in accordance with Council's relevant policies and procedures. Elected Members in breach of this policy may be subject to the councillor conduct processes under the *Local Government Act 2009* (Qld).

14. Policy Review

- 14.1. This policy is to be reviewed in accordance with the Governance Framework to ensure it remains current and effective. No variation to this policy will be made while a performance review or disciplinary process concerning the Chief Executive Officer is underway.
- 14.2. Council reserves the right to vary, replace, or terminate this policy from time to time.

15. Approval

This policy was duly adopted by resolution of Mornington Shire Council and shall hereby supersede any previous policies of the same intent.

14.11 Recreational Master Plan

Author: Director Corporate & Communications

Attachments: Mornington Shire Council Recreational Masterplan – 30 Pages

PURPOSE (EXECUTIVE SUMMARY)

The Chief Executive Officer Appointment and Performance Strategic Policy provides a clear and transparent framework for the appointment and performance of the Chief Executive Officer, with decisions reserved to Council. As it relates to the position of Chief Executive Officer, it is deemed as a Strategic policy and therefore is presented to Council for adoption.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

In accordance with the Local Government Act 2009 (Qld), matters relating to the Chief Executive Officer's role sit outside the Performance Management Administrative Policy, as the Chief Executive Officer is appointed by, and accountable to Council. The Chief Executive Officer Appointment and Performance Strategic Policy has accordingly been prepared.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications in this report.

RECOMMENDATION

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

MORNINGTON ISLAND RECREATION PRECINCTS MASTER PLAN

DESIGN REPORT - JUNE 2026



**MORNINGTON
SHIRE COUNCIL**



PEDDLE THORP
F A R N O R T H

Acknowledgement of Country

We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander people.

Project Name:	Recreation Precincts Master Plan at Mornington Island
Project Number:	260072
Project For:	Mornington Shire Council

ISSUE REGISTER:

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Mornington Shire Council	16.06.2026	A

Contents

1.	INTRODUCTION	4
2.	PROJECT CONTEXT	7
3.	EXISTING RECREATIONAL SPACES ANALYSIS	10
4.	ENGAGEMENT OUTCOMES	13
5.	KEY OUTCOMES	16
6.	RECREATIONAL PRECINCTS	19
7.	MASTER PLAN	27
8.	NEXT STEPS	28

Appendices

1.	COST ESTIMATE
2.	SPORTS PRECINCT DESIGN OPTIONS
3.	EVOLVE PLAYGROUND OPTIONS

Referenced Documents

The following documents have been referenced in understanding the project context:

- Australian Bureau of Statistics (2021), 2021 Census QuickStats – Wellesley Islands (SAL33026).
- Mornington Shire Council & Aurecon (2020), Mornington Island Master Plan 2020.
- Mornington Shire Council (2025), Operational Plan 2025–2026.
- Mornington Shire Council (2026), Corporate Plan 2026–2031.
- Mornington Shire Council & wildPLAN Pty Ltd (2026), Residential Land Supply and Housing Needs Assessment 2021–2041.
- Mornington Shire Council (1999), Mornington Island 5-Year Sport & Recreation Plan 1999
- Queensland Government (2026), Mornington Island State School Master Plan – Discrete Communities Infrastructure Program.
- RPS Australia East Pty Ltd (2014),COAG Capacity Building Project Mornington Island Digital Asset Management
- Go-Sam, C., Greenop, K., Marnane, K. & Shaweesh, M. (2024), Gununa Futures: A Report on Housing, Energy and Town Design in Gununa, Mornington Island, Queensland. The University of Queensland.
- [University of Queensland Espace Library, Chapter 6 Culture Change on Mornington Island](#)

EXECUTIVE SUMMARY

Mornington Shire Council engaged Peddle Thorp and LA3 Landscape Architects to prepare a Recreation Precincts Master Plan for Gununa, Mornington Island. The project was funded through the Australian Government Regional Precincts and Partnerships Program and aims to provide a strategic framework for the future planning, funding and delivery of recreation infrastructure that strengthens community well-being, supports cultural identity and improves liveability.

Mornington Island is one of the most remote communities in Queensland, with limited access to recreation, sporting and entertainment opportunities commonly available in larger regional centres. Community engagement undertaken in March and May 2026 identified a strong desire for safe and accessible places for children and families, improved sporting facilities, opportunities to cool off in the tropical climate, enhanced community gathering spaces and better connections between key destinations across Gununa. Community members also highlighted the importance of durable, low-maintenance infrastructure that responds to the island's climate, remoteness and ongoing maintenance challenges.

The master plan builds on the island's unique cultural heritage, natural environment and existing community assets to create a connected network of recreation destinations that support physical activity, social connection and cultural expression. Key priorities include improved foreshore facilities, accessible play spaces, upgraded sports infrastructure, splash play opportunities, community gathering places, shaded walking routes and enhanced interpretation of significant cultural and environmental sites.

A precinct-based approach has been adopted, establishing five interconnected recreation precincts: the Cultural Hub, Sports Precinct, Old Village, Foreshore Precinct and Town Precinct. Together these precincts create a network of destinations that celebrate culture, encourage active lifestyles and strengthen community connections while improving accessibility, safety and opportunities for recreation across Gununa.

The Recreation Precincts Master Plan provides Mornington Shire Council with a practical roadmap for the staged delivery of future recreation projects. It is intended to support funding applications, investment attraction, project prioritisation and detailed design development, ensuring that future recreation infrastructure contributes to a healthier, more connected and resilient community.



Mornington Island Location Map

1. INTRODUCTION

1.1 PROJECT BACKGROUND

Peddle Thorp, along with LA3 Landscape Architects, were engaged by Mornington Shire Council to create a recreational master plan within the Gununa township, utilising funding received through the Australian Government Regional Precincts and Partnerships Program (RPPP) Stream 1. The recreation precinct plan can then be submitted for the RPPP Stream 2 program related to precinct development or utilised for other funding applications. The RPPP aims to deliver transformative investment in regional, rural and remote Australia by creating integrated, multi-purpose precincts that strengthen communities, grow local economies and connect people and services. The program supports:

- Partnerships between governments, businesses and communities with a shared regional vision.
- Multi-user place-based, accessible precincts that enhance liveability, resilience and sustainable regional growth
- Productive land-use that revitalise underutilised land and infrastructure to drive economic growth.
- Multi-user community precincts that strengthen partnerships, social connections and economic resilience.
- Regional growth, renewal and community development through infrastructure, community assets and housing.
- Planning and delivery of integrated precincts comprising multiple infrastructure elements, including business, community, recreation and activity hubs.

This report provides information on:

- The project context, existing infrastructure/site analysis, opportunities and constraints
- The master plan community engagement and development process
- Community engagement outcomes
- Recreational infrastructure and precinct recommendations
- Overall master recreation precincts master plan
- High level cost plan for each element identified in the master plan.

1.2 PROJECT TEAM

The master plan and information in this report have been completed in consultation with the following design team members:

 Architecture and Principal Consultant: Peddle Thorp Far North Key Contact: Alanna Coburn FRAIA	 Landscape and Urban Planning: LA3 Key Contact: Andrew Prowse	 Quantity Surveyor: ANT QS Key Contact: Julie McClelland
		

Peddle Thorp Far North and LA3 have completed a wide range of project types for indigenous communities across the Cape York Peninsula, the Gulf, Torres Strait, and Arnhem Land. They understand the importance of culturally responsive design and the benefits of collaboration with community members, Elders, and local Stakeholders. The team has recently completed projects in Coen, Hopevale, Pormpuraaw, Kowanyama, Normanton, Wujal Wujal, Aurukun, Mornington Island, Lockhart River, Laura, Bamaga and across the Torres Strait. A respect for the climate and culture of the area, as well as the consideration for low maintenance buildings have all been integral parts of these building programmes.

The design team has worked in collaboration with key stakeholder representatives at Mornington Shire Council including:

- **Nicole Platz** - Manager Community
- **Matthew Fox** - Director Corporate & Communications

Further information regarding stakeholder and community engagement is included in section 4 of this report

1.3 PROJECT LOCATION



Mornington Island is the largest island in the Wellesley Islands group located in the Gulf of Carpentaria, approximately 28km off the Australian mainland. It is one of the most remote communities in north Queensland. Gununa, located in the southwest corner of the island, is the main township of Mornington Island.

The region is renowned for its relatively unspoilt natural habitat and rich cultural heritage. Native vegetation, including tea tree woodlands and extensive swamp flats, supports diverse wildlife species, while the surrounding waters offer some of Australia's premier fishing opportunities.

The island's geographic isolation significantly influences the lifestyle and well-being of residents as well as presenting logistical challenges impacting project delivery and ongoing maintenance. While remoteness presents challenges, it also contributes to the community's strong cultural identity.

1.3.1 ACCESS AND ISOLATION ISSUES

Access to the island is primarily via air and sea. Commercial flights, operating out of the airport located in Gununa, currently provide connections to Cairns, Mount Isa and surrounding Gulf communities including Doomadgee, Normanton and Karumba up to five days a week. Bulk freight, materials, plant and equipment are typically transported to the island via scheduled barge services. Freight services generally operate on a fortnightly basis, subject to weather conditions, tides and operational requirements.

The island's isolation affects access to healthcare, education, retail and government services. Many specialist services are provided through visiting professionals, fly-in fly-out programs or telehealth arrangements. Fresh produce and essential goods are transported via air and sea freight, contributing to higher living costs. Supply chain disruptions associated with weather events or freight delays can impact food security and community resilience.

The remote location presents several logistical challenges that have implications for project delivery, including:

- Extended lead times for procurement and delivery of construction materials and equipment
- Higher transportation and mobilisation costs for construction
- Limited availability of specialist contractors, trades and suppliers.
- Dependence on freight schedules for the delivery of large or bulky items.
- Potential disruptions caused by seasonal weather events.

While the island benefits from significant natural and cultural assets, residents have limited access to the range of recreation, entertainment and sporting opportunities typically available in larger regional centres. Recreational infrastructure plays a particularly important role in supporting community gathering, youth engagement, physical activity and social connection.

1.4 PROJECT PURPOSE

The project aims to create a master plan for recreation precincts that:

1. Bring the community together
2. Are accessible and inclusive for all users
3. Revitalise underutilised spaces and infrastructure
4. Enhance liveability and community well-being
5. Support economic resilience and local opportunities
6. Are safe, durable and sustainable

The master plan provides a strategic framework and high-level cost plan to guide the future planning, funding and staged delivery of recreational infrastructure. It is intended to support Mornington Island Shire Council and the community in securing investment, prioritising projects and informing the detailed design, procurement and implementation of future recreation precinct improvements.

Image: Cooktown Waterfront William Daku Park



2. PROJECT CONTEXT

2.1 COMMUNITY OVERVIEW

Mornington Island is the traditional homeland of the Lardil people, with strong cultural connections also shared by the Kaiadilt, Yangkaal and Gangalidda peoples.

A Presbyterian mission was established on the island in 1914 and operated until 1965. During the 1940s, many Kaiadilt people were relocated from neighbouring Bentinck Island to Mornington Island, significantly disrupting traditional cultural practices and connections to Country. In 1978, Mornington Island and neighbouring islands were granted Local Government status.

Mornington Island has a rich tradition of performance, visual arts and craft. Today, the Lardil, Kaiadilt, Yangkaal and Gangalidda peoples lead a range of land and sea management initiatives that protect the region's unique natural environment while preserving cultural knowledge and supporting future generations.

Gununa is the island's main township and is where the majority of the people on Mornington Island live. Gununa has an all-weather airport, basic retail facilities, a school (Prep-Grade 10), a health centre, an arts centre, library, aged persons' accommodation, a tavern, limited visitor accommodation, police, and council services. The island infrastructure is under the responsibility of Mornington Shire Council.

Active recreational facilities in Gununa are very limited; they include two ovals (Council and school), a multi-purpose hall (PCYC), a recreation hall currently used as a gym (which is too small for many purposes), and several uncovered playgrounds.

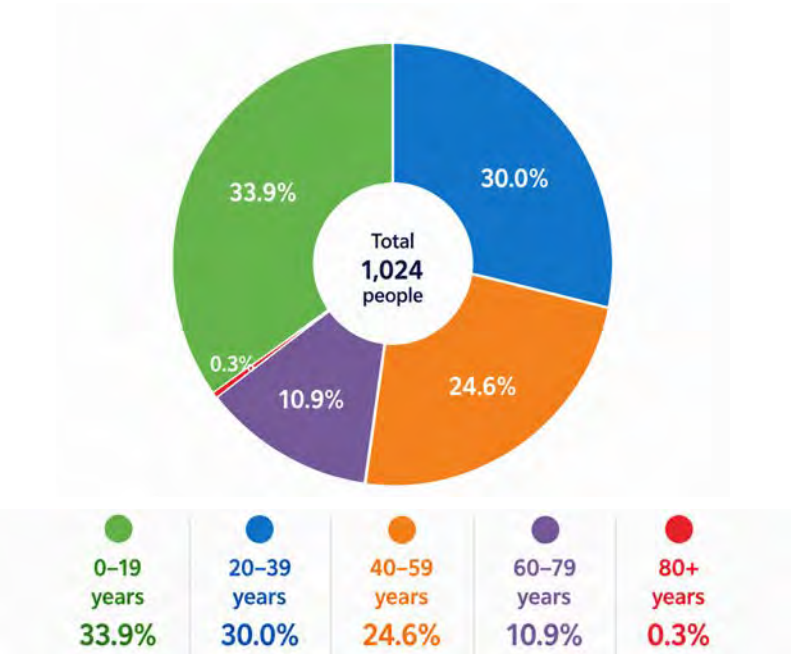
2.2 ISLAND DEMOGRAPHICS

Mornington Island has a population of about 1,000 people, over 80% of whom identify as Aboriginal and Torres Strait Islander.

The population is relatively young, with a median age of 26 years, significantly lower than the Queensland median age of 38 years. This reflects a high proportion of children, young people and young families within the community.

According to the 2021 Census, approximately 60% of Mornington Island residents aged 15 years were not in the about force, compared with around 67% nationally. This lower rate of workforce participation reflects the economic and geographic challenges faced by remote communities.

Households are generally larger on Mornington Island than the Queensland average, with approximately 3.9 people per household, and there was also a significantly higher percentage of single parent families compared to the rest of Australia.



Age Profile Wellesley Islands, ABS Census 2021

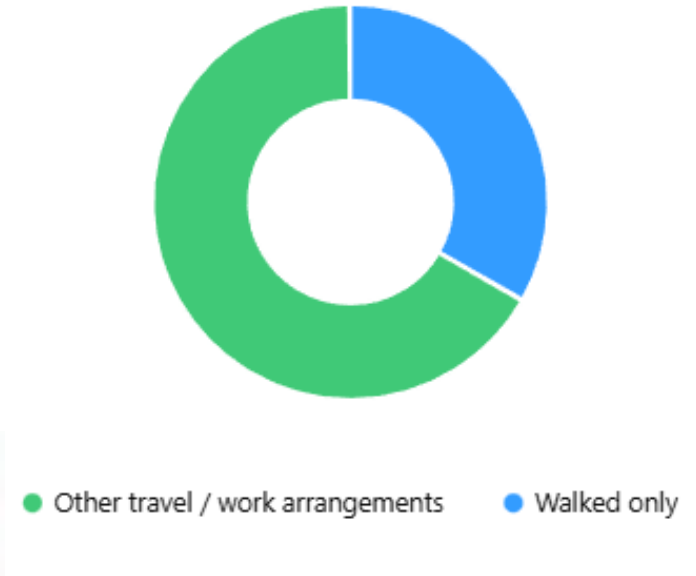
2.3 PLANNING DOCUMENT CONSIDERATIONS

2.3.1 MORNINGTON SHIRE COUNCIL CORPORATE PLAN 2026-2031

Mornington Shire Council's Corporate Plan 2026–2031 establishes a vision for a proud and resilient community where culture thrives and services support well-being. The Corporate Plan is structured around six strategic priorities:

1. Strong Culture, Community and Identity;
2. Good Governance and Community Engagement;
3. Safe, Healthy and Inclusive Communities;
4. Housing, Essential Services and Liveability;
5. Economic Development and Jobs; and
6. Caring for Country and Environment.

Key initiatives include improved recreation facilities, upgraded sporting infrastructure, a community splash play facility and increased participation in recreation programs to support health, well-being and social connection.

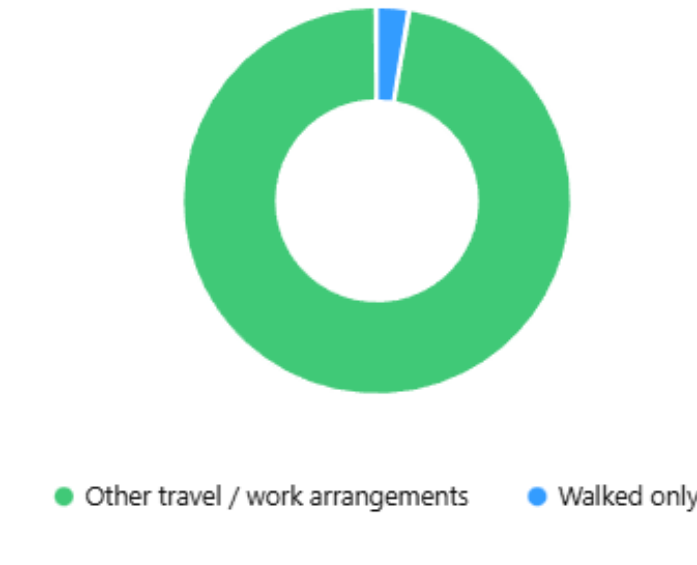


Travel to Work Wellesley Islands, ABS Census 2021

2.3.2 MORNINGTON ISLAND MASTER PLAN 2020

The Mornington Island Master Plan 2020 was prepared to guide the long-term growth and development of Gununa. The plan recognises the challenges associated with the island's remote location, including limited land availability, housing shortages, infrastructure constraints and reliance on air and sea access. It also highlights opportunities to strengthen tourism, improve community facilities, enhance transport connections and create a safer, more liveable and connected community.

Key initiatives include identifying future expansion areas for housing, investigating airport relocation opportunities, improving community facilities and public open spaces, supporting tourism development, and ensuring infrastructure such as water, sewerage, transport and power can accommodate future growth.



Travel to Work, Queensland, ABS Census 2021

2.3.3 MORNINGTON SHIRE COUNCIL RESIDENTIAL LAND SUPPLY & HOUSING NEEDS ASSESSMENT 2021 – 2041

The Mornington Shire Residential Land Supply and Housing Needs Assessment 2021–2041 examines current housing conditions, future housing demand and the capacity of Gununa to accommodate long-term growth. The study identifies significant housing challenges, including overcrowding, a shortage of suitable housing, limited residential land supply and a lack of housing diversity. The study recommends a range of planning scheme amendments to support future growth, improve housing outcomes and streamline development processes. Key priorities include:

- Increasing residential land supply,
- Supporting culturally responsive housing and enabling a broader range of housing types in suitable locations,
- Improving access to worker and supported accommodation,
- Ensuring future development is aligned with available infrastructure.

The recommendations seek to create a more resilient, inclusive and sustainable community while supporting the long-term needs of residents, workers and visitors to Mornington Island.



Proposed Zoning Amendments. WildPLAN Pty Ltd, Mornington Shire Council Residential Land Supply & Housing Needs Assessment 2021-2041

2.4 OTHER RECREATION PLANS

2.4.1 MORNINGTON ISLAND 5-YEAR SPORT & RECREATION PLAN 1999

The recommendations from the 1996 Mornington Island 5-Year Sport & Recreation Plan are:

- 1. Employ a trained Recreation Officer through the Council.
- 2. Construct a Recreation Centre, with adjacent accommodation for Caretakers, a "drop-in" centre for youth in need of emergency housing, visiting team accommodation and space for future sporting facility expansion.
- 3. Support existing and proposed sporting teams through sponsorships from mainland clubs and organisations.
- 4. Upgrade the Old Village area to create a waterfront passive recreation space suitable for traditional cultural business and teaching.
- 5. Investigate cost-effective, removable swimming enclosure methods.
- 6. Support community organisations to provide arts, crafts, and additional activities for women and younger children.
- 7. Repurpose the current Recreation Hall as an adjunct to the Canteen subject to structural integrity, fire safety, and health and safety compliance assessment.
- 8. Establish Youth Traditional Skills Camps at appropriate locations under the supervision of the Recreation Officer.
- 9. Implement an ongoing program to upgrade and provide neighbourhood playgrounds.

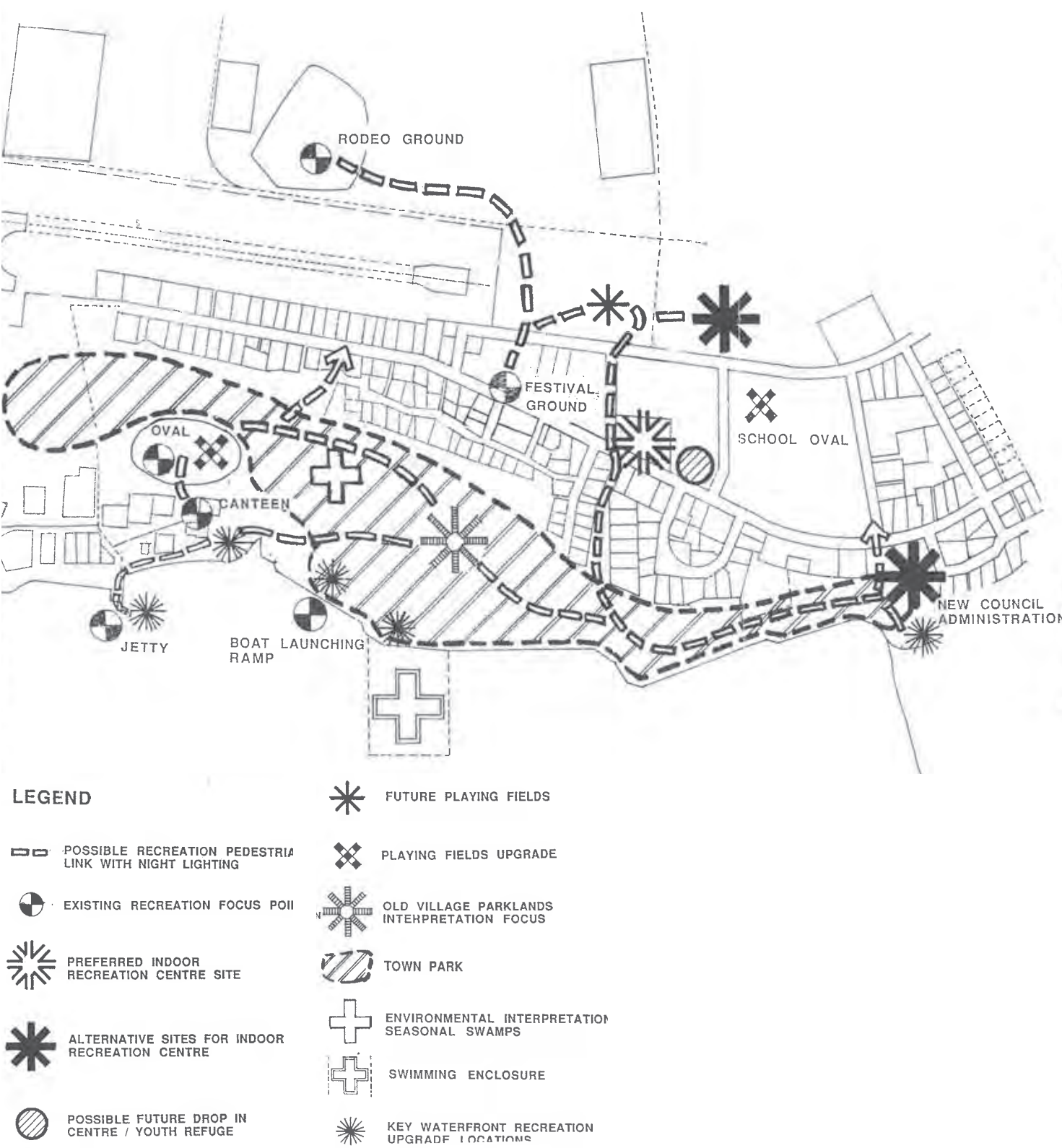
2.4.2 DRAFT MORNINGTON ISLAND STATE SCHOOL MASTER PLAN 2026

The Queensland Government Discrete Communities Infrastructure program has provided a new master plan for the Mornington Island Sate School, co-designed with the Mornington Shire Council and key school community members. The current proposal includes additional recreations spaces for the school, including:

- Rugby Field upgrade
- New basketball court
- Athletics track upgrade
- New sports precinct
- Multi-purpose court refurbishment
- PCYC sports hall upgrade and refurbishment
- New food gardens
- New yarning circle
- New splash park

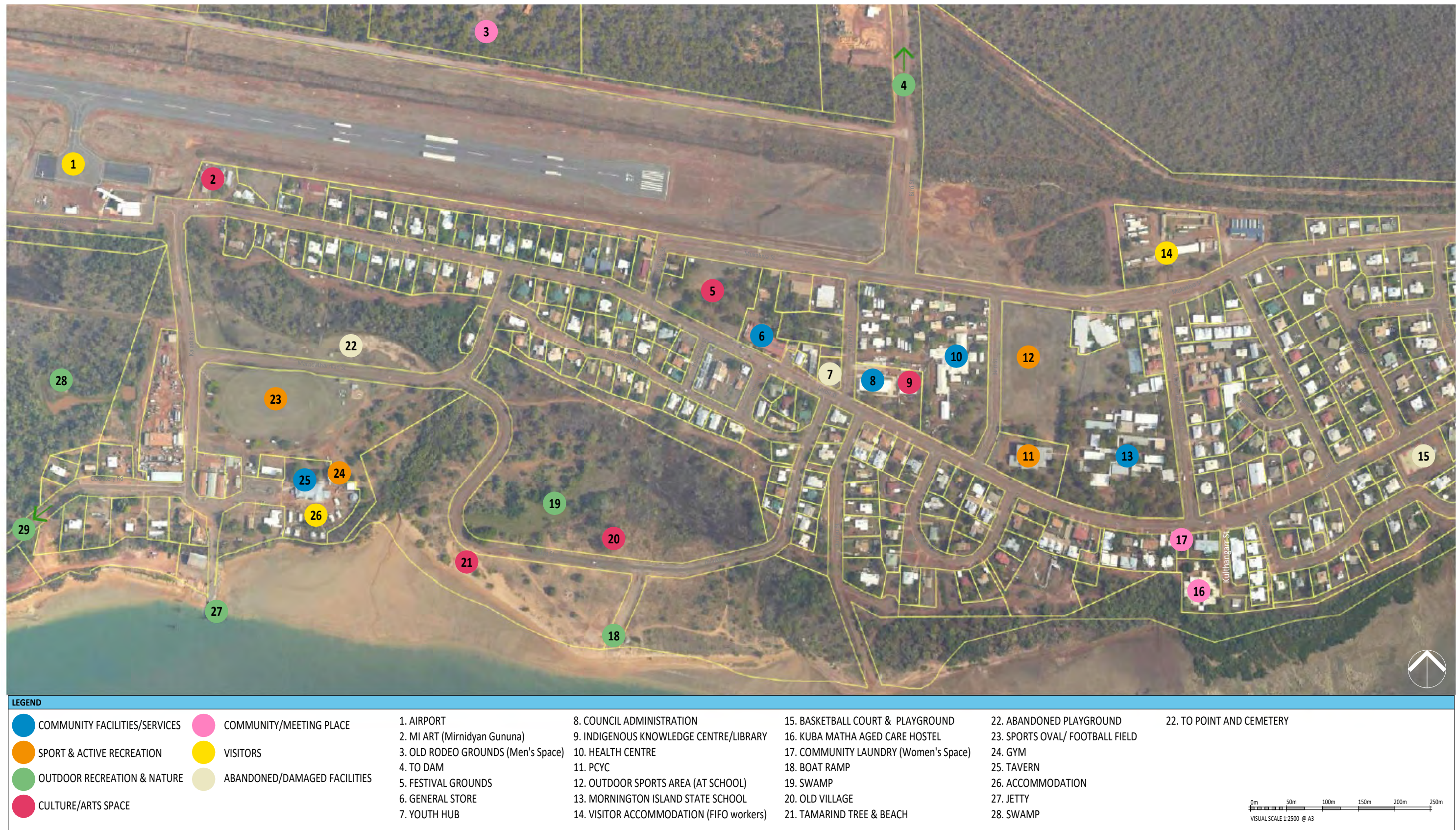
The projects are currently unfunded.

Image: Mornington Island 5-year Sport and Recreation Plan 1999 Schematic Map of proposals



3. EXISTING RECREATIONAL SPACES ANALYSIS

3.1 EXISTING USE PLAN



3.2 SPORTS AND ACTIVE RECREATION FACILITIES

PCYC



Existing active sports and recreation facilities on Mornington Island include:

- **PCYC.**

Located within the school ground the PCYC provides after school sports programs, including basketball, touch footy and boxing. The school site also includes a sports oval.

- **Gym**

The gym is located in an old recreation hall near the Tavern and sports field and is open to the public through membership.

- **Sports Oval/Football Field**

The oval includes a rugby league field, with space for other sports such as AFL and soccer to be played on the same field. The field needs new turf and the grandstand seating has damaged shade covers.

The outdoor basketball court on Lardil street is no longer suitable for use.

A bike track on Marndatharrkan Street is overgrown and no longer in use.

Gym



Sports Oval | Football Field



3.3 CULTURAL FACILITIES & ACTIVITIES

Tamarind Tree



Festival Grounds



Mirndiyan Gununa MI Art Centre



The **Mirndiyan Gununaart MI Art Centre** and **Festival Grounds** are the primary locations for arts and cultural expression on Mornington Island.

Mornington Island Art (MI Art) is one of the longest-established Aboriginal art and cultural organisations in Australia. Mirndiyan Gununa works to maintain and strengthen the cultures of the Lardil and Kaiadilt peoples. Local artists express their connection to Country through painting, music and dance, with the renowned Mornington Island Dancers performing internationally. The annual Yalmiyal Gununa Cultural Festival is held at the Festival Grounds.

Other significant cultural spaces identified on the island include the **Old Village** area, which includes the significant **Tamarind Tree** near the foreshore. This is the area occupied during mission times.

3.4 COMMUNITY FACILITIES

Goobalathaldin Knowledge Centre



Old Church | JKG Building



Tavern



The festival grounds, PCYC and sports oval are used for larger community gatherings. Other community facilities include:

- **Goobalathaldin Knowledge Centre** (Library)
- The **old mission church**, currently used by Jika Kangka Gununamanda (JKG Group) for community meetings
- The **Tavern** (currently closed).

The **Community Laundry** is used as an informal women's meeting space and the MIART centre is also used for community gatherings.

Men's spaces are located at the Festival Ground and near the old Rodeo ground.

3.5 FAMILY & FRIENDS OUTINGS

Jetty



The primary place for family outings in Gununa is the foreshore and beach area. People also use the Jetty for fishing, particularly in the cooler evenings.

Families and FIFO workers spend time exploring the island and boating.

There are limited spaces for families to gather with appropriate amenities and play spaces for children.

Foreshore



Uncovered Playground



There is an uncovered playground at the Sports Oval and several abandoned play areas in the town.

3.6 TRAILS AND CONNECTIONS

Footpath



Mornington Shire Council have recently installed footpaths between the shops and school along Lardil Street.

Tracks



There are several informal tracks leading behind houses and adjoining open spaces. Many paths were overgrown at the time of our site visit in March 2026.

3.7 SITE OBSERVATIONS & ANALYSIS

3.7.1 RECREATIONAL OPPORTUNITIES

The natural environment, cultural heritage and existing infrastructure provide a good basis to develop recreational precincts for Gununa. Opportunities observed during our time on Country include:

- Integration of the indigenous culture into recreational areas through interpretive signage, artwork and story telling
- Improving town pride, facilities and accommodation availability to encourage recreational fishing and cultural tourism.
- Better connectivity through the town and clear interpretive signage to encourage visitors and FIFO workers to integrate with the local community and utilise shared recreational spaces.
- Creation of a active recreation precinct with activities for young people, splash play for cooling off and facilities for family groups.
- Expanding on existing tracks and footpath networks
- Providing shelters and seating to improve walk-ability through the town.
- Globally, the most popular recreational activities are low-cost, accessible pursuits such as walking, jogging, cycling, swimming, and camping. Nature-based hobbies like gardening and birdwatching also see immense participation due to their mental health benefits and low barriers to entry. As urbanisation increases, more people are seeking these restorative, eco-tourism focused experiences. Facilitating this could involve providing beginner guides, citizen science apps for tracking local wildlife, and nominating the best local places with self-guided tours for observing nature.

3.7.2 OPERATIONAL CONSTRAINTS

- Locations of existing services infrastructure
- Potential difficulties for development to occur on Native Title land (includes “old village” beach area”
- Ongoing maintenance of infrastructure and equipment
- Limited willing workforce

4. ENGAGEMENT OUTCOMES

4.1 CONSULTATION METHODOLOGY

The master plan process was initiated by Mornington Island Shire Council but the outcomes have been shaped by a series of community engagement meetings.

The design team also liaised with stakeholder representatives as needed during fortnightly project steering group meetings.

These engagement activities were supported by ongoing research, site analysis, design workshops and iterative master planning. The insights gathered from the community informed the development of a recreation precinct master plan that reflects local aspirations, responds to the site's opportunities and constraints, and delivers practical, achievable and sustainable outcomes that can be effectively maintained over the long term.

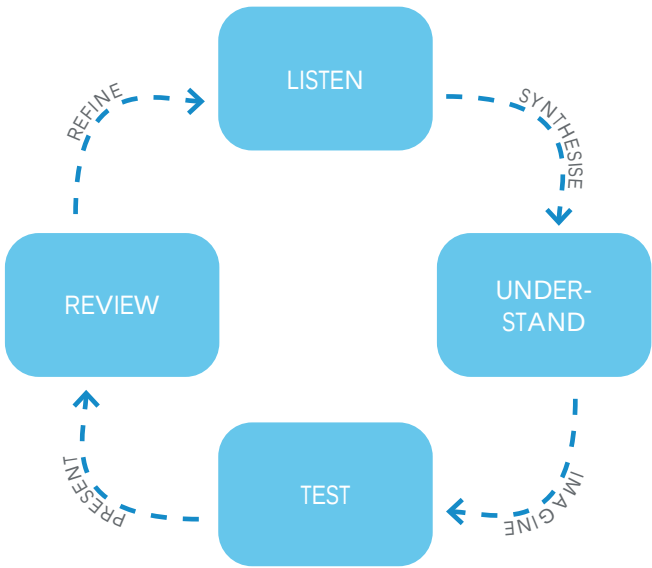


Table 1: Community Consultation Meetings

DATE	DESCRIPTION	LOCATION
30 Mar 2026	Community consultation session	Goobalathaldin Knowledge Centre, Mornington Island
30 Mar 2026	Community consultation session	Kuba Natha Hostel (Aged Care)
31 Mar 2026	Informal community discussions	Lardil Street, Mornington Island
11 May 2026	Community consultation sessions and presentation of preliminary master plan ideas	Goobalathaldin Knowledge Centre, Mornington Island
11 May 2026	Meeting with Sandi Ambler, Principal	Mornington Island State School
12 May 2026	Meeting with the Women’s Group	Jika Kangka Gununamanda
13 May 2026	Meeting with Renee Wilson, MIArt	Peddle Thorp office, Cairns



4.2 COMMUNITY CONCERNS

Spaces for families and children

- Families enjoy spending time together at the beach fishing and cooking in fire pits. However, there are no working toilets, drinking water facilities or sheltered BBQ areas along the foreshore. Shelters are important for protection from the sun and rain so families can continue using these spaces throughout the year. The lack of amenities can also contribute to litter and environmental impacts.
- There are limited play opportunities for children. The existing playground at the sports field has no shade and the nearby toilets are closed. There is also no suitable playground near the town centre on Lardil Street. Play spaces need durable shelter that is resistant to vandalism and climbing.
- Lots of children in the community now have bikes, but they need safe places to ride them.

Basic Amenities

The public toilets are usually locked and there are no operational drinking water taps/fountains.

Sport and recreation

- The old basketball courts are in a state of disrepair. The area was sometimes used for parties, causing disruption to nearby residents, and there was no shade over the courts. While the PCYC provides basketball programs and the school master plan includes a new covered basketball court, some community members would like to see a publicly accessible covered court that is less vulnerable to vandalism and inappropriate use.
- Access to the PCYC precinct is restricted because it is located within the school grounds. While children can attend after-school activities, there are limited openly accessible recreation spaces for older children and young people. Students expressed a strong interest in a skate park.
- The sports oval needs upgrading so neighbouring communities can visit for competitions

Getting Around

- Many people in the community do not have a car and there is limited shelter around town, making it difficult to walk between places in the heat and rain
- Facilities need to be accessible for everyone. There should be accessible shaded seating of older people.
- Access to the Old Village is difficult due to vegetation growth and the surrounding swamp areas.



Cooling Off

The community would like a swimming pool or safe place to cool off as the local creeks and beaches are not safe for swimming, however the cost of maintaining a pool is considered too high.

Maintenance and Vandalism

- New facilities need to be well lit, vandal resistant, safe and easy to maintain. Many existing facilities, including the Youth Hub, have experienced vandalism.
- New infrastructure should be designed using durable materials and equipment that can be maintained, repaired or replaced locally where possible.
- New facilities need to be able to be connected to existing services (like town water supply).
- The splash-park needs to be on a timer and the water needs to be filtered/safe. The water can be recycled so it doesn't put additional pressure on water supply for town.
- The existing gym near the sports oval and visitor accommodation is well used but requires ongoing maintenance. It would be good if the louvres could be opened to allow breezes to flow through the building (and negate the need for air conditioning). The flooring also needs upgrading at as heavy weights dropping on the floor cause damage.
- Previous market gardens were not sustainable because they relied heavily on one person for ongoing management.

Location issues

- Development on Native Title land, including parts of the Old Village and foreshore, can be difficult due to lengthy approval processes.
- There can be differences between people living in the top and bottom ends of town, and some residents may be reluctant to use facilities located on the other side of town.

Cultural Heritage

- The Tamarind Tree is important cultural landmark, but ongoing beach erosion is threatening the area, and protection measures are needed.
- There is limited signage explaining the cultural and historical significance of places such as the Old Village, or encouraging visitors to respect and protect these areas.

4.3 COMMUNITY ASPIRATIONS

The following were suggested recreation spaces from Community Engagement sessions held in March and May 2026:



- Walking trails/running tracks to Dam and Cemetery Road
- Bike paths
- Outdoor gym
- Upgraded footy oval with new grandstand and change rooms
- Fix louvres in gym



- Splash-park
- Sheltered Playground(s)
- Skate Park
- Nature play
- Adventure Play
- BMX/Pump track
- Covered Basketball Court



- Spaces for community, families and children
- Large multi-purpose shelter space
- Women's space
- Men's Space
- Yarning circle
- BBQs and shaded seating areas at beach for families



- Boardwalk around swamp
- Bird watching Interpretative walk around Old Village
- Sea wall to protect tamarind tree
- Shelters and amenities at Old Village
- Artwork to stop vandalism



- Shade Trees
- Seating
- Safe places to cool off
- Shelters and rest spots along walking paths
- Lighting
- Bush tucker/ Bush Gardens
- Kitchen/Food gardens
- Water /drinking fountains
- Toilets that work

Image below: Map of design ideas by high school students.



Image Source: Carroll Go-Sam, Kelly Greenop, Kali Marnane, and Maram Shaweesh. 2023. Gununa Futures: A report on housing, energy and town design in Gununa, Mornington Island, Queensland, 2024. St Lucia: The University of Queensland.

5. KEY OUTCOMES



5.1 FORESHORE IMPROVEMENTS

Create an accessible foreshore that protects environmental and cultural heritage, and supports family recreation.

The Gununa foreshore is one of the community's most valued recreational and cultural assets. Extending from Kuba Natha Aged Care Hostel in the east, past the point to the cemetery in the west, the area supports fishing, family gatherings, boating and informal recreation, while also containing significant cultural and historical sites including the Old Village, Tamarind Tree and adjacent wetland areas.

Community feedback identified a need for improved amenities and environmental protection measures. Existing infrastructure is limited, with no operational public toilets, drinking water facilities or sheltered BBQ areas. Coastal erosion around the Tamarind Tree was also identified as a significant concern.

The master plan proposes:

- Shaded picnic and BBQ facilities
- Drinking water and public amenities at popular locations
- A foreshore boardwalk and walking trail to provide safely connect places on the foreshore, including the Old Village and Tamarind tree area to the Jetty.
- Coastal protection measures around the Tamarind Tree
- Interpretive signage celebrating cultural heritage and environmental values
- Improved access to the Old Village and wetland areas



5.2 PLAY AND ACTIVITIES FOR YOUNG PEOPLE

Provide safe, inclusive and sheltered play spaces that encourage children and young people to be active, and connect with nature and community.

New play and activity spaces for children and young people was identified as a key priority during community engagement. Participants highlighted the need for safe, accessible and covered spaces where children can play throughout the year while remaining protected from the sun and rain.

Adventure and nature-based play was preferred over traditional playgrounds, as these better reflect the island environment and culture. Community members emphasised the importance of facilities being durable, low-maintenance, and resistant to vandalism.

Play spaces should be integrated with other facilities allowing families and carers to gather comfortably while children play. Access to drinking water, seating, shelter and nearby amenities is essential to the long-term success of these spaces.

The master plan proposes:

- Accessible adventure and nature play spaces within the sports precinct and town centre.
- Play spaces co-located with amenities, covered picnic and BBQ facilities
- A skate park and covered basketball court for older children.
- Facilities located in visible, well-used areas to encourage passive surveillance and reduce vandalism.
- Durable, low-maintenance equipment and robust shelters designed for the local environment



5.3 SPORTS INFRASTRUCTURE

Strengthen active recreation infrastructure to support community health, youth engagement and opportunities for competition and events.

Rugby League is the island's primary organised sport, with both men's and women's teams participating in regional competitions. While the oval is used for training, teams currently travel to communities such as Normanton and Kowanyama for competition regional games. The football games help bring the community together and provide an opportunity to connect with disengaged young people.

The sports oval was identified as a key recreation destination with significant potential for improvement. Upgrades to the sports field, amenities and supporting infrastructure would improve training and competition facilities and may enable the island to host regional sporting events in the future.

The community also expressed a desire for other active recreation opportunities including basketball, soccer, outdoor fitness equipment, running and walking tracks and informal recreation spaces.

The master plan proposes:

- Upgrades to the sports field and associated amenities.
- Improved spectator, player and community facilities.
- Integration of outdoor fitness equipment and informal recreation spaces, such as a BMX/pump track
- Enhanced connections between the sports precinct, playgrounds, splash play and other community facilities.
- Collaboration with the Department of Education and PCYC to maximise the shared use of sporting and recreation infrastructure



5.4 AQUATIC PLAY

Provide safe opportunities for children and families to cool off, play and gather.

Aquatic play emerged as one of the strongest themes throughout community engagement. Given the presence of saltwater crocodiles in surrounding waters and the high temperatures experienced throughout much of the year, the community identified a strong need for safe water-based recreation opportunities.

While many community members would like a swimming pool, however the long-term operational and maintenance requirements were considered prohibitive. A splash play facility was therefore identified as the preferred solution, providing a lower-maintenance alternative that can deliver significant recreational and social benefits.

Six alternate locations for the splash play area were raised at the initial community engagement session and were assessed by the design team. Refer to the adjoining table assessing these locations.

Locations 1 and 2 adjoining the foreshore and sports precinct were identified as the preferred sites due to their accessibility, servicing opportunities and proximity to complementary recreation facilities, as well as less restrictions envisaged for the development approval process.

5.4.1 SPLASH PLAY LOCATION OPTIONS

No.	LOCATION	ADVANTAGES	DISADVANTAGES
1	Near Jetty/old Church on open space	• Connects to the jetty and foreshore where families like to spend time on the weekends • Is closed to accommodation for visitors so may provide tourism benefit • Land is zoned as Community Facility • Water and sewer connection available.	• JKG currently lease the Old Church building adjoining this site • The site is a long way from some residential areas
2	At the sports ground	• Close to other activity spaces • Land is zoned as Community Facility • Existing amenities and playground areas could be up-graded to connect with the splash play	• Location of services (water) connection near by is unknown. • Preferred not to locate too close to the Tavern due to alcoholism/rough behaviour
3	On Festival Grounds	• Site is close to the town centre and shop/services area	• The Gulf Regional Aboriginal Corporation RNTBC (GRAC) is the Native Title holder for this site which may delay approval for this type of activity. • The splash play space may conflict with significant cultural activities on this site
4	Outside the Goobalathaldin Knowledge Centre	• Site is close to the town centre and shop/services area • Trees provide some shade to this area • Seating for gatherings planned for this area	• The splash play may conflict with the Library/Knowledge centre use/management and other activities in this area
5	At PCYC	• Close to school, PCYC activities and town centre • PCYC could monitor use of the space	• The area is closed off outside of PCYC operating hours • Future access, costs and maintenance responsibility unclear as site is Dept. Education.
6	On the Foreshore near the Tamarind Tree	• Connects to the beach/foreshore where families like to spend time on the weekends	• TGRAC is the Native Title holder for this site which may delay approval for this type of activity. • The splash play area may have a negative impact wet-land and coastal environmental areas • The site is a is somewhat secluded





5.5 COMMUNITY SPACES AND PLACES

Create appropriate gathering spaces that strengthen connections, support well-being and celebrate the Mornington Island culture.

Community gathering spaces are important for social connection, cultural expression and community well-being. Several locations across Gununa already function as important community gathering places, including the Goobalathaldin Knowledge Centre, Art Centre, Sports Oval, Festival Grounds, Community Laundry, Foreshore and Old Village. These spaces support a range of activities, from community meetings and cultural events to family gatherings, recreation and men's and women's business. The master plan seeks to strengthen these existing destinations while creating new opportunities for connection throughout the town.

Elements relating to community spaces identified for inclusion in the recreation precincts master plan include:

- Enhancement of existing community gathering places across Gununa with improved amenities, shaded seating and BBQ areas.
- Improvements to the women's gathering space at the Community Laundry, including opportunities for community and kitchen gardens.
- Yarning circle for groups outside the Goobalathaldin Knowledge Centre
- Flexible multi-purpose spaces for community events
- Interpretive signage providing information on important cultural and historical places.



5.6 CONNECTIVITY

Create a connected network of safe and culturally meaningful routes that link people to recreation facilities and key destinations across Gununa.

Connectivity is critical to the success of the Recreation Precincts Master Plan. Mornington Island's hot climate, high rainfall and low levels of private vehicle ownership make safe, shaded and accessible walking routes essential for everyday movement throughout the township.

Community feedback highlighted the need for shaded pathways, rest areas and improved way-finding to connect recreation areas, community facilities and gathering places. Interpretive signage and clearly identified routes could also help residents, FIFO workers and visitors better understand and access culturally significant locations across the island.

The master plan proposes:

- Street-scape improvements along key pedestrian routes to improve comfort, safety, town pride and way-finding.
- Shaded shelters and rest areas along walking routes.
- Expansion of the township footpath network .
- New and upgraded walking and nature trails linking recreational, cultural and environmental destinations.
- Boardwalks providing access to significant foreshore, wetland and cultural areas while protecting sensitive environments.
- Interpretive signage at culturally significant landmarks
- Route signage and distance markers along existing roads and trails to support walking, running and fitness activities.



5.7 RECREATIONAL PRECINCTS

Create distinct recreation precincts that celebrate and connect the key cultural, community and environmental aspects of Gununa.

The master plan adopts a precinct-based approach to recreation planning, recognising that different areas of Gununa serve different community, cultural and recreational functions. The proposed precincts build on existing community assets and activities while improving connectivity, accessibility and opportunities for recreation, gathering and cultural expression.

Each precinct responds to its unique setting, cultural significance and community needs while contributing to a broader vision of a healthy, connected and active community.

- 1. Cultural Hub** – A community-focused precinct centred on learning, culture, gathering and social connection.
- 2. Sports Precinct** – The primary destination for organised sport, active recreation, youth activities and community events.
- 3. Old Village** – A culturally significant area that celebrates history, storytelling, heritage and connection to Country.
- 4. Foreshore Precinct** – A destination for family recreation, fishing, gathering and enjoyment of the natural coastal environment.
- 5. Town Precinct** – A connected network of streets, community facilities and public spaces that support everyday recreation, movement and social interaction.

6. RECREATIONAL PRECINCTS

6.1 CULTURAL HUB



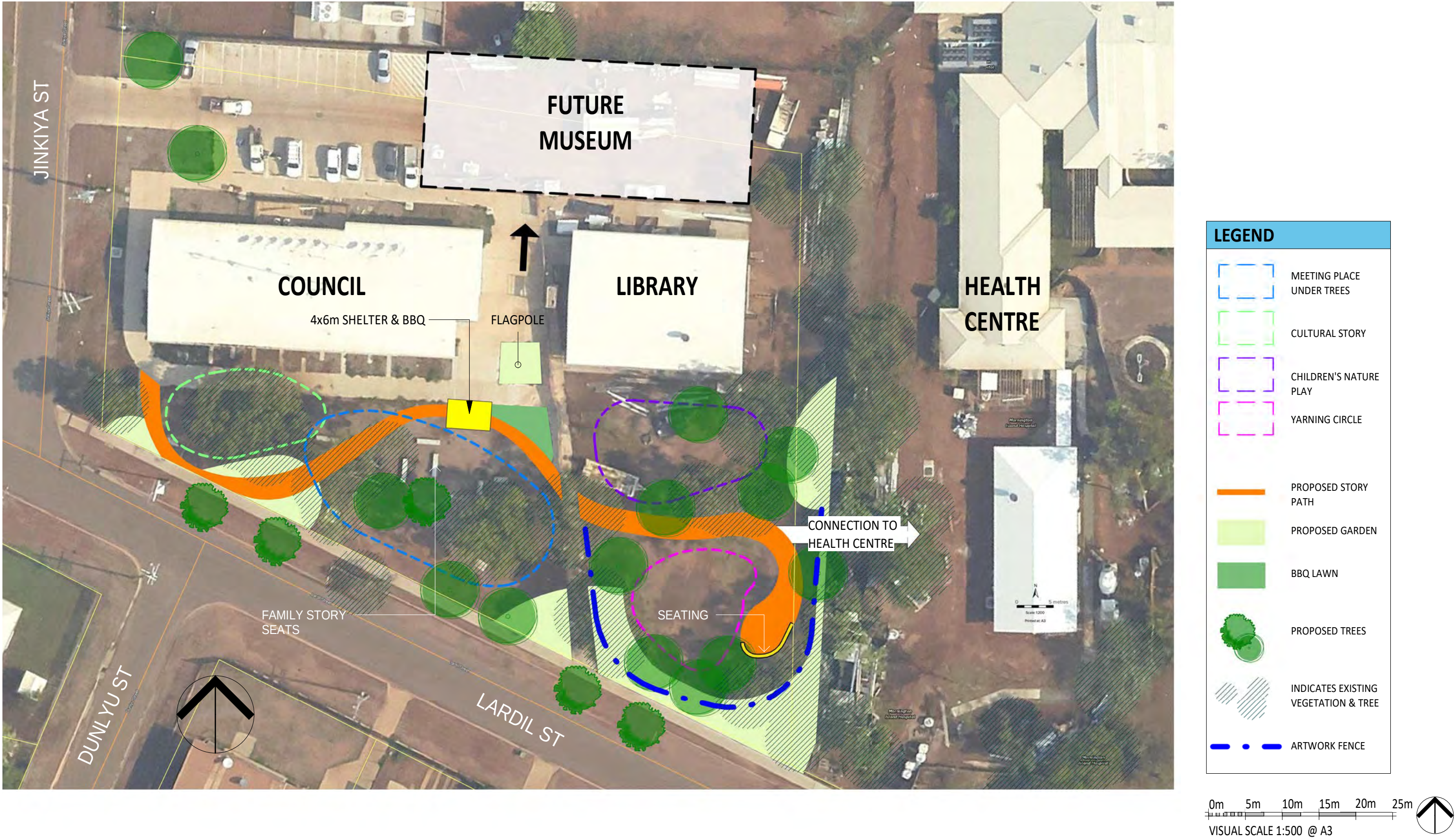
The cultural hub focuses on the area between Lardil Street and Council Administration building and the library part of the Civic Centre, identified as part of the Town Precinct Plan in the 2020 Master Plan. The Council offices is the administrative hub of the island while the library is a key community hub. It is one of the places that visitors, to the island, especially those on official business, may visit. The forecourt to the library with flagpole allows for ceremonial uses. In the space between the buildings and street are a series of concrete block plinths that are planned to have artwork applied representing the island's various family groups. This space contains a number of mature trees creating what has the potential to be a very pleasant and culturally relevant park.

In realising the recreation potential the consultation identified a yarning circle and a young children's' playground in the proximity of the library. These spaces could be used in association with the library for story telling, cultural awareness and outdoor learning. The yarning circle also a discreet space to meet while attending Council business. The master plan proposes these spaces be linked with coloured concrete path with applied or built in artwork that then meanders through the artwork plinths and existing trees to the entrance of the council offices. A shade structure with a double BBQ allows for Council, library and community events utilising the forecourt as additional breakout space.

Council / Cultural Precinct Infrastructure

- 1 of 6x4 Shelter with 2 plate BBQs and a table set
- 4 seats with back and armrests
- Yarning circle utilising stone blocks
- Children's Playground
- Children's' Playground fence incorporating artwork
- 2 to 3m wide coloured concrete path incorporating art work.
- Additional lighting.

6.1.1 CULTURAL HUB PRECINCT PLAN



6.2 SPORTS PRECINCT

The proposed sports precinct builds upon our existing infrastructure (including the oval, spectator stands, amenities, and playground) to create a family-oriented recreation and sports destination.

Current proposals include upgrading the oval's playing surface to a standard that allows Mornington Island to host visiting teams.

The oval becomes more than just a playing field; it serves as a space where effort, discipline, play and shared experiences help shape the character of young men and women in the community.

The oval's location, away from residential areas lends itself to being the centre piece for other active and somewhat noisy recreational activities such as a splash play area, adventure play, pump track and skate park. Grouping these activities together results in a community hub accompanied by shelter pavilions, BBQs and shade trees. These activities are located along the perimeter of the oval for ease of use and surveillance to reduce opportunities for vandalism. It is also best practice to separate high energy activities such as skate parks and pump tracks from the more vulnerable infrastructure such splash play and young children's playgrounds.

Sports Precinct Proposed infrastructure

- 1 x Grandstand with Splash Play pump room and change facilities
- 1 x Covered basket ball court with toilet facilities and store room.
- Upgrade of existing toilets
- Splash Play
- Adventure Playground
- Pump Track (across Marndatharrkan Street)
- Skate Park (across Marndatharrkan Street)
- 4 of 6x4m Shelters
- 2 of 6x4m Shelters with 2 plate BBQs and table set
- 12 seats with back and armrest



The splash play is sited where the current playground is located and near the existing toilet facilities. These facilities could form the basis for an extended facility if required. The splash play requires a pump room approximately 6 x 7m proposed to be incorporated under a grandstand that also accommodates changing facilities. The splash play area would be enclosed with fencing to prevent children from running onto the road and to discourage cross play with the nearby adventure play area.

Size:

Enclosure area: 1680m²; Splash area: 265m²



Preferred location is across Marndatharrkan Street which gives room for expansion and accessible to the upgraded toilet facilities.. The previous pump track that was over the creek had been abandoned, likely due to being in a less accessible location.

Size: Approximately 2,200m²



The adventure play area is located where it can be viewed from the road and near, but not too close to the splash play area. If located too close materials such as bark, sand and leaves from the playground can seriously disrupt the splash play's drainage and filtration system, a minimum of 10 metres distance is required. Elements in the nature area include nature-themed climbing structures. The play area is proposed to be shaded by existing trees and a proposed solid shade structure.

Size: Approximately 1,300m²



Preferred location is on the corner of Marndatharrkan and Kaiadilt Streets which gives the park prominence and allows room for expansion. The skate park would include shade structures for skaters and for friends and family watching.

Size: Approximately 1,000-1,100m²



The covered basket ball court is located near the oval, close to Kaiadilt Street where it can be also utilised as part of the oval for a teams meeting place. It would be practical to have toilet facilities to compliment the facilities at the other side of the oval. The size of the shade structure would need to be 38 x 18m provide a minimum safety run-off of 3 to 4m around the perimeter to plus toilet and store room facilities being a further approximately 18 x 4m

Size: Approximately 756m²



Proprietary shade shelters with insulated panel roofs and durable aluminium seating are proposed. The shelters are flat packed for transportation and are available in finishes suitable for the island environment.

6.2.1 SPORTS PRECINCT PLAN



6.3 OLD VILLAGE

The Old Village Precinct encompasses areas of significant historical and environmental importance, including a portion of the former mission footprint, village dwellings, an outdoor church, and a public dance ground. The precinct also contains a seasonal wetland that attracts various bird life. Access is currently available via Dijinkivya Street to the south and a track along the northern edge

During consultation, stakeholders emphasised the area's cultural and historical significance, expressing a strong desire to investigate, retain, and interpret remnants of former uses. While the wetland is a popular spot for birdwatching and walking, stakeholders raised concerns regarding safety issues, such as packs of dogs. Additionally, the old tamarind tree and the adjacent jetty remain popular destinations that would benefit from further interpretation of the old village.

Proposed infrastructure for the site includes interpretive signage, a shade structure, and seating. A boardwalk alongside the wetland, following an old village street could potentially include a bird-watching hide and information panels on local and seasonal species.

Developing an interpretive strategy and finalising the location of structures will require a detailed cultural heritage investigation and further consultation with Elders. This project represents an important contribution to community history for residents and will serve as a key attraction for visitors to the island.

Proposed infrastructure

- Interpretive signage
- Boardwalk and bird hide
- Amenities and BBQ Shelter (refer Foreshore Precinct).

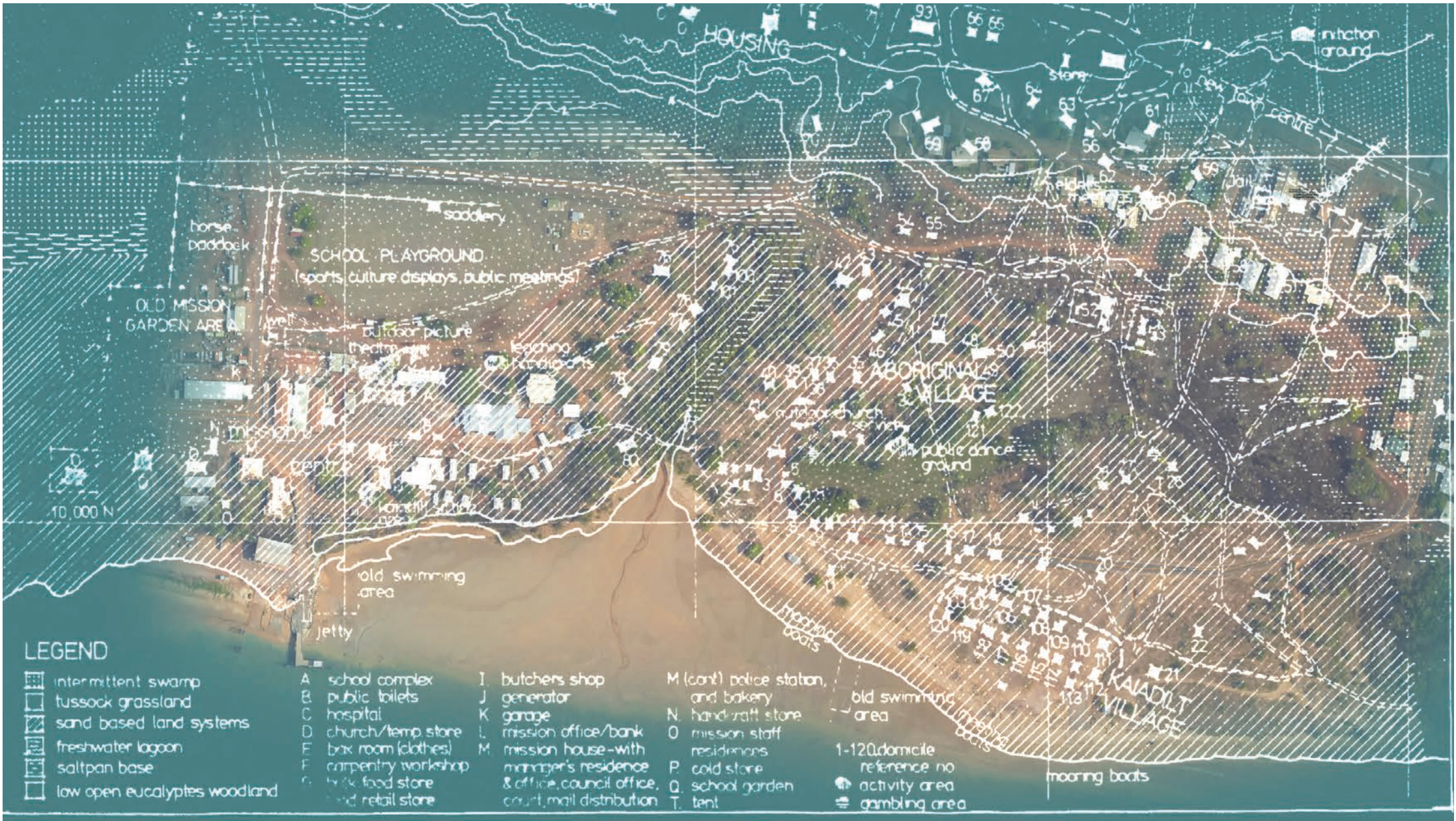


Image: Mornington Island Aboriginal Mission Settlement Site Plan Buildings and Activity Areas overlay on Queensland Globe satellite image.

Mission Site Plan Source: [University of Queensland E-space Library, Chapter 6 Culture Change on Mornington Island](#)



BRIDGE



ROCKS



STREET TREE PLANTING



NEW NATURE WALK



NEW BOARDWALK



SWAMP AREA



PICNIC AREA



BBQ SHELTER



AMENITIES



OLD VILLAGE INTERPRETIVE SIGNAGE



OLD VILLAGE PRECINCT



FORESHORE PRECINCT



VISUAL SCALE 1:2500 @ A3



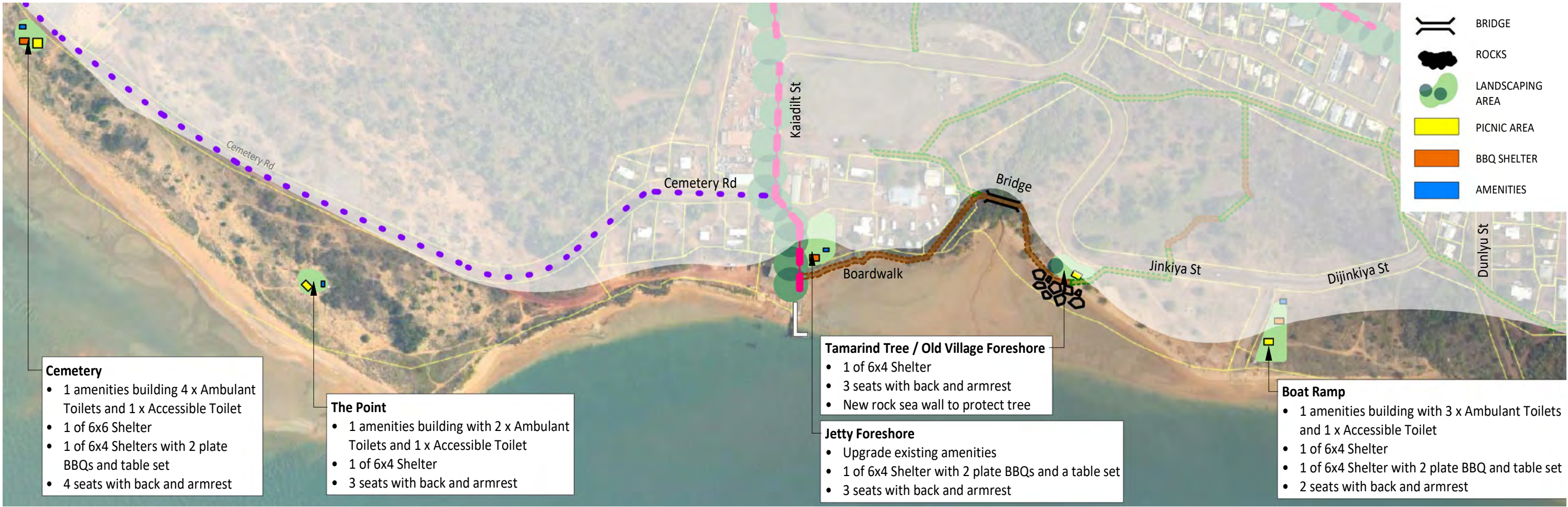
6.4 FORESHORE PRECINCT



The Foreshore Precinct stretches from the Cemetery to the Kuba Natha Hostel. It includes important infrastructure such as the jetty and boat ramp along with areas of cultural significance including the old tamarind tree, the old village and the remains of fish traps. During the consultation process the foreshore was identified as an important destination for fishing and for family and friends gathering, especially at sunset and as an outing destination for Kuba Natha Hostel residents. The foreshore area in front of the cemetery is popular for holding wakes after funerals. Concern was expressed regarding the lack of facilities such as seating and toilet facilities and about erosion threatening the old tamarind tree.

To enhance the recreational potential of the foreshore investment is needed to make the precinct function better environmentally, more sanitary and more accessible for the elderly. This includes toilet facilities, seating, shade structures and BBQs. Toilet facilities do not necessarily need to be connected to the sewer, but can be provided with pump out facilities. Connection to power and water is desirable, but can also be accommodated by water tanks and solar power. It is recommended that the toilet facilities anchor either end of the precinct, near the cemetery and near the boat ramp.

Proposed Infrastructure:



6.5 TOWN PRECINCT

shelters



The Town Precinct encompasses the Gununa township. During consultation, stakeholders identified a need for roadside shelters to assist those waiting for the community bus or resting while walking through town. While the newly installed footpaths are well-regarded, there is strong advocacy for their extension. Common concerns raised include the lack of shade trees in certain streets and parks, and the irregularity of the community bus service, particularly after hours. Additionally, FIFO workers noted the long walk between their compound and the gym in the old hall.

Interpretive Signage



Proposed initiatives to improve accessibility and recreation include extending footpaths, planting shade trees, adding seating, and installing a series of shelters to serve as bus stops and rest areas. Recommended footpath extensions include the entrance to the Kuba Natha Hostel, the route past the school to the FIFO accommodation, and further along Lardil Street and Cemetery Road. Interpretation panels giving information about the town's history, culture and plant species and wildlife could be incorporated into rest stops.

Street Planting



Planting endemic shade trees is recommended along Lardil and Kaiadilt Streets. Improvements along Kaiadilt Street would specifically enhance the walk from the airport and craft centre for both tavern guests and local residents. Collectively, these infrastructure upgrades would significantly improve the area's accessibility and ambiance.

Community Gardens



Community Gardening and Culture

Consultations highlighted a strong desire to pass on traditional knowledge regarding plant use, bush tucker, and culture. While small community gardens currently exist at the school and laundry, the township historically maintained large kitchen gardens as recently as the 1980s.

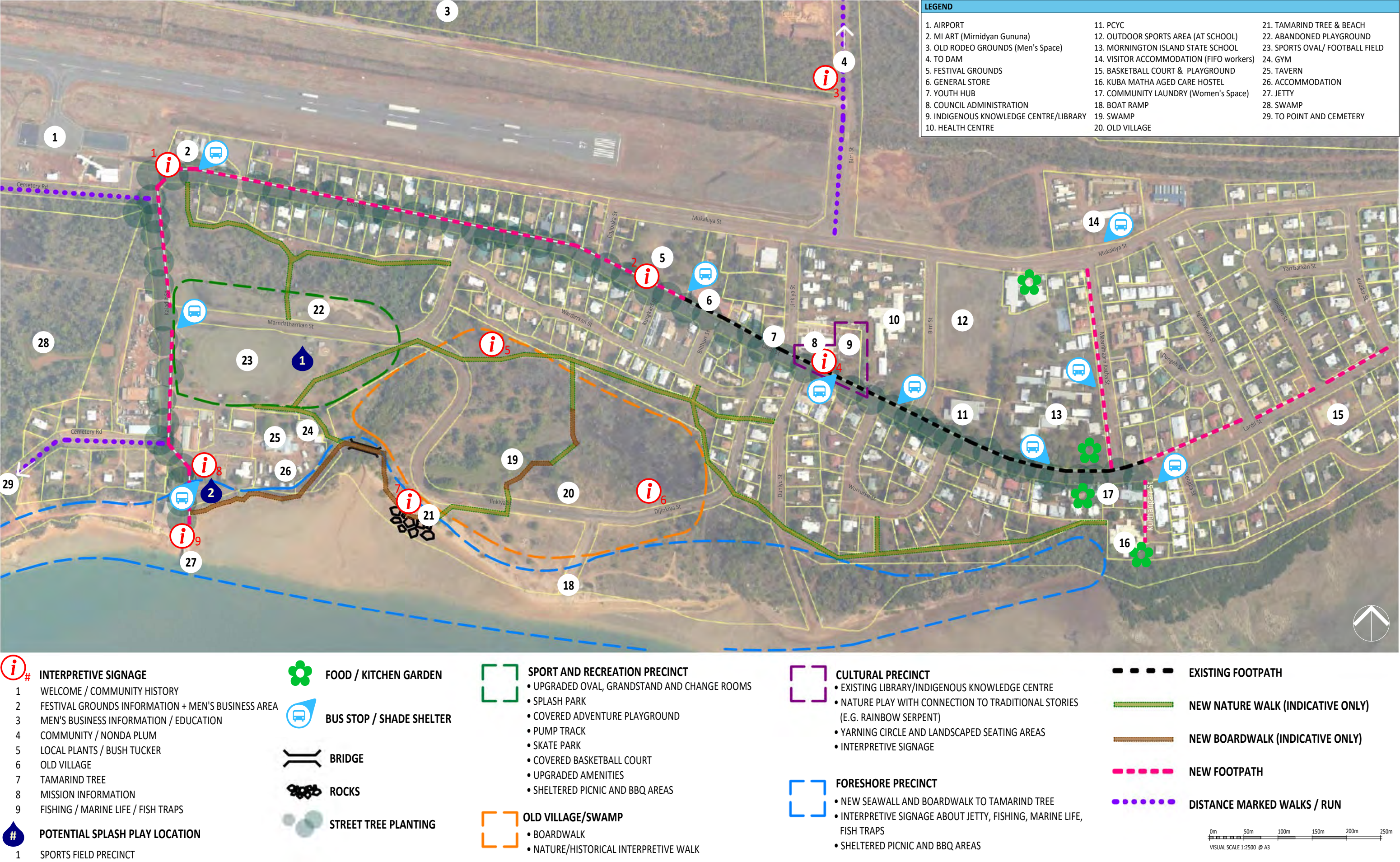
In a remote community like Mornington Island, gardening offers significant potential to reduce household grocery costs and improve mental and physical health. Initiatives to support this could include providing raised vegetable beds, hosting workshops, or implementing a yard improvement programme similar to the Cape York Partnerships' "Pride of Place" project.

seating



Proposed infrastructure

- Approx 2.2km new footpaths
- Approx. 1.5km nature trails
- Distance markers for walking/ running trails
- 10 x rest stop shelters with seating
- Interpretive signage
- 4 x raised garden bed locations



8. NEXT STEPS



Note: A cost plan is included in the Appendix for planning purposes. The cost plan should be reviewed throughout the life of the master plan.



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15 HUMAN RESOURCES

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

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Human Resources (HR) Issues and Proposed Actions

People, Culture and Performance

Staff Attendance

Discussions have been held with several staff regarding their poor attendance, resulting in improved attendance and several staff electing to transition to casual employment.

A further review of staff attendance during pay periods 51 to 52 will be conducted during July.

Employee Recruitment and Engagement

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

We have been successful in filling the following positions:

- Storeman
- Building supervisor
- Plumber
- Administration Officer (Warehouse)

We are still seeking to fill the following positions:

- Executive Assistant
- Manager Workshop
- Senior Mechanic
- Hospitality Assistant – Airport Café
- Trainee Animal Control
- Maintenance / Carriage officers
- Manager Waste Management

Staff qualifications and training

- Apprentice Plumber at TAFE from 20th July for 3 weeks
- Apprentice Carpenter at TAFE from 27th July for 2 weeks and this will be his final TAFE visit
- Apprentice Carpenter will also attend Working from Heights training straight after TAFE so reduced costs to Council with regards to flights
- Building Supervisor attending Working from Heights early August as well
- 2 x painters attending Working from Heights 21st July
- One plumber is finalising enrolment in Evaluating & Planning the Installation of Solar and Heat Pump Water Systems. Enrolment has been sent and now waiting for TAFE confirmation – still not updated – checked 14th July
- MRAEL on island 14th – 16th July to catch up with the Apprentices
- 1 x Animal Control & Environmental Officer to attend an Environmental Health Workshop of the Indigenous Environmental Health Cert 3 in Cairns in August
- Researching Cert III Water Industry Operations for one of our new staff

HR policy and procedures

Work has now commenced on reviewing and developing policies and procedures and continuing with the revision of the organisations Position Descriptions and the assignment to roles within ELMO.

HR metrics and workforce analytics

The organisation's resourcing during the reporting period totals 151 employees consisting of 117 full time, 4 part time and 30 casual employees.

Workplace Health and Safety

- Trinity Fire Services arrived on Island 8 June 2026 for Staff housing, Machinery and Vehicle checks. All staff housing has been inspected for extinguishers, fire blankets and smoke alarms. It was established that the smoke alarms in a good percentage of the staff housing require attention. All the machinery and certain staff vehicles have been retested or fitted with new extinguishers.
- Mowing signs and traffic cones have been ordered for Engineering and Infrastructure Services.
- Council's AED Units shock pads have been ordered not yet received.
- Batching plant concrete slab has been completed.
- Gas storage Hazchem box installed at warehouse.
- Site inspections Lardil st and Motel units undertaken to ensure compliance.

Drug & Alcohol Testing

- Random Drug testing commenced, 16/06/2026 Civil Construction 9 tested all returning negative results.

- Daily Alcohol testing still being undertaken. Breathalyzer Testing unit in Engineering is still having connection issues IT are endeavouring to get the issues resolved by end of July.
- Contractors Drug and Alcohol Policies to be included in documentation provided by them prior to working on Council projects.

Incident Reports

6 Incidents reported

- 2 Break in's verbal staff housing and youth hub
- 1 minor manual handling back strain
- 1 Near miss airport car park traffic
- 1 Domestic violence witnessed at Vet shed
- 1 plant damage smashed windscreen

FINANCIAL & RESOURCE IMPLICATIONS

Human Resources functions except for training are operating within 2025/26 operating budget parameters.

RECOMMENDATION

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

16 HOUSING AND FACILITIES**16.1 Housing and Facilities Report – June 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 June 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS**June Figures**

	Invoiced	New Jobs	Open Jobs
Qbuild	71	111	113
Commercial	21	16	31
Facilities	41	39	49
PMO	2	1	1

Q Build Do & Charge Program for June

- 113 - jobs currently open
- 111 - Work orders received into portal
- 71 - invoiced to QBuild

2025/26 FY – Days to action Q Build jobs***Qbuild Tender Jobs***

- 4 x Major refurbishments (incl. termite treatment)
- 2 x Kitchen upgrades
- 1 x bathroom upgrade
- 4 x Lawn lockers
- 1 x Roof upgrade & External Painting
- 1 x Carport Upgrade

Other QBuild Jobs

- 1 x School walkway upgrade including covered awning 100% completed – to be invoiced.
- 40 x Do & Charge jobs received for security upgrades to community Housing – to be completed by end of September 2026.

RESILIENCE FUNDING

Barge Coolroom / freezer

- Anti-vandal cages are being built around external condensers – to be completed
- Signage to be installed once it arrives. Handover documentation for racking installation to be completed.

OTHER PROJECTS – Council Assets

Council Administration Building

- Council is actively undertaking dispute resolution processes with contractor.
- Remediation works to the administration building per defect list attended to under warranty.
- Project Status: Ongoing, approx. 40% completion

Warehouse

- Housing and Facilities are undertaking internal works to the storage warehouse, including improving access to mezzanine level + safety railing
- Project Status: Ongoing, waiting on materials.

Youth Hub

- Second break in requiring repairs to security screens, fencing and shed. Waiting on materials delivery.

Salvation Army / Orange Sky

- Bathrooms nearing completion and hot water now installed.
- Tree removal and Levelling ground to prevent trips and falls in progress
- RISE contacted to construct a new washing line – Concept stage

PMO – Site clearing for plug ins.

- Each location to be cleared of debris and vegetation in preparation for installation.

FINANCIAL & RESOURCE IMPLICATIONS

Housing and Facilities projects are being reviewed and prioritized by 2025/26 revised operational budget and funding program parameters.

RECOMMENDATION

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

17 ENGINEERING

17.1 Engineering and Infrastructure Report - June 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 June 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Airport

Currently awaiting grant funding to achieve the following urgent upgrades. With the help of our procurement officer, Wendy, we will hopefully be making some good progress in the next 6 months.

- Runway Upgrades
- Runway Lighting Upgrades
- Windsock
- Apron Access Gates

Daily Activities

- Slashing
- Burning
- Clearing
- Apron Sweep

INCIDENTS AND ACCIDENTS

ANIMAL on RUNWAY – Perimeter fenceline was breached with a dog entering an active runway while the aircraft was in the holding position on the RWY 27 Threshold. Dog was safely removed. This incident has highlighted the much needed upgrade to replace the perimeter fenceline on the southern side of the aerodrome from the arts center to Biri Road.

INCREASED BIRD ACTIVITY – Corellas continue to be a threat to aircraft arrivals and departures as they settle into the flight strip which requires removal prior to arrival and departures for safe aircraft movements.

Parks and Gardens / Fencing.

Current activities recently commenced are a clean and tidy of the motel precinct following the completion of the four motel units. This will be a substantial landscaping job for the parks and gardens team to undertake which will also give good outcomes to the community.

P&G continue to deliver internal and external works in community such as town beautification,

community support for sorry business and maintaining town amenities.

Fencing crew continue to help and assist P&G on their tasks involving fence repairs and maintenance. They have also been preparing an area in the batching plant for welding and fabrication of gates and other job work so they have a dedicated area that's out of the weather.

Roads & Civil. Batching plant

Activities undertaken by the roads crew and batching plant teams.

- Completed Birri Rd with a heavy formation
- Completed Bradley Camp Rd and Elizabeth River Rd heavy formation
- Completed Dimerah-Gunbah Rd heavy formation 5km
- Completed both Dimerah Rd and Gunbah Rd 6.4km
- Assisted in the site clean-up at the Festival Grounds for NADIOC week.
- Shannon and his team installed seating at the wharf area and a gazebo and seating at the laundry area under the Gulf Grants Project.
- A section of footpath was also completed by staff heading west along Lardil Street approximately 40m.
- Clean up activities underway at the batching plant to remove rubbish and old equipment out of the way for materials.
- Core fill concrete was undertaken at 926 Lardil St.

Workshop

- Fuel tank install waiting on hazardous compliant electrician to give a time when he can come to island to do the electrical portion of the job.
- Servicing of the light vehicle fleet is progressing.
- Servicing of heavy fleet also progressing well, also repairs to machines with damage with all parts ordered.
- Workshop Manager finishes on Friday 17 July 2026.

Water & Waste

Water testing continues daily with systematic checking and noted maintenance issues brought to attention and put into place for actioning.

We have new aerators now on island with those being installed at the treatment ponds in the next month. This is a landmark for the community as we have not had this kind of push for better operating sewer treatment ponds ever before.

Dump & Recycling

With the progression of the new dump upgrade, we will be seeing large scale developments in the waste and recycling areas of the island. With the hopes of potentially new employment opportunities at each facility also if funding will allow.

Environmental Health & Animal Management

The Environmental Health team have been very busy conducting regular house visits, maintaining registers and also attending training to better educate them on their roles and further their knowledge to better council and community.

With the next vet week coming up, further training for both team members, environmental health seminar in Townsville and lots of new puppies on the ground they will continue to be very busy in the next few months.

Upcoming Projects

Water plant upgrades, Dump upgrades, Drainage and oval (football field) upgrades and Splash Park are all underway with weekly meetings with all involved to maintain council in good position and to be on top of everything required to deliver these upgrades in a short period of time.

FINANCIAL & RESOURCE IMPLICATIONS

Engineering division activities are occurring within adopted 2025/26 operational budget parameters.

RECOMMENDATION

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

18 Hospitality and Accommodation

18.1 Hospitality and Accommodation Report – June 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 June 2026.

BACKGROUND & PREVIOUS COUNCIL CONSIDERATIONS

Carriage Limit Performance

For the month ended	31/05/2026	30/06/2026
Total People (# Sales)	1,658	1,532
Trading days	31	30
Average Price Per Person	81	81

No major concerns with Carriage operations this month. Steady flow of sales slightly down on previous month. Ad hoc Police presence has been welcomed especially on a Saturday which is usually the day where people blow over the limit of 0.05. Overall, a positive month with not reported issues.

Laundry Upgrade

Software upgrade is now scheduled in for the last week of July where we will have all machines up and running and further training on the usage. We are working with the team to ensure the space is well setup now to function effectively with the increased capacity of these machines and the workflow around them.

Motel

The new motel cabin project is progressing well and remains on track for completion in the coming weeks. New linen is expected to arrive next week, followed by the remaining furnishings and fit-out items required to prepare the cabins for operation.

Significant progress has also been made to the surrounding grounds. The motel precinct has now been securely fenced, and irrigation infrastructure is being installed to support the establishment and ongoing maintenance of landscaped areas. Grass seeding is scheduled to commence in the coming weeks once the watering system is fully operational.

To further enhance the appearance and longevity of the facility, plans are in place to remove the bean trees along the fence line. This will assist in protecting the new cabin decks from debris and sap and improve guests' views towards the waterfront. The project is coming together well, and the completed works will provide a high-quality accommodation experience for visitors. Further progress updates will be provided in future Council reports.

Accommodation

The Accommodation team has successfully gone live with the new RMS booking system,

marking a significant milestone in the modernisation of our accommodation operations. While the transition has required considerable time and effort, the benefits are already becoming evident. Extensive work has been undertaken behind the scenes to improve the entire guest journey—from the initial booking experience through to check-in, their stay, and departure—while also streamlining internal processes for the Accommodation team. Over the coming weeks we will be launching the guest portal which will also allow guests to do pre-arrival check-ins, make bookings and notify us of any changes.

Beyond reservations, RMS is now being utilised as a central operational management tool. The system enables us to track and manage in-house maintenance requests, allocate tasks, monitor completion, and improve response times, providing greater visibility and accountability across the department.

Our next phase of implementation will focus on integrating the Finance team to ensure all financial processes are fully aligned, before onboarding the housekeeping team. Housekeeping will use RMS to manage daily room servicing, task allocation, maintenance reporting, and rostering, creating a more efficient and coordinated operation across all accommodation services.

In conjunction with the system rollout, our new accommodation website is now live. The final stage is the addition of professional photography, which will be uploaded once the images have been completed, further enhancing our online presence and showcasing the quality of our accommodation facilities.

Overall, the implementation has been a major undertaking, but it represents a significant investment in improving operational efficiency, staff productivity, and the overall guest experience.

One of the most significant benefits of the new RMS platform is the enhanced reporting capability it provides. We now have access to a wide range of real-time operational and financial reports that support more informed planning and decision-making. Of particular importance is our ability to forecast future occupancy and revenue through our "Business on the Books" reporting. As shown in the table below, we currently have 2,859 room nights already booked into the future, representing approximately \$565,000 in net revenue. This visibility allows the Accommodation team to proactively manage capacity, forecast demand, and support Council projects and external organisations requiring accommodation for future works on the island. The system enables us to quickly identify room availability for large groups and project teams, a process that was previously completed manually and was both time-consuming and difficult to manage. This capability represents a significant improvement in our ability to plan ahead, maximise occupancy, and provide a more responsive service to our stakeholders.

Mornington Shire Council

Projected Forecast

For the Month: Jul 2026

Booking Month	Occupancy		Accomm Revenue	
	Night	%	Gross	Nett
July	435	48.49	97,780.03	88,890.15
August	588	35.79	134,000.00	121,817.10
September	516	32.45	114,410.00	104,008.02
October	450	27.39	98,195.00	89,267.31
November	410	25.79	87,535.00	79,576.41
December	350	21.28	68,525.00	62,294.49
January	110	6.45	21,450.00	19,499.70
Grand Total:	2859	26.69	621,895.03	565,353.18
Current Projected for all of July:	860	52.44	198,291.11	180,420.12

One of the most significant benefits of the new RMS platform is the enhanced reporting capability it provides. We now have access to a wide range of real-time operational and financial reports that support more informed planning and decision-making. Of particular importance is our ability to forecast future occupancy and revenue through our "Business on the Books" reporting. As shown in the table below, we currently have 2,859 room nights already booked into the future, representing approximately \$565,000 in net revenue. This visibility allows the Accommodation team to proactively manage capacity, forecast demand, and support Council projects and external organisations requiring accommodation for future works on the island. The system enables us to quickly identify room availability for large groups and project teams, a process that was previously completed manually and was both time-consuming and difficult to manage. This capability represents a significant improvement in our ability to plan ahead, maximise occupancy, and provide a more responsive service to our stakeholders.

Laundry Upgrade

Software upgrade is now scheduled in for the last week of July where we will have all machines up and running and further training on the usage. We are working with the team to ensure the space is well setup now to function effectively with the increased capacity of these machines and the workflow around them.

Events

The Tavern was buzzing once again in June as the community came together to watch the State of Origin Game 2. Maroons and Blues supporters turned out in great numbers, creating another fun night filled with friendly rivalry, plenty of cheers, and great community spirit.

We had just over 100 people turn up for the event which was a great turn out with at least 80% being community members. The team had their famous hot dogs and hamburgers

We have already locked in the NRL and AFL finals but are looking into some dates to potentially hold another monthly Tavern event not featured around football. We will have more on this in next months council report.

FINANCIAL & RESOURCE IMPLICATIONS

Hospitality and Accommodation activities are occurring within the parameters of the adopted 2025/26 operational budgets.

RECOMMENDATION

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

19 CORRESPONDENCE

20 GENERAL BUSINESS

21 CONFIDENTIAL REPORTS

22 NEXT MEETING

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

23 CLOSURE